

**COLLEGE OF BUSINESS EDUCATION
DAR ES SALAAM/ DODOMA/MWANZA/MBEYA**



ADMISSION AND REGISTRATION RULES

**AUGUST, 2016
AS AMENDED JULY, 2018**

Table of Contents

PART I: INTRODUCTION	3
1.Preamble	3
2. Definition of Terms	4
PART II: PROGRAMMES OFFERED AND ENTRY QUALIFICATIONS	5
3.Doctoral Programmes (PhD)	5
1) Entry Requirements	5
2) Procedure for Joining the Programme	5
4. Masters Programmes	6
1) Master in Information and Communication Technology for Development (ICT4D)	6
2) Master in Information Technology Project Management.....	6
5. Postgraduate Diploma Programmes	7
1) Postgraduate Diploma in Marketing Management (PGDMM)	7
2) Postgraduate Diploma in Business Administration (PGDBA)	7
3) Postgraduate Diploma in Human Resources Management (PGDHRM)	7
4) Postgraduate Diploma in International Business Management (PGDIBM)	7
5) Postgraduate Diploma in Investment Management (PGDIM);.....	7
6) Postgraduate Diploma in Accountancy (PGDA);.....	7
7) Postgraduate Diploma in Financial Management (PGDFM);.....	7
8) Postgraduate Diploma in Industrial and Legal Metrology (PGDMET);	7
9) Postgraduate Diploma in Procurement and Supplies (PGDPS).....	7
10) Entry Requirements.....	7
6. Bachelor Degree Programmes	8
1) Bachelor Degree in Business Administration (BBA).....	8
2) Bachelor Degree in Accountancy (BACC).....	8
3) Bachelor Degree in Marketing (BMK)	8
4) Bachelor Degree in Procurement and Supplies Management (BPS).....	8
5) Bachelor Degree in Legal and Industrial Metrology (BMET)	8
6) Bachelor Degree in Information and Communication Technology (BICT)	9
7) Bachelor Degree in Business Studies with Education (BBSE)	9
7. Diploma programmes	10
1) Diploma in Business Administration (DBA)	10
2) Diploma in Accountancy (DA).....	10
3) Diploma in Marketing (DM)	11
4)Diploma in Procurement and Supplies Management (DPS)	11
5) Diploma in Legal and Industrial Metrology (DMET).....	11
6) Diploma in Information and Communication Technology (DICT).....	11
8. Basic Technician Certificate programmes	12
1) Basic Technician Certificate in Business Administration (BCBA)	12
2) Basic Technician Certificate in Accountancy (BCA).....	12
3) Basic Technician Certificate in Marketing (BCMK).....	12
4) Basic Technician Certificate in Procurement and Supplies Management (BCPS).....	12
5) Basic Technician Certificate in Legal and Industrial Metrology (BCMET).....	12
6) Basic Certificate in Information and Communication Technology (BCICT)	12
PART III: APPLICATION FOR ADMISSION	13

9. How to apply	13
10. Application fee.....	13
PART IV: REGISTRATION PROCESS	14
11. Registration Process for new students.....	14
1) Eligibility for Registration.....	14
2) Tuition fees and mode of payment.....	14
3) Deadlines for Registration.....	15
4) Registration form.....	15
5) Module Registration.....	15
12. Module Registration for Continuing Students	16
PART V: TRANSFERS	16
1) Transfer within the college.....	16
2) Transfer from/to other Institutions.....	17

PART I: INTRODUCTION

1. Preamble

The College of Business Education was established by an Act of Parliament No. 31 of 1965. The said Act gave the College its legal status as an autonomous institution with its Governing Body. The duties of the Governing Body are to govern and administer the College activities under the Ministry responsible for Industry and Trade.

The College of Business Education is a higher learning institution that provides training, conducts research and provides advisory services in business and other related disciplines. The College offers PhDs, Masters degrees, Postgraduate diplomas, Bachelor degrees, Ordinary diplomas, and Basic certificates in various business disciplines. As part of its awareness creation campaign and ensuring good service delivery, the College has prepared a guideline on admission and registration. This guideline is issued to inform and guide students and other stakeholders on all matters relating to admission and registration at the College. The guide defines terms frequently used and provides necessary information required by applicants of various courses and students during their stay at the College. It also provides information about courses offered by the College and entry qualifications.

