"Education for Efficiency"

TANZANIA INSTITUTE OF ACCOUNTANCY

(TIA)

STUDENTS ADMISSION REGULATIONS AND GUIDELINES

RECTOR
TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)
P. O BOX 9522
DAR ES SALAAM
TEL. No: +255 22 2850540/+255 22 2851035-6
FAX. No. +255 022 2851038
E-mail: tia@tia.ac.tz
Website: www.tia.ac.tz

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TABLE OF CONTENTS

LIST OF TABLES

LIST OF ABBREVIATIONS

ACSEE	Advanced Certificate of Secondary Education
API	Application Programming Interface
APSC	Academic Programmes Services Coordinator
ASSC	Academic Support Services Coordinator
AVN	Award Verification Number
CD	Centre Director
CSEE	Certificate of Secondary Education
DAA	Director of Academic Affairs
DASS	Director of Academic Support Services
DR-ARC	Deputy Rector-Academic, Research and Consultancy
DSA	Dar es Salaam School of Accountancy
DSS	Director of Students' Services
GPA	Grade Point Average
HAS	Head of Academic Section
HESLB	Higher Education Students' Loan Board
ICT	Information and Communication Technology
ID	Identity
NACTVET	National Council for Technical and Vocational Education Training
NBAA	National Board of Accountants and Auditors
NTA	National Technical Award
NVA	National Vocational Award
PSPTB	Procurement and Suppliers Professionals and Technicians Board
SIMS	Student Information Management System
SMS	Short Message Service
TCU	Tanzania Commission for Universities
TIA	Tanzania Institute of Accountancy
UV	Ultraviolet

FOREWORD

TIA Admission Guidelines and Regulations have been developed in order to guide and regulate the admission process at TIA. The guidelines and regulations are intended to ensure that admission activities are well streamlined so that good quality results commensurate with the mission and vision of TIA are obtained.

In developing these guidelines and regulations various documents related to admission guidelines and regulations from various higher learning institutions within and outside the country, and NACTVET AND TCU were consulted. Therefore, it's our hope that TIA students, TIA staff, TIA management, and all other users of these guidelines and regulations will find this document useful for and in guiding and regulating admission process. TIA expects that strict adherence to the guidelines and regulations and other related documents such as TIA Prospectus, NACTVET Admission Guide Book and TCU Admission Guide Book will result in the quality of admission process which will partly contribute in meeting the desire of TIA to develop into the institute of excellence in the provision of business related education in Africa as stipulated in TIA vision.

These guidelines and regulations will be reviewed from time to time as the need arises and to enable TIA to keep pace with the fast changing academic, scientific and technological development both locally and globally

INTERPRETATIONS

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

'Applicants selection' shall mean a process whereby TIA undergoes the scrutiny of applications for admission submitted by applicants and choose those who meet minimum entry requirements as per TIA prospectus, NACTVET and TCU guide books

'Confirmation' shall mean acceptance of TIA admission by an applicant with a multiple admission status

'Credit transfer' shall mean a process whereby student's successful completed course units of study programme contributing towards a degree transferred from one higher learning institution to TIA

'Deregistration' shall mean withdrawal of registration for any reason and at any phase of the study programme a student may wish to withdraw his/ her registration at TIA.

'Freezing of studies' shall mean student's stopping of studies for specified period of time where the period will not count into the student's registration period

'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.

Student application for admission' shall mean the process whereby an applicant submits required information and qualifications to TIA through TIA online application portal prior to registration and evaluated by TIA and NACTVET or TCU for admission purpose

'Student identity card' shall mean an official document with an electronically managed unique identifier hereinafter referred to as the data chip.

'Students registration' shall mean the process through which an applicant is cleared for studying the programme to which he/she has been admitted and officially become the student of TIA

'Student transfer' shall mean the process through which the student move from one TIA programme to another or from one higher learning institution to TIA or from TIA to another higher learning institution

'Termination of registration' shall mean removal of a student from a register of TIA Students

1.0 BACKGROUND

1.1 Historical Background, Establishment and Mandate

Tanzania Institute of Accountancy (TIA) is a successor of the Dar es Salaam School Accountancy (DSA) that was established in January 1973 as a Government Training Centre by a special decree of the Minister of Finance. Its initial objective was to conduct both short-term and long-term courses for lower and middle level Government Accounting Personnel in order to improve their work performance.

TIA was established as a Government Executive Agency under the Ministry of Finance in accordance with the Executive Agencies (THE TANZANIA INSTITUTE OF ACCOUNTANCY) (ESTABLISHMENT) Order,. G.N No. 489 of 2002 (as amended) as per section 3 of the Executive Agencies Act. Cap 245 R.E of 2002.

On 1st July 2002 the ESTABLISHMENT Order, G.N.No.489 mandated TIA to provide Education, Research and Consultancy in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations and other business-related academic disciplines.

TIA as a higher learning institution is accredited by NACTVET and its programmes are recognized by NBAA and PSPTB for exemption in Professional Examinations. TIA has seven campuses strategically located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza, Kigoma and Zanzibar to be close to its customers countrywide.

