

THE UNIVERSITIES ACT
(CAP. 346)

THE UNIVERSITIES (GENERAL) REGULATIONS, 2013

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THE UNIVERSITIES ACT
(CAP 346)

REGULATIONS

(Made under section 62)

THE UNIVERSITIES (GENERAL) REGULATIONS, 2013

PART I
PRELIMINARY PROVISIONS

- Citation 1. These Regulations may be cited as the Universities (General) Regulations, 2013 and shall come into effect on the date of publication.
- Interpretation 2. In these Regulations unless the context otherwise requires-
“Act” means the Universities Act;
“certificate of Recognition of Prior Learning” means a certificate issued by an institution approved by the Commission to issue such a certificate and whose validity is one year from the date it was issued in recognition of the ability of the candidate to pursue higher education in the specified field of study;
- Cap. 346 “Charter” has the meaning ascribed to it under the Act;
“Commission” means Tanzania Commission for Universities established by section 5 of the Act;
“Diploma in teacher education” means a diploma obtained in two years of study from a recognised teacher training institutions;
“direct entry” means entry through either:
(a) the advanced certificate of secondary education or its equivalent from a recognised institution obtained within two years prior to seeking admission to a university; or

- (b) diploma (NTA Level 6 or UQF Level 6) from a recognised institution obtained within two years prior to seeking admission to a university;
- (c) diploma in teacher education from a recognised institution obtained within two years prior to seeking admission to a university.

“equivalent qualification” means:-

- (a) UQF Level 6 Certificate of not less than “B” average in a relevant programme obtained after completion of the advanced certificate of secondary education;
- (b) a certificate of recognition of prior learning issued by a designated institution;
- (c) a UQF level 8 degree intended for use to obtain admission to another degree programme.

“Executive Secretary” means the Executive Secretary of the Commission appointed under section 13 of the Act;

“indirect entry” means entry through either-

- (a) the advanced certificate of secondary education or its equivalent from a recognised institution obtained more than two years prior to seeking admission to a university; or
- (b) diploma (NTA Level 6 or UQF Level 6) from a recognised institution obtained more than two years prior to seeking admission to a university; or
- (c) equivalent qualifications; or
- (d) diploma in teacher education from a recognised institution obtained more than two years prior to seeking admission to a university.

“Minister” means the Minister responsible for higher education in the United Republic or in the case of Tanzania Zanzibar the Minister responsible for education in Zanzibar;

“NTA” means National Technical Award which is a competence based training defined according to specific levels of achievement and designed to testify that the holder of the award possesses the requisite knowledge skills and competences in a relevant occupational sector;

“Recognition of Prior Learning” for purposes of UQF is a process of assessing, accrediting and certifying the previous learning of a learner howsoever (through formal, non-formal or informal learning) and wherever obtained for purposes of access to higher education and career progression;

“President” means the President of the United Republic or in the case of Tanzania Zanzibar the President of Zanzibar;

“Recognized institution” means an institution recognized by the Commission or National Council for Technical Education or National Examination Council of Tanzania;

“University” has the meaning ascribed to it under the Act and in the categories specified under section 19 of the Act;

“UQF” means the University Qualifications Framework which is a learning outcome based system that defines specific levels of learning achievements designed to testify that the holder of the award possesses the requisite knowledge, skills and competences in the relevant higher education level.

Administration
of Universities

3.-(1) All universities, whether domestic or foreign in origin, operating or wishing to operate in Tanzania shall be administered in accordance with the Act and regulations made there-under.

(2) It shall be unlawful for any person to operate a University contrary to the Act or Regulations made there under.

PART II ACCREDITATION PROCEDURES

Application for
Provisional
Licence

4.-(1) Subject to the provision of section 22 of the Act, any person who wants to establish a university in Tanzania shall apply to the Commission for a Provisional Licence, and shall comply with the Minimum Guidelines and Norms for Governance Units issued by the Commission.

(2) The application shall be done by using the TCU Form No.1 as in the First Schedule to these regulations.

(3) The application shall be submitted-

- (a) in both electronic and hard copies;
- (b) in English; and
- (c) upon payment of the fee prescribed by the Commission.

(4) The application shall be submitted together with-

- (a) three copies of project write up for the proposed university;
- (b) evidence of basic facilities for development of the proposed university;
- (c) title deed or offer in the name of the proposed university or such other evidence on title to the proposed facilities;

- (d) master-plan for the long-term development of the proposed university;
- (e) implementation plan for the master plan;
- (f) draft curricula for initial programmes and the proposed fee structure thereof;
- (g) the draft charter using the model charter to be obtained from the Commission or in the case of a university with a foreign charter, the approved charter of the university, together with a supporting letter from the foreign body that accredited the university and;
- (h) the details about the applicant showing clearly the proposed location of the proposed university as well as other details as shall be determined by the Commission.

Verification by
the Commission

5.-(1) Upon receiving the application, the Commission shall undertake the verification of the particulars submitted by the applicant by reviewing the documents and visiting the proposed location of the University for purposes of carrying out inspection and assessment of the facilities, among other things, as may be required by the Commission.

(2) The verification exercise shall be done by the Commission using TCU Form 2 as in the first Schedule to these regulations.

(3) Following the verification under sub-regulation (1) the Commission shall grant the applicant a Provisional License along the TCU Form 3A as in the first Schedule to these Regulations.

Responsibilities
of a holder of
provisional
license

6. The holder of provisional licence shall be able to-

- (a) develop physical infrastructure and facilities for academic and administrative functions of the university;
- (b) finalise the draft charter or approval of a Charter (in case of a foreign university);
- (c) prepare administrative and academic policies including the prospectus as well as by-laws and other regulations;
- (d) finalise the curricula for the proposed programmes, the fee structure and mode of delivery;
- (e) advertise for and appoint initial academic, administrative, technical and other support staff;
- (f) finalise the establishment of the initial governance units such as faculties, schools, departments and other units required for the operationalisation of the proposed university and its programmes;

- (g) finalise the governance structure;
- (h) submit documentation in respect of (a) to (g) about the Commission for validation and approval;
- (i) invite the Commission for technical evaluation of the progress made; and
- (j) comply with any other requirements as may be issued or prescribed by the Commission from time to time.

Registration
and Publication
of Provisional
Licences

7. The Commission shall register all institutions with Provisional Licence and annually publish in newspapers the list of universities with provisional licences.

Terms for issuance
of Provisional
Licence

8. -(1) Provisional Licence granted by the Commission:
- (a) shall be valid for 3 years, unless otherwise revoked;
 - (b) shall be valid for 3 years, unless otherwise revoked;
 - (c) may be renewed for a period of another 3 years;
 - (d) may be revoked by the Commission for a good reason; and
 - (e) shall not be transferrable.

(2) The use of the Provisional Licence shall be restricted to the purpose of establishing the proposed university and shall not be used for other unrelated purposes without the approval of the Commission.

(3) The holder of Provisional Licence is prohibited to admit students until the institution is granted accreditation.

Conditions for
issuance of
Provisional Licence

9.- (1) The Commission shall issue Provisional Licence under the following conditions-

- (a) the applicant must be a Tanzanian;
- (b) if the applicant is not a Tanzanian, must have complied with the requirement to establish himself in Tanzania and submit evidence to that effect; and
- (c) the applicant must not have a criminal record, especially in aspects of Money Laundering and similar offences.

(2) The applicant shall complete TCU Form No. 4 as in the First schedule to these regulations on compliance with conditions stated under sub-regulation (1).

Revocation of
Provisional Licence

10.-(1) A Provisional Licence may be revoked by the Commission under the following circumstances-

- (a) if the holder has not made any significant progress in the implementation of project write up or master plan;
 - (b) there is fundamental breach of, or variation from, the objects of the proposed university or master plan; and
 - (c) the proposed university or its owner has done any other act that compels the Commission to revoke the provisional licence.
- (2) Where a provisional licence has been revoked, all activities provided under regulation 6 shall be suspended.

(3) The Provisional Licence which has been revoked shall be published in the Gazette in Tanzania mainland and Zanzibar and any other widely circulated newspapers in order to inform the public of the status of the proposed university.

(4) A person whose provisional licence has been revoked may re-apply if he produces evidence to the satisfaction of the commission that the reason for revocation of the Provisional Licence has been addressed.

Conditions for
grant of
accreditation

11.-(1) Subject to provision of section 24 of the Act, a holder of Provisional Licence shall meet the following conditions in addition to other requirement for accreditation-

- (a) self assessment report on the progress made in implementing the master plan and recommendations of the Commission following the verification exercise;
- (b) a resolution of the Council/Governing Board of the university using TCU Form No.5 as in the First Schedule, indicating its intent to apply for accreditation;
- (c) in the case of a local University, a draft of the university's charter which must take into account all conditions prescribed by the Commission during the Provisional Licence stage;
- (d) a comprehensive list and qualifications of the academic and senior administrative staff of the university using the TCU Form No.6 in the First Schedule to these Regulations;
- (e) information on library facilities, including the size, quality and quantity of the equipment provided for each programme using *TCU Form No.7* as in the First Schedule to these Regulations;
- (f) an inventory of the physical facilities including land available for the exclusive use of the university using *TCU Form No.8* as in the First-
 - (i) Schedule to these regulations;
 - (ii) approved programmes and related academic and

administrative tools;

(iii) fees structure for various programmes in Tanzanian shillings;

(iv) the approved mode of delivery, that is, conventional or ODL or both;

(v) any other information as the Commission may require.

(2) The provisional license holder who has met the conditions under sub-regulation (1) shall apply to the Commission for accreditation-

(a) using TCU Form No. 9 provided in the First Schedule to these Regulations; and

(b) upon payment of fees prescribed by the Commission from time to time.

Technical
Evaluation
Committee

12.-(1) The Commission, after receiving the application for accreditation shall appoint a committee to be known as Technical Evaluation Committee for the purpose of carrying out technical evaluation of the application and details submitted thereto.

(2) The Technical Evaluation Committee, basing on the self assessment report, shall make a thorough review and assessment of the application and information submitted by the applicant using TCU Form No.10 as prescribed in the First Schedule to these regulations.

(3) The Technical Evaluation Committee shall prepare a report containing recommendations for the Commission in respect of the evaluated university along the TCU Form No. 10 as prescribed in the first schedule to these regulations.

(4) The Commission shall maintain a list of Certified Technical Evaluators for purposes of technical evaluation-

(a) members of the Technical evaluation Committee shall be appointed from among individual who have knowledge of the University system, University practise, standards and legal requirements;

(b) an officer appointed from among staff of the Commission able to assist the Technical evaluation Committee on its mission; and

(c) any other person the Commission thinks its appropriate to the Technical Evaluation committee.

Consideration
for grant of
accreditation

13.-(1) After receiving the report of the Technical Evaluation Committee the Commission shall consider the application for accreditation of the proposed university.

(2) Where the Commission is satisfied that the proposed university has met the conditions for accreditation, it shall grant the Certificate of Accreditation (along the TCU Form No 3B) to the proposed university upon payment of the prescribed fee.

(3) Where the Commission is satisfied that the proposed university is not operating in a manner provided under Regulation 11(1) , it shall communicate to the applicant its refusal to grant the accreditation with reasons.

(4) The Commission shall cause the accreditation status granted to the proposed university to be published in the Gazette and once published, the proposed university shall become an accredited University.

Rights and
Obligations of
an accredited
University

14.-(1) An accredited university shall-

- (a) be registered;
- (b) be granted a charter;
- (c) pay the prescribed annual Commission fee;
- (d) be permitted to enrol students and pay the prescribed Commission fee for every student in the university's nominal role
- (e) submit students nominal roll not later than one month after the commencement of each academic year using TCU Form No.11A and TCU Form No. 11F in the First Schedule to these regulations;
- (f) be responsible for proper administration of its academic and governance affairs;
- (g) ensure that the minimum standards and procedures prescribed by the Commission are at all times maintained and improved;
- (h) ensure that no new procedures or programmes of instructions are mounted and regulations in respect thereof are made without the approval of the Commission;
- (i) be subject to periodic external quality audit and technical evaluation after every five years;
- (j) have, subject to the provisions of the Act, the following designations for its academic staff, signifying their order of seniority in rank as follows:
 - (i) Professor or Research Professor;
 - (ii) Associate Professor or Associate Research Professor;

- (iii) Library Professor;
- (iv) Associate Library Professor;
- (v) Senior Lecturer or Senior Research Fellow;
- (vi) Lecturer or Research Fellow;
- (vii) Assistant Lecturer or Assistant Research Fellow;
- (viii) Tutorial Assistant;
- (ix) Senior Librarian;
- (x) Librarian; and
- (xi) Assistant Librarian.

- (k) make provision for the position of Professor Emeritus.
- (l) submit Annual Reports using TCU Form No.12 as in the First Schedule to these regulations;
- (m) submit Audited accounts using TCU Form No.13 as in the First Schedule to these regulations;
- (n) conduct self assessment for the purposes of reaccreditation after every five years;
- (o) conduct programme review after the completion of the programme cycle, normally within three, four or five years depending on the duration of the programmes; and
- (p) comply with any other requirements as may be issued by the Commission from time to time.

(2) The minimum qualifications for each category of staff in the university shall be as approved by the Commission in the Employment, Staff Performance Review and Career Development Minimum Guidelines.

(3) The number of foreign staff for both academic and administrative staff for a foreign University operating in Tanzania shall not exceed half of the total number of local staff.

(4) Subject to the Provisions of the Act and these regulations, only qualified persons shall teach and carry out academic activities in the University.

