

ST. AUGUSTINE UNIVERSITY OF TANZANIA



ADMISSION POLICY

SEPTEMBER 2022

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ABBREVIATIONS AND ACRONYMS

| | |
|---------|---|
| IUCEA | International University Council of East Africa |
| NACTVET | The Council for Technical and Vocational Education Training |
| NECTA | National Examination Council Tanzania |
| SAUT | St. Augustine University of Tanzania |
| TCU | Tanzania Commission for Universities |
| UQF | University Qualification Framework |

DEFINITION OF TERMS

Admission requirements: The minimum qualifications required for entrance to a programme.

Credit Transfer: The process by which learners may transfer credit value(s) from one programme to another, both programmes belonging to the same university or from one learning environment to another, i.e. involving programmes of two different universities having received recognition of knowledge, skill or competence acquired, which may occur within a programme of study, across a university, between universities within a single country or on international basis.

External Quality Assurance:

This refers to the actions of an external body, which maybe quality assurance agency or another body different from the institution, which assesses its operation or that of its programme in order to determine whether it is meeting the standard that have been agreed upon.

Graduate level: Post-secondary education beyond the bachelor degree level.

Internal Admission Quality Assurance:

This refers to the processes and procedures within institutions to review, evaluate, assess or otherwise check, examine or ensure the quality of the education provided and/or research undertaken.

Orientation Process: This is the process prior to the start of the academic year at a college or university where a variety of events are held to welcome and acclimatize new students. Different faculties/schools; departments, and units of the university are largely involved in making new students understand their new learning environment and the kind of support services provided to new students.

Postponement: This refers to temporarily stopping studies for a given period of time (e.g. a semester or a full academic year) where the period will count into the student's registration period.

Resumption: This refers to a situation where a student who postponed their studies reports back to the university to continue with studies.

Students Information Management System:

This is a tool to manage the student data throughout the entire student's life cycle, from the admission right to the alumni information. It works by creating a digital database of every student at the university. Such information can be accessed by teachers, parents, students and other stakeholders.

Undergraduate level: Refers to the level where students pursue a degree at the first level of higher education (meaning the level after high school) at a university college or university.

University Admission: The process through which students enter university education.

University Qualification Framework:

This is the structure into which accredited Qualifications are placed.

Qualified applicant: An applicant who has provided evidence that he or she has met the Entrance requirements for a programme as stated in the UQF

CHAPTER ONE

INTRODUCTION

1.1 Background

University or college admission is the process through which students enter tertiary education at universities and colleges. Systems vary widely from country to another, and sometimes from institution to institution. The education sector in Tanzania is undergoing a huge transformation due to student enrolment expansion. This has been triggered by the growing number of candidates from secondary schools as a result of the on-going government reforms in basic education. As a result, the rapid increase in the number of school graduates need to access university education. As university education in Tanzania continues to expand to catch up with national aspirations on transit to the knowledge economy and middle income status, there is a need for SAUT to come up with elaborate and appropriate structure that address the students admission issues which contain processes for admissions, progression duration of stay at the university, until they finish their studies from the university. The admission is therefore a quality assurance issue which calls for establishing internal mechanism and standards to guide the university in terms of students' admission, registration, postponement and resumptions, overstaying at the university and transfers.

The admission process is one of the main activities at the university. It involves advertising and marketing the university products with a view of soliciting capable students to enrol in a university, admitting and registering students, keeping the records of the registered students including students who postpone and resume their studies, and students who wish to transfer from one programme or from one university to another. In this process various actors are responsible. These include admission officers, Information Technology personnel, marketing officers, academic staff, and administrators at different levels. The admission department has to report to internal organs as well as the external organs such the parents, the ministry, NECTA, TCU, NACTVET and other government offices. In undertaking all these processes, SAUT has been encountering some of the challenges some of which this policy attempts to address.

The main aim of the university is have a process which clearly attempts to build a student body that matches what their programmes have to offer. They want individual students who are likely to be academically successful and become future alumni who will contribute to the university community.

