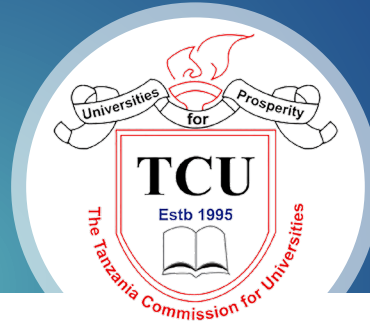


# TANZANIA COMMISSION FOR UNIVERSITIES



## **PROCEDURES FOR ADMISSION OF APPLICANTS HOLDING FOREIGN QUALIFICATIONS INTO ACADEMIC PROGRAMMES IN UNIVERSITIES IN TANZANIA**

**NOVEMBER 2024**



## 1.0 INTRODUCTION

By virtue of section 5 (1) (c) (i) of the Universities Act, Cap. 346 of the laws of Tanzania, the Tanzania Commission for Universities (TCU) is mandated to oversee, provide guidance, and monitor criteria for students' admission to university institutions in Tanzania. These procedures apply to applicants with foreign qualifications who intend to apply for admission into undergraduate and postgraduate academic programmes in Tanzanian universities. The aim is to ensure the quality of higher education while promoting internationalisation of Tanzanian universities.

## 2.0 APPLICATION PROCESS

### FOR APPLICANTS HOLDING FOREIGN QUALIFICATIONS INTO ACADEMIC PROGRAMMES IN UNIVERSITIES IN TANZANIA

- 2.1 Foreign applicants should apply directly to Tanzanian universities via the respective universities' admission systems. Universities shall tailor their online admission systems to directly receive applications from foreign applicants and process them separately from local applications.
- 2.2 In order to provide reasonable time for foreign applicants to submit their applications for admission, universities may open the application window much earlier and close later than the required dates provided in the Admission Almanac for nationals. This flexibility will accommodate the various international timelines and give more time for foreign applicants to apply and universities to process foreign applications resulting in more international applications and admissions.
- 2.3 Universities should find innovative solutions to address the challenges facing foreign applicants to make the process more efficient and convenient. The application process should be seamless with applicants conveniently applying and paying application fees from their own countries (or deferring the fee until they report).
- 2.4 It is the responsibility of the admitting university to verify the authenticity of the foreign certificates. The university may require the applicant to have a certified copy of the certificate from the issuing authority in their home country or demand transcripts to be sent directly from the issuing institutions. Whatever approach is used, it should not bar the applicant from reporting to the university with a provisional admission (valid for the first

semester only) while waiting for the verification to be completed.

- 2.5 To discourage applicants from cheating, every university shall include in their admission

regulations a provision for revocation of an award and/or recalling of an awarded certificate, diploma or degree if it is later found out that the submitted certificates or qualifications were forged.



### 3.0 ASSESSMENT OF EQUIVALENCY OF FOREIGN QUALIFICATIONS AS REQUIREMENTS FOR ADMISSION INTO BACHELORS' DEGREE PROGRAMMES

3.1 In processing admission of **foreign applicants**, it shall be the responsibility of the receiving university to determine the equivalencies of foreign qualifications to Tanzania's Advanced Certificate of Secondary Education qualifications.

3.2 In finding the equivalency of foreign qualifications for foreign applicants, universities should make use of the following tools of assistance in order of priority:

- a) Individual universities should compile equivalencies for qualifications from foreign countries that the National Examination Council of Tanzania (NECTA) has hitherto provided (certificates of equivalency submitted by past foreign applicants will provide most countries' equivalencies). This compilation will act as a database of equivalencies that will be the first reference to guide universities on common equivalencies from countries mostly sending students to Tanzania. Where a university has reasons to doubt the provided equivalency or the

foreign country's form of qualification has changed, the university can conduct its own evaluation as guided in Section 3.3 (c).

- b) Where equivalencies for a country or an international qualification are not available in the compiled database in (a) above, universities may use equivalencies of qualifications already determined and documented by countries with similar Advanced Certificate of Secondary Education qualifications. to Tanzania.

- 3.3 Where the equivalency of an international body qualification or a foreign qualification cannot be provided by the tools of assistance in 3.2 above, the admitting university shall comprehensively evaluate the qualification from the beginning to determine equivalencies and eligibility for admission guided by following procedures:

- a) **Admissibility in the foreign country:** For a foreign qualification to be evaluated, it must be of the level that is accepted for admission into a Bachelor's degree programme in the country of origin.
- b) **Recognition and accreditation:** The qualification should be officially recognised by the education authorities in the country of origin or should have been issued by widely accepted and recognised international examining bodies and education institutions.
- c) **Duration of study in the respective foreign country:** An equivalent qualification should be obtained after a total of **12 - 13 years** of full-time study from primary to secondary school education. Anything less (e.g. 11 years) is unacceptable.



3.4

The procedure in 3.3 above, is simplified to enable universities to evaluate qualifications and identify substantial differences without going through National Qualifications Frameworks (NQFs) which may not be available and may be difficult to

use for comparison purposes. Where the need arises to use NQFs for evaluation purposes, a university may compare the two countries' NQFs in terms of learning outcomes with curriculum content and duration forming secondary criteria.