1.1 Vision, Mission and Core values and Objectives

1.1.1 Vision

"To be the Institute of Excellence in the provision of Quality Business Education, Research and Consultancy services"

1.1.2 Mission:

"To provide quality education, research and consultancy services in the areas of accountancy, procurement and other business-related disciplines to both public and private sectors"

1.1.3 Core Values:

(i).   **Excellence:** We work to achieve the highest standards in everything we do.

(ii).   **Accountability:** We are responsible for whatever results of our actions.

(iii).   **Integrity:** We strive to be transparent, honest and accountable in all areas of operation.

(iv).   **Collaboration:** We work together with other Institutions as well as partners and donors to positively impact our activities.

(v).   **Innovation:** We strive to continually find new ways to improve and overcome emerging challenges.

(vi).   **Professionalism:** We adhere to uphold high quality academic status, ethical and quality standards to enhance professional competency by providing quality education to all.

1.1.4 Core Objectives:

(i)   Non-Communicable diseases, HIV/AIDS infections reduced and supportive services improved

(ii)   Implementation of National Anti-corruption strategy enhanced and corruption incidences reduced

(iii)   Quality of education improved

(iv)   Research and Consultancy services strengthened and improved

(v)   Revenue generation enhanced to sustain institute operations

(vi)   Staff performance and human resource management improved

(vii)   Financial and procurement management systems improved

2.0   GENERAL INFORMATION

These regulations and guidelines were formed in consultation with various education stakeholders within and outside the institute. The regulations and guidelines herein shall apply to all matters relating to the conduct of TIA admissions.

1. Admission shall be granted if an applicant meets the following minimum requirements:

   (i)   For Master's programmes, an applicant must be a holder of at least a second-class bachelor degree or Advanced Diploma or Postgraduate diploma in relevant fields of study from recognized institutions of higher learning or relevant professional qualifications.

   (ii)   For Postgraduate Diploma an applicant must possess a Bachelor Degree or Advanced Diploma in relevant fields of study from recognized institutions of higher learning or relevant professional qualifications.

   (iii) For direct entrants into undergraduate degree programmes, an applicant must possess at least two principal level passes in the Advanced Certificate of Secondary Education Examination (ACSEE) that add up to a minimum of 4.0 points or as may be determined by Tanzania Commission for Universities (TCU) from time to time or An applicant whose points do not add up to a minimum of 4.0 who possesses a foundation certificate recognized by TCU provided that it has a minimum GPA of 3.0 in relevant discipline.

   (iv)   Applicants with equivalent qualifications must possess a Diploma Certificate with a GPA of not less than 3.0 approved by NACTVET and four passes in principal subjects at O-level or as may be prescribed from time to time. An applicant whose GPA is less than 3.0 must possess a Foundation Certificate recognized by TCU provided that it has a minimum GPA of 3.0 in relevant discipline obtained after attaining a Diploma.

   (v)   An applicant for diploma programme must possess an A-level certificate with at least one principal pass and one subsidiary in relevant subjects or a basic certificate from an accredited institution or National Vocational

Award (NVA III) with at least two (2) passes in Ordinary Certificate of Secondary Education (CSEE)

(vi) An applicant for a certificate programme shall be required to have an "O" Level Certificate with at least four passes (grade 'D' or above) in relevant subjects or National Vocational Award Level II (NVA II) with at least two (2) passes in Ordinary Certificate of Secondary Education (CSEE)

2. All applicants with foreign qualifications (equivalent of secondary education) or foreign certificates must first seek the equivalent from relevant authorities

3. Notwithstanding the generality of the above regulations, other specific admission requirements provided for in the TIA Prospectus, TCU and NACTVET shall govern the admission process.

4. Students selections, rejections, transfers, terminations and deregistration shall be approved by the Academic Board

5. All complaints connected with admission shall be communicated to Rector in writing. The Rector shall handle the complaints in consultation with the Deputy Rector- Academic, Research and consultancy office.

6. The admission regulations and guidelines may be amended on regular basis to meet changing internal and external conditions.

3.0 STUDENT APPLICATION FOR ADMISSION

(i) Applicants shall be required to apply directly to TIA

(ii) There are two major application windows which include September/October intake (first intake) and March intake (second intake). Second intake is conducted to fill vacant slots from first intake and is conducted for only basic technician certificate, technician certificate and diploma programmes.

(iii) Before applications, applicants are advised to read and understand minimum entry requirements as provided by TIA Prospectus, and NACTVET and TCU guidebooks.

(iv) The Institute encourages potential applicants with special needs to apply into the advertised programmes. Applicants with disabilities can voluntarily disclose their disability status. If they choose to do so and require special arrangements, they

must notify the Institute during their application. This allows Institute to assess and provide necessary special arrangements in a timely manner.

(v)   A discontinued student on academic grounds who wishes to reapply for admission shall do it after one year from the date of publication of results.

(vi)   A disqualified student (discontinued on disciplinary grounds) who wishes to reapply for admission shall do it after two years.

(vii)   Applicants have to observe applications deadline stipulated by TIA.

