

**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 2023– 2024 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 [www.out.ac.tz](http://www.out.ac.tz) and OUT prospectus.
2. **Application fee**  
Application fee for admission of undergraduate and non- degree programmes is Tanzania shillings 10,000/= (ten thousand only) and its equivalence for international students.
3. **Admission cycles**  
The OUT has two admission cycles. The first admission cycle is September 2023 and second is April 2024. Applicants selected to study in any admission cycle will be admitted according to dates approved by Tanzania Commission for Universities (TCU) and National Council for Technical and Vocational Education and Training (NACTVET).
4. **Documents required for application**  
Prospective applicants applying to study at the OUT must have specific documents for application depending on the level of the study as follows: -
  - i) Applicant applying for admission into bachelor degree programme have form four index number, form six index number, Award verification number (AVN) from (NACTVET) for Diploma holders, National Identity Number (NIDA), AVA certificate for Vocational Education Training Authority (VETA) graduates.
  - ii) Applicants applying for admission into Diploma must have form four index number and NTA level 5 or NTA level 4, or Form six index number.
  - iii) Applicants applying for certificates NTA level four must have form four certificate or AVA certificate from former VETA.
  - iv) Applicants applying any programmes by using prior degree or form four and six certificates obtained prior 1988 or NTA level 5 or AVA must upload their certificates online in the OUT online application system and send the same to [dugs@out.ac.tz](mailto:dugs@out.ac.tz) and copy to [records.dugs@out.ac.tz](mailto:records.dugs@out.ac.tz) and [admission@out.ac.tz](mailto:admission@out.ac.tz)
5. **Foreign certificates:** Applicants with foreign certificates must use equivalence translation number and verifications letter during application processes obtained from relevant regulatory authorities.
  - i) The equivalence number can be obtained from National Examination Council of Tanzania (NECTA) for form four and six holders;

- ii) Ordinary Diploma and certificates holders can obtain equivalence number from NACTVET;
- iii) Degrees holders can obtain verification letter from TCU.
- iv) The equivalence numbers and verifications can be obtained through online via website of the relevant regulatory authorities.
- v) 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.
- vi) Any application with foreign certificate without equivalence to Tanzanian standards shall not be considered.

#### 6. Mode of application:

Application for admission must be done through Online Application System (OAS) of the OUT. The OAS is available at [www.out.ac.tz](http://www.out.ac.tz) in the undergraduate window.

- i) Applicants must complete all sections in the online application system.
- ii) An applicant must read user guide carefully before applying online. In case of connection challenges, the application may be done by filling an application form available at undergraduate window and at all OUT regional centres both mainland and Zanzibar.
- iii) A dully-filled application form should be submitted directly to any nearest OUT Regional centres 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 the OUT Senate.

- i) The selected applicants shall be submitted to undergraduate admission board, Undergraduate Studies Committee and the Senate for approval.
- ii) The students approved by OUT senate shall be submitted to TCU and NACTVET for verification.
- iii) A list of verified selected applicants shall be announced through OUT website, OUT regional centres, contacts of selected applicants submitted during application, newspaper and social media.
- iv) Applicants not approved by relevant regulatory authorities shall be de registered from studies at the OUT.

#### 8. 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.

#### 9. Names for academic purposes

Applicants are required to use names as they appear in their form four certificates only or equivalent translations of the O-level certificate during application processes.

- i) 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, only those two names shall be used and the second name in the list will be taken as surname.
- ii) Change of names by students after registration is not allowed.

- iii) 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.

10. **Paid fees:**

Fees once paid are not refundable.

- i) In extremely exceptional circumstances, consideration refund for the fees paid may be made to those who have graduated and paid excess fees.
- ii) Where this is applicable, the approval of refund shall be made subject to a charge of 15% of the amount refunded.
- iii) The percentage deduction rate shall be set, announced and reviewed by University from time to time.
- iv) No refund for any student voluntarily requested to withdraw from studies at the OUT.
- v) Students are required to pay various University fees within given period as prescribed in the invoice.