(5) Any person who is unqualified and teaches or conducts academic activities contrary to sub regulation (4) above is committing an offence and shall be liable on conviction to a fine not less than Tanzania Shillings two million or imprisonment for a period of not less than one year; or to both.

Cancellation of
certificate of
accreditation

15.-(1) Where the accredited university does not make any measurable progress or does not live up to its master plan, public expectations and internationally accepted standards the Commission may give such university a three months written notice requiring it to remedy the shortcomings identified by the Commission.

(2) Where the accredited university does not remedy the shortcomings within the notice period, the Commission shall give the university a one month written notice of intention to cancel the Certificate of Accreditation.

(3) The concerned university may make presentations before the Commission within the notice period as to why it has not remedied the shortcomings.

(4) Where the Commission is not satisfied with the reasons advanced and, in the case where there is no presentation at all from the accredited university, the Commission shall cancel the Certificate of Accreditation.

Publication of
cancellation of
accreditation

16. An accredited university whose Certificate of Accreditation has been cancelled shall be published in the *Gazette* and any other widely circulated newspapers.

Consequences
of cancellation
of accreditation

17.-(1) An accredited university whose Certificate of Accreditation has been cancelled-

- (a) shall have its charter suspended;
- (b) shall not continue with offering of programmes and conferment of academic and other awards and any other academic activities;
- (c) where the Commission so direct shall make arrangements for transferring its existing students in some other universities within the time prescribed by the Commission; and
- (d) shall be published in the *Gazette* and any other widely circulated newspapers.

(2) The cancellation of certificate of accreditation shall not affect the validity of the awards previously granted or conferred by the university in question when it was still an accredited university.

Transfer of existing
students on
cancellation of
certificate of
accreditation

18.-(1) For the purposes of transferring the existing students to other universities, the Council of the university whose accreditation has been cancelled shall-

- (a) enter into negotiation with the other university for the purposes of transferring the students to the respective programmes;

(b) the university to incur the cost of transferring the students to such university; and

(c) the university to transfer students records to the other university.

(2) Any University which fails to comply with the requirements under sub regulation (1) commits an offence and shall be liable for conviction to a fine of not less than Tanzania Shillings two million and shall continue to pay the said fine for each month the non compliance is continuing.

Application for
reinstatement of
the Certificate
of Accreditation

19. A university whose Certificate of Accreditation has been cancelled may apply for the reinstatement of the Certificate of Accreditation upon satisfying the Commission that it has complied with all the conditions prescribed by the Commission.

Registration of
a university

20.-(1) Every university operating in Tanzania shall be registered by the Commission upon attaining accreditation and paying the prescribed registration fees.

(2) The registration shall be done by the Executive Secretary of the Commission who shall be the Registrar of Universities.

(3) The register of all universities operating in Tanzania shall be kept and maintained by the Registrar.

(4) The Registrar shall ensure that all accredited universities pay the annual accreditation fees and take appropriate action including cancellation of Certificate of Accreditation against a university which fails to comply with its obligation to pay such fees.

Categories of
registration

21.-(1) The categories of registration shall be as follows-

(a) accredited fully fledged universities;

(b) accredited Colleges; and

(c) accredited Centres, Institutes and Directorates.

(2) For the purpose of this regulation, the Registrar shall keep three registers, namely, the Register of Accredited Fully Fledged Universities, the Register of Accredited Colleges and finally, the Register of Accredited Centres, Institutes and Directorates.

Particulars of
registration

22. (1)The registers shall contain the following particulars-

(a) name of the university or college;

(b) date of registration;

(c) the registration number of the university or college;

(d) physical and postal address of the university or college;

- (e) particulars of the owner(s);
- (f) status of the owner(s) whether foreign or local;
- (g) date of accreditation and accreditation certificate number; and
- (h) category whether public or private.

(2) The format of the registers shall be as shown in the Third Schedule to these Regulations.

Public access to
the register

23.-(1) The registers shall be accessible to the public.

(2) Any person who wishes to obtain an extract from the registers shall pay such fee as may be prescribed by the Commission.

(3) The registers shall be conclusive evidence before court of law of the matters contained therein.

Cancellation of
registration

24. The Commission shall cancel the registration of an accredited university, if the Certificate of Accreditation is cancelled in accordance with the provisions of these Regulations.

PART III CHARTERING PROCEDURES

Application for
Grant or approval
of charter

25.-(1) The process for chartering of an accredited institution shall be as described in the Second Schedule to these regulations.

(2) When submitting application for grant of accreditation the applicant shall also submit an application for grant of a charter in the event the Commission grants the proposed University a Certificate of Accreditation.

(3) The application under sub regulation (1) shall be made using TCU form No. 14 as in the First Schedule to these Regulations.

(4) The application shall be accompanied with the draft charter of the proposed university which has taken into account all issues raised by the Commission in respect of the draft charter submitted during Provisional license stage.

(5) A foreign university wishing to operate in Tanzania shall also submit its charter for consideration by the Commission in accordance with the provision of the Act and part B of the Second Schedule to these Regulations.

Grant or approval
of Charter

26.-(1) After receiving the application for grant or approval of a charter the Executive Secretary shall cause the said draft charter or charter in the case of foreign university to be considered by the Commission for

onward transmission to the Minister with its recommendations.

(2) Where the Commission is satisfied with the application it shall present its report to the Minister who-

- (a) in the case of Mainland Tanzania, shall submit the said charter to the President of the United Republic for grant or approval of the charter;
- (b) in the case of Tanzania Zanzibar, shall submit the said charter to the President of Zanzibar for grant or approval of the charter.

(3) The President may grant or approve the charter with or without modifications provided that where the President directs the charter to be modified, the charter shall be returned to the Commission so that the modifications so directed are addressed by the university in consultation with the Commission.

(4) The modified charter shall be submitted to the Commission and processed as stated in sub-regulations (1) and (2) of this regulation.

(5) The Minister shall, after the grant or approval of the charter by the President under sub-regulation (2), cause such charter to be published in the *Gazette*.

Amendment of
a charter

27.-(1) The Commission, for good reasons, may require a university to amend its granted or approved charter.

(2) Without prejudice to sub-regulation (1), a university may also apply to the Commission for amendment of its charter.

(3) Where the Commission is satisfied with the proposed amendment it shall submit its report to the Minister who-

- (a) in the case of Mainland Tanzania, shall submit the proposed amendments of the charter to the President of the United Republic for approval;
- (b) in the case of Tanzania Zanzibar, shall submit the proposed amendment of the charter to the President of Zanzibar for approval.

(4) The Commission shall, after the approval of the amendment of the charter by the President under sub-regulation (2), cause such amendments to be published in the *Gazette*.

Revocation or
withdrawal of
charter

28.-(1) A university may have its charter revoked or approval withdrawn as the case may be by the President in the following circumstances where-

- (a) the accreditation has been cancelled;
- (b) the university is in serious breach of its accreditation or charter;

(a) it is in the public interest to revoke or withdraw the charter.

(2) The recommendations for revocation or withdrawal of a charter shall be submitted to the President through the Minister.

(3) The Commission shall, after receiving the report and recommendations of the committee, consider the grounds for revoking the charter of the university and may decide-

(a) where it is satisfied that grounds for revoking the charter of a university have been established recommend to the Minister that the charter of the said university be revoked;

(b) where it is not satisfied with the grounds it shall communicate its recommendation to the university.

(4) The Minister after receiving recommendations of the Commission for revocation of a charter shall refer the matter to the President.

(5) After considering the recommendations of the Commission, the President may revoke or withdraw the charter of the said university and the Commission shall publish such revocation or withdraw in the *Gazette*.

Consequence of
revocation of a
charter

29.-(1) Where the charter has been revoked under regulation 28 of these regulations-

(a) such revocation shall not affect the validity of the awards previously granted or conferred by the university; and

(b) such university shall cease to be a university and the provisions of regulation 17 and 18 shall apply *mutatis mutandis*.

Application for
restoration of
the charter

30. A university whose charter has been revoked or withdrawn may re-apply for the restoration of the charter by the President after satisfying the Commission that it has remedied all the shortcomings that led to the revocation or withdrawal of the charter.

PART IV ADMISSION PROCEDURES

Admissions to
undergraduate
programmes

31.-(1) Admission to undergraduate certificate or diploma programmes, regardless of the modes of delivery, shall be based on the following criteria:

(a) the candidate for UQF level 6 certificate must have NTA Level 5 certificate;

(b) a candidate for UQF level 6 diploma must have NTA Level 6 certificate or UQF Level 6 certificate

(2) Admission to undergraduate degree programmes, regardless of the modes of delivery, shall be through either-

- (a) direct entry qualifications; and
- (b) indirect entry qualifications.

(3) Notwithstanding the eligibility requirements stated in these regulations to undergraduate, university education programmes in specified fields of studies may require applicants to possess additional qualifications in order to be considered for admission to those programmes.

(4) The candidate's qualifications on the basis of which he is seeking admission to a particular programme shall be in a relevant field of study.

Admissions to
postgraduate
programmes

32. The admission to postgraduate programmes shall be based on the following criteria-

- (a) the candidate for postgraduate programme at the level of Certificate, Diploma or Masters must have a UQF level 8 degree in the relevant discipline from a recognized institution; and
- (b) the candidate for PhD programme must have a UQF level 9 Masters degree in the relevant discipline from a recognized institution.

Holders of foreign
qualifications

33. 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-

- (a) the Commission in respect of UQF Level 6 to 9 qualifications;
- (b) the National Council for Technical Education in respect of NTA Level 6 to 9 qualifications;
- (c) the Vocational Education and Training Authority in respect of certificates in vocational education and training; and
- (d) the National Examination Council of Tanzania in respect of certificates secondary education and teacher education.

Programmes
descriptions and
requirements

34.-(1) During the admission process, programme descriptions and requirements shall be as approved by the Commission or National Council for Technical Education and not otherwise.

(2) The approved programme descriptions, requirements and modes of delivery shall be consolidated and published in the Admission Guidebook which shall be used to admit students during the applicable admission cycle.

(3) Where a new programme is approved subsequent to the publication of the Admissions Guidebook, the description of the approved programme, requirements and mode of delivery thereof shall be published in

the annual supplement of the Admissions Guidebook.

Procedures for admissions to Undergraduate Programmes

35. All candidates intending to join undergraduate degree programmes shall apply for admission through the Central Admission System or as otherwise known as CAS.

Procedures for admissions to Postgraduate programmes

36.-(1) Postgraduate applicant shall, unless otherwise directed by the Commission, apply through universities of their choice using the prescribed procedures.

(2) Any candidate in the final year of the bachelor's degree and has completed degree requirements but is awaiting results may also apply for provisional admission to a postgraduate certificate, diploma or masters programme. In the same regard, a candidate awaiting final results of his master's degree and has completed degree requirements but is awaiting results may also apply for provisional admission to a Ph.D. programme.

(3) All names of candidates who applied for admissions and those selected to specific programmes must be submitted to the Commission for validation and record purposes.

Access and Equity

37.-(1) Universities shall ensure that there are specific measures for each programme to broaden access and ensure equity in order to- promote gender balance where one gender appears to be under represented in a particular discipline;

- (a) address educational challenges of people with special needs; or
- (b) address other educational challenges associated with socio-economic factors.

(2) The universities shall put in place strategies to broaden access to admission of female candidates to science, technology and innovation related programmes.

(3) In order to assist universities to provide conducive learning environment, candidates with special needs shall clearly indicate the nature of their disability when submitting their applications for admissions.

Good Governance on admissions

38. Every university shall put in place-

- (a) systems to ensure that documents, and information related to admissions are properly handled and managed;
- (b) administrative measures to ensure that corrupt and other malpractices related to admissions are addressed and the names of persons found to be involved in admission malpractices are submitted to the Commission;

- (c) sufficient security and backup arrangements for all admission data and systems; and
- (d) systems for data and returns submission to the Commission and other relevant bodies.
- (e) systems to ensure that documents, and information related to admissions are properly handled and managed;
- (f) administrative measures to ensure that corrupt and other malpractices related to admissions are addressed and the names of persons found to be involved in admission malpractices are submitted to the Commission;
- (g) sufficient security and backup arrangements for all admission data and systems; and
- (h) systems for data and returns submission to the Commission and other relevant bodies.

Coordination
of admission
services

39.-(1) All admission services to university level education shall be handled through systems approved by the Commission and National Council for Technical Education.

- (2) Applicants must ensure that-
 - (a) the names and index numbers they use in the applications for admissions to higher education match with those used during their studies before making the applications;
 - (b) they correctly indicate their Tax Identification Number (TIN) during the admission;
 - (c) they correctly indicate registration number issued by National Identification Authority(NIDA), and
 - (d) they correctly indicate registration number of parent or guardian issued by NIDA.

Information

40.-(1)Every university shall ensure that-

- (a) the Prospectus containing programmes and related information, including the fee structure, modes of delivery, institutional regulations and by-laws, is available to all enrolled students;
- (b) the prospectus is not changed in the middle of academic year.

(2) Notwithstanding sub-regulation (1), any changes in the prospectus, must be duly communicated to students, staffs as well as Commission or the National Council for Technical Education.

(3) The change in Prospectus and by-laws shall not have effect unless approved by the Commission or the National Council for Technical

Education.

(4) Every university shall publish an Almanac to help applicants and students to organise themselves in terms of their applications and subsequent studies in the programmes they have been selected to pursue.

Admission and Financing of Students

41.-(1) The applicant shall be responsible for arrangements related to financing of his/her education.