The College of Business Education has prepared this admission and registration guideline document as a tool to simplify the admission process in its campuses. The admissions into the College campuses are processed through NACTE and TCU Central Admission Systems (See Part III - Application for admission), and directly at the College for those with less qualifications. Therefore, applicants are strongly advised to read carefully this admission and registration guideline before they start lodging their application.

2. Definition of Terms

Admission – means approval to report for registration as a student of the College

Registration - means A process through which a student agrees to be a student member of the College, abide by the College's regulations and to become liable for fee payments

Academic Programme - means a programme of studies, which leads to the National Technical Award; any prescribed postgraduate award or any other programme of studies established by the College Academic Board, after successful completion of all its requirements.

Semester- means an academic period in which one set of course modules in each discipline is offered and examined.

Module - means an independent package of learning related to an academic programme studied by a student for fixed number of hours during a semester that can be credited towards the final award at any given level.

PART II: Programmes Offered and Entry Qualifications

3. Doctoral Programmes (PhD)

This programme runs for four (4) years.

1) Entry Requirements

Being multidisciplinary, the programme shall admit individuals with good Masters Degrees in various specializations. More information about this programme can be obtained from <http://www.impdet.org/cbe>

2) Procedure for Joining the Programme

The procedures for joining the Doctoral programme run by the IMPDET-LE Hub is as stipulated hereunder:

Applications shall be received at the IMPDET-LE Doctoral Hub through cbephd-cord@cbe.ac.tzor:

PhD Coordinator,
IMPDET - LE Doctoral Hub,
P.O Box 1968,
Dar es Salaam, Tanzania

The applicant shall submit an application letter alongside with copies of certificates and the requisite academic transcripts. Other requirements include a sound Concept Note (Maximum of 2000 words), detailed Curriculum Vitae and three reference letters of which one is from the employer.

4. Masters Programmes

1) Master in Information and Communication Technology for Development (ICT4D)

Admission is open to all candidates who have successfully completed one of the following:

- (i) Bachelor Degree in ICT and related disciplines
- (ii) Any Bachelor Degree with at least 30% ICT related courses
- (iii) Bachelor Degree in Engineering
- (iv) Bachelor Degree in Project Management
- (v) Postgraduate Diploma in ICT and related courses
- (vi) Any Master Degree with ICT courses

2) Master in Information Technology Project Management

Admission is open to all candidates who have successfully completed one of the following:

- (i) Bachelor Degree in ICT and related disciplines.
- (ii) Any Bachelor Degree with at least 30% ICT related courses
- (iii) Bachelor Degree in Engineering
- (iv) Bachelor Degree in Project Management
- (v) Postgraduate Diploma in ICT and related courses
- (vi) Any Master's Degree with ICT courses

3) Masters of Supply Chain Management (Mscm) and

4) Masters of International Business Management (IBM)

Admission is open to all candidates who have successfully completed one of the following: --

At least a second class Bachelor Degree from a recognized Institution of higher learning.

Applicants with Pass Grade at Bachelor level shall be considered for admission if they possess one of the following: -

Postgraduate Diploma from a recognized institution of Higher Learning or Professional qualifications from recognized professional Board such as CPA,ACCA,CIA or CSP

5. Postgraduate Diploma Programmes

The College offers the following Postgraduate Diploma Courses:

- 1) Postgraduate Diploma in Marketing Management (PGDMM)
- 2) Postgraduate Diploma in Business Administration (PGDBA)
- 3) Postgraduate Diploma in Human Resources Management (PGDHRM)
- 4) Postgraduate Diploma in International Business Management (PGDIBM)
- 5) Postgraduate Diploma in Investment Management (PGDIM);
- 6) Postgraduate Diploma in Accountancy (PGDA);
- 7) Postgraduate Diploma in Financial Management (PGDFM);
- 8) Postgraduate Diploma in Industrial and Legal Metrology (PGDMET);
- 9) Postgraduate Diploma in Procurement and Supplies (PGDPS)
- 10) Entry Requirements

Admission is open to all candidates who have successfully completed one of the following:

- (i) Bachelor Degree
- (ii) Advanced Diploma from recognized Institution
- (iii) Professional qualifications, e.g CPA, CSP, etc.

