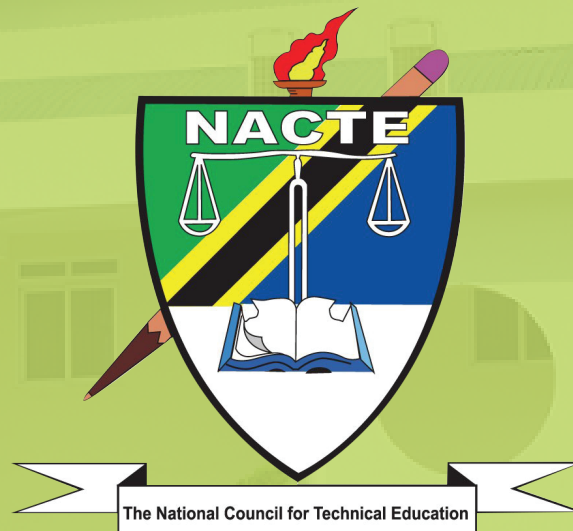


# THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION



## **GUIDELINE** **FOR STUDENTS ADMISSION**

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# Guidelines For Student Admission

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**National Council for Technical Education (NACTE),**

**Plot 719/1/4, Mikocheni Light Industries,**

**P. O.Box 7109, DAR ES SALAAM, Tanzania**

**Tel: +255 22 2780077,**

Email: [info@nacte.go.tz](mailto:info@nacte.go.tz)

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

# Guidelines For Student Admission

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# Guidelines For Student Admission

## DEFINITION OF TERMS

Unless the context suggests otherwise, the definition of the following terms used in these guidelines would be as below:

- (i) **NACTE:** National Council for Technical Education
- (ii) **NECTA:** National Examination Council of Tanzania
- (iii) **NTA:** National Technical Awards
- (iv) **TIs:** Technical Institutions
- (v) **CSEE** Certificate of Secondary Education

# Guidelines For Student Admission

## 1.0 INTRODUCTION

The National Council for Technical Education (NACTE) was established by the Act, Cap.129 to oversee and coordinate the provision of Technical Education and Training in Tanzania. The Council is mandated to ensure that quality of Education and Training is adhered to throughout the training. In view of that, NACTE has the obligation of coordinating admission of students and monitoring the training process.

Guideline for students is one of the important tools for guiding admission processes. The document includes general admission requirements, postponements of studies and student transfers. It serves as a guide to Technical Institutions (TIs), applicants/ students, parents, and other stakeholders in applying for admissions for studies. This document further serves to ensure compliance to students' admissions procedure by technical institutions, students admitted through NACTE system, timely submission of students for verification, transfers and admission of qualified students.

This guideline does not only highlight important processes guiding students' admissions and examination results handling only, but also seeks to increase adherence to standards set by the Council. It is therefore our hope that this guideline will be a useful tool for operationalization of admissions and examination results handling matters and avoid any disturbance to all our stakeholders.

## 2.0 STUDENTS ADMISSIONS

In supersession of all the directives governing students' admissions by Technical Institutions that have been issued in the past, the following guidelines are issued to regulate students admissions with effect from the academic year 2020-2021 onwards.

### 2.1 Registered Institutions and Programmes

- (i) Admission of students will be allowed to institutions **ONLY** registered by the National Council for Technical Education;
- (ii) No institution shall be allowed to register and conduct training without being registered and any award from such institution shall not be recognized by NACTE;

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- (iii) List of all registered institutions and programmes is found in the admission Guidebook and/or displayed in the NACTE Website ([www.nacte.go.tz](http://www.nacte.go.tz))

## 2.2 General Admission Requirements

- (i) The minimum entry qualifications into National Technical Award (NTA) programmes is Four (4) passes in Certificate of Secondary Education Examinations (CSEE). However, the specific entry requirements are stipulated in the respective curriculum documents as specified in the **Admission Guidebook**
- (ii) All applicants with foreign qualifications (equivalent of secondary education) must first seek the equivalence from National Examination Council of Tanzania (NECTA) while those with foreign certificates must obtain the equivalences from the National Council for Technical Education (NACTE).
- (iii) Applicants who completed Ordinary Certificate of Secondary Education (CSEE) before 1988 or Teacher Education before 2010, certificate before 2015 should upload their academic credentials (Certificates and Academic Transcripts).

## 2.3 Application for Admissions

- (i) Applicants shall be required to apply directly to training institutions offering certificate and diploma programmes while training institutions shall receive and process applications; conduct selection; submit selected applicants to NACTE verification.
- (ii) The names of verified and selected students shall be enrolled upon reporting for studies and published in NACTE Database through the Institutional Panel.
- (iii) All applicants for admission into any programme should be made directly to the respective technical institution or university.

## 2.4 Students Verifications and Enrolments

- (i) The Council shall receive lists of selected applicants from technical institutions and Universities through the IT system for verification.

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- (ii) List of submitted names of students shall be checked for eligibility and verified;
- (iii) All names shall be submitted back to training institutions with the respective status (eligible or not eligible);
- (iv) **ONLY** verified and qualified students shall be enrolled for studies by technical institutions;
- (v) Enrolled student can verify his/her information through NACTE website in the link [www.nacte.go.tz/Students](http://www.nacte.go.tz/Students) information verification;
- (vi) In case a student has enrolment challenges (not yet verified), the Institution must resolve such case before commencement of first semester examination;
- (vii) A student who is not registered within four Months shall not be recognized by the Council;
- (viii) A discontinued student shall re-apply for admission after one year (1) from the date of publication of results; and
- (ix) Change of Intake and academic year shall be within three weeks at the beginning of each semester, The Council shall grant such change intake basing on admission capacity of a respective Technical Institutions.