Table 1: Application Procedures

Application procedures	1. The applicant opens the TIA website www.tia.ac.tz then click *apply online* button or open applicant portal through https://oas.tia.ac.tz/login
	2. The applicant gets application instructions describing what needs to be done in the whole application process.
	3. How to create an account
	   (i) In login box click *create account*
	   (ii) Fill in form four index number (first sitting) and completion year then click *submit* button
	   (iii) Confirm index number, year and name
	   (iv) Select the level of education one is applying for (Certificate/Diploma/Degree/Postgraduate Diploma/Master)
	   (v) Add email address
	   (vi) Enter and confirm a password
	   (vii) Add phone number
	   (viii) Click finish to submit the information
	   (ix) Then click login
	
	4. In login interface, enter the registered email address and password then click login.
	5. Fill in personal details such as date of birth, sex, phone, district, region and next of kin information.
	6. Fill in education information as per level of applications and upload relevant certificates if applicable.
	7. Select course and campus.

	8. Accept declaration.
	9. Review submitted information.
	10. Submit application.
	11. Get feedback provided by the system.

4.0 APPLICANTS SELECTION PROCESS

(i) Selection is conducted after each application deadline

(ii) Head of Academic Section-Admission should run selection to identify qualified applicants and unqualified applicants for specific programmes

(iii) Selection of candidates is grounded on possession of minimum entry requirements as stipulated in TIA Prospectus, and NACTVET and TCU guidebooks

(iv) Highly qualified applicants will be considered where the slots are not enough to accommodate all qualified applicants

(v) People with special needs shall be first considered among applicants with equal qualifications if slots are not enough to accommodate all qualified applicants.

(vi) After running of selection the DRARC shall appoint a team of Admission Officers to scrutinize selections to ensure that there is fair selection and rejection of all applicants before they are brought to Academic Board.

(vii) Any staff who contravenes the selection procedures shall face appropriate disciplinary action as per relevant regulations.

(viii) The Academic Board shall deliberate and approve the selected applicants before their submission to NACTVET or TCU

(ix) All issues/queries connected with admission shall be resolved by the Academic Board

5.0 CONFIRMATION OF MULTIPLE SELECTED APPLICANTS

(i) Applicants who have been selected in more than one institution shall confirm to join TIA within the period specified by TCU.

(ii) An applicant with multiple admission who fails to confirm within the specified period shall not be registered by the institute.

Table 2:. Procedures to confirm selections for candidates with multiple selection

Confirmation Procedures	1. The applicant receives a confirmation code from TCU. If the applicant did not receive a confirmation code, he/she should request the code from his/her application account in TIA application portal.
	2. How to confirm
	i. Login to the application account
	ii. Click on the confirmation button
	iii. Enter confirmation code
	iv. Click on confirmation button to confirm
	v. Receive feedback on the confirmation status

6.0 UNCONFIRM SELECTION

i. The applicant with multiple admission who has confirmed to join TIA may unconfirm selection within the period specified by TCU.

ii. An applicant with multiple admission who fails to unconfirm within the specified period will no longer be able to unconfirm

Table 3:Procedures to unconfirm selection

Procedures to unconfirm selection	1. Login to application account
	2. Click on the unconfirm button
	3. Receive feedback on the confirmation status.

7.0 CANCEL SELECTION

Before registration the applicant may cancel selection to apply to another programme or to another institution.

Table 4: Procedures to cancel or reject selection

Cancellation procedures	1. Login to application account 2. Click on the cancel selection button 3. Receive feedback on the cancellation status

8.0   STUDENTS REGISTRATION

(i)   Students are required to register in each semester.

(ii)   Registration for students who resume studies after postponement or discontinuation or disqualification as per TIA regulations should be conducted by admission officers to avoid contradicting regulators' procedures and requirements.

(iii)   Registration of first year students is conducted for only selected and verified applicants.

(iv)   DASS in consultation with Campus Directors will appoint a registration team for registering new first year students. The registration team shall be approved by DRARC

(v)   The registration team shall verify students eligibility for programme selected on the basis of entry requirements and relevant submitted documents before registration. There shall be an appointed team of supervisors to oversee the registration exercise.

(vi)   Any staff who contravenes the registration procedures shall face appropriate disciplinary action as per relevant regulations.

(vii)   First year students reporting for studies four weeks after commencement of studies will not be registered for studies**.**

(viii)   Students' registration information such as date of birth, names, and sex can be changed upon provision of compelling reason for such changes to be done and must be approved by DR-ARC

(ix)   To ensure equal opportunities and support for all students, the Institute places great importance on the registration process for students with disabilities. There

will be special team for assisting students with special needs to complete online registration and verification process.

Table 5: Registration procedures

Registration Procedures	
	1. The student shall fill the registration form (physical or electronic)
	2. The student gets an admission number either through the application system, website, bulk SMS or notice boards at TIA
	3. The student login to the Student Information Management System (SIMS) to do the online registration (login is done using email and password created during application)
	4. The student gets a control number and shall make payment as described in the joining instructions.
	5. Upload a picture in a specified format and fill other information such as marital status, disability etc.
	6. Submit the information in the system
	7. The students take the relevant documents to the admission office for physical verification
	8. The registration team shall verify the students' documents and information submitted in the system.
	9. The registration team shall register the student and issue a registration number.

