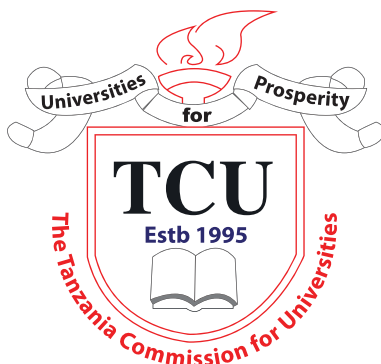


# THE TANZANIA COMMISSION FOR UNIVERSITIES



## PROCEDURES FOR PROGRAMME ACCREDITATION

## **1.0 Curriculum Accreditation Process**

Curriculum accreditation is a form of quality assurance which is carried out for the purposes of accountability and improvement of programmes offered by University Institutions in Tanzania. The Commissions agenda is to oversee quality assurance systems in Universities including designing curriculum which are competence based and convey our National Philosophy.

All curricula to be accredited must go through the following stages;

### **Step 1:**

The proposed curricular submitted to the Department /Faculty Board

### **Step 2:**

The Faculty/Department through Faculty Board initially endorse proposed curriculum

### **Step 3:**

The curriculum is submitted to the Senate for approval

### **Step 4:**

University submits the curriculum to TCU through Programme Management System (PMS)

### **Step 5:**

TCU Secretariat verify the minimum requirements for programme accreditation and requirement for adherence to the standards of quality assurance aspect in the design of the curricula for programme

### **Step 6:**

If does not meet the requirement, is returned to University, if meets the requirements it, is forwarded to the peer reviewers and professional bodies where applicable.

### **Step 7:**

The peer reviewers' recommendations are sent to the university institution for inclusion into the curriculum. The institution resubmits the curriculum in the PMS after inclusion of the curriculum reviewers' recommendations. The reviewers verify the

Institution's implementation status and recommends for accreditation or otherwise put more suggestions.

### **Step 8:**

Finally the revised curriculum together with reviewers report are presented at the Accreditation Committee meeting which recommends to the Commission for decision

## **2.0 Curriculum checklist**

Prior to submission of the curriculum in the PMS, institutions should read carefully the following checklist and make sure that the curriculum conforms to the checklist;

- i. Programme well designed as per TCU's Curriculum Development and Submission Framework, 2021;
- ii. Minutes and proof of stakeholder's attendance to the meeting to endorse the curriculum uploaded;
- iii. Market Survey and tracer study for new and reviewed curriculum respectively uploaded;
- iv. Senate Minutes uploaded;
- v. Three months payroll for all Academic staff responsible to run the programme uploaded;
- vi. Well formulate Expected Learning Outcomes;
- vii. Programme specifications well stated;
- viii. Programme entry requirements clearly stated;
- ix. Adequate of programme content;
- x. Learning/Teaching strategy well stated;
- xi. Adequate and comprehensive student assessment;
- xii. Adequacy and quality of academic staff;
- xiii. Adequacy and quality of supporting staff (technical staff);
- xiv. Availability of student advice and support services;
- xv. Programme management; student – selection, intake policy, student's progression and transfer;

- xvi. Adequacy of student evaluation as well as programme evaluation;
- xvii. Mechanism of curriculum design;
- xviii. Benchmarking well-articulated; and
- xix. Conformity in terms of standards and objectives to the requirements of the university definition of the award.

### **3.0 Important Notes**

- i. The duration of the programme/course must be clearly specified in terms of academic years which should be structured into semester or trimester as it may deem fit.
- ii. The credit system, which every university must define for every course on the basis of time devoted to that subject on the timetable, shall be used to gauge the workload involved in a programme
- iii. The minimum credit for the programme should be as stipulated in the University Qualifications Frame (UQF) credit framework.
- iv. The duration for part time, distance and e-learning modes may be longer than the normal duration of full time courses.
- v. To get more clarifications on procedures for programme accreditation please contact;

### **Executive Secretary**

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