

(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.....

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:*