9.0   STUDENT TRANSFER

9.1   FIRST YEAR TRANSFER

First year students' transfer are of two categories: Inter-institutional transfer and intra-institutional transfer.

(i)   Inter-institutional transfer: allows admitted students to transfer from one institution to another, whether within the same or different programme

(ii)   Intra-institutional transfer allows student to change a programme within TIA.

CONDITIONS FOR TRANSFER FOR FIRST YEAR

(i)   Applications for transfer shall be submitted in writings through the institution to which the student wants to transfer to

(ii)   Transfer is done at the beginning of an academic year as per NACTVET and TCU admission calendar.

(iii)   The programme to which transfer is sought must have empty slots to accommodate new students

(iv)   The applicant must possess the minimum entry requirements for the particular programme.

(v)   People with special needs will be firstly considered for transfer if slots are not enough to accommodate all applicants.

(vi)   TIA shall approve the transfer in writing and submit to TCU or NACTVET for validation and documentation within the set deadline

Table 6: Transfer procedures for first year students

Transfer procedures	Inter-institutional and intra-institutional transfers
	1. The student fills in a transfer form (physical or electronic) and attaches relevant documents 2. Admission officer(s) undertakes scrutiny of transfer forms and selects qualified applicants

	3. Academic board approves transfers (both internal and external transfers)
	4. The admission office communicate with students regarding their transfer's status.
	5. The admission officer enters information from transfer form of successful applicants to SIMS
	6. The successful students get an admission number from the system
	7. The student registers as per registration procedures
	8. The admission officer(s) shall submit student's information to TCU according to the TCU deadline using SIMS through an API. Transfers for diploma and certificate programmes shall be processed as per NACTVET guidelines.

9.2 CONTINUING STUDENTS TRANSFER (CREDIT TRANSFER)

These guidelines applied to both undergraduate and postgraduate students who intend to transfer their credit to any approved programme in other institutions

Principles of credit transfer

In processing the transfer, the following principles shall apply:

(a) TIA may inter into credit transfer arrangements with another institution provided that all such arrangements shall be along the credit accumulations and transfer requirements

(b) Transfer may be applied to all modes of learning namely open and distance learning or conventional delivery systems and can be applied to part time as well as full time study programme.

(c)   Credit transfer may take place when the institute 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 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 of TIA may not necessarily be a core subject, course or module in the receiving institute or vice versa

(e)   Courses for transfer must have been accredited by the TCU or NACTVET.

(f)   Approval of equivalency shall earn credits only for successfully completed course units or courses

(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 Point Average (GPA) of students.

Conditions of credit transfer

(a)   Student must have been registered in the programme to which the credit will be accumulated

(b)   The subject, course or module intended for credit accumulation must be relevant to at least for 75% of the similar modules to which the student is registered

(c)   The subject, course or module has been successfully completed before credit can be earned

(d)   Transfer of credits takes place within a period not exceeding five years from the time they were earned

(e)   The transfer student should have cleared all his/her supplementary examinations at the releasing institution, but can transfer carryovers

(f)   Students discontinued on academic grounds are not allowed to transfer their credits. However, those wishing to continue in a programme they were discontinued from will have to wait until a lapse of one years

(g)   Students discontinue on disciplinary ground are not allowed to transfer their credits. Those wishing to continue with higher learning education will have to wait until a lapse of two years.

(h)   A student, who intends to transfer for purposes of graduating at TIA, shall be required to earn at least 50% of the total credits of TIA core courses.

Responsibilities of the students on transfer

The student wishing to transfer shall:

(a)   Understand the programmes available at TIA
(b)   Apply and secure a place at TIA
(c)   Understand and accept the terms and conditions regarding the sought programme
(d)   Understand the learning environment at TIA
(e)   Confirm his/her acceptance of the terms and conditions set by TIA
(f)   Notify his/her sponsor about the transfer through TIA.

Responsibilities of TIA as a releasing institution on student transfer

TIA shall:

(a)   Facilitate the student's transfer and provide the necessary information on the student and the programme
(b)   Provide to receiving institution all credits earned by the transferring student
(c)   Provide an authentic and signed letter to receiving institution which contains relevant student's information and reasons for transfer.

Responsibilities of TIA as a receiving institution on student transfer

TIA shall:

(a)   Satisfy itself the students seeking transfer had met the conditions for transfer
(b)   Ensure that all transfer arrangements made by the releasing institution are acceptable
(c)   Counsel the student on compliance requirements for any mismatch between the programmes
(d)   Notify TCU or any other relevant authority that the student has reported for studies
(e)   Submit to TCU or any other relevant authority the student's credit transfer request with copies of academic certificates and provisional results from releasing institution
(f)   Submit to TCU or any other relevant authority the credits comparison matrix which shows:

i) Course and credits earned from releasing institution and the year of the study against those of the receiving institution

ii) Student's details including full name, gender, form four and six index numbers, AVN, nationality and nature of disability (Where applicable)

(g) TIA shall communicate the transfer to TCU or any other relevant authority prior to registration to allow TCU or any other relevant authority to evaluate student's eligibility for the programmes he/she wishes to transfer to.