(2) Considering that fees and costs may vary from programme to programme and university to university, the applicant shall assess his ability to pay fees and other costs before making application to join a particular programme in a particular university.

Admissions Audit

42.-(1) The Commission shall conduct regular and impromptu Admission Audits from time to time to-

- (a) track level of admission enrolment and graduation in different programme;
- (b) establish the capacity of universities to accommodate the admitted and continuing students using TCU Form No.15 as in the First Schedule to these Regulations.
- (c) establish the level of enrolment and graduation in the Institution and different programmes

(2) Every university shall submit information related to admissions as required by the Commission by using TCU Form No.11B as in the first schedule to these regulations.

(3) Every University shall also submit list of students who postponed studies by using TCU Form No. 11D.

Records of students upon Discontinuation and postponement

43.-(1) Notwithstanding the admission requirements stated in these regulations, a student who is discontinued from a university on disciplinary grounds shall not be eligible to apply for re-admission to the same or any other university in the country until the expiration of a minimum of two years.

(2) Each university shall submit to the Commission names of students who have been discontinued from the university on disciplinary grounds using TCU Form No. 11C record of students who postponed studies using TCU Form No. 11D and record of deceased students using TCU Form No. 11G as in the First Schedule to these Regulations.

(3) The Commission shall circulate to other universities the names of students who have been discontinued on disciplinary grounds from a

university.

Undergraduate
Student exit

44. Undergraduate student exits shall be as follows-

- (a) on successful completion of the entire programme in which case the candidate shall be awarded the certificates, diploma or degree in that programme;
- (b) on failing to complete the entire programme but successful completion of the first and second or subsequent years of study in which case he shall be awarded the higher diploma; or
- (c) on successful completion of the first year of study of degree programme the in which case he shall be awarded higher certificate.

Postgraduate
student exit

45.-(1) Postgraduate student exit shall be on successful completion of the programme, in which case the candidate shall be awarded the certificate, diploma or degree in the programme he was registered to pursue.

(2) Notwithstanding the provisions of sub regulation (1), a candidate who is pursuing UQF Level 10 degree programme but failed to complete the programme within the prescribed period may be awarded a Master of Philosophy degree in accordance with the procedure of the institution where the candidate is enrolled.

Transfer procedures
for admitted
students

46. Students transfer between universities or programme in the same university is permissible, provided that the universities shall comply with the following conditions-

- (a) the student wishing to transfer must apply online and also complete TCU Form No.16 as in the First Schedule to these Regulations;
- (b) the programme to which the student intends to transfer to must be approved by the Commission or National Council for Technical Education;
- (c) the student qualifies to be admitted in the programme to which the transfer is sought;
- (d) the university running the programme confirms that it is able and willing to receive the student wishing to transfer thereto and notifies the student of the terms and conditions for the requested transfer, including the programme fee structure;
- (e) the student confirms online his acceptance of the terms and conditions for the transfer to be effected;

- (f) complete records of the students are sent from the releasing university to the receiving university in compliance with the Minimum Guidelines for the Harmonization of Awards offered in Tanzania; and
- (g) the receiving university notifies the Commission and or National Council for Technical Education using TCU Form No.11E as in the First Schedule to these regulations that the student has reported for studies.

PART V GENERAL PROVISIONS

General Prohibition

- 47.-(1) No person or institution, whether local or foreign, shall without the express approval of the Commission-
- (a) offer university education at any level in the United Republic;
 - (b) if it is a local university, enter into an agreement or similar arrangement with a foreign university to offer university education in the United Republic;
 - (c) advertise to offer any university level award, including honorary degrees, to any person in the United Republic of Tanzania;
 - (d) advertise any university awards of a foreign university institution in the United Republic;
 - (e) organise exhibitions on university education in the United Republic;
 - (f) recruit students in the United Republic to join foreign university institution; or
 - (g) use a foreign award in the United Republic without such award having been first submitted to the Commission for recognition.
- (2) Any person who violates the provisions of subsection (1) commits an offence.

Fees in local currency

- 48.-(1) All fees for various programmes and services by the university shall be computed, charged and collected in local currency, namely, Tanzanian shillings.
- (2) Without prejudice to the requirement in sub regulation (1), the university may charge foreign students using foreign currency, provided that the university complies with the applicable foreign currency laws.
- (3) In computing fees, all Universities shall be required to take into account guidelines for Student Unit Costs as may be issued from time to time by the Commission.

No fees review
without approval

49. A university shall not change the approved fee structure for various programmes without the approval of the Commission.

No transfer
without approval

50.-(1) No university shall transfer a student to another university without the approval of the Commission.

(2) Application for transfer of student shall be justifiable in the following circumstances-

- (a) where the student for acceptable reasons requests for a transfer in accordance with the procedure under regulation 46 to these Regulations;
- (b) upon the cancellation of the Certificate of Accreditation;
- (c) upon revocation or withdrawal of the Charter;
- (d) where a merger of two or more universities is approved;
- (e) where an autonomous or semi autonomous college, centre, institute or directorate becomes a fully fledged university and with its own charter, provided that students admitted to the said college, centre, institute or directorate before it became a fully fledged university, until they are formally transferred, shall be presumed to be students of the college, centre, institute or directorate that has been transformed into a fully fledged university.

Transfer of records

51.-(1) The transfer of any student shall be accompanied with all records in respect of the student and such other records as may be requested by the other university.

(2) Universities may enter into credits transfer arrangements provided that all such arrangements shall be along the credit accumulation and transfer requirements stated in the UQF.

Establishment and
Registration of
Institutes, Centres
and Directorates

52.-(1) Any person who intends to establish an autonomous teaching Institute, Centre or Directorate shall be required to follow the same procedures as prescribed for the establishment of a university.

(2) Every University which intends to establish an Institute, Centre or Directorate within the University shall follow the procedure as prescribed in the Charter of that university.

(3) Every proposed Institute, Centre or Directorate shall be required to meet minimum requirement and be subject to evaluation in accordance with the provision of these Regulations.

Establishment
of College and
affiliated
University

53.-(1) Every University which intends to establish a college or affiliate with a college shall follow the procedure as prescribed in the Charter of that university.

(2) Every proposed college shall be required to meet minimum requirement as prescribed in regulations and be subject to evaluation in accordance with the provision of these Regulations.

Mechanism for
continuous
monitoring of
universities

54. The Commission shall establish a mechanism for the purpose of carrying out evaluation, assessment and monitoring of universities on a continuous basis.

Tools for
continuous
monitoring of
universities

55.-(1) The mechanisms for continuous evaluation, assessment and monitoring of universities shall include the following-

- (a) self assessment at programme level;
- (b) self assessment at institutional level;
- (c) external assessment at programme level;
- (d) external assessment at institutional level;
- (e) admission and institutional audits;
- (f) institutional annual reports; and
- (g) any other tool as may be approved by the Commission from time to time.

(2) Each university shall have a dedicated person responsible for data management and submission of returns to the Commission.

(3) The name of the person for data management and submission of returns shall be communicated to the Commission in order to create a communication channel with the said person.

Students Right to
Contribute to
University
Governance

56.-(1) Each university shall ensure that students continuously-

- (a) exercise their right to contribute to the making of institutional policy and other instruments generally affecting their social or academic affairs;
- (b) exercise the right to participate in the formation of standards of student conduct and the student disciplinary procedures by serving as members of appropriate committees such as the Student Affairs Committee; and
- (c) enjoy the right to be represented by a student government in all decision making bodies of the university.

Prohibition of
involvement in
political party
activities

57. Any student or staff of a university who involves himself in political party activities within the university's premises shall be dealt with as follows-

- (a) shall be issued with a disciplinary charge for violation of section 51 of the Act;
- (b) shall be suspended from the university, pending the completion of disciplinary inquiry (which shall be completed within one month since the charge was served on the student or staff;
- (c) once the inquiry is completed, the student or staff shall appear before a disciplinary committee to answer the charge;
- (d) if found guilty, in the case of student, he shall be suspended from studies for a period not exceeding two years and in the case of staff, he shall be dealt with in accordance with the provisions of the code of conduct and discipline of members staff.

PART VI MISCELLANEOUS PROVISIONS

Review of the
decision of the
Commission

58. Any person who is aggrieved by the decision of the Commission related to-

- (a) refusal to grant provisional license;
- (b) revocation of provisional license;
- (c) refusal to grant accreditation;
- (d) cancellation of certificate of accreditation;
- (e) refusal to grant registration;
- (f) cancellation of registration;
- (g) refusal to recommend for grant of charter; and
- (h) admission and transfer.

may within 30 days from the date of the decision of the Commission request the commission to review its decision.

(2) The application for review shall be accompanied by sufficient grounds to demonstrate that the Commission erred in arriving at the decision which is the subject of the request.

Right of appeal

59.-(1) Any person aggrieved by the final decision of the Commission in accordance with regulation 58 of these Regulations, may within 30 days make an appeal to the Minister against such decision.

(2) The application for appeal shall be in a TCU Form No. 17 as prescribed in the First Schedule to these Regulations.

(3) The Minister shall, after receiving the appeal filed under sub-regulation (2), appoint an Appeals Committee composed of three members as follows-

- (a) one member who is knowledgeable in matters of higher education;
 - (b) one member who is knowledgeable in the administration of Act and its regulations; and
 - (c) a lawyer appointed from the Attorney General's Chambers.
- (4) The Appeals Committee appointed under sub-regulation (3) shall be guided by-
- (a) standard appeals procedures; and
 - (b) principles of natural justice.
- (5) The Appeals Committee shall scrutinize the grounds of appeal, prepare a report which must contain the Committee's recommendations and advice and submit it to the Minister within 30 days from the day they were appointed.
- (6) The Minister shall, after receiving the report under sub-regulation (4) determine the appeal and may decide to either-
- (a) uphold the decision of the Commission; or
 - (b) require the Commission to review its decision in view of the report by the Appeals Committee within a period not exceeding three months.

Review of a
Commission's
decision

60.-(1) Where the Minister has required the Commission to review its decision under regulation 59(6)(b), in the reviewing exercise, the Commission may take into consideration the following matters, among others.

- (a) there may have been omissions of factual information;
 - (b) additional information may have been provided as part of the appeal;
 - (c) false information was provided upon which earlier decision was made;
 - (d) there may have been dishonesty, or misinterpretation in the process; or
 - (e) proper procedure was not fully observed before arriving at the decision by the Commission or any of its Committee.
- (2) The Commission may, after the review exercise, decide to either-
- (a) vary or modify its original decision; or
 - (b) uphold its original decision; or
 - (c) direct the Executive Secretary to present more information within a given period of time before a final decision is taken.
 - (d) advise the minister accordingly on the outcome of the review exercise.

(3) Where the Commission has made its decision under sub-regulation (2), the Executive Secretary shall inform in writing the university concerned about the decision of the Commission.

(4) Notwithstanding sub-regulation 5 of regulation 59, the Minister may act without the advice of the Commission if-

- (a) the matter before him is urgent; or
- (b) the Commission has failed to provide the advice within the period as may be required by the Minister;

provided that the Minister notifies the Commission of his decision on the matter.

Powers of the
Commission to
amend Schedules
and make
guidelines

61.-(1) The Minister upon recommendation of the Commission may amend the Schedules to these regulations from time to time as well as prescribe new or additional conditions as it deems fit.

(2) Commission may from time to time make guidelines for Quality Assurance and other related matters for the purposes of monitoring and regulate general management and performance of Universities.

Offences

62.-(1) Any person who-

- (a) establishes or operates a university;
- (b) admits students;
- (c) initiates programmes;
- (d) confers any academic or other award; or
- (e) transfer students,

contrary to the provisions of the Act or these regulations commits an offence and shall be liable on conviction to a fine not less than Tanzania Shillings two million.

(2) Any person who-

- (a) refuses or fails to comply with an order or instruction of the Commission;
- (b) impedes an officer of the Commission to exercise his function under the Act or these regulations, commits an offence and shall be liable to a fine not less than one million.

(3) The owner, founder or manager who continues to operate a university while-

- (a) the provisional license or charter has been revoked;
- (b) accreditation or registration has been cancelled,

shall be guilty of an offence and shall be liable on conviction to a fine not less than Tanzania Shillings two million and any transaction made or award conferred by the university shall not be recognized by the Commission.

General Penalty

63. Any person who commits an offence or does any act that is declared by these regulations to be unlawful and for which no specific penalty is prescribed shall on conviction be liable to a fine of not less than Tanzania Shillings one million or imprisonment for a period of not less than one year, or to both.

Revocation of GN
39 of 2006

64. The Universities (Chartering, Registration and Accreditation Procedures) Regulations, 2005 are hereby revoked.

Saving provisions

65.-(1) All activities done by the Commission under the revoked Regulations, shall remain valid until and unless changed by the Commission.

(2) The status of all universities accredited and registered under the revoked Regulations shall continue to be the same as if those institutions were accredited and registered under these Regulations.

FIRST SCHEDULE

TCU Form No. 1

(Regulation 4(2))

APPLICATION FOR PROVISIONAL LICENSE

Notice to the applicant:-

- (a) This form shall be completed by the applicant in English; and
- (b) In the course of completing this form, the applicant is required to make reference to various guidelines and check-lists as may be issued from time to time by the Commission, including the minimum guidelines and norms for governance units and harmonization of awards issued by the Commission.

