

# **MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



## **GUIDELINES FOR STUDENTS' INTERNAL TRANSFER OF ACADEMIC PROGRAMMES**

**Prepared by Office of the Deputy Vice Chancellor  
(Academic, Research and Consultancy)**

**February 2023**

## **Foreword**

Mbeya University of Science and Technology (MUST) is a full-fledged government institution determined to offer professional skills to our esteemed students in diverse fields of engineering, science and business studies for their career development. Our University is committed to ensure that teaching and learning environment is conducive enough for students relative to their fields of study to enable them attain the best of in terms of knowledge and skills.

Mbeya University of Science and Technology (MUST) honours students' freedom to join programmes of study of their choice and offers opportunities for change of programmes from previously admitted one subject to availability of vacancies to sought programmes.

Therefore, the University has developed Guidelines to manage internal transfers for aspirants and University organs responsible for processing internal transfer requests. The Guidelines are important tools to ease the change of programme applications and process submitted applications for final decisions.

It is my hope that the Guidelines will be adhered to by responsible parties for effective undertaking of the entire process related to internal transfers at MUST.

I wish you all the best in implementing the Guidelines.

Prof. Aloys N. Mvuma

**Vice Chancellor**

**February 2023**

## **Abbreviations**

DUS	Director of Undergraduate Studies
DVC ARC	Deputy Vice Chancellor Academic, Research and Consultancy
HOD	Head of Department
MUST	Mbeya University of Science and Technology
PC	Programme change
TCU	Tanzania Commission for Universities
UDOM	University of Dodoma
UDSM	University of Dar es Salaam
VC	Vice Chancellor

# Table of Contents

<b>Foreword</b> .....	<b>i</b>
<b>1.0 Introduction</b> .....	<b>1</b>
1.1 Background .....	1
1.2 Rationale and Justification .....	1
1.3 Previous/Current Practice.....	2
1.4 Benchmarking .....	3
<b>2.0 Guidelines for Internal Transfers at MUST</b> .....	<b>4</b>
2.1 Preliminary arrangements .....	4
2.2 Eligibility.....	4
2.3 Transfer application fees .....	4
<b>3.0 Timeframe</b> .....	<b>5</b>
3.1 Applications .....	5
3.2 Processing.....	5
3.3 Approval.....	5
3.4 Announcement of transfers .....	5
<b>4.0 Management of Internal Transfers</b> .....	<b>5</b>
4.1 Role of Admissions Department.....	5
4.2 Roles of Heads of Academic Departments.....	5
4.3 Roles of College Principals.....	6
4.4 Role of Director/Undergraduate Studies Committee.....	6
4.5 Role of Deputy Chancellor Academic, Research and Consultancy (DVC ARC)..	6
4.6 Role of Vice Chancellor/Senate .....	6
<b>5.0 Important Matters to Note Regarding Internal Transfers</b> .....	<b>6</b>
<b>6.0 Review of Internal Transfer Guidelines</b> .....	<b>7</b>
<b>7.0 References</b> .....	<b>8</b>
<b>8.0 Appendices</b> .....	<b>9</b>
8.1 Appendix 1: Application Form for Students' Internal Transfers of Academic Programmes	9
8.2 Appendix 2: Consent Form for the Principal of College/Head of Academic Department	11
MUST/PC. F3 .....	14
8.3 Appendix 3: A Sample Letter for Request of Approval of Internal Transfers.....	14
8.4 Appendix 4: A Sample Letter of Approval to Change Academic Programme.....	15

## **1.0 Introduction**

### **1.1 Background**

Mbeya University of Science and Technology (MUST) came into being on 29<sup>th</sup> March 2012 after being granted a Provisional License by Tanzania Commission for Universities (TCU). On 20<sup>th</sup> August 2013, the University was granted Mbeya University of Science and Technology Charter, 2013 which officially established this Institution as a full-fledged University after His Excellence Dr. Jakaya Mrisho Kikwete, the President of United Republic of Tanzania signed the Charter.

In higher learning institutions, students enroll into the programme of study for which they have accepted an offer of a place. Admission to the programme of choice is a pre-requisite for a student to qualify for registration as a University student as per University's Admission Requirements. However, students may apply to change their former programmes through which they were admitted and get registered to new programmes through internal transfer procedures.

