

TANZANIA COMMISSION FOR UNIVERSITIES



DIRECTORATE OF ADMISSION AND DOCUMENTATION

STUDENTS' CREDITS TRANSFERS GUIDELINES

January, 2017.

Contents

Contents	i
Preamble.....	ii
1.0 Introduction.....	1
1.1 Justification for Regulations on Credit Transfer	1
2.0 Principles of credit transfer state that:	2
3.0 Transfer criteria.....	3
4.0 Roles of Students and Institutions	3
4.1 Roles of the students	4
4.2 Roles of the releasing institution	4
4.3 Roles of receiving institution.....	5
4.4 Roles of TCU	6
5.0 Credit transfer processing map.....	6
6.0 Confirmation of credit transfer and appeals	8

Preamble

Over the years, the Tanzania Commission for Universities (TCU) had been transferring students wishing to transfer their credits from one university to another and from one programme to another. In the process, TCU observed a breach of quality assurance guidelines in the current credit transfer procedures because such procedures did lack a provision for quality control mechanisms.

According to Section 5(1) (f) the Universities Act Cap.346 grants the Tanzania Commission for Universities (TCU) the mandate to establish transfer procedures for students wishing to transfer from one university to another and from one programme to another. It is in this regard that the Commission is issuing these guidelines in a manner that brings harmony and hereby promotes the quality assurance of higher education system in the country.

1.0 Introduction

The Universities Act Cap.346 Section 5(1) (f) grants the Tanzania Commission for Universities (TCU) the mandate to establish transfer procedures for students wishing to transfer from one university to another and from one programme to another. TCU in 2012, prepared the Quality Assurance General Guidelines and Minimum Standards for Provision of University Education in Tanzania whereby the therefore, Guidelines for students' credit transfer were clearly articulated (See Revised Version - TCU, 2014, pp.93-135).

These guidelines apply to both undergraduate and postgraduate students who intend to transfer their credits into any approved programme in our local university institutions. The guidelines describe how the credits and or marks obtained by the students from local or foreign university institution can be used by local university institution to assess student's academic progress acceptability.

1.1 Justification for Regulations on Credit Transfer

Currently, the transfer procedures do not have adequate provision for quality control mechanisms by the Commission as the receiving institutions inform the TCU after they have enrolled the transferred students. Under such procedures there were cases where TCU found students who were already enrolled and undertaking studies in a programme level that they do not qualify for. Some of the students included those discontinued from studies from different institutions.

On the other hand, there is no stand-alone document that serves as credit transfer guidelines to be used by university institutions. However, several transfers had been processed with different scenarios, including the transfer of discontinued students. For example, TCU observed a breach of quality assurance in the transfer procedures for some students who were transferred from one institution to another for academic year 2015/2016. Basing on the synopsis, TCU

prepared the credit transfer guidelines so as to incorporate students wishing to be transferred from one institution to another on various grounds including humanitarian and or after being discontinued from studies.

2.0 Principles of credit transfer

As clearly stated in the regulation 46 of the Universities (General) Regulations, 2013 that 'students transfer between universities or programme in the same university is permissible, provided that the universities shall comply with the set conditions; these guidelines are therefore, meant to allow and facilitate such mobility of students between institutions and programmes in institutions within and outside Tanzania. Therefore, in processing such transfer, the following should be underscored as per regulation 46 of the Universities (General) Regulations of 2013:

- (a) Institutions may enter into credit transfer arrangements provided that all such arrangements shall be along the credit accumulation and transfer requirements,
- (b) Transfer may be applied to all modes of learning namely Open and Distance Learning (ODL) or conventional delivery systems, and can be applied to part-time as well as full-time study programmes,
- (c) Credit transfer may take place when the institution is satisfied that a subject or a group of subjects (Modules) that have been completed at a different institution or programme are equivalent or relevant to the subject or a group of subjects in the programme that the student is about to undertake at the receiving institution,
- (d) Transferring students should be aware that a core subject course or module in the releasing institution may not necessarily be a core subject, course or module in the receiving institution or vice versa,
- (e) Courses for transfer must have been accredited by the Commission and/ or another national accreditation body,
- (f) Approval of equivalency of subjects, module, courses and credit transfer is subject to the consent of the receiving institution,
- (g) Transferred students shall earn credits only for successfully completed course units or courses,

- (h) Number of credits and grades earned for a course will be included in calculating Grade Points Average (GPA) and Cumulative Grade Point Average (CGPA) of students.