PART I

GENERAL INFORMATION

1. Name of applying organization/person.....

2. Particulars of the applying organization/person:

2.1 If the applicant is an organization:-

- (a) Type of the organization (Government/Company/Partnership/Trust/NGO/ Society/others (*please specify*)):
- (b) Origin of the Organisation (Local/Foreign):.....
- (c) Nature of business of the organization.....
- (d) Place of business of the organisation:
- (e) Date of incorporation/registration:
- (f) Incorporation/registration certificate number:.....
- (g) Date of expiry of the incorporation/registration certificate:...../...../20.....
- (h) Tax Identification Number (TIN):.....
- (i) VAT Registration Number:.....
- (j) Name and title of the Chief Executive Officer of the organisation:
.....
- (k) Physical address of the organization:
- (l) Postal address of the organization:.....
- (m) Postal Code:.....
- (n) Telephone Numbers:.....
- (o) Mobile Number:.....
- (p) Fax Number:.....
- (q) Email Address:.....
- (r) Website:.....

2.2 If the applicant is an individual:-

- (a) Name and title of the applicant:
- (b) Nationality:
- (c) Date and place of Birth:
- (d) Nature of business of the applicant:
- (e) Place of business of the applicant:
- (f) National Identification Number (NIN):
- (g) Tax Identification Number (TIN):
- (h) Physical address of the applicant:
- (i) Postal address of the applicant:

- (j) Postal Code:
- (k) Telephone Numbers:
- (l) Mobile Number:
- (m) Fax Number:
- (n) Email Address:
- (o) Website:

PART II
DETAILS OF THE PROPOSED INSTITUTION

3. Name of the proposed institution:
4. Category of the proposed institution (university/college/institute/centre/
directorate/school/faculty/department/unit)
.....
5. Type of the proposed institution (Public/Private/Public Private Partnership (PPP))
.....
6. Cluster of the institution

Cluster	Governance unit	Status	(tick as appropriate)
1	University, institute, centre, school	Autonomous	
2	Affiliated college, connected college and associate college, institute, centre, school	Autonomous	
	Constituent college, and adopted college	Semi autonomous	
	Campus college	Non autonomous	
3	Campus School, faculty, directorate, campus institute, centre	Non autonomous	
4	Department and centre	Non autonomous	
5	Unit	Non autonomous	

7. Particulars of the proposed institution:-
- (a) Physical address of the institution:
- (b) Postal address of the institution:
- (c) Postal Code:
- (d) Telephone Numbers:
- (e) Mobile Number:
- (f) Fax Number:
- (g) Email Address:
- (h) Website:
8. Date the proposed institution was cleared in respect of anti Money Laundering(attach copy of) Tanzania Police
Force (TPF) Clearance Certificate):/...../20...
9. If applicable, Date the proposed institution was cleared for investment by Tanzania Investment Centre (TIC):
...../.....20....
10. Particulars of land available for the proposed institution

- (a) The amount of land owned by the institution (Hectares)(*attach evidence of land ownership*).
- (b) If the land for the proposed institution is leased or rented, provide a copy of the agreement;
- (c) Land for future expansion for the institution (*attach evidence*)

PART III PROPOSED FACILITIES AS PER MINIMUM GUIDELINES AND NORMS FOR GOVERNANCE UNITS

- 11. Physical Facilities as per approved check list (*attach the completed check-list*)
- 12. Laboratory facilities, if applicable, as per approved check list (*attach the completed check-list*)
- 13. Workshops, if applicable, as per approved check list (*attach the completed check-list*)
- 14. Teaching Clinics (veterinary and/or medical), if applicable, as per approved check list (*attach the completed check-list*)
- 15. Staff offices as per approved check list (*attach the completed check-list*)
- 16. Functional facilities (i.e. conference hall, common rooms etc), where applicable, as per approved check list (*attach the completed check-list*)
- 17. Students' accommodation and related facilities as per approved check list (*attach the completed check-list*)
- 18. Health and sanitation facilities as per approved check list (*attach the completed check-list*)
- 19. ICT infrastructure as per approved check list (*attach the completed check-list*)
- 20. Library resources as per approved check list (*attach the completed check-list*)
- 21. Facilities for persons with special needs as per approved check list (*attach the completed check-list*)
- 22. Facilities for public safety and security as per approved check list (*attach the completed check-list*)

PART IV ADMINISTRATIVE TOOLS

- 23. Date the master plan was developed and approved/...../20.... (*attach copy*)
 - (a) Approving authority:
 - (b) Nature of the approving authority:
- 24. Date the strategic plan was developed and approved/...../20.... (*attach copy*)
 - (a) Approving authority:
 - (b) Nature of the approving authority:
- 25. Date of approval of the implementation plan:/...../20.....
 - (a) Approving authority:
 - (b) Nature of the approving authority:
- 26. Date the project write-up was developed and approved:/...../20.... (*attach copy*)
 - (a) Approving authority:
 - (b) Nature of the approving authority:
- 27. In case of a local institution, date the draft charter, if any was developed and approved/...../20... (*attach copy*)
 - (a) Approving authority:
 - (b) Nature of the approving authority:
- 28. In case of a foreign institution, date the institution charter was developed and approved/...../20.... (*attach copy*)
 - (a) Approving authority:
 - (b) Nature of the approving authority:
 - (c) Certified copy of the letter from the foreign body that accredited the university

PART V
PROPOSED MAJOR PROGRAMMES CLUSTERS

29. Cluster(s) of the proposed programmes:

Programme Cluster	(Tick as appropriate)
(a) Agriculture	
(b) Architecture and Planning	
(c) Business	
(d) Faith Based Studies	
(e) Education	
(f) Engineering and Technology	
(g) Environmental Studies and Forestry	
(h) Humanities and Arts	
(i) Information and Communication Technology	
(j) Journalism, Media Studies and Communication	
(k) Language Studies	
(l) Law	
(m) Library, Archives and Museum Studies	
(n) Life Sciences	
(o) Medicine, Veterinary and Allied Health Sciences	
(p) Military Sciences	
(q) Mining and Earth Sciences	
(r) Physical Sciences and Mathematics	
(s) Social Sciences	
(t) Tourism, Hospitality and Home Economics	
(u) Others (<i>please specify</i>)	

30. List the initial programmes to be offered by the institution, mode of delivery and number of students in each programme:

31. State the proposed fee structure for each of the initial programme:

PART VI
THE PROPOSED STRENGTH OF THE INSTITUTION

32. State the anticipated staff strength

SN	Qualifications	Employment status	Academic Staff	Date to be attained	Administrative and Technical Staff	Date to be attained	Total Number
1	PhD	Full time					
		Part time					
2	Masters	Full time					
		Part time					
3	Bachelors	Full time					
		Part time					
4	Other (Specify)	Full time					
		Part time					
Total Number		Full time					
		Part time					

33. State the source of funds for the establishment and running of the university (*attach evidence*)

PART VII
REFERENCES AND DECLARATION

34. Provide reference of previous experience in establishing or running an education institution
35. Provide the names and addresses of at least three (3) referees who may be contacted in relation to this application

- (i) 1st Referee:
- (ii) 2nd Referee:
- (iii) 3rd Referee:

36. Declaration:

I declare that the information provided above is true to the best of my own knowledge

Name:

Title:

Signature:

Date/.....20.....

Official Stamp or Seal

FOR OFFICIAL USE ONLY

Fees paid

(i) Bank draft / Pay order No..... Dated...../...../.....

(ii) Receipt No..... Dated...../...../.....

(NB. All payments to be made through bank in favour of the Tanzania Commission for Universities)

Attachments verified by:

Name: Signature: Date:

(Regulation 5(2))

VERIFICATION CHECKLIST FOR APPLICATION FOR PROVISIONAL LICENCE

Notice to the Verifier:-

- a) TCU Form No. 1 must have been completed by the applicant in English; and
- b) In the course of verifying TCU Form No. 1, the verifier is required to make reference to various guidelines and check-lists as may be issued from time to time by the Commission, including the minimum guidelines and norms for governance units and harmonization of awards issued by the Commission.

PART I
GENERAL MATTERS

	Verified	Compliance Yes/No	Remarks
1. Name of applying organization/person			
2. Particulars of the applying organization/person			
2.1 If the applicant is an organization:-			
a) Type of the organization (Government/ Partnership/Trust/NGO/Society/etc)			
b) Origin of the Organisation (Local/Foreign)			
c) Nature of business of the organization			
d) Place of business of the organisation			
e) Date of incorporation/registration			
f) Incorporation/registration certificate number			
g) Date of expiry of the incorporation/registration certificate			
h) Tax Identification Number (TIN)			
i) VAT Registration Number			
j) Name and title of the Chief Executive Officer of the organisation			
k) Physical address of the organization			
l) Postal address of the organization			
m) Postal Code			
n) Telephone Numbers			
o) Mobile Number			
p) Fax Number			
q) Email Address			
r) Website			
2.2 If the applicant is an individual:-			
(a) Name and title of the applicant			
(b) Nationality			
(c) Date and place of Birth			
(d) Nature of business of the applicant			
(e) Place of business of the applicant			
(f) National Identification Number (NIN)			
(g) Tax Identification Number (TIN)			
(h) Physical address of the applicant			
(i) Postal address of the applicant			

	Verified	Compliance Yes/No	Remarks
(j) Postal Code			
(k) Telephone Numbers			
(l) Mobile Number			
(m) Fax Number			
(n) Email Address			
(o) Website			
<p style="text-align: center;">PART II DETAILS OF THE PROPOSED INSTITUTION</p>			
3. Name of the proposed institution			
4. Category of the proposed institution (university/ college/ institute/ centre / directorate/ faculty/ department/unit)			
5. Type of the proposed institution (Public/ Private/Public Private Partnership (PPP))			
6. Particulars of the proposed institution:-			
a) Physical address of the organization			
b) Postal address of the organization			
c) Postal Code			
d) Telephone Numbers			
e) Mobile Number			
f) Fax Number			
g) Email Address			
h) Website			
7. Date the proposed institution was cleared in respect of anti Money Laundering (attach copy of Financial Intelligence Unit (FIU)/Tanzania Police Force (TPF) Clearance Certificate)			
8. If applicable, Date the proposed institution was cleared for investment by Tanzania Investment Centre (TIC)			
9. Particulars of land available for the proposed institution			
a) The amount of land owned by the institution			
b) If the land is leased or rented, provide a copy of the agreement			
c) Land for future expansion for the institution			
<p style="text-align: center;">PART III PROPOSED FACILITIES</p>			
10. Physical Facilities as per approved check list			
11. Laboratory facilities, if applicable, as per approved check list			
12. Workshops, if applicable, as per approved check list			
13. Teaching Clinics (veterinary and/or medical), if applicable, as per approved check list			
14. Staff offices as per approved check list			
15. Functional facilities (i.e. conference hall, common rooms etc), where applicable, as per approved check list			
16. Students' accommodation and related facilities as per approved check list			
17. Health and sanitation facilities as per approved check list			
18. ICT infrastructure as per approved check list			
19. Library resources as per approved check list			

	Verified	Compliance Yes/No	Remarks
20. Facilities for persons with special needs as per approved check list			
21. Facilities for public safety and security as per approved check list			
<p style="text-align: center;">PART IV ADMINISTRATIVE TOOLS</p>			
22. Date the master plan was developed and approved			
(a) Approving authority			
(b) Nature of the approving authority			
23. Date the strategic plan was developed and approved			
(a) Approving authority			
(b) Nature of the approving authority			
24. Date of approval of the implementation plan			
(a) Approving authority			
(b) Nature of the approving authority			
25. Date the project write-up was developed and approved			
(a) Approving authority			
(b) Nature of the approving authority			
26. In case of a local institution, date the draft charter was developed and approved			
(a) Approving authority			
(b) Nature of the approving authority			
27. In case of a foreign institution, date the institution charter was developed and approved			
(a) Approving authority			
(b) Nature of the approving authority			
(c) Letter from the foreign body that accredited the institution			
<p style="text-align: center;">PART V PROPOSED PROGRAMMES CLUSTERS</p>			
28. Clusters of the proposed programmes:-			
(a) Agriculture			
(b) Architecture and Planning			
(c) Business			
(d) Faith Based Studies			
(e) Education			
(f) Engineering and Technology			
(g) Environmental Studies and Forestry			
(h) Humanities and Arts			
(i) Information and Communication Technology			
(j) Journalism, Media Studies and Communication			
(k) Language Studies			
(l) Law			
(m) Library, Archives and Museum Studies			
(n) Life Sciences			
(o) Medicine, Veterinary and Allied Health Sciences			
(p) Military Sciences			
(q) Mining and Earth Sciences			

	Verified	Compliance Yes/No	Remarks
(r) Physical Sciences and Mathematics			
(s) Social Sciences			
(t) Tourism, Hospitality and Home Economics			
(u) Others (<i>specify</i>)			
29. List of initial programmes to be offered by the institution, mode of delivery and number of students in each programme			
30. The proposed fee structure for each of the initial programme			

PART VI
THE STRENGTH OF THE PROPOSED INSTITUTION

31. The Anticipated Staff Strength

SN	Qualifications	Employment status	Academic Staff	Date to be attained	Administrative and Technical Staff	Date to be attained	Total Number	Verified	Compliance Yes/No	Remarks
1	PhD	Full time								
		Part time								
2	Masters	Full time								
		Part time								
3	Bachelors	Full time								
		Part time								
4	Other (<i>Specify</i>)	Full time								
		Part time								
Total Number		Full time								
		Part time								

PART VII
SOURCE OF FUNDS, REFERENCES AND DECLARATION

S/N		Verified	Compliance Yes/No	Remarks
32.	The source of funds for the establishment and running of the institution (evidence provided)			
33.	Reference of previous experience in establishing or running an education institution			
34.	Names and addresses of at least three (3) referees who may be contacted in relation to this application			
	(i) 1 st Referee:.....			
	(ii) 2 nd Referee:			
	(iii) 3 rd Referee:			

PART VIII
CHARTER AND STRATEGIC PLAN ISSUES

SN	Item	Verifications <i>(please tick)</i>	
		Compliance	Non Compliance
35.	<i>Submitted a draft charter using the model charter which has the following provisions:</i>		
	• General Issues		
	• Governance		
	• Administration		
	• Appointments		
	• Staff of the Institutions		
	• Students administration and welfare		
	• Staff and students disciplinary matters		
	• Planning, Budgeting, Resource Management		
	• Staff associations		
	• Students' organizations		
	• Convocations and alumni associations		
	• Political activities prohibited		
	• Periodic Reports		
	• Miscellaneous provisions		
36.	<i>Submitted a Strategic Plan which includes:-</i>		
	• Growth in terms of student enrolment,		
	• Human resource capacity and qualifications		
	• Financial capacity and sustainability		
	• Growth in terms of programmes		
	• Growth in terms of infrastructure and physical facilities		
	• Staff development		

Recommendation(s)

.....