Table 7: Transfer procedures for continuing students

Transfer procedures	Continuing Students Transfer
	1. The student shall submit application letter to DR-ARC, attached with official provisional results, introduction or recommendation letter from releasing institute, programme description, method of assessment, grading system, photo, birth certificate, certified copies of original academic certificates used to gain admission into releasing institute. 2. Admission officer(s) undertakes scrutiny of submitted documents to ensure transfer conditions have been met and selects qualified applicants. 3. Admission officer(s) shall counsel the student on compliance requirements for any mismatch between the programmes 4. Academic board approves transfers (both internal and external transfers) 5. Submit to TCU or any other relevant authority the student's credit transfer request with copies of academic certificates, provisional results, credits comparison matrix, and any other relevant document from releasing institution 6. The admission officer inform the applicants in writings on successful and unsuccessful transfers 7. The admission officer enters information of successful applicants to SIMS. 8. The successful students get registration number from the system.

10.0   POSTPONEMENT OF STUDIES

Postponement of studies shall mean stopping studies for a semester or the whole academic year where the period will account into student's registration period.

(i)   No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances and upon producing satisfactory evidence of the reason for postponement. For purpose of this guideline special circumstances shall include:

(a) Sickness

(b) Serious social problems (each case to be considered on its own merit)

(c) Severe financial problems

(ii)   A student requesting for postponement must have been registered, studied and completed a minimum of one semester.

(iii)   Postponement shall not be permitted beyond four (4) consecutive semesters. Otherwise, the student will be required to re-apply afresh.

(iv)   Permission to postpone studies shall be granted by the DR-ARC or CD.

(v)   The student shall not leave TIA before receiving the permission letter

(vi)   A student who is a loans beneficiary shall send a copy of the approved letter of postponement to the Executive Director – Higher Education Students' Loans Board (HESLB).

11.0   FREEZING OF STUDIES

A student who has just embarked on research can be allowed to freeze studies for a maximum period of one year for a master degree. More freezing time may be allowed under medical and any other special grounds upon submission of all necessary documents.

(i).   For purpose of this guidelines special circumstances shall include:

a)   Sickness

b)   Serious social problems (each case to be considered on its own merit)

c)   Severe financial problems

(ii).   Permission to postpone studies shall be granted in writings by the DR-ARC or CD.

Table 8: Postponement and freezing procedures

Postponement or freezing Procedures	1. For postponement, student fills a form and submit to DSS/Warden. For freezing the student fills a form and submit directly to admission office
	2. After recommendation from DSS/Warden the student submit the postponement form to admission office.
	3. DR-ARC or CD approves the request
	4. The approved form is submitted to DASS/ASSC and the copy is submitted to admission office for updating student's status in TIA system and NACTVET or TCU institutional panels.
	5. Admission office communicates with the student regarding his/her postponement or freezing request
	6. The student gets approval letter signed by DASS or CD from registry

12.0   RESUMPTION

(i)   A student who has postponed or discontinued or frozen and wants to resume studies shall fill a resumption form accompanied with a copy of approval of postponement or disqualification of studies month before commencement of the new semester. The student shall also send a copy of TIA response to the Executive Director HESLB if he/she is a loan beneficiary.

(ii)   On resumption of studies, the student shall pay any outstanding payment before being registered

Table 9: Resumption Procedures

Resumption Procedures	1. For resumption, the student fills a form and submit to admission office. 2. DR-ARC or CD approves the request 3. The approved form is submitted to DASS/ASSC, Accounts Office and the copy is submitted to admission office for updating student's status in TIA system and NACTVET or TCU institutional panels. For postgraduate studies a copy is also submitted to HAS-Postgraduate 4. Admission office communicates with the student regarding his/her resumption request status 5. The student gets approval letter signed by DASS or CD from registry

13.0   DE-REGISTRATION

(i).   A student may be permitted to deregister from studies on medical grounds, serious social problems, and severe financial problems

(ii).   A student seeking to deregister from studies shall lodge his application in writing to the Rector.

(iii).   Permission for deregistration from studies shall be approved by an academic board.

(iv).   The student who withdraws his/her registration ceases hence forth to be a student of TIA.

(v).   Such students or their sponsors shall not expect any reimbursement of fees or any other payments paid to TIA. The student de-registering before payment of the applicable TIA fees shall be required to pay such fees for respective semester or year.

