

earned at lower education levels; and
(iv) Any other information that may be required by the receiving institution.

5. The role of the Receiving Institution

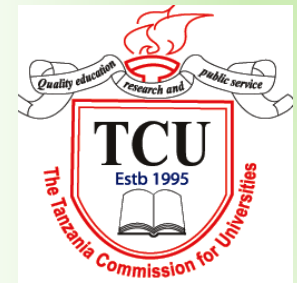
The *Receiving Institution* shall do the following:

- (a) Satisfy itself that the student seeking transfer had met the conditions for the transfer;
- (b) Verify the accreditation status of releasing institution and the programme;
- (c) Upon assessment of suitability and acceptance of the student to the programme, submit in writing the transfer request to the Commission as stipulated in Standards and Guidelines for University Education in Tanzania (2019); and
- (d) Inform an applicant in writing whether the request for Credit Transfer has been approved or not including reasons for disapproval. If accepted the applicant is informed of the terms and conditions of the transfer thereof (if any).

6. Credit Transfer Appeals

Students will have the right to appeal if not satisfied with the outcome of Credit Transfer request. The appeal shall be submitted to the Receiving Institution stating the reason for the appeal attaching any evidence required to strengthen support of the appeal.

TANZANIA COMMISSION FOR UNIVERSITIES



CREDIT ACCUMULATION AND TRANSFER PROCEDURES FROM FOREIGN UNIVERSITIES TO UNIVERSITY INSTITUTIONS IN TANZANIA

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2022

1.0 Introduction

Section (5) (1) (f) of the Universities Act Cap.346 of the Laws of Tanzania grants the Tanzania Commission for Universities (TCU) mandate to establish transfer procedures for students wishing to transfer from one university to another and from one programme to another. The guidelines apply to undergraduate and postgraduate students who intend to transfer their credits acquired from international/foreign Higher Education Institutions into any approved programme in universities in Tanzania.

2.0 Principles of Credit Transfer

In processing the Credit Transfers the following principles shall apply:

- (a)** Institutions may enter into Credit Transfer arrangements provided that all such arrangements shall be along with the CAT requirements;
- (b)** Transfer may be applied to all modes of learning namely Open and Distance Learning (ODEL) 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 equivalence 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. General Criteria for Credit Transfer

- (a)** Credit points may be transferred from a foreign University to a University institution in Tanzania provided that the conditions for transfer are met;
- (b)** Although an institution may accept a request to transferred credits, students have no automatic entitlement admission. Admissions decisions, including exemption from some courses shall depend on rules and regulations of the receiving institution;
- (c)** The institutions from which the Credits were accumulated should have been accredited by the relevant authorities in the foreign country and are recognised by similar authorities in the recipient country;
- (d)** A student seeking to transfer Credits must have been registered in the releasing University;
- (e)** Students discontinued from studies for any reasons will not be entitled for Credits transfer;
- (f)** Credits earned in a University abroad can be transferred based on the comparability with the equivalent courses at the receiving University;
- (g)** The course or module from which the Credits are transferred from must be successfully completed. However, upon agreement between the student and Receiving Institution, the failed course/ supplementary may be retaken/carried over to the next semester/academic year;
- (h)** It shall be the discretion of the Receiving Institution to issue wavers in some prerequisite courses upon the assurance that courses taken by a

student at a foreign institution have significant similarities in content or objectives with all or some of the courses offered in the receiving institution;

- (i)** Transfer of credits shall take place within a period not exceeding five years from the time they were earned;
- (j)** Academic certificates in foreign languages must be translated by relevant authorities to the language of instruction of the *Receiving Institution*; and
- (k)** A candidate, who intends to transfer for purposes of graduating in a receiving institution, shall be required to earn at least 50% of the total Credits accumulated from core courses in the receiving institution.

4.0 The Role of the Student in Credit Transfer

Credit Transfer (CT) process is initiated by the student. Thus, a candidate seeking to transfer Credits must do the following:

- (a)** Seek for institutions for which Credits will be transferred;
- (b)** Request in writing to receiving institution to seek placement indicating the courses or modules completed successfully in the previous institution;
- (c)** Provide evidence of the amount of time and credits accumulated while in the institution;
- (d)** Provide a reliable and valid evidence of endorsement of the Credits to be transferred by relevant organs in the releasing institution; and
- (e)** Submit the following documents to the receiving institution:
 - (i) Academic Transcript certified by releasing institution;
 - (ii) Releasing letter from the foreign institution;
 - (iii) Copies of certificates previously