Conclusion:

.....

Name:

Designation:

Date Checked:

Signed:

FOR OFFICIAL USE ONLY

(i) Endorsement by Director of Accreditation and Quality Assurance

Signature: Date...../...../.....

(ii) Endorsement by Accreditation Committee Date...../...../.....

Form verified by:

Name: Signature: Date:

(Regulation 5(3))

The Tanzania Commission for Universities


 LOGO

Provisional Licence

This Provisional Licence is hereby granted to

.....

for purposes of establishing

.....

to be known as

.....

at District in, Region

This Licence is valid up to

Given under the seal of the Commission this day of

..... in the year at Dar es Salaam.


 Seal
.....
CHAIRMAN.....
EXECUTIVE SECRETARY

TCU PL No.....

Registration No.....

TERMS AND CONDITIONS FOR PROVISIONAL LICENCE

The holder of this licence has to-

- (a) develop physical infrastructure and facilities for academic and administrative functions of the university;
- (b) finalise the draft charter (in case of local institution) or approval of Charter (in case of foreign Institution);
- (c) prepare administrative and academic policies including the prospectus as well as by-laws and other regulations for the institution;
- (d) finalise the curricula for the proposed programmes, fee structure and mode of delivery;
- (e) advertise for and appoint initial academic, administrative, technical and other support staff;
- (f) finalise the establishment of the initial faculties, schools, departments and other units as are required for the operationalisation of the proposed university and its programmes;
- (g) finalise the governance structure;
- (h) submit documentation in respect of (a) to (g) above to the Commission for validation and approval;
- (i) invite the Commission for technical verification of the progress made; and
- (j) comply with any other requirements as may be issued/prescribed by the Commission from time to time.

(Regulation 13(2))

The Tanzania Commission for Universities



CERTIFICATE OF ACCREDITATION

This Certificate of Accreditation is hereby granted to

.....

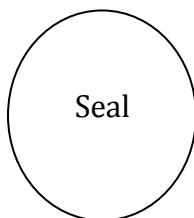
after fulfilling the conditions for Accreditation. The name of the institution has been entered into the register of accredited university institutions in Tanzania.

This Certificate is valid up to

Given under the seal of the Commission this day of

..... in the year at Dar es Salaam

.....
CHAIRMAN



.....
EXECUTIVE SECRETARY

TCU CoA No.

Registration No.

TERMS AND CONDITIONS FOR CERTIFICATE OF ACCREDITATION

The holder of this certificate has to-

- (a) operate along the granted/approved charter;
- (b) pay the prescribed annual Commission fee;
- (c) enrol students and pay the prescribed Commission fee for every student in the university's nominal roll;
- (d) submit students nominal roll not later than one month after the commencement of each academic year;
- (e) be responsible for proper administration of its academic and governance affairs;
- (f) ensure that the minimum standards and procedures prescribed by the Commission are at all times maintained and improved;
- (g) ensure that no new procedures or programmes of instructions are mounted and regulations in respect thereof are made without the approval of the Commission;
- (h) be subject to periodic external quality audit and technical evaluation after every five years;
- (i) have, subject to the provisions of the Act, the following designations for its academic staff, signifying their order of seniority in rank as follows:
 - (i) Professor or Research Professor;
 - (ii) Associate Professor or Associate Research Professor;
 - (iii) Library Professor;
 - (iv) Associate Library Professor;
 - (v) Senior Lecturer or Senior Research Fellow;
 - (vi) Lecturer or Research Fellow;
 - (vii) Assistant Lecturer or Assistant Research Fellow;
 - (viii) Tutorial Assistant;
 - (ix) Senior Librarian;
 - (x) Librarian; and
 - (xi) Assistant Librarian;
- (j) make provision for the position of Professor Emeritus.
- (k) submit Annual Reports;
- (l) submit Audited Accounts;
- (m) conduct self assessment for purposes of reaccreditation after every five years;
- (n) conduct programme review after the completion of the programme cycle, normally within three, four or five years; and
- (o) comply with any other requirements as may be issued/ prescribed by the Commission from time to time.

(Regulation 9(2))

DECLARATION OF COMPLIANCE WITH CONDITIONS FOR ISSUANCE
OF PROVISIONAL LICENCE

I,of and being the applicant for Provisional Licence in respect of the proposed DO HEREBY state that:

1. (a) I am a citizen of the United Republic of Tanzania/I am not a citizen of the United Republic of Tanzania and a holder of passport number issued by on at which will expire on

OR

(b) The applicant organisation is dully established in Tanzania/the applicant organisation is a foreign entity based inand was established on at by and given a Certificate of Incorporation/Registration number issued by on

2. (a) I applied to the Tanzania Investment Centre for Certificate of Investment and was granted Certificate Number on

OR

(b) The organisation applied to the Tanzania Investment Centre for Certificate of Investment and was granted Certificate Number on20...

3. (a) I do not have any criminal record in respect of any offence including offences related to money laundering and was given a Certificate of Clearance by the Financial Intelligence Unit/ Tanzania Police Force on

OR

(b) The organisation does not have any criminal record in respect of any offence including offences related to money laundering and was given a Certificate of Clearance by the Financial Intelligence Unit/ Tanzania Police Force on

4. I declare that the information stated in the application form was given by me, is correct and may be used against me/ the organisation in the event the contrary is established.

5. I declare that the information provided above is true to the best of my own knowledge

Name:

Title:

Signature:

Date/.....20.....

Official Stamp or Seal

(Regulation 11(1)(b))

COUNCIL/ BOARD RESOLUTION FOR THE INTENTION TO APPLY FOR ACCREDITATION

1. Name of the Institution:
2. Category of the Institution (university/college/institute/centre/directorate/others (*please specify*))
.....
3. Type of the institution (public/private/Public Private Partnership (PPP))
.....
4. Particulars of the institution:-
 - (a) Physical address of the institution:
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number:
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:

THIS RESOLUTION WAS MADE AT A MEETING OF THE COUNCIL/BOARD HELD AT
ON THE DAY OF....., IN THE YEAR.....

WHEREAS, the (university/college/institute/centre/directorate/other (*please specify*)) is aware of the requirement of the Tanzania Commission for Universities for the institution to apply for accreditation and registration as required by Regulation 11(2) of the Universities (General) Regulations 2012;

WHEREAS, the Council/Board is desirous and willing to apply for accreditation and registration of the institution;

NOW THEREFORE, BE IT KNOWN THAT pursuant to the decision of the Council/Board vide Minute No..... of...../...../20.... it has been RESOLVED that submit the intention to apply for accreditation and registration in accordance with the Universities Act and regulations made thereunder;

BE IT FURTHER KNOWN THAT the Management of the institution is hereby authorised to execute on behalf of the institution all documents as may be required by the Commission in relation to accreditation and registration of the institution;

Certified by to be a true extract of the resolution above stated.

Dated at this..... day of in the year.....

.....
CHAIRMAN

Seal

.....
SECRETARY

(Regulation 11(1)(d))

QUALIFICATIONS OF THE ACADEMIC, ADMINISTRATIVE AND TECHNICAL STAFF

Important notice:

This form shall be completed in compliance with-

- (a) the minimum guidelines on Employment Staff Performance Review and Career Development issued by the Commission;
- (b) Minimum Guidelines and Norms for Governance units; and
- (c) Any other guidelines related to staff of the university.

PART I INSTITUTIONAL PROFILE

1. Name of the Institution:
2. Category of the Institution (university/college/institute/centre/directorate/faculty/ department/unit):
.....
3. Type of the institution (public/private/Public Private Partnership (PPP)):
.....
4. Particulars of the institution:-
 - (a) Physical address of the institution:
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number:
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:

PART II
ACADEMIC STAFF PROFILE

CLUSTER	NAME OF THE ACADEMIC STAFF	NATIONALITY	AGE	ACADEMIC RANK	POSITION	ACADEMIC QUALIFICATIONS	DURATION OF STUDIES	CONFERRING INSTITUTION(S)	YEAR QUALIFICATION OBTAINED	EMPLOYMENT STATUS			REMARKS
										FULL TIME	PART TIME	CONTRACT	
1						Bachelor Degree							
						Master Degree							
						Doctoral Degree							
						Others (<i>Specify</i>)							
2						Bachelor Degree							
						Master Degree							
						Doctoral Degree							
						Others (<i>Specify</i>)							
3						Bachelor Degree							
						Master Degree							
						Doctoral Degree							
						Others (<i>Specify</i>)							
4						Bachelor Degree							
						Master Degree							
						Doctoral Degree							
						Others (<i>Specify</i>)							
5						Bachelor Degree							
						Master Degree							
						Doctoral Degree							
						Others (<i>Specify</i>)							
6						Bachelor Degree							
						Master Degree							
						Doctoral Degree							
						Others (<i>Specify</i>)							

PART III
ADMINISTRATIVE AND TECHNICAL STAFF PROFILE

S/N	NAME OF STAFF	NATIONALITY	AGE	DESIGNATION	CURRENT PROFESSIONAL QUALIFICATION	ACADEMIC QUALIFICATIONS	DURATION OF STUDIES	CONFERRING INSTITUTION(S)	YEAR QUALIFICATION OBTAINED	EMPLOYMENT STATUS			REMARKS
										FULL TIME	PART TIME	CONTRACT	
1.						Bachelor Degree							
						Master Degree							
						Doctoral Degree							
						Others (Specify)							

PART IV
DECLARATION

I declare that the information provided above is true to the best of my own knowledge

Name:.....

Title:

Signature:

Date/.....20.....

Official Stamp or Seal

(Regulation 11(1)(e))

LIBRARY FACILITIES

Important Notice:

- a. This form must be filled by applicant holding provisional Licence and is wishing to apply for Accreditation.
- b. The form must be read together with guidelines issued by the Commission from time to time including Minimum Guidelines and Norms for Governance Units.

PART I INSTITUTIONAL PARTICULARS

1. Name of the Institution.....
2. Category of the Institution (university/college/institute/centre/directorate others *(please specify)*):
.....
3. Type of the institution (public/private/Public Private Partnership (PPP)).....
4. Particulars of the institution-
 - (a) Physical address of the institution:.....
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number.....
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:

**PART II
LIBRARY FACILITIES**

5. Provide the library facilities for each programme

(a) Name of the programme.....

S/N	Item	Square Meters		Remarks
		Available	Planned	
1	<u>Reading space</u>			
	i) Space for tables, chairs, cabinets and shelves			
	ii) Special reserve area/unit			
2	<u>Acquired reading materials</u>	Number of Titles		Remarks
		Available	Planned	
	i) General books			
	ii) Up-to-date specialized books for the programme			
	iii) E-books			
	iv) Thesis, dissertations, independent studies, and research reports			
	v) Journals			
	vi) E-journals			
3	Infrastructure	Number of Items		Remarks
		Available	Planned	
	(i) Computers			
	(ii) Tables			
	(iii) Chairs			
	(iv) Cabinets			
	(v) Shelves			
4	E-Connectivity	Bandwidth		Remarks
		Available	Planned	
	(i) Cabled Internet			
	(ii) Wireless			
5	Qualified Library Staff	Staff number		Remarks
		Available	Planned	
	(i) Librarians			
	(ii) Technicians			

**PART III
DECLARATION**

I declare that the information provided above is true to the best of my own knowledge

Name:

Title:

Signature:

Date/...../20.....

Official Stamp or Seal

(Regulation 11(1)(f))

INVENTORY OF PHYSICAL FACILITIES

Important Notice:

- (a) This form must be filled by applicant holding provisional Licence and is wishing to apply for Accreditation
- (b) The form must be read together with University Qualifications Framework (UQF) and guidelines issued by the Commission from time to time including Minimum Guidelines and Norms for Governance Units, Minimum Guidelines for Humanization of Awards offered in Tanzania and Minimum Guidelines for Employment, Staff Performance Review and Career Development.