(vi).   Before approval of de-registration the student shall fill TIA clearance form

(vii).   A candidate who withdraws registration may apply for re-admission to the same or another study programme in subsequent year

Table 10: Deregistration Procedures

Deregistration Procedures	1. For de-registration, the student writes a letter to the Rector and submit to registry office.
	2. The academic board shall approve the de-registration request
	3. Admission office communicates with the approved student regarding his/her de-registration request status
	4. The student gets approval letter signed by the Rector/DR-ARC from registry
	5. The copy of the letter of approval is submitted to DASS/CD, and admission office for updating student's status in TIA system and NACTVET or TCU institutional panels. For postgraduate studies a copy is also submitted to HAS-Postgraduate

14.0   TERMINATION OF REGISTRATION

(i)   Student shall be terminated from studies on the following grounds:

(a) Failure to resume studies after postponement of four consecutive semesters

(b) Abscond from studies or be absent for two consecutive semester without a written reasonable cause

(ii)A candidate who fails to accomplish study programme within the maximum period of registration as described below:

- The maximum period of registration for a basic technician certificate shall be three years
- The maximum period of registration for a diploma shall be four years
- The maximum period of registration for a bachelor degree shall be five years
- The maximum period of registration for postgraduate diploma shall be three years
- The maximum period of registration for master's degree shall be four years

iii. The terminated student ceases hence forth to be a student of TIA.

iv. The terminated students or their sponsors shall not expect any reimbursement of fees any other payments paid to TIA

v. The terminated student may apply for re-admission to the same or another study programme in subsequent year

Table 11: Termination procedures

Termination Procedures	1. Admission office shall recommend for students termination in consultation with HAS of relevant programme/APSC.
	2. Recommendations for termination shall be submitted to DASS/CD for further advice to DR-ARC
	3. DR-ARC shall submit the names to academic board.
	4. Academic board shall approve the recommended termination

15.0   STUDENTS IDENTITY CARDS

(i)   A student shall be required to identify him/herself using such an ID card throughout the study period

(ii)   The student identity card shall contain the following information:
   a.   The student's photograph,
   b.   The student's surname and given name,
   c.   Student's registration number,
   d.   The electronic identifier of the card,
   e.   Student's financial information,
   f.   The electronic identifier of the card issuer,
   g.   The student's date of birth,
   h.   Student's programme,
   i.   The student's signature,
   j.   The abbreviated names and addresses (location) of up to two higher education institutions in which the student is enrolled,
   k.   The date of issuance and expiration of the student identity card.

(iii)   Eligibility for Student ID Card.
   a)   Registered students at TIA.
   b)   Foreign students participating in partial education at TIA based on educational cooperation agreements.
   c)   Students who have applied for replacement of a lost, destroyed, or damaged student ID card.

(iv)   A student whose ID card is lost shall lodge a request for issuance of a new one upon payment of a non-refundable fee of ten thousand shillings (10,000/=) and submission of a Police loss report

(v)   Registered students have to be provided with ID cards two week after completing registration.

(vi)   A lost ID card will be prepared within three days after payment of identity fee.

Table 12: Identity Cards Controls

Identity Card Designing Controls	1. Admission office in consultation with ICT office should design students ID cards. 2. Students ID card design should be approved by Management.
Identity Card Printing Controls	1. Student ID card should only be printed by authorized personnel and designated printing facilities to maintain quality and security standards. 2. The smart card ID shall be embedded with the techniques of chips and holograms, watermarks, or UV features for security purpose to prevent counterfeiting and unauthorized duplication. 3. Student ID card should have unique serial numbers to facilitate tracking and identification. 4. Admission office shall ensure student ID card meet required prescribed standards.
Identity Card Issuing Controls	1. Admission office shall verify printed ID cards before distribution. 2. Admission office shall issue ID cards to eligible students by using physical logbook or online logbook for record keeping. 3. Eligible students should sign upon receiving the ID card to acknowledge receipt.
Identity Card Storage Controls	• Printed student ID cards should be stored in a secure and access-controlled area to prevent unauthorized access or theft.

	• Admission office should checks regular inventory to track the quantity of blank ID cards and ensure proper stock management. Student ID information should be properly safeguarded and stored to maintain confidentiality and protect sensitive data from breaches.
Reporting Lost or Damaged IDs Controls.	1. Students should report a lost or damaged ID card immediately to admission office for collecting form 2. Admission office should collect details of any relevant information about the circumstances of the loss or damage. 3. Student should report a lost or damaged ID card immediately to the accounts accompanied with application form, and damaged ID or a police loss report. 4. Student should submit filled form to admission office accompanied with receipt, and damaged ID or a police loss report for replacement of lost or damaged ID. 5. Admission office shall verify damage ID card and submit to DASS/CD for approval. 6. After approval from DASS/CD, admission office should print and issue another ID card.

16.0   STORAGE OF STUDENT'S ADMISSION RECORDS

(i)   Admission office shall coordinate opening of files for each registered student.

(ii)   The file will contain all students' admission documents such as academic certificates, birth certificate, medical examination form and other correspondences.

(iii)   Registry office shall provide proper storage of students' admission documents

(iv)   Student's files shall not be disposed under any circumstance.

(v)   Application and transfer forms shall be disposed after one year and disposal shall be conducted as per relevant government disposal procedures.

(vi)   Admission office shall have a representative member in the disposal team that is given the task to dispose admission documents.

(vii)   Students' admission documents shall be in a physical or digital format.