3.0 Transfer criteria

A student who intends to transfer for purposes of accumulating credits on a specific subject, module or course or part of it shall be required to fulfill the following conditions:

- (i) Must have been registered in the programme to which the credit will be accumulated,
- (ii) The subject, course or module intended for credit accumulation must be relevant to the programme to which the student is registered,
- (iii) The subject, course or module has been successfully completed before credits can be earned; and
- (iv) Transfer of credits takes place within a period not exceeding five years from the time they were earned.
- (v) The transfer student should have cleared all his/her supplementary examinations at the releasing institution, but can transfer carryovers.
- (vi) Students discontinued on academic grounds are not allowed to transfer their credits. However, those wishing to continue in a programme they were discontinued from will have to wait until a lapse of three years.
- (vii) Students discontinued on disciplinary grounds are not allowed to transfer their credits. Those wishing to continue with university education will have to wait until a lapse of three years.
- (viii) A student, who intends to transfer for purposes of graduating in a receiving institution, shall be required to earn at least 50% of the total credits from that institution's core courses.

4.0 Roles of Students and Institutions

In processing credit transfer, the student remains to be initiator of the exercise. The approval and endorsement process involves three parties/institutions namely; releasing institutions (i.e. University/University College where the

student was registered for the first time), Receiving institution (i.e. University/University college to which the student wish to transfer), TCU and Higher Education Students' Loans Board. These institutions collaboratively, facilitate students' transfer. Their roles are clearly outlined hereunder:

4.1 Roles of the students

The student wishing to transfer shall:

- (i) Research the institution(s) and course(s) which will be available at the receiving institution, and any rules and expectations which the receiving institution may have on transfer matters,
- (ii) Using the approved forms by the sending and receiving institution, apply and secure a place at the receiving institution,
- (iii) Understand and accept the terms and conditions regarding the sought programme,
- (iv) Take the necessary measures to ensure that, on being transferred he will cope with the learning environment at the receiving institution,
- (v) Confirm his/her acceptance of the terms and conditions set by receiving institution and
- (vi) Notify his/her sponsor about the transfer through the receiving institution.

4.2 Roles of the releasing institution

The releasing institution shall:

- (i) Facilitate the student's transfer and provide the necessary information on the student and the programme,
- (ii) Provide evidence of the amount of time the student spent on unsupervised workload which is aimed at achieving learning outcomes and
- (iii) Provide detailed transcripts recording the credits and grades awarded to the student.

- (iv) Provide to receiving institution all credits earned by the transferring student,
- (v) Provide an authentic and signed letter to receiving institution which contains relevant student's information such as reasons for transfer e.g. health problems, disciplinary cases, etc., student's 'O' and 'A' level index numbers, and student's registration number.

4.3 Roles of receiving institution

The receiving institution shall:

- (i) Satisfy itself that the student seeking transfer had met the conditions for transfer,
- (ii) Ensure that all transfer arrangements made by the releasing institution are acceptable,
- (iii) Counsel the student on compliance requirements for any mismatch between the programmes, and
- (iv) Upon receiving the student, notify the Commission and any other relevant authority that the student has reported for studies.
- (v) Submit the student's credit transfer request letter to the Commission,
- (vi) Submit to the Commission all copies of academic certificates and provision results/transcript from releasing institution.
- (vii) Indicate the requested year of transfer and proposed semester as per 50% credit transfer regulations,
- (viii) Submit to the Commission the credits comparison matrix which shows:
 - (a) Course and credits earned from releasing institution and the year of study against those of the receiving institution,
 - (b) Student's details including full name, gender, Form four and six index numbers, nationality and nature of disability (where applicable).
- (ix) The receiving institution should communicate the transfer to TCU prior to registration to allow TCU to evaluate student's eligibility to the

programmes he/she wishes to transfer to so as to avoid any inconvenience.

It shall be at the discretion of the receiving institution to issue wavers in some prerequisite courses upon assurance that courses taken by a student at the sending institution have significant similarities in content or objectives with all or some of the courses offered in the receiving institution.