## 2.5 Academic Almanac

- (i) All technical institutions shall follow the calendar of important academic activities issued by the Council each year before the commencement of students' admission cycle. The Calendar provides the admission stages with respective duration or dates;
- (ii) Students admission shall be done in accordance with the Admission Guidebook for each academic year, which accessed through NACTE website ([www.nacte.go.tz](http://www.nacte.go.tz)); and
- (iii) In order to avoid unnecessary penalties resulting non-compliance to admission guidelines, institutions are strongly argued to abide with provided academic calendars as they are provided in each admission cycle.

# Guidelines For Student Admission

## 2.6 Students Transfer

Transfer from one training institution to another is a right of any student wishing to do so. The transfer is allowed when both training institutions (institution sought to be transferred from and to be transferred to) are offering the same NACTE approved programme.

### 2.6.1 Conditions for Transfer

- (i) Any student seeking to transfer must be registered into NACTE Database and successfully passed the End of Semester Examinations;
- (ii) Students transfer shall be done online through NACTE Website ([www.nacte.go.tz](http://www.nacte.go.tz));
- (iii) Head of Institution from which the student is transferring from shall approve and forward the request upon satisfaction to the head of institution the student is seeking to transfer;
- (iv) The transferring student should have all examinations passed and results uploaded in the NACTE Examination System.

### 2.6.2 Transfer Procedures

- (i) A student shall initiate an online transfer through requesting the target/receiving institution for an opportunity to transfer;
- (ii) Once the request is accepted by the receiving institution, the message will be sent back to the host institution to clear and allow the student to transfer;
- (iii) The host institution shall forward approved request to NACTE; and
- (iv) NACTE shall view the request which has been approved by the host institution and then grant the transfers.

## 2.7 Postponement of Studies

Postponement of studies shall mean stopping studies for a semester or whole academic year where the period will count into the student's registration period. A student requesting for postponement must be registered or enrolled in a given technical institution; studied and completed a minimum of one semester.



# Guidelines For Student Admission

## 2.7.1 Criteria for Postponement of Studies

Postponement may be granted by the technical institution due to various grounds including health problems; family matters; pregnancy; and other compelling circumstances as may deem necessary by the relevant authority;

- (i) A student wishing to postpone studies should submit written request supported by relevant documents to justify the request; and
- (ii) Extension of postponement shall not be permitted beyond FOUR (4) consecutive semesters unless under exceptional circumstances.

## 2.7.2 Student's Role on Postponement and Resumption of Studies

- (i) Tender request for postponing studies to his/her technical institution;
- (ii) Provide relevant evidence(s) for such postponement; and
- (iii) On resuming to studies, a student must submit a letter of intention to resume studies at least ONE (1) month before the commencement of a semester.

## 2.7.3 Technical Institution's Role on Postponement and Resumption of Studies

- (i) Scrutinize and officially approve or reject request for postponement from students;
- (ii) Update accordingly the student's status in NACTE Database through Institutional Panel (admission officers account); and
- (iii) Ensure that a student is in a relevant academic year and level in the Institutional Panel.

## 3.0 AWARD VERIFICATION NUMBER

### 3.1 Conditions for AVN

Award verification number shall be provided to a student who has completed Diploma from Technical Institution and University recognized by the National Council for Technical Education (NACTE) or Tanzania Commission for Universities (TCU).

Application conditions and procedures.

# Guidelines For Student Admission


- (i) A student<sup>1</sup> who has completed Ordinary diploma as from 1961 to 2014 shall upload Diploma Certificate and Diploma Transcript in pdf format;
- (ii) An applicant with Full Technician Certificate (FTC) from NECTA can enter his final Examinational Number as it appears in the certificate i.e. U0000/0000/0000
- (iii) A student who has completed Ordinary Diploma from 2015 to date must have results from Institution and in NACTE database. A student can use one of the following formats NSXXXX/XXXX/XXXX or NPXXX/XXXX/XXXX or other number registered under Institution (Seek information from admission officer)
- (iv) An applicant must have completed Certificate of Secondary Education (CSEE) and must have at least four passes in Non-religious subject
- (v) Applicants who completed Ordinary Certificate of Secondary Education (CSEE) before 1988 or Teacher Education before 2010, certificate before 2015 should upload their academic credentials (Certificates and Academic Transcripts).
- (vi) All applicants with foreign qualifications (equivalent of secondary education) must first seek the equivalence from National Examination Council of Tanzania (NECTA) while those with foreign Diploma must obtain the equivalences from the National Council for Technical Education (NACTE).

## 3.2 Verification of Students Information for AVN

- (i) Log on NACTE website [www.nacte.go.tz](http://www.nacte.go.tz), and click ***Students Information Verification***;
- (ii) Enter your CSEE Index Number or Diploma Registration Number;
- (iii) If you have forgotten your AVN password, please click ***Forget password***, and enter your Username, Mobile Number or Email used during registration and click ***Send Request***;
- (iv) The system shall automatically send your forgotten password in your Mobile Number and Email Account and then you shall proceed with your application.

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<sup>1</sup>, Graduate from Dar Es Salaam Institute of Technology (DIT), Mbeya University Science and Technology (MUST), Arusha Technical College (ATC) and Karume Institute of Science and Technology (KIST) should have results in NACTE system in the mentioned years.



MIKOCHE NI LIGHT INDUSTRIAL  
AREA PLOT NO. 719/1/4  
P.O.BOX 7109,  
DAR ES SALAAM, TANZANIA.