1.2 The Rationale

The rationale of formulating this policy emanates from following reasons:

- a) The university lacks a vibrant internal admission quality assurance mechanism aimed at constantly improving and sustaining the quality of students' admission from the time students are admitted until their graduation.
- b) The university has been enrolling students at different levels but it has no clearly defined policy framework to guide different key players at various levels and the coordination role in the admission business chain.

In view of the above, the university intends to make every actor responsible in the admission process by playing their role with view of enhancing the quality assurance process in the admission.

1.3 Relevant Government Guideline on Admission Issues

The policy and its support procedures have been developed in line with the following national policy frameworks. The admission policy complies with relevant policies and governments regulations which deal with the students' admission in one way or another. These include:

- a) Handbook for Standards and Guidelines for University Education in Tanzania (TCU, 2019).
- b) The University Charter (SAUT, 2010),
- c) The University Qualification Framework (UQF),
- d) IUCEA Hand Book on Quality Assurance,
- e) National Examination Council of Tanzania Act 2019 (NECTA),

1.4 The Objectives

The main objectives of this policy document are to:

- a) Establish elaborate guidelines and regulations for students' admission to the university
- b) Ensure that the university admits qualified students by assessing their ability for the programme for which they have applied irrespective of the social, religious, ethnic, nationality, gender, and disability status.
- c) Establish an effective mechanism that will ensure quality students' admission process.

- d) Ensure different actors within the university are fully involved in admission issues from the admission process till the students graduate from the university.
- e) Strengthen the quality assurance committees at departmental level in authenticating applicants' qualification.
- f) Sensitize prospective applicants on the requirement of different programmes before they seek the admission to the university.

1.5 The Scope of the Policy

The policy will cover the following areas:

- a) Marketing strategies
- b) Admission process
- c) Selection
- d) Orientation
- e) Student Information Management System (SIMS)
- f) Postponement and resumption
- g) University compliance
- h) Students exceeding study duration

CHAPTER TWO

POLICY STATEMENTS AND STRATEGIES

2.1 Admission Requirements

Universities have the responsibility of processing students' applications by abiding to the admission regulations and guidelines and standards as provided by the Tanzania Commission for Universities and NACTVET. The university has a duty to develop and maintain a clear, efficient and transparent mechanism for students' admission into different programmes. Whereas different departments and faculties/schools have different admission requirements in their programmes, the quality assurance committees from the departmental level upwards have not been looking at the admission process seriously. As a result, there are cases where the regulatory body or the university itself realises the discrepancies when it is already too late that some of the admitted students lack requisite qualifications.

2.2 Policy Statements

2.2.1 Marketing University Academic Programmes

Situation Analysis

Like any other learning institutions, universities need to carry out marketing activities of their programmes. This is because marketing helps the potential students from all over the world know the existence of the university. The most vibrant learning institutions invest a lot in strategic marketing. The importance of marketing for your business is that it makes the customers aware of your products or services, engages them, and helps them make the right decision. Higher education marketing involves communicating. It also involves delivering the intended message about the university to target students. Marketing SAUT programmes has not been consistent because of lack of marketing strategies. In additions, most of the programmes offered at SAUT are also offered by other public and private universities. Because of that, there is a need to re-examine SAUT marketing strategies among the main campus and constituency colleges by being more scientific in addressing the existing challenges. This will help to brand SAUT programmes image perception, attract and engage prospective students, and build loyalty amongst their students, parents, staff, faculty, alumni, and donors.

2.3. 1. Policy Objectives

- a) To invest heavily in the social media advertisement because this is a very smart and affordable method for marketing higher education activities.

- b) To ensure the social media content posted on social media platforms provide unique information by showing case to all the achievements made by the university in terms of research, innovations and outreach services.
- c) To facilitate the admission matters to have adequate funds for marketing process.
- d) To improve the university product in different academic programmes
- e) To invest in the improvement of university infrastructure in attempt to attract not only local but also foreign students and.
- f) To put in place mechanism that will brand and design new programmes

2.3.2. Policy Statement

- a) The university shall ensure that, information communication technology (social media, and use of the university website etc.) is used to market the university programmes.
- b) The university shall ensure that there are enough funds for marketing the university programmes.
- c) The university shall put in place the mechanism for constructing and renovating the existing buildings.
- d) The university shall brand and design new programmes.