APPENDICES

Appendix I: Students Registration Form

"Education for Efficiency"

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

STUDENTS REGISTRATION FORM

PART 1: (TO BE COMPLETED BY STUDENT IN OWN HANDWRITING)

1.   FULL NAME OF STUDENT: (I) FIRST NAME: …………………………………………………….

        (ii)   MIDDLE NAMES: …………………… (iii) SURNAME: …………………………….………

2.   SEX: …………… 3. DATE OF BIRTH: ……………………………TEL…………………………………

3.   NATIONALITY: …………………… 5. MARITAL STATUS……………………………………………

4.   COURSE TO WHICH ADMITTED: …………………………………………………………………………

5.   ACADEMIC QUALIFICATION: ……………………..8. DATE ACQUIRED: …………………………

6   NEXT OF KIN (PARENT**/GUARDIAN/P/SPONSOR**): …………………………………………………...

        ADDRESS: ………………………………………………………………………………………………

        RELATIONSHIP: ………………………………………………………………………………………..

        ……..

7   IN SERVICE STUDENT (**EMPLOYEES ONLY**)

        (i) NAME AND ADRESS OF EMPLOYER …………………………………………………………..

            ………………………………………………………………………………………………………

        (ii)   SINCE (Year) ………………………………………………………………………………….

        (iii)   NAME AND ADRESS OF PRESENT STATION OF WORK: …………………………………

        (iv)   POSITION/TITTLE: ………………………………………………………………………..

         VI.   ADDRESS……………………………………………

PART II: DECLARATION BY STUDENT:

I CERTIFY THAT THE INFORMATION GIVEN IN PART I OF THIS FORM IS TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.   I THEREFORE UNDERTAKE TO:

(A)   CARRY OUT SUCH INSTRUCTION AND ABIDE BY SUCH RULES AND CONDITIONS AS AND

MAY BE STIPULATED BY THE INSTITUTION IN RESPECT OF TRAINING.

(B)   FOLLOW THE COURSE OF STUDY OR TRAINING AND ABIDE BY RULES AND CONDITIONS LAID DOWN BY THE INSTITUTION

(C)   SUBMIT ANY PROGRESS REPORT WHICH MAY BE PRESCRIBED

(D)   VACATE SCHOOL PREMISES AT THE END OF MY COURSE OF STUDY, OR WHEN REQUIRED TO DO SO BY INSTITUTE'S AUTHORITY.

I ALSO FULLY UNDERSTAND AND AGREE THAT IF I FAIL TO ABIDE BY THE ABOVE CONDITIONS I WILL BE SUBSEQUENTLY DISCONTINUED FROM STUDIES.

DATE: SIGNATURE OF STUDENT……………………………………………

PART III
HOW DID YOU GET INFORMATION ABOUT TIA FOR THE FIRST TIME? TICK THE RELEVANT OPTION

i.   Television   (   )

ii.   Radio   (   )

iii.   Newspapers   (   )

iv.   Message/phone call   (   )

v.   Joining letter from your secondary school   (   )

vi.   Friends, relatives or neighbors   (   )

vii.   TIA website   (   )

viii.   Social media (**Instagram, Facebook, twitter**)   (   )

ix.   Exhibitions (Saba saba, TCU exhibitions, Nanenane)   (   )

PART IV: ATTACHMENTS

Attach copies of

i.   Academic certificates

ii.   Birth certificate/ affidavit

iii.   Medical examination form

PART V: FOR OFFICIAL USE ONLY

1. COURSE: ....

2. GIVEN REGISTRATION NO.: ………………………………… **DATE**…………………………………...…..

SIGNATURE OF ADMISSION OFFICER………………………………. **DATE:** ………………..…………..

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

BACHELOR DEGREE TRANSFER REQUEST FORM (Internal or external transfer)
SECTION ONE- TO BE FILLED BY THE APPLICANT

Applicants are advised to read and understand the programme minimum entry requirements as provided in TCU applicant's guidebook before applying for transfer.

First name…………………………………Middle name………………………Sir name………………………………….

1. Form Four Index Number……………………………… (**E.g. S0994/0056)** year completed………………………
2. Form Six Index Number……………………………………. Year………………………………………………………………..
3. Diploma Registration Number……………………………………. **AVN no**………………………………………. Year completed…………………………………OUT foundation no …………………………… (If attended foundation course)
5. Date of Birth……………………………………… 6. Sex…………………………………..
7. Nationality…………………………………8.Region……………………………… (E.g. Mbeya) 9. District………………………..
10. Phone Number…………………………………………………11. Email…………………………………………………………………
12. Institution selected before transfer request (**e.g. TIA Mbeya, CBE, IFM etc.**)
………
Institution code………………………… (**As seen in TCU guidebook e.g. for TIA DSM is TA**)
13. Name of Programme selected before requesting for transfer
……
Programme code…………………………… (As seen in TCU guidebook e.g. TA 001, TAS001 etc.)
    1. Programme requesting to be transferred to at TIA ………………………………………………………………………………… Campus…………………………

 DATE: ………………………………………. **SIGNATURE OF STUDENT**……………………………………

Attach your academic certificates/transcripts to support your eligibility for the programme
    i.   **Form Four Certificate**
    ii.   **Form Six Certificate**
    iii.   **Diploma Transcript or Statement of result**
    iv.   **Foundation certificate(If any)**
    v.   **Evidence of Selection by a University or College**

PART III: FOR OFFICIAL USE ONLY
  A. TRANSFER APPROVED (   )   TRANSFER NOT APPROVED (   )
  IF NOT APPROVED (REASON)…………………………………………………………………………………………………
  NAME OF PROGRAMME APPROVED…………………………………………………………………………………………………
  NAME …………………………………………………………SIGNATURE ……………………….……….DATE……………………..