11. **Registration:**

The Registration at the OUT is considered only when the University receives convincing evidence that the admitted student will be adequately financed during his or her study at the University.

- i) Student shall be required to pay Tshs 210,000/= for local student and its equivalence for international students' prior course registration.
- ii) All University payment shall be made by using generated control number.
- iii) The official receipt for any payment made must be obtained from any OUT nearest regional centre.
- iv) No cash payment is allowed for any university fees.
- v) Upon payment, student shall be issued with an account (user name and password) from Academic Records Management Information System (ARMIS) for registration. The OUT officials at all OUT regional centres will guide students on how to register online. The ARMIS account is used also for examination registration, accessing online academic materials in the moodle platform, examination results and payment status.
- vi) Students shall be required to register courses for the programme selected in the ARMIS. Upon registration student must confirm and print invoice.
- vii) Before registration of courses, students must make sure have read the OUT prospectus and student handbook of relevant faculty and directorate available at [www.out.ac.tz](http://www.out.ac.tz) and all OUT regional centres.
- viii) Upon payment of required fees, a newly admitted student shall be considered as officially registered student of the Open University of Tanzania.

12. **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 the OUT for that academic year, and may not be able to access the (ARMIS) 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 into 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 offered only to students dully registered in that particular academic year.

### 13. **Change of programme**

Registered students have the right to change programme provided they have entry qualifications of the new programme wish to study.

- i) The application for change of programme shall be done online through Open (OAS) within two weeks of registration period as required by OUT Senate and TCU.
- i) A fee for change of programme is Tshs.30,000/= (thirty thousand only) for local students and its equivalence for international students.
- ii) Change of programme shall be made at the beginning of academic year for first year students only.
- iii) No change of programme allowed for any continuing students.

### 14. **Credit transfer**

A student admitted into a degree programme in any other University may transfer to OUT for purposes of accumulating credits on a specific subject, module or course.

Students wish to transfer to OUT from other Universities 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.

### 15. **Duration of Programmes**

The programme duration for all undergraduate and non-degree programmes ranges between one year to six years as follows; -

- i) The minimum completion period of degree programme is three years and six years maximum.
- ii) The Minimum completion period of diploma is two years and three years maximum.
- iii) The Minimum completion period of certificates is one year and maximum two years.
- iv) Any student exceeds registration period as set, shall be de-registered from studies at the OUT.
- v) A student de registered from studies due to expiration of registration period may apply for extension of registration period. A non-refundable fee of Tshs 50,000/= for local students and USD 50 for international students is charged for any request to extend registration period.
- vi) The University reserves the right to deny extension of registration period.

#### 16. Voluntary de-registration:

Students wish to de-register from studies at the OUT for any reason must write a letter to Deputy Vice Chancellor (Academic Research and Consultancy) Ufs Director of Students Services (DSC), requesting de registration from studies at the OUT and state reasons for the same.

- i) A letter must be accompanied by clearance form, de registration form, Students identity cards and receipts of all payment made at the OUT.
- ii) The request to de register must be approved by UGSC and SENATE.
- iii) Student will be informed after approval of Senate in writing.
- iv) De registration from studies at the OUT must be done at the end of respective academic year only.
- v) Any application in the mid of academic year shall not be allowed.

#### 17. Admission Transfer

Newly admitted students from other universities may transfer their admission to the Open University of Tanzania during registration period before commencement of academic classes.

#### 18. Change of programme

Newly admitted students at the OUT may change their programmes which was first selected during registration period before commencement of academic classes.

- i) A student wishes to change programme must be registered in the programme which was first selected.
- ii) Must meet the admission criteria of the new programme wish to change as approved by the OUT Senate.
- iii) The feedback for change of programme approved from Tanzania Commission for Universities and the National Council for Technical and Vocational Education Training shall be announced in the website and sent to applicants' contacts.

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