PART I
INSTITUTIONAL PARTICULARS

1. Name of the Institution
.....
2. Category of the Institution (university/college/institute/centre/directorate /others (*please specify*)).....
3. Type of the institution (public/private/Public Private Partnership (PPP)).....
4. Particulars of the institution:-
 - (a) Physical address of the institution:
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number:
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:

PART II
PARTICULARS OF LAND AVAILABLE FOR USE BY THE INSTITUTION

S/N	Item	Total Hectares	Amount utilized	Amount available for future expansion	Planned acquisition (<i>attach evidence</i>)	Remarks
	(a) The amount of land owned by the institution (<i>attach evidence of land ownership</i>).					
	(b) If the land is leased or rented, provide a copy of the agreement					
	(c) Land for future expansion for the institution (<i>attach evidence</i>)					

PART III FACILITIES IN ACCORDANCE WITH APPROVED STANDARDS						
	Item	Required Units	Available Units	Shortfall	Planned development within three years (<i>attach evidence</i>)	Remarks
	(a) Physical Facilities as per approved check list (<i>attach the completed check-list</i>)					
	(b) Laboratory facilities, if applicable, as per approved check list (<i>attach the completed check-list</i>)					
	(c) Workshops, if applicable, as per approved check list (<i>attach the completed check-list</i>)					
	(d) Teaching Clinics (veterinary and/or medical), if applicable, as per approved check list (<i>attach the completed check-list</i>)					
	(e) Staff offices as per approved check list (<i>attach the completed check-list</i>)					
	(f) Functional facilities (i.e. conference hall, common rooms etc), where applicable, as per approved check list (<i>attach the completed check-list</i>)					
	(g) Students' accommodation and related facilities as per approved check list (<i>attach the completed check-list</i>)					
	(h) Health and sanitation facilities as per approved check list (<i>attach the completed check-list</i>)					
	(i) ICT infrastructure as per approved check list (<i>attach the completed check-list</i>)					
	(j) Library resources as per approved check list (<i>attach the completed check-list</i>)					
	(k) Facilities for persons with special needs as per approved check list (<i>attach the completed check-list</i>)					
	(l) Facilities for public safety and security as per approved check list (<i>attach the completed check-list</i>)					

PART IV DECLARATION

I declare that the information provided above is true to the best of my own knowledge

Name:

Title:

Signature:

Date/...../20.....

Official Stamp or Seal

(Regulation 11(2)(a))

APPLICATION FOR ACCREDITATION OF A UNIVERSITY

Important Notice:

- (a) This form must be filled by the applicant who is the holder of Provisional Licence wishing to apply for Accreditation; and
- (b) In the course of completing this form, the applicant is required to make reference to University Qualification Framework and various guidelines and check-lists as may be issued from time to time by the Commission, including the minimum guidelines and norms for governance units and harmonization of awards, minimum guidelines for Employment, Staff Performance Review and Career Development issued by the Commission

PART I
GENERAL MATTERS

1. Name of applying organization/person.....
2. Particulars of the applying organization/ person:.....
.....
- 2.1 If the applicant is an organization-
 - (a) Type of the organization(Government/ Partnership/Trust/ Society/NGO/others (*please specify*)):.....
.....
 - (b) Origin of the Organisation (Local/Foreign):.....
 - (c) Nature of business of the organization.....
 - (d) Place of business of the organisation:
 - (e) Date of incorporation/registration:
 - (f) Incorporation/registration certificate number:.....
 - (g) Date of expiry of the incorporation/registration certificate:...../...../20.....
 - (h) Tax Identification Number (TIN):.....
 - (i) VAT Registration Number:.....
 - (j) Name and title of the Chief Executive Officer of the organisation:.....
.....
 - (k) Physical address of the organization:
 - (l) Postal address of the organization:.....
 - (m) Postal Code:.....
 - (n) Telephone Numbers:.....
 - (o) Mobile Number:.....
 - (p) Fax Number:.....
 - (q) Email Address:.....
 - (r) Website:.....
- 2.2 If the applicant is an individual
 - (a) Name and title of the applicant:
 - (b) Nationality:
 - (c) Date and place of Birth:
 - (d) Nature of business of the applicant:
 - (e) Place of business of the applicant:
 - (f) National Identification Number (NIN):
 - (g) Tax Identification Number (TIN):
 - (h) Physical address of the applicant:

- (i) Postal address of the applicant:
- (j) Postal Code:
- (k) Telephone Numbers:
- (l) Mobile Number:
- (m) Fax Number:
- (n) Email Address:
- (o) Website:

PART II DETAILS OF THE INSTITUTION PROPOSED FOR ACCREDITATION

- 3. Name of the institution:
- 4. Category of the institution (university/college/institute/centre /directorate/ others (*please specify*)).....
- 5. Type of the institution (public/private/Public Private Partnership (PPP))
- 6. Particulars of the institution:-
 - (a) Physical address of the institution:
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number:
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:
- 7. Date the institution was granted Provisional Licence (PL) :...../...../20..... (*attach copy*)

PART III SELF ASSESSMENT STATUS

- 8. Date self assessment was conducted:...../...../20.....
- 9. Names of Experts who conducted the self assessment
 - (a) (Chairman)
 - (b) (Member)
 - (c) (Member)
 - (d) (Member)
 - (e) (Secretary)
- 10. Outcome of the self assessment
 - (a) Level of attainment in the implementation of the master plan

i) 75% and above	
ii) 50% to 74%	
iii) 25% to 49%	
iv) Below 25%	
 - (b) Quality of attainment in facilities
 - i) Physical Facilities as per approved check list (*attach the completed check-list*);
 - ii) Laboratory facilities, if applicable, as per approved check list (*attach the completed check-list*);
 - iii) Workshops, if applicable, as per approved check list (*attach the completed check-list*);
 - iv) Teaching Clinics (veterinary and/or medical), if applicable, as per approved check list (*attach the completed check-list*);

- v) Staff offices as per approved check list (*attach the completed check-list*);
- vi) Functional facilities (i.e. conference hall, common rooms etc), where applicable, as per approved check list (*attach the completed check-list*);
- vii) Students' accommodation and related facilities as per approved check list (*attach the completed check-list*);
- viii) Health and sanitation facilities as per approved check list (*attach the completed check-list*);
- ix) ICT infrastructure as per approved check list (*attach the completed check-list*);
- x) Library resources as per approved check list (*attach the completed check-list*);
- xi) Facilities for persons with special needs as per approved check list (*attach the completed check-list*);and
- xii) Facilities for public safety and security as per approved check list (*attach the completed check-list*)

(c) Quality of attainment in Programmes (*attach evidence*)

- i) Are the programmes in line with the institution's vision and mission? Yes ☐ No ☐
- ii) Are the programmes in line with the discipline(s) to which they relate? Yes ☐ No ☐
- iii) Does the Institution carried out the situation analysis for each programme? Yes ☐ No ☐
- iv) Are the programmes in line with the professional requirements (if any)? Yes ☐ No ☐
- v) Do the programmes contribute to the attainment of the National vision and other development programmes? Yes ☐ No ☐
- vi) Are the programmes learning outcomes clearly articulated and understood? Yes ☐ No ☐
- vii) Are the modes of delivery commensurate with the requirements of the programme and the discipline as well as professional standards? Yes ☐ No ☐
- viii) Are the programme built around best practices on quality assurance (teaching, assessment, credit accumulation and transfer, programme review, etc) with regards to such programmes? Yes ☐ No ☐
- ix) Is the fees structure for various programmes sustainable? Yes ☐ No ☐

(d) Quality of attainment in recruitment of staff : (*attach evidence*)

- i) Number of academic staff recruited per programme:
- ii) Strength of academic staff qualifications as required by the programme:
- iii) Number of administrative and technical staff recruited for available positions:
- iv) Strength of administrative and technical staff as required by positions:
- v) Plans for staff development:

(e) Quality of attainment in governance and administration of the institution:

- i) Quality of the approved governance structure:
- ii) Quality of the approved management structure:.....
- iii) Quality of the governance tools and instruments available:
- iv) Quality of the management tools and instruments available:

- v) Quality of the resource mobilization and management structures, tools and instruments:
 - vi) Quality of the students welfare structures, tools and instruments:
 - vii) Quality of staff and students disciplinary matters:
- (f) Quality mechanisms for financial management:
- i) Is the financial management system in line with international financial reporting standards? Yes ☐ No ☐
 - ii) Is there a sound internal financial control system based on international auditing reporting standards? Yes ☐ No ☐
 - iii) Are the financial operations automated or manual? Yes ☐ No ☐

PART IV COUNCIL/BOARD RESOLUTION

11. Date and Number of the Council/Board Resolution allowing the institution to apply for accreditation:...../...../20.....
12. Conditions which were imposed by the council/board in relation to the accreditation (*specify*)
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
13. Whether TCU Form No. 5 has been completed (*attach the copy*)

PART V MATTERS RELATED TO CHARTER

14. Governance:
 - a) Name of the Chancellor:
 - b) Name of the Chairman of the Council/Board:
15. Administration and Management:
 - a) Name of the Vice Chancellor:
 - b) Name of Deputy Vice Chancellor for Academic Affairs:
 - c) Name of Deputy Vice Chancellor for Administrative Affairs:
 - d) Name of the Registrar(if any):
 - e) Name of the Dean of Students:
 - f) Name of the Secretary to Council/Board:
16. Senior Administrative Officers:
 - a) Name and position of the Senior Officer responsible for Finance and Administration:
 - b) Name and position of the Senior Officer responsible for Human Resource:
 - c) Name and position of the Senior Officer responsible for Planning, Resource Mobilization and Management:
 - d) Name and position of the Senior Officer responsible for Library Resources:
 - e) Name and position of the Senior Officer responsible for Estate Management:
 - f) Name and position of the Senior Officer responsible for Procurement and Logistics:
 - g) Name and position of the Senior Officer responsible for Internal Audit:
 - h) Name and position of the Senior Officer responsible for Admissions:
 - i) Name and position of the Senior Officer responsible for examinations and other assessments:

- j) Name and position of the Senior Officer responsible for quality assurance:
17. Whether TCU Form No. 6 has been completed (*attach the copy*)

PART VI
LIBRARY MATTERS AND OTHER PHYSICAL FACILITIES

18. Whether TCU Form No. 7 has been completed (*attach the copy*)
19. Whether TCU Form No. 8 has been completed (*attach the copy*)

PART VII
APPROVED PROGRAMMES

20. List of approved Programmes

S/N	Name of the Programme	Cluster and discipline	Nomenclature	Student staff ratio	Mode of delivery	Duration	Admission requirements	Total credits	Date approved
1.									
2.									
3.									

PART VIII
STUDENT PROJECTION

21. The projected profile of students population

S/N	Name of the Programme	Total Number of Students per programme per year					Total enrolment	Total number of staff for the programme
		1 st YR	2 nd YR	3 rd YR	4 th YR	5 th YR		
1.								
2.								
3.								

PART IX
DECLARATION

I declare that the information provided above is true to the best of my own knowledge

Name:

Title:

Signature:

Date/...../20.....

Official Stamp or Seal

FOR OFFICIAL USE ONLY		
<i>Fees paid</i> (i) Bank draft / Pay order No..... Dated...../...../..... (ii) Receipt No..... Dated...../...../..... (NB. All payments to be made through bank in favour of the Tanzania Commission for Universities) Attachments verified by: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Name: Signature: Date: </div>		

(Regulation 12(2)(3))

**VERIFICATION OF PARTICULARS SUBMITTED FOR GRANT OF ACCREDITATION BY TECHNICAL
EVALUATION COMMITTEE**

Important Notice:

In the course of verifying TCU Form No. 9, the verifier is required to make reference to University Qualification Framework and various guidelines and check-lists as may be issued from time to time by the Commission, including the minimum guidelines and norms for governance units and harmonization of awards, minimum guidelines for Employment, Staff Performance Review and Career Development issued by the Commission

**PART I
GENERAL MATTERS**

	Scale of Compliance					Remarks
	1	2	3	4	5	
1. Name of applying organization/person						
2. Particulars of the applying organization/person:						
2.1 If the applicant is an organization:-						
(a) Type of the organization (Government/ Partnership/Trust/Society/ etc)						
(b) Origin of the Organisation (Local/Foreign)						
(c) Nature of business of the organization						
(d) Place of business of the organisation						
(e) Date of incorporation/ registration						
(f) Incorporation/registration certificate number						
(g) Date of expiry of the incorporation/registration certificate						
(h) Tax Identification Number (TIN)						
(i) VAT Registration Number						
(j) Name and title of the Chief Executive Officer of the organisation						
(k) physical address of the organization						
(l) Postal address of the organization						
(m) Postal Code						
(n) Telephone Numbers						
(o) Mobile Number						
(p) Fax Number						
(q) Email Address						
(r) Website						
2.2 If the applicant is an individual						
(a) Name and title of the applicant						
(b) Nationality						
(c) Date and place of Birth						
(d) Nature of business of the applicant						
(e) Place of business of the applicant						
(f) National Identification Number (NIN)						
(g) Tax Identification Number (TIN)						
(h) Physical address of the applicant						
(i) Postal address of the applicant						
(j) Postal Code						
(k) Telephone Numbers						

	Scale of Compliance					Remarks
	1	2	3	4	5	
(l) Mobile Number						
(m) Fax Number						
(n) Email Address						
(o) Website						
PART II DETAILS OF THE INSTITUTION PROPOSED FOR ACCREDITATION						
3. Name of the institution						
4. Category of the institution (university/ college/institute/centre /directorate/others <i>(please specify)</i>)						
5. Type of the institution (public/private/ Public Private Partnership (PPP))						
6. Particulars of the institution:-						
(a) physical address of the institution						
(b) Postal address of the institution						
(c) Postal Code						
(d) Telephone Numbers						
(e) Mobile Number						
(f) Fax Number						
(g) Email Address						
(h) Website						
7. Date the institution was granted Provisional License (PL)						
PART III SELF ASSESSMENT STATUS						
8. Date self assessment was conducted						
9. Experts who conducted the self assessment						
10. Outcome of the self assessment						
(a) Level of attainment in the implementation of the master plan						
i) 75% and above						
ii) 50% to 74%						
iii) 25% to 49%						
iv) Below 25%						
(b) Quality of attainment in facilities						
i. Buildings for academic function						
ii. Facilities for research and practical training						
iii. Workshops						
iv. Academic Staff Offices						
v. Administration offices						
vi. Student Services offices						
vii. Provision for Disabled Persons						
(c) Quality of attainment in Programmes						
i) Are the programmes in line with the institution's vision and mission?						
ii) Are the programmes in line with the discipline(s) to which they relate?						
iii) Are the programmes in line with the professional requirements (if any)?						
iv) Do the programmes contribute to the attainment of the National vision and other development programmes?						
v) Are the programmes learning outcomes clearly articulated and understood?						