### **1.2 Rationale and Justification**

The Tanzania Commission for Universities (TCU) provides guidelines for the management, assurance and maintenance of the quality of Tanzania's university education system taking into consideration national developmental aspirations, governance and management systems of universities as articulated in the Universities Act, Cap. 346 of the Laws of Tanzania, together with the Universities (General) Regulations of 2013. TCU's Guidelines (2019) stipulates that in order to ensure existence of sound ethical governance systems and rational institutional decision-making mechanisms that support the achievement of the institution's mission and legal mandate, every university shall institute clearly articulated governance structures that enable it to function properly (Presented in Part 1 of TCU's Handbook). Therefore, developed guidelines at university level should be augmented with harmonized

and appropriately structured standards and guidelines in order to guide the regulatory function of university education.

At MUST, students are at liberty of changing programmes of study to meet their future career expectations. An offer of opportunities for students' wish to transfer from their former programmes of study to new programmes is an important one so as to give a chance in studying programmes of their second thought.

Giving an opportunity for students' transfer of programmes is considered due to the fact that most of them lack information on the programme contents and their future careers. Also, application for admission for some students is done by parents/family members/friends who are likely to be less informed of the programmes or interest of the student.

### **1.3 Previous/Current Practice**

Traditionally, students were allowed to apply for transfer of programmes after being registered as University students two weeks after registration. Decision on the selection of applicants was initially at the Admissions Department level guided by the University's programme entry requirements and available slots as per registered students in respective programmes.

Currently, the selection of successful applicants for internal transfers is still guided by the University's programme entry requirements and available slots based on admitted students per programme, but the decisions and recommendations at the Admissions Department are subjected to scrutiny at the office of the Deputy Vice Chancellor responsible for Academic, Research and Consultancy (DVC ARC) before the final decision is made by Senate.

The lack of a clear guideline on how to handle internal transfers at MUST has led to subjectivity on the part of Admissions Department. On the other hand, there has been some complaints by students who fail to fulfill their transfer ambitions. Therefore, these Guidelines aim at filling the above-stated gaps.

## **1.4 Benchmarking**

In the development of the Guidelines, references were made to Goldsmiths University of London, University of Dodoma, University of Leeds, University of Dar es Salaam and Queen Mary University of London where students wishing to change programme are not advised to withdraw from their original programme or re-apply for a new programme. The application for change is processed via Internal Change of Programme Form whereby the home department assesses programme capacity and suitability of the applicant to a new programme. All changes of programme are authorized by the Head of Department responsible for both previous and current programmes of study. However, students do not have an automatic entitlement to change of programme, but if places are available and the student meets entry criteria they may be permitted to transfer to a new programme.

At the University of Dodoma (UDOM), Intra-university transfer mean transfer from one programme to another within UDOM provided the applicant meets minimum entry criteria of such programmes. However, a student is not allowed to transfer from a programme he/she is admitted to another unless (i) He/she is registered at UDOM; (ii) Availability of a vacancy in the preferred programme is confirmed (iii) Meet the minimum admission requirements for the sought programme; and (iv) Payment of a non- refundable fee of TZS. 50,000.

Nevertheless, the transfer becomes effective after the approval of the Senate and no candidate is allowed to start a transferred degree programme before approval of the Senate. Students admitted with equivalent qualifications are not allowed to change degree programmes, because they have been admitted under strict conditions.

At the University of Dar es Salaam, all first-year students are required to register in the academic programmes they have been admitted to before they apply for change of programme. Those wishing to transfer from one academic programme to another are allowed only where the student has higher points

than the cut off point for the academic programme for which transfer is being sought, and a vacancy exists in that programme.

## **2.0 Guidelines for Internal Transfers at MUST**

The Guidelines outline a procedure to be followed to facilitate internal transfers at MUST.

### **2.1 Preliminary arrangements**

#### **2.1.1 Announcement of Available Slots**

The Admissions office shall prepare the list of all available programme slots and pin the announcement on public notice boards at MUST Campuses.

#### **2.1.2 Application for Internal Transfers**

Eligible students may apply for internal transfers for programmes of choice with vacancies by filling **Form No. MUST/PGC F1** (Appendix 1) and submit it to the Admissions Office. No student will be allowed to apply for a programme that is already full based on Senate approved initial admissions.

### **2.2 Eligibility**

Student transfer of programmes of study will be determined by the following criteria:

- (i) Student's proof of registration to the admitted programme;
- (ii) Availability of slots in the new programme; and
- (iii) Student's proof of qualifications relevant to the new programme.

### **2.3 Transfer application fees**

An application fees of TZS. 10,000.00 (Ten thousand shillings only) will be charged to applicants seeking for the change of programmes as non-refundable transfer processing fees.



### **3.0 Timeframe**

#### **3.1 Applications**

Applications for change of programme will be allowed within two (2) weeks of studies. No application will be considered after the deadline.

#### **3.2 Processing**

The processing of application will be limited to one (1) week after the deadline for application of change of programme.