2.3.3 Policy Strategies

The university shall use the following to market its programmes:

- a) University website
- b) Social media
- c) Allocation of resources for admission activities
- d) Enhance the teaching and learning to get good products
- e) Design programmes that meet the labour market requirements

2.4. Student Selection

Situational Analysis

Selecting a student to join universities and other higher learning institutions is the process guided by the TCU and NACTVET. These regulatory bodies set the minimum standards for students to qualify for non-degree, undergraduate and post graduate programmes. It is therefore a process of selecting students with required/necessary qualifications and skills in

different academic programmes at a university. Different actors are involved in the selection process, including the departments where the student will be taking the programme, the faculty, the Directorate of postgraduate studies (for post graduate students), the admission office, admission committees, the University Senate and eventually TCU and NACTVET. This is a collaborative effort where university administrative organs need to pay justice to the entire process.

The existing experience of selecting students at SAUT is compounded by various challenges. Some of these challenges include lack of commitment among different actors at departmental and at higher levels. The existing laxity gives room for some of unqualified students to be admitted in the programmes. Because of that, lack of a serious scrutiny ends up getting some of the students to be admitted without required qualifications.

2.4.1. Policy Objectives

- a) To instil the sense of responsibility among different actors at different levels when securitizing the candidate with the right qualifications;
- b) To sensitize different actors at different levels at the university level to participate fully in the admission process;
- c) To ensure programme capacities are adhered to when admitting students as per TCU and NACTVET standards and guidelines.

2.4.2. Policy Statements

- a) The university shall ensure that all actors along the admission chain process play their part diligently
- b) The university shall ensure that there is regular training and capacity building programmes to new heads of departments, deans and directors on the relevance of coordination and the need of efficient systems to support the entire admission process.
- c) The university shall ensure that the guideline is observed in the selection and admission process.
- d) The university shall ensure that there is elaborate mechanism to keep the records of selected students from the admission process till they graduate.

2.4.2 Policy Strategies

- a) Put in place a quality assurance system which will ensure each actor plays his or her part at different levels.
- b) Design sensitization and capacity building strategies to ensure different actors understand their roles in selection and admission process.
- c) Prepare a manual to guide the selection and admission process by defining the roles of different actors at different levels

2.5. Orientation Programmes to New students

Situational analysis

A good orientation is an on-going programme particularly with new students who enter into a new learning environment. There is a lot of excitement and freedom which many students experience. Because of that, orientation programme aims at helping students to get ready to begin new life at the university. Orientation is a chance for students to learn how things work at the university and meet other students as well as faculty and staff members. Orientation is also a chance for the university to get to know the students admitted. A good orientation programme helps students feel excited about starting university education and facilitates the transition to campus life and the independence that comes with it. Whereas orientation may take one day, or a week or two, experience shows that orientation at SAUT has not been done in a highly structured and informative manner. Important information including the need to attend classes, the maximum period of their study, postponement and resumption of studies, change of programmes, and examination regulations are not well articulated. The role of different Directorates, faculties/schools and departments in the whole process of orientating students in the academic life has always been taken for granted. As a result, most of the challenges students face emanate from lack of relevant information.

2.5.1. Policy Objectives

- a) To ensure there is a well-structured and informative orientation programme from different departments, faculties/schools, directorates and the university at large
- b) To impart the knowledge that, orientation is not only a one-man affair but each member of the university is concerned in one way or another to ensure students get to understand the university learning environments.

- c) To ensure the office of the Dean of Students in collaboration with the chaplaincy office regularly provide necessary social support to students who experience frustration and stress at the university.
- d) To ensure there is orientation handbook to guide new students in various areas like the library, what is expected of students, the lecturers and the like.