4.4 Roles of TCU

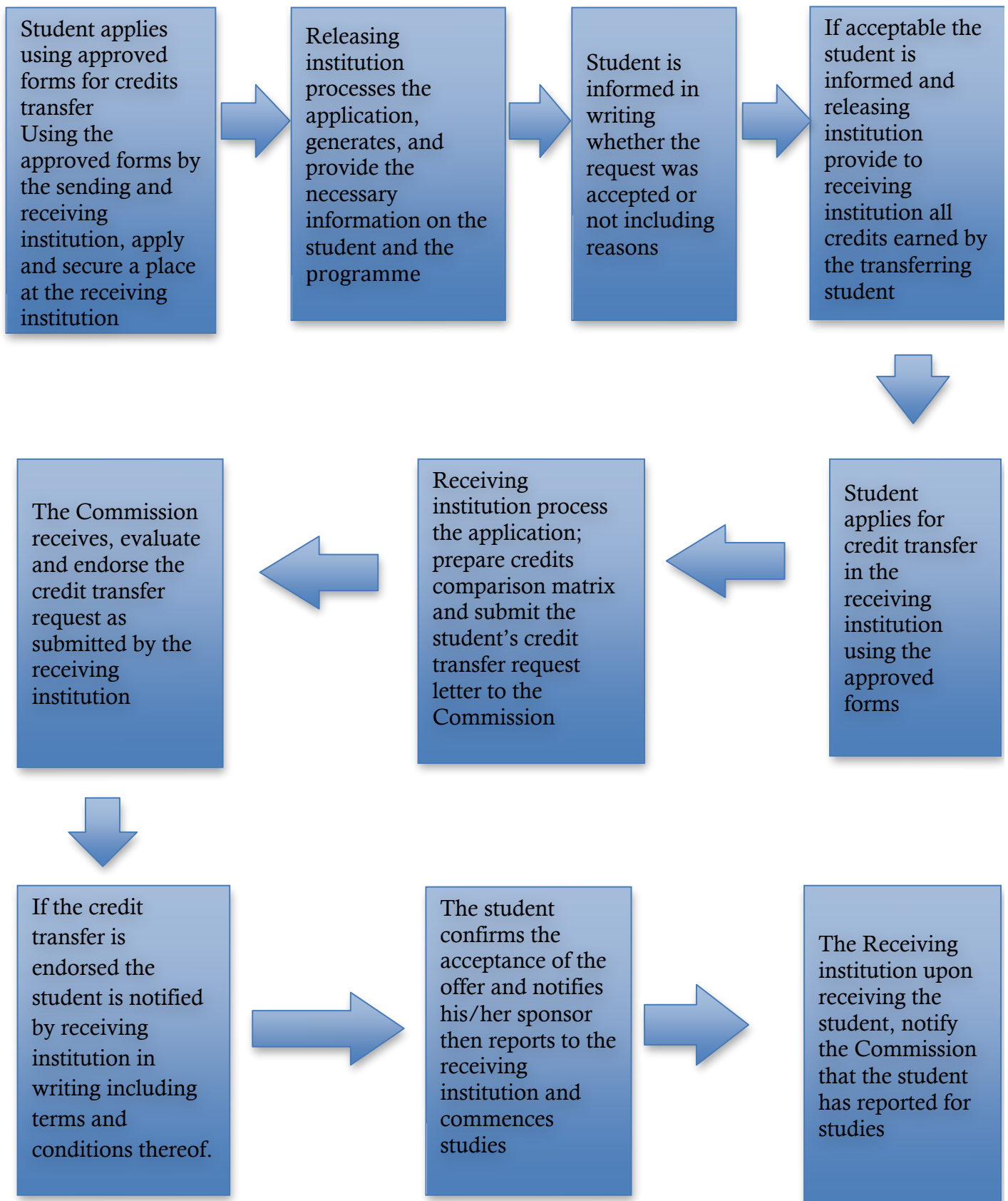
The Tanzania Commission for Universities shall:

- (i) Receive, evaluate and endorse the credit transfer request as submitted by the receiving institution,
- (ii) Ensure that no student is admitted and/or registered by any receiving institution before the Commission's endorsement.
- (iii) Ensure that the process is expedited.

5.0 Credit transfer processing map

The processing map of the credits transfer will be as indicated in the Quality Assurance General Guidelines and Minimum Standards for Provision of University Education in Tanzania, 2015 (section 5.3.9). The credits transfer process is as summarized below:

Figure 1: Credit transfer processing map



6.0 Confirmation of credit transfer and appeals

Each student will be issued with written confirmation of the credits transfer request by the receiving institution. The student will have a chance to appeal to the university institution management if she/he is not satisfied upon the denial of his/her credit transfer request in the receiving institution.