#### **3.3 Approval**

Approval of the processed internal transfers will be done by Senate within three (3) weeks of studies.

#### **3.4 Announcement of transfers**

Announcement of transfers will be done one (1) day after approval. Prior to announcement of successful transfers, students shall be obliged to enroll and study at the initially approved programmes.

### **4.0 Management of Internal Transfers**

#### **4.1 Role of Admissions Department**

The Admissions Department will be responsible to:

- (i) Analyze available slots per programme;
- (ii) Assess entry requirements per programme;
- (iii) Analyze selection cutoff points in the respective academic year; and
- (iv) Process selection of applicants as per 4.2.

#### **4.2 Roles of Heads of Academic Departments**

The Head of academic Department shall receive from the Admissions/DUS office the list of prospective transfers into and out of his/her Department for scrutiny and consent. He/she will then fill the **Consent Form No. MUST / PGC. F2** (Appendix 2) and submit it to the College Principal for further scrutiny and endorsement.

### **4.3 Roles of College Principals**

The College Principal shall receive from the Head of Department recommendations on internal transfers in and out of the concerned Department for scrutiny. He/she should also sign in the appropriate section of Consent Form (Appendix 2) and submit to the DUS office.

### **4.4 Role of Director/Undergraduate Studies Committee**

The Director of Undergraduate Studies on behalf of the Undergraduate Studies Committee will be responsible to assess the processed internal transfers as per available eligibility criteria and recommend them to the Deputy Vice Chancellor responsible for Academic, Research and Consultancy (DVC ARC) for further scrutiny via a template letter as shown in Appendix 3.

### **4.5 Role of Deputy Chancellor Academic, Research and Consultancy (DVC ARC)**

The DVCARC will be responsible to assess the processed internal transfers and recommend them to the Vice Chancellor/Senate on behalf of the Undergraduate Studies Committee for approval.

### **4.6 Role of Vice Chancellor/Senate**

The Vice Chancellor/Senate will be responsible to assess the processed internal transfers and approve them on behalf of Senate.

### **5.0 Important Matters to Note Regarding Internal Transfers**

- (a) Students to register and attend classes in their designated programmes before transfer decision is made:
  - (i) Students should not fill Internal Transfer Application Forms before vacant slots are announced;
  - (ii) No student will be allowed to apply for change of programme of study before being registered;
  - (iii) No student shall apply for more than one programme;

- (iv) Applicants must meet the cutoff point criteria for the programme he/she wishes to transfer to in that particular academic year;
  - (v) Applicants shall pay the prescribed transfer fees through a Control Number issued by MUST Revenue office; and
  - (vi) Every student wishing to apply for change of programme must ensure that he/she attends classes in the former registered programme and not to new programme being applied until the transfer decision is made by Senate/Chairperson of Senate;
  - (vii) A student shall not be allowed to apply to transfer into a programme that he/she did not choose during admission application stage.
- (b) Decisions made by the Senate for the processed internal transfers shall be final.

## **6.0 Review of Internal Transfer Guidelines**

The Guidelines will be reviewed after three (3) years. Prior to that, they may also be reviewed from time to time as deemed necessary.

## 7.0 References

1. Changing Programme or Mode of Study Procedures: *http://: www.gold.ac.uk/media/docs/gam*'.
2. Handbook for Standards and Guidelines for University Education in Tanzania. TCU, 2019.
3. Goldsmiths University of London: Change of programme;*http://: www.ses/eds.ac.uk/info/22150/form*. Retrieved on 20/12/2022 at 11.41 AM.
4. Queen Mary University of London: Change of programme of study; *http://: [www.welfare.qmul.ac.uk/student-life-study/your-studies/thinking-leaving](http://www.welfare.qmul.ac.uk/student-life-study/your-studies/thinking-leaving)*. Retrieved on 20/12/2022 at 11.43AM.
5. University of Dodoma: Admission guidebook for 2021/2023.
6. University of Dar es Salaam: Procedure for change of degree programme: *http://: www.udsm.ac.tz*. Retrieved on 4/1/2023 at 12.32PM.

**8.0 Appendices**

**8.1 Appendix 1: Application Form for Students' Internal Transfers of Academic Programmes**

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
*Directorate of Undergraduate Studies*



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**1. Personal Profile**

Surname: ..... First Name: .....  
Middle Names: .....  
Sex ..... Nationality: .....  
Registration Number: ..... Date and Year of Entry: .....  
Expected Completion Date: .....  
Year of Study: ..... Semester: ..... Academic Year: .....  
Programme: .....  
Department: ..... College: .....

**2. Personal Contacts**

Postal Address: .....  
Mobile Number: ..... Other Telephone Numbers: .....  
Email: .....