2.5.2. Policy Statements

- a) The university shall ensure that there is well-guided, structured and informative orientation programme for new students.
- b) The university shall ensure that there a handbook for orientation to guide the students in the course of undertaking their studies.
- c) The university shall ensure that the role of orientation is not only for the office of admission but all SAUT community members are involved in ensuring that they assist students whenever they encounter challenges.
- d) The university shall ensure that the Dean of Students' office and the chaplain regularly provide social support services to students.
- e) SAUT shall ensure that Directors, Deans, and heads of the departments have a role of giving information to students to help them perform better in their academic work

2.5.3 Policy Strategy

- a) Put in place mechanism to ensure orientation programme to new students is well planned every year
- b) Introduce handbooks orienting new students on how to undertake their studies in various activities.
- c) Sensitize the university community on their role to ensure each person assists students when they encounter any challenges.
- d) Document the roles of Dean of Students, and Chaplain in assisting the new and continuing students.
- e) Put in place a mechanism requiring the Directors, Deans, and heads of departments to produce booklets in their respective areas to guide the new students and continuing students.

2.7. Student Information Management System

Situation Analysis

Every higher education institute deals with a significant population of students with varying needs. This compounds with the needs of staff and administrators. For this reason, the use of Student Information Management System (SIMS) becomes extremely important. SIMS is a major software solution for students' admissions and their success. It facilitates and manages key administrative processes, maintains order and organization for students' records, and can make universities and colleges more efficient. This kind of system is important because it provides the necessary information to make decisions with the effectiveness, efficiency, accuracy, comprehensiveness and timeliness in providing information and increase the efficiency of such decisions, which lead to improved performance. Furthermore, it helps a university to manage all the student-related data in a well-organized manner. SIMS gives a unique ID for every student. Using that ID, one can easily track the fee status, assignments, examination results, grades, parent information within seconds. Such system further provides administrators and academic staff with the information required for informed planning, policy-making, and evaluation. SIMS has changed school management in the areas of leadership, decision making, workload, human resource management, communication, responsibility, and planning.

It is interesting to note that the status of SIMS at SAUT is not encouraging because, the present software does not provide the required help to the students, academicians and administrators. This is partly because the ICT unit is understaffed and it is a small unit which is not recognized in the organizational framework and diminishing the role of ICT in assisting academic and administrative matters. As a result, issues related to getting the right and accurate statistics at departmental, faculty/school level regarding issues of students' postponement, resumption, drop outs, and carryovers can hardly be traced.

2.7.1. Policy Objectives

- a) To develop or acquire a software which facilitates and manages key administrative processes, maintains order and organization for students' records and can make universities and colleges more efficient.

- a) To elevate the status of Information Communication Technology from what it is now (a small unit) into a fully-fledged department to deal with academic and management issues including issues related to admission of students
- b) To build the capacity of existing staff in the ICT Unit to be able to design and develop software which provides administrators and academic staff with the information required for informed planning, policy-making, and evaluation.

2.7.2. Policy Statement

- a) The university shall ensure that it acquires up-to-date software which will facilitate and manage key administrative processes, maintain order and organization for students' records and can make SAUT, its constituent colleges and centres more efficient.
- b) The university shall revisit its position to uplift the status of ICT by making it a fully-fledged department under the office of DVCAA for the purposes of managing key administrative processes, maintaining order and organization for students' records to make the university work more efficiently.
- c) The university shall provide funds for capacity building of ICT personnel and acquire the relevant software to make the administration of academic and administrative issues more efficient.

2.7.3 Policy Strategies

- a) Revisit the organization structure by elevating the unit of Information Communication Technology into a fully-fledged department
- b) Capacity Building for ICT personnel to be able to design different programmes which will help to simplify the academic and administrative issues
- c) Put in place a mechanism of getting relevant data related to students enrolment, drop out, postponement, resumption and the like.

2.8. Student Statistics

2.8.1 Situational Analysis

The students' enrolment in universities in every academic year to pursue various programmes of their choice for the purposes of getting required knowledge and skills helpful in their lives is important. Because of that, having accurate statistics helps the university to plan for future administrative and academic decisions. Broadly speaking, knowledge of statistics helps

universities to describe the challenges, identify and evaluate alternative courses of action, estimate errors, monitor processes and take appropriate corrective actions to achieve optimum results. Some of the components of students' statistics include registered students, gender, age, drop outs, examination results, postponement, resumptions, and graduation in different academic years at different levels.