TITLE OF APPROVING OFFICER……

B. CHECKED AND VERIFIED BY

NAME………………………………………………………………..SIGNATURE…………………………….DATE……………….

TITLE OF VERIFYING OFFICER……………………………………………………………….

Appendix III: Students Postponement/Freezing Form

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

STUDENTS POSTPONEMENT/FREEZING FORM

PART 1: (TO BE COMPLETED BY STUDENT IN OWN HANDWRITING)
1.   FULL NAME: …………………………………………………………………………………………….
REGISTRATION NUMBER: …………………………………………………………………………………

2.   POSTPONEMENT/FREEZING PERIOD (Not more than 4 semesters)
        FROM SEMESTER: ……………………………….   ACADEMIC YEAR: …………………………………….
TO   SEMESTER: ………………………………….   ACADEMIC YEAR: …………………………………….

3.   POSTPONEMENT/FREEZING REASON (Attach evidence to support or justify your request)
……
…….
SIGNATURE……………………………………………………………… DATE……………………………………………………

PART 2: FOR OFFICIAL USE ONLY (DSS or Warden)
Comment:**………
……………………………………………………………………………………….**
SIGNATURE OF DSS or Warden: ………………………………………… DATE: ………………………………………..

PART 3: FOR OFFICIAL USE ONLY (Admission Officer)
Comment:**………
……………………………………………………………………………………….**
SIGNATURE OF ADMISSION OFFICER: ………………………………………… DATE: ………………………………………..

PART 4: FOR OFFICIAL USE ONLY (DR-ARC APPROVAL)
The request for postponement has been **approved ( ) not approved (   ) – (Tick the relevant option)**
Reason for the decision……
………
SIGNATURE …………………………………………………………DATE…………………………………………..

TIA STAMP

29

Appendix IV: Students Resumption Form

"Education for Efficiency"

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

STUDENTS RESUMPTION FORM

PART 1: (TO BE COMPLETED BY STUDENT IN OWN HANDWRITING)

1.   FULL NAME: ……………………………………………………………………………………………………….

REGISTRATION NUMBER: …………………………………………………………………………………………

2.   RESUMPTION PERIOD

        SEMESTER: ……………………………….   ACADEMIC YEAR: ……………………………………………….

3. REASON FOR RESUMPTION (Attach evidence to support or justify your request)

………

……..

SIGNATURE……………………………………………………… DATE………………………………………………

PART 2: FOR OFFICIAL USE ONLY (Admission officer)

Comment:………

……………………………………………………………………………

SIGNATURE OF ADMISSION OFFICER: ……………………………………… DATE: …………………………..

PART 3: FOR OFFICIAL USE ONLY (Accounts office)

Comment:………

……………………………………………………………………………

SIGNATURE OF ACCOUNTS OFFICE: …………………………………… DATE: ……………………………..

PART 4: FOR OFFICIAL USE ONLY (DR-ARC APPROVAL)

The request for resumption has been **approved ( ) not approved ( ) – (Tick the correct option)**

Reason for the decision……

………

SIGNATURE …………………………………………………Date…………………………………….

TIA STAMP

Appendix V: ID card Issuance Logbook

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

STUDENTS ID CARD ISSUANCE LOGBOOK

S/No.	Registration number	Students name	Date taken ID	Signature

ISSUER FULL NAME: ……………………………………………………………………………………………………

ISSUER SIGNATURE: ……………………………………..……….. **DATE:** …………………………………….

Appendix VI: Lost ID card Reporting Form

"Education for Efficiency"

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

STUDENTS LOST/DAMAGE ID CARD REPORTING FORM

PART 1: (TO BE COMPLETED BY STUDENT IN OWN HANDWRITING)
1.   FULL NAME: …….
         REGISTRATION NUMBER: …………………………………………………………………………………………

3.   REASON FOR REQUESTION ID CARD.
         ……
         ……
         SIGNATURE………………………………………………………….DATE……………………………….

PART 2: FOR OFFICIAL USE ONLY (Admission officer)
         Comment:**……**
         ……
         SIGNATURE OF ADMISSION OFFICER: ……………………………………… DATE: …………..…………..

PART 2: FOR OFFICIAL USE ONLY (DASS APPROVAL)

The request for new identity card has been **approved ( ) not approved ( ) – (Tick the correct option)**
Reason for the decision…………………………………………………………………………………………………
……
SIGNATURE ………………………………………………………Date……………………………………..

OFFICIAL STAMP

NB:

Attach lost report for lost ID card

ID card Payment receipt from accounts office.