**3. Change of Programme<sup>1</sup>**

**a) Current Programme:** .....

Department: .....

College: .....

**b) New Programme:** .....

Department: .....

College: .....

**4. Candidate's Academic Profile in the Current Programme**

a) Actual Date of Commencement of Studies: .....

b) Number of weeks attended classes in the Current Programme:

.....

**5. Purpose for Changing the Programme:**

.....

.....

.....

.....

**Signature:** ..... **Date:** .....

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<sup>1</sup>Transferring from one academic programme to another will be allowed only if the candidate possesses the required cut-off point criteria for the programme for which transfer is being sought and if a vacancy exists in that programme. A copy of admission letter, academic certificates and receipts for proof of payment shall be attached to the form for the request to be considered.

**8.2 Appendix 2: Consent Form for the Principal of College/Head of Academic Department**

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
*Directorate of Undergraduate Studies*



**RECOMMENDATIONS FROM THE CURRENT PROGRAMME (Available slots: .....)**

**1. Comments by the Head of Department:**

a) Recommended                       b) Not Recommended

Remarks (if any):

.....  
.....  
.....  
.....  
.....

Name: ..... Signature: .....Date: .....

**2. Comments by the Principal of the College:**

a) Recommended                       b) Not Recommended

Remarks (if any):

.....  
.....  
.....  
.....  
.....

Name: ..... Signature: .....Date: .....

**RECOMMENDATIONS FOR THE NEW PROGRAMME**

**1. Comments by the Head of Department:**

**a) Recommended**       **b) Not Recommended**

Remarks (if any):

.....  
.....  
.....  
.....  
.....

Name: ..... Signature: ..... Date: .....

**2. Comments by the Principal of the College:**

**a) Recommended**       **b) Not Recommended**

Remarks (if any):

.....  
.....  
.....  
.....  
.....

Name: ..... Signature: ..... Date: .....

**3. Recommendation by the Director of Undergraduate Studies:**

**a) Recommended**       **b) Not Recommended**

Remarks (if any):

.....  
.....  
.....  
.....  
.....

Name: ..... Signature: ..... Date: .....



**4. Recommendation by the DVC ARC:**

a) Recommended       b) Not Recommended

Remarks (if any):

.....  
.....  
.....  
.....  
.....

Name: ..... Signature: .....Date: .....

**5. Recommendation by the Vice Chancellor on behalf of the Senate:**

a) Recommended       b) Not Recommended

Remarks (if any):

.....  
.....  
.....  
.....  
.....

Name: ..... Signature: .....Date: .....

**8.3 Appendix 3: A Sample Letter for Request of Approval of Internal Transfers**

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC, RESEARCH AND CONSULTANCY  
DIRECTORATE OF UNDERGRADUATE STUDIES

**Telephone:** +255 (0)25 29575  
**E-mail:** dvarc@must.ac.tz  
**Web:** www.must.ac.tz



P.O. Box 131,  
Mbeya,  
Tanzania.

**In reply please quote:  
Ref. No.**

**Date:**

.....  
\_\_\_\_\_

Vice Chancellor

**u.f.s** Deputy Vice Chancellor-Academic, Research and Consultancy

**RE: REQUEST FOR APPROVAL OF RECOMMENDED/NOT RECOMMENDED INTERNAL TRANSFERS**

2. I hereby submit to your office a list of Recommended/Not recommended undergraduate students for Internal Transfers for the Academic Year ..... Note that the processing of applications for Internal Transfers request was guided by the Guidelines for Internal Transfers (2023).

3. Thank you for your consideration

Regards,

..... (Signature)

..... (Name)

**Director of Undergraduate Studies**

MUST/PC. F4

**8.4 Appendix 4: A Sample Letter of Approval to Change Academic Programme**

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC, RESEARCH AND CONSULTANCY  
DIRECTORATE OF UNDERGRADUATE STUDIES

**Telephone:** +255 (0)25 29575  
**E-mail:** dvarc@must.ac.tz  
**Web:** www.must.ac.tz



P.O. Box 131,  
Mbeya,  
Tanzania.

**In reply please quote:  
Ref. No.**

**Date:**

.....

**Name of Student** .....

**Reg. No.** .....

**RE: APPROVAL TO CHANGE ACADEMIC PROGRAMME**

With reference to Form No. MUST/PC. F3, I am glad to inform you that the Senate/Chairperson of Senate has on ..... (date) approved your application to change your academic programme from ..... (previously registered programme) to ..... (current requested programme).

You are now directed to start attending classes for the current programme and follow procedures of changing your student's Identity card to that effect.

Regards,

..... (Signature)

..... (Name)

**Director of Undergraduate Studies**