As for SAUT, students' statistics are required by different stakeholders. The external stakeholders who require the students' statistics include the Ministry of Education, Science and Technology, the Tanzania Commission for Universities, The National Council for Technical Education and Vocational Training, President's Office, Regional Administration and Local Government (PO-RALG) and other government organs. Internally, the statistics is required by faculties/schools, directorates, decision making organs such as the University Senate and the Council. The source of such information is from the admission office which receive and register students every semester. The present experience reveals that, the university has been unable to get the right students statistics when required by different stakeholders. Because of such discrepancy in the existing data, there a need to have an intervention strategy which will help the university to produce reliable and accurate data of students' statistics.

2.8.2 Policy Objectives

- a) To sensitize the university community about the importance of generating accurate data for academic and administrative purposes.
- b) To establish a unit in the directorate of quality assurance to deal with facts and figures of university student statistics on regular basis.
- c) To improve the data collection, preservation and dissemination of the information when required.
- d) To establish a system (using ICT programmes) to regularly update the existing data every semester and harmonize the existing data in different academic units for the consumption of university decision making organs.
- e) To ensure there is only one reliable source of providing data to internal and external stakeholders.

2.8.3 Policy Statement

- a) SAUT shall sensitize the community members on the importance of data and generation of accurate data from their units.

- b) SAUT shall establish a unit within the directorate of quality assurance to deal with facts and figure of university statistics.
- c) SAUT shall use ICT to regularly update the existing data in each semester.
- d) SAUT shall ensure there is only one reliable source of revealing the data from the office to the stakeholders.
- e) SAUT shall ensure that academic departments keep and regularly inform the directorates, faculties and higher organs on the state of the students' data in each semester.

2.8.4 Policy Strategy

- a) Put in place a mechanism to generate and produce reliable data from different departments, faculties/schools and directorates for policy planning and decision making
- b) Establish a unit with the directorate of quality assurance and control which deals with facts and figures of the university on annual basis.
- c) Put in place a mechanism of ensuring that registration of students is done in every semester and for each academic year.
- d) Use ICT knowledge and expertise to facilitate the generation of data, preservations and regularly updated in ever department.

2.9 Protection of students' information

2.9.1 Situational analysis

Students information means information (whether obtained under this section or otherwise) relating to an individual who is seeking the admission or has obtained, a regulated qualification or a relevant qualification in a higher learning institution. Higher education institutions collect and use significant amounts of students' data in order to improve teaching, learning, advising, and other services that benefit students. Yet, research shows that college students often do not know how their institutions use their data, and students are wary of privacy violations resulting from institutions' use of facial recognition, networking monitoring, online learning, and predictive analytics systems.

Today many university students care deeply about data privacy, and their concern appears to be increasing. These students prioritize protecting information related to their academic and professional prospects but also care about safeguarding their personal information. They want universities to use their personal information predominantly for educational purposes. They

want protection for immutable identifiers, such as biometric information, in higher education contexts. The privacy and security of student personal data is critical to creating a protected learning environment for students. For that reason, colleges and universities need to take proactive steps to address privacy gaps

2.9.2. Policy Objectives

To put in place a mechanism of protecting students information.

2.9.3. Policy Statement

The university shall recognize the need of data privacy among students enrolled.

The university shall continue to teach social ethics and literacy courses to encourage the students to understand the role of the university on the need to maintain privacy to student's information.

The university shall continue to foster trust and cooperation, at the university in collaboration with other higher education institutions and technology companies to communicate on how and why they collect, use, and share students' personal information.

