

TANZANIA COMMISSION FOR UNIVERSITIES



INTER-UNIVERSITY TRANSFER PROCEDURES

1.0 Introduction

As provided in Sections (12) (2) (a) (b) (c) of the Universities Act Cap. 346 of the laws of Tanzania read together with regulation 31 (2) (3) (4), the Tanzania Commission for Universities (TCU) is mandated to coordinate admissions to Higher Learning Institutions (HLIs) in Tanzania. According to Section 5(1) (f) the Universities Act Cap.346 grants TCU the mandate to establish transfer procedures for students wishing to transfer from one university to another and from one programme to another. In view of its obligation, TCU issued the new procedures for handling the inter-university students' transfers which were in operation since 2016/17 academic year. The motive is to keep track for student's academic life cycle, to update admission status of the students and keep record of the same in a manner that brings harmony and hereby promotes the quality assurance of higher education system in the country.

2.0 Inter-University and Intra University Transfers Procedures for 2017/18 academic year.

The procedures of handling First Years transfers are as follows:

- (a) Applications for transfers should be submitted in writing through the institution to which a student wants to transfer to;
- (b) Students transfer from one institution to another or programme within institution is permissible provided that institutions shall comply with the following conditions;
 - i. The programme to which transfer is sought must have empty slots to accommodate new students;
 - ii. The applicant must possess the minimum entry requirements for that particular degree programme;
 - iii. The student to be transferred must have been previously selected into a degree programme;

- iv. The applicant's admission entry points to the programme he/she has been admitted should either be equal or above the cut -off point to the programme for which transfer is sought.
- (c) Receiving institutions should approve the transfer in writing and submit to TCU for validation and documentation;
- (d) All transfers (whether internal, external or transfer of credits) should be submitted to TCU not later than 20th November 2017;**
- (e) The submission of transfers should include the following details (**in excel format**); Names of student, Sex, Form Four Index number, Form Six Index number, Diploma Number, Previous Programme Code, Previous Programme, Previous Institution, Current Code, Current Programme, Current Institution. Failure to provide the details a transfer will not be processed.
- (f) All transfers which do not meet the criteria stipulated in part (b) shall be nullified by TCU;
- (g) Transfers submitted to TCU after the deadline will not be endorsed;
- (h) The list of endorsed transfers shall be published into TCU website; and
- (i) All transfers endorsed by the Commission will be submitted to HESLB by 30th November 2017 for their appropriate action.

NB: TCU wishes to inform the HLIs and the prospective students to abide to the set transfer procedures for the smooth coordination of transfers.