

Tanzania Commission for Universities



PUBLIC NOTICE

Procedures for Inter-University Transfers in 2018/2019 Academic Year

According to Section 5 (1) (f) the Universities Act Cap.346 grants TCU the mandate to establish transfer procedures for students wishing to transfer from one university to another and from one programme to another. In view of its obligation, TCU issued the procedures for handling the inter-university students' transfers which were in operation since 2016/17 academic year. Thus, the modality of handling transfers of First Year students are as follows:

- (a) Applications for transfers should be submitted in writing to the institution to which a student wants to transfer to;
- (b) The transfer applications must comply with the following criteria;
 - i. The student to be transferred must have been previously selected into one of the degree programmes;
 - ii. The programme to which transfer is sought must have empty slots to accommodate new students
 - iii. The applicant must possess the minimum entry requirements for that particular degree programme

iv. The applicant's admission entry points to the programme he/she to be admitted should either be equal or above the cut -off point to the programme for which transfer is sought.

(c) Receiving institutions should approve the transfer in writing and submit to TCU for validation and documentation;

(d) The list of transferred students from receiving institutions should be submitted (online) to TCU by 14th November 2018;

(e) All transfers which do not meet the criteria stipulated in part (b) shall be nullified by TCU;

(f) Transfers submitted to TCU after the deadline will not be endorsed;

(g) The list of endorsed transfers shall be published into TCU website;

(h) All transfers endorsed by the Commission will be submitted to HESLB by 26th November 2018 for their appropriate action.

Issued by:

The Executive Secretary

1st November 2018