The university shall conduct research to find out the attitudes, expectations, and behaviours regarding data privacy with a view of coming with a more realistic intervention

2.9.4. Policy strategies

Conduct research on the attitude, expectations and behaviour regarding data private use

Cooperate with other universities and technological companies on why they universities collect data from students, their usage and sharing their information

Build capacity on the employees and students on the need for privacy and how privacy should be maintained

Put in place mechanism on how protect the students information in various areas at the university and outside the university

2.10. Postponement and Resumption of Studies

Situational Analysis

Postponement of studies entails suspending the studies for a certain period of time. This may be one or two semesters as the case may be. The permission to postpone studies is granted by the University Senate. Similarly, the request of resumption of studies is also granted by the

same organ. Under normal circumstances, the postponement and resumptions is normally done by following guidelines stipulated in the university regulations. Normally the guidelines stipulate the conditions which are acceptable by the university. Failure to abide to the regulations may lead to denial of postponement. The postponement and resumption guidelines are largely implemented by the department and such information is shared with the admission office.

SAUT has no such guidelines. In absence of such guidelines, it makes it difficult for a student not to know what to do when confronted with social or financial problems. As a result, SAUT has been experiencing serious concerns of some students just making their own decision of postponing their studies without permission from the heads of departments, Dean of Faculty/School, directorates, admission office or DVCAA. This makes it difficult for the university to establish how many students have postponed studies in one academic year and for what reasons. In some circumstances, the postponement period goes beyond the time limit a student is supposed to stay at the university. It is therefore very important to address this situation.

2.10.1. Policy Objectives

- a) To ensure that the procedures of postponing and resumption of studies are well stipulated to students, heads of departments and Deans of faculties/schools and Directors.
- b) To ensure that postponement and resumption guidelines and procedures to govern the process are well documented and disseminated to different departments, faculties/schools, and directorates and students.
- c) To ensure that there is sharing of information among students, departments, faculties/schools, directorates, admission office and the directorate of quality assurance and control on the postponement and resumptions of studies.

2.10.2. Policy Statements

- a) The university shall ensure that procedures for postponement and resumption of studies are well stipulated to students, departments and faculties/schools, directorates and as the office of the Deans of Students and Chaplain.
- b) The university shall ensure that rules and regulations governing postponement and resumptions are well documented and disseminated to all stakeholders.

- c) The university shall ensure that there is sharing of information among the students, departments, faculties/schools, directorates, the admission office and the directorate of quality assurance and control on the postponement and resumptions.

2.10.3 Policy Strategy

- a) Put in place procedures to ensure the procedures for postponing and resuming studies are clearly understood to students and other stakeholders.
- b) Facilitate the documentation of the postponement and resumption of studies.
- c) Involve the directorate of quality assurance and control to monitor and evaluate if the guidelines are well implemented.

2.11. Increasing the enrolment rate

2.11.1 Situational Analysis

Student enrolment rate at the university depends on the capacity of the university (in terms of infrastructure and lecturer-student ratio) to accommodate the required number of applicants. Enrolment rate at SAUT depends so much on the physical infrastructure and the number of required students. However, the physical infrastructure used at the moment need to be refurbished and more modern infrastructure need to be built to attract more students. This also includes improving the landscape. Apart from infrastructural development, the university should also to invest in ICT by acquiring hard and software infrastructure, review the existing curricula to make them more competence based and designing new programmes which are responsive to the needs of the labour market.

2.11.2 Policy objective

- a) To ensure the university revisits its strategic plan to refurbish the existing physical infrastructure and building new ones.
- b) To invest more in hard and software infrastructure to support teaching and learning.
- c) To ensure the existing curricula are reviewed by making them competence based.
- d) To ensure there is increased visibility of the university in research, innovations and outreach services.

2.11.3. Policy Statements

- a) The university shall revisit its plan to renovate and put up modern infrastructure which is user friendly.

- b) The university shall invest in ICT to support teaching and learning activities.
- c) The university shall review its curricula to make them competence based by providing employable skills
- d) The university shall increase its visibility through research, innovations and outreach services.
- e) The university shall ensure its website is more vibrant and regularly updated to attract more local and international students.

2.11.4 Policy Strategies

- a) Revisit the existing strategic plan to include renovations of old infrastructure and construct modern ones.
- b) Invest in ICT to support teaching and learning at the university.
- c) Review the existing curricula to make them competence based and provide skills for employability of our students.
- d) Put in place mechanism to promote research, innovations and outreach services.