- 3.5 Once a qualification has been deemed to be equivalent to the Tanzanian Advanced Certificate of Secondary Education qualification, the conversion of grades into equivalent Tanzanian grades may be necessary. This can be done in one of the following ways:
- a) If the foreign qualification's grades are described in terms of quality of grade or level of achievement, this information can be used to convert the grades based on the description of Tanzania's grades.
  - b) Where there is no information describing the foreign qualification's grades, the highest and lowest grades in the foreign qualifications and Tanzanian qualifications shall be matched and the grades in between matched proportionally.
  - c) If the qualification is from countries with broadly based school-leaving examinations (not national examinations) whose results may be difficult to convert into equivalencies to Tanzanian national examination qualifications, the results may be evaluated by looking for high marks in subjects of particular relevance for entrance to the degree programme that the candidate has applied for.
- 3.6 If all approaches above do not result in a convincing comparison, Universities shall be responsible for consulting NECTA for assistance in assessing certain equivalences that are difficult to determine.
- 3.7 For applicants with certificates from countries where the highest pre-university education is not equivalent to Tanzania's Advanced Certificate of Secondary Education qualifications and who wish to be admitted to a Bachelor's degree programme in Tanzania:
- a) The candidate should be required to have completed one year of pre-university study in his/her own country before being admitted into university education in Tanzania;
- OR**
- b) The university may grant such a candidate provisional admission and offer a bridging course approved by the Senate and **ratified by TCU**, lasting for a period of 6 to 12 months depending on the earmarked degree programme. The university has the flexibility to establish this bridging course to adequately prepare the candidate with the necessary skills and knowledge for university education. The course should be design in such a way that it

shall cover general subjects such as language, communication skills, and academic writing, as well as specific subjects related to the intended degree programme to be pursued in order to provide a broad base of knowledge and skills that will prepare students for more specialised study in their chosen field at the Bachelor's level. **The candidates will only be enrolled into the degree programme upon successful completion of (including passing) the bridging programme.**

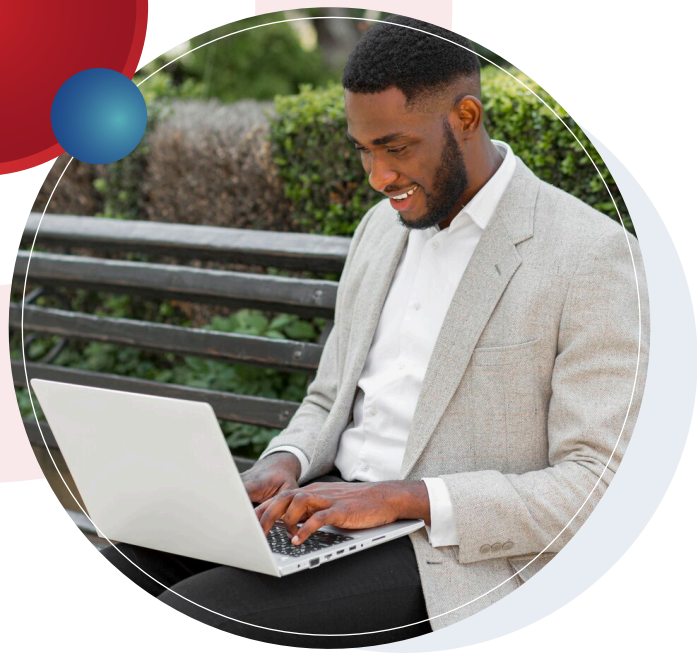
**3.8** In handling of Tanzanian applicants possessing foreign/international pre-university qualifications, the university should ensure that Tanzanians with foreign

qualifications obtain equivalencies from NECTA/NACTVET, get index number and AVN, apply as Tanzanians and compete with fellow Tanzanians for available admission slots through the systems connected with TCU integrated admission system.

**3.9** For Tanzanian applicants with foreign qualifications that are below Tanzania Advanced Certificate of Secondary Education qualifications, just after obtaining their equivalencies from NECTA, the admitting universities should provide them with options indicated in 3.7 above.







#### **4.0 ASSESSMENT AND RECOGNITION OF FOREIGN UNIVERSITY AWARDS AS A REQUIREMENT FOR ADMISSION INTO UNIVERSITIES IN TANZANIA**

4.1 In processing admission of foreign applicants holding foreign university awards, it shall be the responsibility of

the receiving university to process and obtain assessment of recognition of awards from TCU. The university has to submit students' documents for recognition of awards at TCU, pay the prescribed fee, and collect the outcome of the same to be used during processing of admission.

- 4.2 The university shall devise the modality of obtaining the applicants' documentation and charging the prescribed fee for recognition of award at any stage of the application process as deemed appropriate.
- 4.3 For Tanzanian applicants holding foreign university awards, it shall be the responsibility of the student to apply and obtain recognition of a foreign university awards from TCU and submit the same to the university during application for admission.





## **5.0 SUBMISSION OF CREDENTIALS OF THE ADMITTED FOREIGN STUDENTS TO TCU**

- 5.1 All universities admitting foreign students in the manner provided herewith shall be required to submit the admission data of the foreign students to the Commission soon after completion of the admission process.
- 5.2 The admission data of foreign students shall be submitted by the universities with a covering letter, in excel format covering all parameters required on the submission of admission data as it appears in the Universities Information Management System (UIMS).

## CONTACT US

---

All correspondence should be addressed to the Executive Secretary,  
Tanzania Commission for Universities, via the address below:

SUMA JKT House,

1 JKT Street, 41104 Tambukareli,

P. O. Box 2600,

DODOMA.

Ministry of Education, Science and Technology Building,

7 Magogoni Street 11479,

P. O. Box 6562,

DAR ES SALAAM.

**E-mail:** [es@tcu.go.tz](mailto:es@tcu.go.tz)

**Tel:** (255) 22 2113694; (255) 22 2113691

**Website:** [www.tcu.go.tz](http://www.tcu.go.tz)

 TCU Tv Tanzania

 [tcu\\_tanzania](#)

 [tcutanzania](#)

 [tcu\\_tanzania](#)