	Scale of Compliance					Remarks
	1	2	3	4	5	
vi) Are the modes of delivery commensurate with the requirements of the programme and the discipline as well as professional standards?						
vii) Are the programme built around best practices on quality assurance (teaching, assessment, credit accumulation and transfer, programme review, etc) with regards to such programmes?						
viii) Is the fees structure for various programmes sustainable?						
(d) Quality of attainment in recruitment of staff						
i) Number of academic staff recruited per programme						
ii) Strength of academic staff qualifications as required by the programme						
iii) Number of administrative and technical staff recruited for available positions						
iv) Strength of administrative and technical staff as required by positions						
v) Plans for staff development						
(e) Quality of attainment in governance and administration of the institution						
i) Quality of the approved governance structure						
ii) Quality of the approved management structure						
iii) Quality of the governance tools and instruments available						
iv) Quality of the management tools and instruments available						
v) Quality of the resource mobilization and management structures, tools and instruments						
vi) Quality of the students welfare structures, tools and instruments						
vii) Quality of staff and students disciplinary matters						
(f) Quality mechanisms for financial management						
i) Is the financial management system in line with international financial reporting standards?						
ii) Is there a sound internal financial control system based on international auditing reporting standards?						
iii) Are the financial operations automated or manual?						
PART IV COUNCIL/BOARD RESOLUTION						
11. Date and Number of the Council/Board Resolution allowing the institution to apply for accreditation						
12. Conditions which were imposed by the council/board in relation to the accreditation						
13. Whether TCU Form No. 5 has been completed						
PART V MATTERS RELATED TO CHARTER						
14. Governance Structure and composition						
15. Administration and Management						
16. Senior Administrative Officers						
17. TCU Form No. 6 has been completed						

						Scale of Compliance					Remarks
						1	2	3	4	5	
PART VI LIBRARY MATTERS AND OTHER PHYSICAL FACILITIES											
18. TCU Form No. 7 has been completed											
19. TCU Form No. 8 has been completed											
PART VII APPROVED PROGRAMMES											
20. List of approved Programmes											
a) Name of the Programme											
b) Cluster and discipline											
c) Nomenclature											
d) Student staff ratio											
e) Mode of delivery											
f) Duration											
g) Admission requirements											
h) Total credits											
i) Date approved by Senate											
j) Date programme submitted to the completed Professional Body for input											
k) Date approved by TCU											
PART VIII STUDENT PROJECTION											
21. The projected profile of student population vs institutional capacity											
a) Total Number of students per programme per year											
b) Total enrolment											
c) Total number of staff for the programme											
PART IX FINANCIAL SUSTAINABILITY											
22. Statement of the financial resources available for the exclusive use of the institution certified by a qualified accountant											
PART X COMMISSION DIRECTIVES											
23. Implementation of Commission directives											

24. Declaration by Technical Evaluation Committee

We members of the Technical Evaluation Committee declare that the information provided above is true to the best of our knowledge

S/N	Name	Title	Position	Signature	Date
1.					
2.					
3.					
4.					
5.					

25. Declaration by Management of the Institution

We members of Management of declare that the information provided above is the outcome of the verification conducted by the Technical Evaluation Committee on/...../20.....

S/N	Name	Title	Position	Signature	Date
1.					
2.					
3.					

FOR OFFICIAL USE ONLY

(i) Endorsement by Director of Accreditation and Quality Assurance

Signature: Date...../...../.....

(ii) Endorsement by Accreditation Committee Date...../...../.....

Form verified by:

Name: Signature:..... Date:

NOMINAL ROLL FOR REGISTRERED STUDENTS IN VARIOUS PROGRAMMES FOR -----ACADEMIC YEAR

Institution Name:-----

SN	Registration No.	Full Name	Sex	Form IV index No./Year	Form VI/Diploma index No./Year	College/School/ Faculty	HESLB Number (if any)	Sponsor	Year of Study	Category of Student (F6, NTA6,FTC,TED,CERT)	Nationality
Name of College/School/Faculty											
Name of Programme:											
1											
2											
Name of Programme:											
1											
2											

Grand Total Number of students:

I declare that the information provided above is true to the best of my knowledge

Name:.....

Title:

Signature:

Date/.....20.....

Official Stamp or Seal

(Regulation 42(2))

RECORD OF ADMITTED STUDENTS IN VARIOUS PROGRAMMES FOR -----ACADEMIC YEAR.

Institution Name:-----

SN	Registration No.	Full Name	Sex	Form IV index No./Year	Form VI/Diploma index No./Year	College/School/ Faculty	HESLB Number (if any)	Sponsor	Year of Study	Category of Student (F6, NTA6, FTC, TED, CERT)	Nationality
Name of College/School/Faculty											
Name of Programme:											
1											
2											
Name of Programme:											
1											
2											

Grand Total Number of students:

I declare that the information provided above is true to the best of my knowledge

Name:.....

Title:

Signature:

Date/.....20.....

Official Stamp or Seal

(Regulation 43(2))

RECORD OF DISCONTINUED/SUSPENDED STUDENTS IN -----ACADEMIC YEAR.

Institution Name:-----

SN	Registration No.	Full Name	Sex	Form IV index No./Year	Form VI/Diploma index No./Year	College/School/ Faculty	HESLB Number (if any)	Sponsor	Year of Study	Category of Student (F6, NTA6,FTC,TED,CERT)	Nationality	Reasons (Disciplinary, Academic, Abscond,...)
Name of College/School/Faculty												
Name of Programme:												
1												
2												
Name of Programme:												
1												
2												

Grand Total Number of students:

I declare that the information provided above is true to the best of my knowledge

Name:.....

Title:

Signature:

Date/.....20.....

Official Stamp or Seal

(Regulation 42(3))

RECORD OF STUDENTS WHO POSTPONED STUDIES IN -----ACADEMIC YEAR.

Institution Name:-----

SN	Registration No.	Full Name	Sex	Form IV index No./Year	Form VI/Diploma index No./Year	College/School/ Faculty	HESLB Number (if any)	Sponsor	Year of Registration	Year of Study	Category of Student (F6, NTA6,FTC,TED,CERT)	Nationality
Name of College/School/Faculty												
Name of Programme:												
1												
2												
Name of Programme:												
1												
2												

Grand Total Number of students:

I declare that the information provided above is true to the best of my knowledge

Name:.....

Title:

Signature:

Date/.....20.....

Official Stamp or Seal

Institution Name:-----

(Regulation 46(g))

TRANSFER NOTIFICATION LIST IN ----- ACADEMIC YEAR.

S/n	Name	Student admission Number (CAS assigned Number)	Year of admission	Index No. O'Level	Index No. A'Level	Programme admitted	Year of study	Name of the Releasing institution	Total Credit Transferred	Reason for transfer
1										
2										
3										
4										
5										

I declare that the information provided above is true to the best of my knowledge

Name:

Title:

Signature:

Date/.....20.....

Official Stamp or Seal

(Regulation 14(1)(e))

STUDENTS RECORD SUMMARY FORM

SN	CATEGORY	First Year			Second Year			Third Year NF			Third Year F			Fourth Year NF			Fourth Year F			Fifth Year F			Total			% of Total	
		M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F
1	Admitted F6																										
2	Admitted NTA 6																										
3	Admitted Dip. TED																										
4	Admitted FTC																										
5	Admitted other Diplomas																										
6	Admitted Certificates																										
7	Registered F6																										
8	Registered NTA 6																										
9	Registered Dip. TED																										
10	Registered FTC																										
11	Registered other Diplomas																										
12	Registered Certificates																										
13	Discontinued (disciplinary)																										
14	Discontinued (Failed)																										
15	Discontinued (Abscond)																										
16	Deregistered																										
17	Suspended																										
18	Postponed																										
19	Deceased																										
20	Transferred to other institutions																										
21	Transferred from other institutions																										

(Regulation 43(2))

RECORD OF DECEASED STUDENTS IN VARIOUS PROGRAMMES FOR -----ACADEMIC YEAR.

Institution Name:-----

SN	Registration No.	Full Name	Sex	Form IV index No./Year	Form VI/Diploma index No./Year	College/School/Faculty	HESLB Number (if any)	Sponsor	Year of Study	Category of Student (F6, NTA6, FTC, TED, CER T)	Nationality
Name of College/School/Faculty											
Name of Programme:											
1											
2											
Name of Programme:											
1											
2											

Grand Total Number of students:

I declare that the information provided above is true to the best of my knowledge

Name:.....

Title:

Signature: Date/.....20.....

Official Stamp

(Regulation 14(1)(l))

REPORTING FORMAT FOR ANNUAL REPORT FOR PUBLIC AND PRIVATE
UNIVERSITIES IN TANZANIA

PART I
INSTITUTIONAL DETAILS

1. Name of the Institution:
2. Category of the Institution (university/college/institute/centre/directorate/others (*please specify*))
.....
3. Type of the institution (public/private/Public Private Partnership (PPP))
.....
4. Particulars of the institution:-
 - (a) Physical address of the institution:
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number:
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:

PART II
REPORT MATRIX

SN	(In your submission please tick (√) in the box if you have complied)	
1.	Statement by the Council /Board Chairman	
2.	Statement by Vice Chancellor/Principal	
3.	Background Information	
4.	Establishment and principal functions of the institution	
5.	Vision, Mission, core values and guiding principles	
6.	Governance and Management structure	
7.	Performance report:	
	(a) Governance	
	(b) Administration	
	(c) Academic matters	
	(d) Science, Technology, Innovation and other research matters	
	(e) Matters related to various academic units	
	(f) Students development and welfare	
	(g) Staff development and welfare	
	(h) Institutional resource mobilisation and management	
	(i) Institutional development matters	
	(j) Links and collaboration matters	
	(k) Public and community engagement	
	(l) Challenges and opportunities	
	(m) Future Plans (immediate and long term)	
8.	Audited Financial report (financial part only)	

I declare that the information provided above is true to the best of my own knowledge

Name:

Title:

Signature:

Date/...../20.....

Official Stamp or Seal

(Regulation 14(1)(m))

REPORTING FORMAT FOR AUDITED FINANCIAL STATEMENTS FOR PUBLIC
AND PRIVATE UNIVERSITIES IN TANZANIA

PART I
INSTITUTIONAL DETAILS

1. Name of the Institution:
2. Category of the Institution (university/college/institute/centre/directorate/others (*please specify*))
.....
3. Type of the institution (public/private/Public Private Partnership (PPP))
.....
4. Particulars of the institution:-
 - (i) Physical address of the institution:
 - (j) Postal address of the institution:
 - (k) Postal Code:
 - (l) Telephone Numbers:
 - (m) Mobile Number:
 - (n) Fax Number:
 - (o) Email Address:
 - (p) Website:

PART II
REPORT MATRIX

SN	(In your submission please tick (√) as appropriate)	
1.	Statement of Council/Board in relation to:-	
	(a) Financial statement responsibilities	
	(b) Membership of the Council/Board	
	(c) Management structure and Tender Boards	
	(d) Principal activities of the Institutions	
	(e) Vision, Mission, core values and guiding principles	
	(f) Performance status for Year in question	
	(g) Capital development	
	(h) Staff and Student welfare (relationship, Training, etc)	
	(i) Statement on disadvantaged group	
	(j) Solvency status	
	(k) Establishment of Institution	
2.	Report of the Auditors	
3.	Statement of financial position	
4.	Statement of results of operations	
5.	Statement of Cash flow	
6.	Statement of Changes in Equity	
7.	Notes and supporting schedules to the accounts	

I declare that the information provided above is true to the best of my own knowledge

Name:

Title:

Signature:

Date/.....20.....

Official Stamp or Seal

(Regulation 25(3))

APPLICATION FOR GRANT OR APPROVAL OF CHARTER

Important Notice:

- a. This form must be filled by the Institution wishing to apply for grant or approval of Charter;
- b. In the course of completing this form, the applicant is required to make reference to sample of Charters and check-lists as may be issued from time to time by the Commission.