2.12. Completion of Studies

2.12.1 Situational analysis

According to the existing regulations by the Tanzania Commission for Universities, students have the maximum period within which they can stay at the university. For example, for the three-year undergraduate programme has a maximum period of five years. Within this period, a student can postpone his or her studies and he can also repeat a year provided all these extensions are within the maximum provided in the TCU regulations. The postponement and resumptions are all required to be endorsed by the University Senate. The experience at SAUT reveals that there quite a number of cases where students overstay at the university unknowingly and this affects students who end up not graduating. This problem is partly due to the university examination practices which require a candidate failing to appear in the first examination to reappear in the following academic year to sit for the missed examination. This situation needs to be addressed.

2.12.2 Policy Objectives

- (a) To ensure TCU guidelines on the students' maximum period at the university are adhered to.

- (b) To ensure that students are well informed about their period of stay at the university through various channels such as the orientation programmes.
- (c) To ensure that academic administrators have the proper understanding of the regulations to advise the students accordingly.

2.12.3 Policy Statement

- a) The university shall ensure that all the regulations concerning student's maximum period of stay at the university are adhered to.
- b) The university shall ensure that academic administrators at departmental level know the impact of students overstay at the university.
- c) The university shall ensure that all regulations concerning the students are well document in the form of a handbook which will also be accessed in the university website.

2.12.4 Policy Strategy

- a) Use the student government forums and Dean of Students to regularly remind the students on the university student regulations including the component of students overstaying at the university.
- b) Print all the regulations governing the students' behaviour at the university and make them available to students and put the same documents to the university website and library.
- c) Giving all the documents related to students' matters to all heads of departments, Deans and Directors when appointed.

2.13. Competition for students' admission among SAUT constituent colleges

2.13.1 Situational analysis

SAUT as a university has several colleges in various parts of Tanzania. Some of these colleges offer similar programmes as offered at the SAUT. Because of that, there has been competition among sister colleges looking for students in their programmes. This shows that there is no harmonized strategy to market university programmes to our stakeholders. Competition among SAUT constituent colleges does not indicate a good picture to the university. Such situation should be addressed by formulating a common strategy which will maintain SAUT reputation.

2.13.1. Policy Objectives

- (a) To ensure that there is harmonised strategy to market programmes offered at SAUT main campus and its constituent colleges.
- (b) To encourage SAUT main campus and its constituent colleges to consider developing different programmes at each university college and hence minimize the existing competition.

2.13.2. Policy Statement

- (a) The university shall ensure that SAUT main campus and constituent colleges develop a harmonised strategy in the admission process.
- (b) The university shall ensure that there are unique programmes for the university and its constituent colleges to lessen unnecessary competition.
- (c) SAUT shall ensure that constituent colleges and the main campus continue to increase their visibility through research, innovations and outreach services, a factor which will attract students to our university.

2.13.3 Policy Strategy

- a) Formulate a harmonized marketing strategy between SAUT Main campus and its constituent colleges on admission matters.
- b) Design programmes which are unique and attractive to the labour market requirements
- c) Use websites more effectively to make the university more visible in matters of research, innovations and outreach services.
- d) Promote customer care services to our clients particularly the parents on their students' progress reports through online feedback.

CHAPTER THREE

IMPLEMENTATION, MONITORING AND EVALUATION

3.1 Introduction

Monitoring and Evaluation is a continuous management function to assess if progress is made in achieving expected results, to spot bottlenecks in implementation and to highlight whether there are any unintended effects (positive or negative) from an investment plan, programme or project. Admission process is an activity which cut across various faculties/schools, directorates, departments and units within the university. The department, for example, is the one which enables students after being registered by the admission department, the faculty and directorates of undergraduate and postgraduate maintain the records of students and monitors the students postponement, resumption, and dropout. At another level the records of the new enrolled students are kept by the admission department and the information need to be regularly updated. Internally, the admission data is required to make decision by the management but also the data is required by the University Senate and Council. External stakeholders require each data at different point in time and the need to have comprehensive information on the facts and figures of the university at large.

