

# **The Tanzania Commission for Universities**

## **TCU GUIDELINES NO.1/2008**

### **Students' selection, admission and allocation in university level institutions<sup>1</sup>**

#### **1. Introduction**

With increased concern on the number of students enrolled in science-based programmed, the Tanzania Commission for Universities has found it important to revise the existing guidelines on students' selection, admission and allocation into higher education with an intention to expand enrolment in science-based programmes. Moreover, existing guidelines were previously reviewed in the year 2004 when TCU then the Higher Education Accreditation Council had a mandate to coordinate the admission of applicants into both universities and non-university higher education institutions. The revised guidelines also intend to remind institutions on admission procedures and processing so as to ensure smooth handling of admissions in the country.

#### **2. Application Procedures:**

2.1 The following shall guide an institution in its process of inviting and processing applications for students' admission:

(a) An applicant shall fill the forms provided and forward them to the selected institution with the following attachments:

- Certified copies of Form IV and Form VI school certificates; and for those with equivalent qualifications, certified copies of academic transcripts and certificates and or diplomas held for courses undertaken. Applicants without relevant school certificates and grades of required levels will not be considered for selection.
- Two passport size photographs taken within the past six months.
- A certified copy of the birth certificate (affidavits should not be accepted) for those who intend to be considered for Government sponsorships or loans. An application without the relevant proof of citizenship should not be considered for Government loans or sponsorship.
- Any other documentation as required by the institution.

#### **3. Minimum entry requirements:**

In selecting applicants for places of study in higher education, institutions are advised to ensure that all the would be students satisfy the TCU minimum entry

---

<sup>1</sup> TCU retains the right to issue additional guidelines as the need arises.

requirements and the unique course entrance requirements as set by each institution's faculties or departments. Three entry schemes are available for use in selecting applicants i.e. direct entry, equivalent qualifications and the mature age entry schemes. The TCU approved minimum entry requirements under each scheme are as follows:

### 3.1 Degree level programmes

#### *a) Direct entry scheme*

- i) Applicants under this scheme must fulfill the following conditions:
  - Must hold at least three O-level **credit passes** in relevant subjects.
  - Arts students must have at least **two principal level passes** in appropriate subjects at “A” level education and must have grade point average of not less than **4.5** where: **A = 5, B = 4, C = 3, D = 2, E = 1, S = 0.5 and F = 0.**
  - Science students must have **two principal passes of any level** in relevant subjects.
- ii) Applicants who meet the general entry requirements as specified in (i) above but lack the specific faculty or course entry requirements must undertake and pass the institution's foundation or pre- entry programme as indicated below in **(iii, iv & v)**,
- iii) Science students with only one principal pass must undergo a pre-entry programme of not less than three months and pass the relevant examination as set by universities,
- iv) Science students who meet the prescribed entry requirements but fall short of the respective institution's cut-off points must undergo and pass a pre-entry programme of not less than six weeks,
- v) Arts applicants with less than two “A”- level principal passes or who do not have “A” level qualifications such as those from the Kenya 8-4-4 education system or those using 12 years of pre-university education must undertake foundation or pre-entry programme of not less than six months and pass the set examinations before they can be considered for selection.
- vi) Every institution is, therefore, required to have in place their **foundation or pre-entry course**, to cater for the three groups of applicants mentioned above in **(iii, iv & v)** the curricula and syllabi of which must be submitted to the TCU for evaluation, validation and approval.

#### *b) Selection under equivalent qualifications;*

- i) Applicants under equivalent qualifications must meet the following conditions before they can be selected.

- Must hold at least five O-level passes in relevant subjects.
  - Must hold a certificate at first class level or diploma at a minimum of second class level all obtained from TCU or NACTE recognized and or accredited institutions.
- ii) Institutions are advised to liaise with the National Council of Technical Education (NACTE) to verify the status of institutions offering certificates and or diplomas submitted in support of applications for places in higher education institutions.
- iii) Applicants with certificates at less than credit level or diplomas of less than second class level must show proof that they have had at least two years of work experience in the relevant field of study needed and must, in addition, sit and pass the institution's entry / matriculation examination.

***c) Selection under mature age entry scheme***

- i) Applicants under mature age entry schemes must fulfill the following conditions:
- Must be 25 years of age or older;
  - Must have either obtained at least three credits in approved subjects at "O" level or attended Form VI at least five (5) years before the year for which admission is sought.
  - Must have attended and passed tests set in extra mural classes, residential courses or courses offered by an Adult Education Centre or College recognized by an approved authority.
  - Must have sat and passed an institution's mature ge entry examination. In order to meet this demand, institutions shall introduce mature age entry examinations.
- ii) Each institution is advised to have in place a mature age entry examination system for applicants under this scheme.

**4. Cut off point system:**

4.1 Experience has shown that institutions usually identify more applicants who qualify for selection than the institution can take. It therefore, becomes necessary to list the qualifying applicants by merit and establish a cut off point system in selecting only the best for vacancies available. In this regard, institutions shall select their applicants starting with those with the highest ranking points basing on the TCU approved grading point score where in A – level examinations pass level are graded as: A=5, B=4, C=3, D=2, E=1, S=0.5 and F = 0. Nevertheless in order to promote equity without compromising quality, institutions may institute their own mechanisms and criteria for special consideration in selecting persons

from special groups such as women, marginalized or geographically isolated groups and the physically or otherwise disadvantaged groups. The TCU must be informed about such special arrangements.