PART I

DETAILS OF THE INSTITUTION PROPOSED FOR CHARTERING OR APPROVAL OF CHARTER

1. Name of the institution:
2. Category of the institution (university/college/institute/centre/directorate/other *(please specify)*):
.....
3. Type of the institution (public/private/Public Private Partnership (PPP))
.....
4. Particulars of the institution:-
 - (a) Physical address of the institution:
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number:
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:
5. Date the institution was granted Provisional License (PL) :...../...../20..... *(attach copy)*

PART II

CHARTER COMPLIANCE WITH THE LAW

Iapply for the grant/approval of Charter in respect of the above named institution and confirm that the submitted draft charter/charter/governance instrument/order is in compliance with the legal requirement in relation to charters in the following areas:-

- (a) Approved name of the institution;
- (b) Definitions;
- (c) Compliance with Institutional Strategic Plan;
- (d) Alignment with National Development Goals and Objectives of higher education;
- (e) Governance;
- (f) Administration and management;
- (g) Appointments of staff;
- (h) Staff of the Institutions;
- (i) Students administration and welfare;
- (j) Staff and students disciplinary matters;
- (k) Planning, Budgeting, Resource Management;
- (l) Staff associations;
- (m) Students' organizations;
- (n) Convocations and alumni associations;
- (o) Political activities prohibitions;
- (p) Periodic Reports;
- (q) Amendments of charter;
- (r) Matters related to dissolutions of the institution;
- (s) Rights of staff and students; and
- (t) Overall compliance with good governance provisions.

6. Declaration

I declare that the information provided above is true to the best of my own knowledge

Name:

Title:

Signature:

Date/.....20.....

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Fees paid

(i) Bank draft / Pay order No..... Dated...../...../.....

(ii) Receipt No..... Dated...../...../.....

(NB. All payments to be made through bank in favour of the Tanzania Commission for Universities)

Attachments verified by:

Name: Signature: Date:

(Regulation 42(1)(b))

PHYSICAL FACILITIES IN RELATION TO ENROLLMENT CAPACITY

PART I
INSTITUTIONAL DETAILS

1. Name of the Institution:
2. Category of the Institution (university/college/institute/centre/directorate/others (*please specify*))
.....
3. Type of the institution (public/private/Public Private Partnership (PPP))
.....
4. Particulars of the institution:-
 - (a) Physical address of the institution:
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number:
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:

PART II
FACILITY MATRIX

Facility	Sitting Capacity							
	Less than 10	10 – 20	21 – 30	31- 40	41 - 60	61 - 100	101 - 150	Above 150
(a) Buildings for academic function								
(i) Lecture theatre								
(ii) Lecture rooms								
(iii) Seminar rooms								
(b) Library/Resource Centre								
(c) Buildings for administrative function								
(d) Other buildings for students and staff welfare								
(e) Recreational (sports and games) facilities								
(f) ICT infrastructure								
(g) Facilities for persons with special needs								
<u>Research and Practical Training</u>								
(a) Science Laboratories								
(b) Engineering laboratories								
(c) Computer laboratories								

Facility	Sitting Capacity							
	Less than 10	10 – 20	21 – 30	31- 40	41 - 60	61 - 100	101 - 150	Above 150
(d) Language laboratories								
(e) Communication laboratory								
(f) Simulators								
(g) Studios								
(h) Audio-visual rooms								
(i) Video and Teleconference rooms								
(j) Others (specify)								
a.....								
b.....								
c.....								
(k) Workshops (specify)								
a.								
b.								
c.								

**PART III
PROGRAMME MATRIX**

SN	Programme Name	Programme Code	Institutional declared admission capacity	TCU approved capacity	Remarks
1					
2					
3					

5. Declaration by Technical Evaluation Committee

We members of the Technical Evaluation Committee declare that the information provided above is true to the best of our knowledge

S/N	Name	Title	Position	Signature	Date
1.					
2.					
3.					

4. Declaration by Management of the Institution

We members of Management of declare that the information provided above is the outcome of the verification conducted by the Technical Evaluation Committee on/...../20....

S/N	Name	Title	Position	Signature	Date
1.					
2.					
3.					

FOR OFFICIAL USE ONLY

(i) Endorsement by Director of Admission and Documentation

Signature: Date...../...../.....

(ii) Endorsement by Admission Committee

Date...../...../.....

Form verified by:

Name: Signature: Date:

TCU Form No.16

(Regulation 46(a))

STUDENTS TRANSFER FORM

PART I
PARTICULARS OF THE STUDENT

1. Name of the Student:
2. Sex:
3. Age:
4. Nationality:
5. Year of Study:
6. Programme to which the student is admitted:
7. CAS Admission number:
8. Student Registration Number:
9. Other Particulars of the student:-
 - (a) F.VI Index number :
 - (b) F.IV index number :
 - (c) Home Physical address :
 - (d) Home Postal address :
 - (e) Home Postal Code :
 - (f) Telephone Numbers :
 - (g) Mobile Number :
 - (h) Fax Number :
 - (i) Email Address :
 - (j) Name of parent/guardian :
 - (k) Parent/Guardian Telephone Numbers :
 - (l) Parent/Guardian Mobile Number :
 - (m) Parent/Guardian Fax Number :
 - (n) Parent/Guardian Email Address :

Student Signature.....

Date:

PART II
PARTICULARS OF THE RECEIVING INSTITUTION

10. Name of the Institution:
11. Category of the Institution (university/college/institute/centre/directorate/others (*please specify*))
.....
12. Type of the institution (public/private/Public Private Partnership (PPP))
.....
13. Particulars of the institution:-
- (a) Physical address of the institution:
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number:
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:

PART III
PARTICULARS OF THE RELEASING INSTITUTION

14. Name of the Institution:
15. Category of the Institution (university/college/institute/centre/directorate)
.....
16. Type of the institution (public/private/Public Private Partnership (PPP))
.....
17. Particulars of the institution:-
- (a) Physical address of the institution:
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number:
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:

PART IV
ACADEMIC RECORDS

18. Student performance record

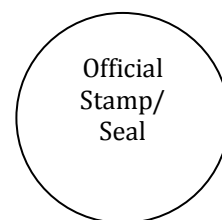
Year of study	Semester	Name and code of the Course	Grade obtained	Credit obtained	Remarks	Provisional results attached Y/N

19. Reasons for transfer:
20. Approved by Deputy Vice Chancellor Academic/ Principal/Provost:

Name:

Signature :

Date/...../20.....



(Regulation 59(2))

APPLICATION FOR APPEAL AS A UNIVERSITY INSTITUTION IN TANZANIA

PART I
PARTICULARS OF THE INSTITUTION

1. Name of the Institution:
2. Category of the Institution (university/college/institute/centre/directorate)
3. Type of the institution (public/private/Public Private Partnership (PPP)):
4. Particulars of the institution:-
 - (a) Physical address of the institution:
 - (b) Postal address of the institution:
 - (c) Postal Code:
 - (d) Telephone Numbers:
 - (e) Mobile Number:
 - (f) Fax Number:
 - (g) Email Address:
 - (h) Website:

PART II
CONTENT OF APPEAL

5. Issue(s) appealed against:
6. Date on which the issue(s) was decided upon:
7. The authority which made the decision on the issue(s):
8. The outcome of the administrative procedures for the resolution of the issue(s) if pursued:
9. Ground(s) for appeal:
10. Relief sought:

Name:

Title:

Signature:

Date/...../20.....

Official Stamp or Seal

Date the appeal was received by the Minister :...../...../20.....

Name of the receiving officer:

Title:

Signature :

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Panel Members:

1. (Chairperson)
2. (Member)
3. (Member)

Date of recommendation by Panel Members:/...../20....

Summary of the recommendation:

.....

.....

SECOND SCHEDULE

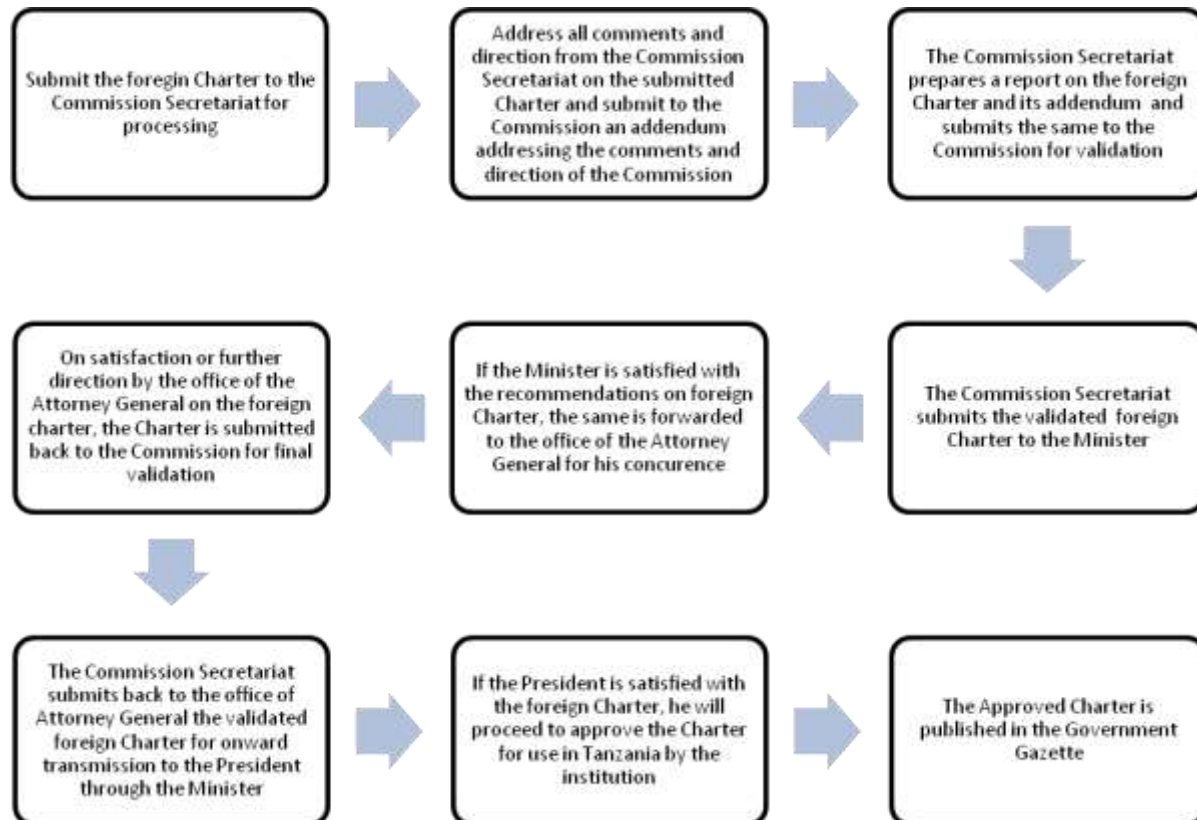
(Regulation 25(1))

CHARTERING PROCESS MAP

Part A: Grant of Charter



Part B: Approval of Foreign Charter



THIRD SCHEDULE

(Regulation 22(2))

FORMAT OF THE REGISTERS

Register of Accredited (Fully Fledged) Universities																				
NO.	REGISTRATION NO.	NAME	CATEGORY (Public/Private/PPP)	STATUS (National, EAC or Foreign)	DATE OF REGISTRATION	DATE GOVERNANCE INSTRUMENT APPROVED	DATE OF ACCREDITATION	CERTIFICATE OF ACCREDITATION (CoA) NUMBER	DATE OF PROVISIONAL LICENCE (PL)	PL NUMBER	REGIONAL LOCATION	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE NUMBER	EMAIL	PARTICULARS OF OWNER(S)				REMARKS
																PHYSICAL ADDRESS OF HQ	POSTAL ADDRESS	EMAIL	STATUS (National, EAC or Foreign)	
1.																				
2.																				
3.																				
4.																				
5.																				

Register of Accredited Universities Colleges

NO.	REGISTRATION NO.	NAME	CATEGORY (Public/Private/PPP)	STATUS (National, EAC or Foreign)	DATE OF REGISTRATION	DATE GOVERNANCE INSTRUMENT APPROVED	DATE OF ACCREDITATION	CERTIFICATE OF ACCREDITATION (CoA) NUMBER	DATE OF PROVISIONAL LICENCE (PL)	PL NUMBER	REGIONAL LOCATION	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE NUMBER	EMAIL	PARTICULARS OF OWNER(S)				REMARKS
																PHYSICAL ADDRESS OF HQ	POSTAL ADDRESS	EMAIL	STATUS (National, EAC or Foreign)	
1.																				
2.																				
3.																				
4.																				
5.																				

Register of Accredited Centres, Institutes and Directorates

NO.-	REGISTRATION NO.	NAME	CATEGORY (Public/Private/PPP)	STATUS (National, EAC or Foreign)	DATE OF REGISTRATION	DATE GOVERNANCE INSTRUMENT APPROVED	DATE OF ACCREDITATION	CERTIFICATE OF ACCREDITATION (CoA) NUMBER	DATE OF PROVISIONAL LICENCE (PL)	PL NUMBER	REGIONAL LOCATION	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE NUMBER	EMAIL	PARTICULARS OF OWNER(S)				REMARKS
																PHYSICAL ADDRESS OF HQ	POSTAL ADDRESS	EMAIL	STATUS (National, EAC or Foreign)	
1.																				
2.																				
3.																				
4.																				
5.																				

Register of Holders of Provisional Licences																	
NO.	REGISTRATION NO.	NAME	CATEGORY Institution/Individual	STATUS (National, EAC or Foreign)	DATE OF REGISTRATION	DATE OF PROVISIONAL LICENCE (PL)	PL NUMBER	Particulars of the Proposed Institution					PARTICULARSOF OWNER(S)				REMARKS
								REGIONAL LOCATION	PHYSICAL ADDRESS	POSTAL ADDRESS	TELEPHONE NUMBER	EMAIL	PHYSICAL ADDRESS OF HQ	POSTAL ADDRESS	EMAIL	STATUS (National, EAC or Foreign)	
1.																	
2.																	
3.																	
4.																	
5.																	

Dar es Salaam,
4th July, 2013

SHUKURU KAWAMBWA,
Minister for Education and Vocational Training