3.2 Implementation

3.3 Monitoring and evaluation

3.2 Role of different units

3.2.1 Academic Departments

- i. Every department has the role of ensuring present and new programmes, after the approval, are submitted to the admission department.
- ii. To ensure students status is clearly stipulated to the admission office.
- iii. The department shall receive a list of applicants to verify their qualification as per the university guidelines.
- iv. The department shall recommend to the faculty/school, directorates, the students who qualify to the programmes under the department.
- v. The department shall, in collaboration with other university units, organise orientation for all students registered in the department.
- vi. Each department shall prepare a leaflet that will have all the information needed by students and distribute the same to all students in the department.

- vii. The department shall keep records of all the students registered for the programmes in the department.
- viii. The department shall update the admission department on the postponement, resumption and drop out of students in the department.

3.2.2 Faculty/ School

- i. The faculty/school shall receive recommendations from its departments regarding the applicants in the faculty/school.
- ii. The faculty/school shall scrutinise the recommendations and submit the same to the admission department for further processing.
- iii. The faculty/school shall ensure that all programmes in the departments are periodically reviewed as per the university guidelines.
- iv. The faculty/school shall ensure that all departments maintain and update students' records appropriately.
- v. To monitor that, all orientation programmes are conducted by the respective department
- vi. To make sure all necessary information about students are recorded and forwarded to the University Senate when required through the admission department.

3.2.3 Directorates

- i. To ensure smooth and coordination of admission activities from all levels (non-degree programmes, undergraduate programmes and postgraduate programmes)

3.2.4 Directorate of postgraduate studies

- i. The faculty shall receive a list of applicants to verify their qualification as per the university guidelines.
- ii. The faculty shall recommend to the directorate of postgraduate studies, the students who qualify to the programmes under the faculty.
- iii. The directorate of postgraduate studies shall, in collaboration with other university units, organise orientation for all students registered for postgraduate studies.

- iv. Each directorate of postgraduate studies shall prepare a leaflet that will have all the information needed by students and distribute the same to all postgraduate students.
- v. The directorate shall keep records of all the students registered for postgraduate programmes.
- vi. The directorate, in consultation of the departments shall update the admission office on the postponement, resumption and drop out of postgraduate students in the university.

3.3 Roles of different quality assurance levels

3.3.1 Departmental meetings

- i. To verify the list of selected applicants received from the admission office.

3.3.2 School and Faculty Boards

- ii. To ensure that the process of verifying selected students by the department is done according to the admission procedures.

3.3.3 Admission Committee

- iii. To ensure that the reports represented by the faculties follow the general admission regulations and guidelines.

3.3.4 The University Senate

- i. To ensure different organs of the university have done their part in as far as admission is concerned.
- ii. To approve the applicants in different programmes as per the recommendations from departments, faculties/schools and directorates.

3.2. Implementation

The implementation of this policy depends on the effectiveness of monitoring and evaluation mechanism in place. The process entails decisions, implementation of the decisions and monitoring of performance and progress through the department of information, communication and technology as well as university statutory. Relevant performance indicators shall be developed and made available to stakeholders to enable them assess the implementation of the policy on a regular basis. Most of the university decisions are made

after thorough deliberations by members of the concerned committees. More often decisions shall be reached through consensus. The head of admission office shall report to office of DVCAA all admission process and they shall discuss and provide recommendations to the management or Senate as the case shall be.

3.3. Enforcement

- a) The directorate of quality assurance and control of the university shall audit compliance with this policy from time to time. The outcome of the audit shall be a rating of the admission unity compliance which will be published.
- b) The compliance of the policy shall be audited annually.
- c) The institution's governing bodies shall monitor the implementation of the policy on regular basis and provide quarterly reports.
- d) The admission policy shall be implemented using the implementation plan and shall be reviewed once every after five years.

Approved by the SAUT Council in its 71st Meeting held on 29th September 2022



Rt. Rev. Flavian Kassala

Chairman of the SAUT Council

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