

# THE OPEN UNIVERSITY OF TANZANIA

## DIRECTORATE OF POSTGRADUATE STUDIES



### GENERAL REGULATIONS AND GUIDELINES FOR APPLICATION INTO HIGHER DEGREES

#### Admission and Registration

##### 1.0 How to Apply

1.1 The Open University of Tanzania (OUT) has three admission cycles for Postgraduate studies, these are October, February and June. Applications are received throughout the year; however, the names of selected applicants are released based on the admission cycles.

1.2 Applications made through Online Application Systems (OAS)

1.3 The general admission procedures are as follows:

- i. Use the online application form from the OUT website at [https://pgoa.out.ac.tz/applicant\\_register](https://pgoa.out.ac.tz/applicant_register) alternatively, obtain the application form at the OUT Headquarters or any Regional Centre is closest to you.
- ii. Attach certified copies of certificates and transcripts to the application form/online system (all documents composing the package must be merged in one PDF file).
- iii. Certificates obtained from outside Tanzania must be verified by the Tanzania Commission for Universities (TCU), then attach copies of verification results with your application form.
- iv. Names for academic purposes: Applicants must use names as they appear in their form four certificates only or equivalent translations of the O-level certificate during application processes.

Selected students are required to register by using names as they appear in their Form Four certificates or their equivalent translations. The official order of names during registration shall be; Surname, First Name(s), and Middle Name(s). Where a candidate has only two names on his or her certificates, only those two names shall be used, and the second name in the list will be taken as a surname. Change of names by students after registration is not allowed. The University reserves the right to refuse any changes of names that are drastic, even when properly booked up by relevant laws of the land.

- v. Applications for Master's degree by thesis and PhD must be submitted with a research concept note with not more than 15 pages.
- vi. Applicants are required to pay a nonrefundable application fee of TZS 30,000 for Tanzanian citizens or USD 30 for international applicants (The application system will generate a control number automatically).

For Local applicants who applied through hard copy should visit any nearest OUT regional centre to obtain a control number which will enable them to make payments.

International applicants should pay their fees through:

The Open University of Tanzania,

Forex Account,

NBC Bank,

Swift Code NLCB TZTX,

Corporate Branch,

Account Number 011105000670.

Also for immediate response, kindly contact with Directorate of Internationalization and Convocation

Unit (DICU)- at [dlia@out.ac.tz](mailto:dlia@out.ac.tz) or +255766404165/+255622319400

- vii. If your submission is through email, all documents composing the package must be merged into one PDF file. Email to: [postgraduate.admission@out.ac.tz](mailto:postgraduate.admission@out.ac.tz)
- viii. Alternatively, send the package of your application to OUT Regional Centre which is closest to you.
- ix. Visit the OUT website on a release date in a specific application cycle to see if you have been selected.
- x. If you have been selected, your admission letter will be sent to the regional centre you applied at and also be sent via the email address you provided during the application.

## **2.0 Entry Qualifications**

### **2.1 Minimum Entry Qualifications**

#### **2.1.1 Postgraduate Diplomas**

A candidate aspiring for admission to a Postgraduate Diploma should hold at least a Bachelor's Degree or its equivalent

#### **2.1.2 Master's Degree**

The Open University of Tanzania an applicant shall either hold a degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of The Open University of Tanzania of not less than a GPA of 2.7 and not less than 3.5 for those holding Advanced diploma.

#### **2.1.3 Ph.D Studies**

A candidate for admission to the PhD degree programme of the Open University of Tanzania shall hold a relevant Master's Degree from The Open University of Tanzania or from other approved University.

Applications for a Master's degree by thesis and PhD must be submitted with a research concept note.