6. Bachelor Degree Programmes

More clarifications on entry qualifications for all bachelor degrees see table 1

1) Bachelor Degree in Business Administration (BBA)

- (i) Advanced Certificate of Secondary Education Examinations (i.e. Form VI) with at least two Principal passes which add up to 4 points or
- (ii) Two years Diploma with GPA of 3.0 and above from a reputable institution relevant to the degree course

2) Bachelor Degree in Accountancy (BACC)

- (i) Advanced Certificate of Secondary Education Examinations (i.e. Form VI) with at least two Principal passes; which add up to 4 points or higher
- (ii) Two years Diploma with GPA of 3.0 and above from a reputable institution relevant to the degree course

3) Bachelor Degree in Marketing (BMK)

- (i) Advanced Certificate of Secondary Education Examinations (i.e. Form VI) with at least two Principal passes; which add up to 4 points or higher or
- (ii) Two years Diploma with GPA of 3.0 and above from a reputable institution relevant to the degree course

4) Bachelor Degree in Procurement and Supplies Management (BPS)

- (i) Advanced Certificate of Secondary Education Examinations (i.e. Form VI) with at least two Principal passes; which add up to 4 points or higher or
- (ii) Two years Diploma with GPA of 3.0 and above from a reputable institution relevant to the degree course

5) Bachelor Degree in Legal and Industrial Metrology (BMET)

- (i) Advanced Certificate of Secondary Education Examinations (i.e. form VI) with at least two Principal Level passes which must be Mathematics or Physics which add up to at least 4 or higher;
- (ii) Two years Diploma with GPA of 3.0 and above in Legal and Industrial Metrology from a reputable institution.

(iii) Full Technician Certificate (FTC), in the relevant field, from a recognized Technical College or;

(iv) Any other equivalent qualification

6) Bachelor Degree in Information and Communication Technology (BICT)

- (i) Advanced Certificate of Secondary Education Examinations (i.e form VI) with at least two principal passes in Mathematics or Physics which adds up 4.0 points or higher or
- (ii) Two years Diploma in Information and Communication Technology (ICT), or Computer with GPA of 3.0 and above from a reputable institution,

7) Bachelor Degree in Business Studies with Education (BBSE)

- (i) Advanced Certificate of Secondary Education Examinations (i.e Form VI) with at least two principal passes which add up to 4 points or higher, or
- (ii) Two years Diploma in Business Studies with GPA of 3.0 and above from a reputable institution relevant to the degree course, or
- (iii) Diploma in Education with GPA of 3.0 and above majoring in Science/Business from a reputable institution

Table 1. General Minimum qualification for undergraduate programmes

NO.	CATEGORY OF APPLICANTS	MINIMUM ADMISSION ENTRY QUALIFICATIONS
1.	Completed A-Level studies before 2014	Two principal passes with a total of 4.0 points (where A = 5; B = 4; C = 3; D = 2; E = 1).
2.	Completed A-Level studies in 2014 and 2015	Two principal passes with a total of 4.0 points (where A = 5; B+ = 4; B = 3; C = 2; D = 1).
3.	Completed A –Level studies from 2016	Two principal passes with a total of 4.0 points (where A = 5; B = 4; C = 3; D = 2; E = 1).
4.	Recognition of Prior Learning qualification	B+ Grade: where A =75-100, B+ = 65-74, B=50-64, C =40-49, D = 35-39, F = 0-38.

5.	Equivalent applicants	At least four O'-Level passes (Ds and above) or NVA Level III with less than four O'-Level passes or equivalent foreign qualifications as established by either NECTA or VETA; AND
		i) At least a GPA of 3.5 for Ordinary Diploma (NTA Level 6); OR
		ii) Average of B for Full Technician Certificate (FTC) (where A=5, B=4, C=3, and D=2 points); OR
		iii) Average of 'B+' Grade for Diploma in Teacher Education; OR
		iv) Average of 'B+' Grade for Health related awards such as Clinical Medicine and others; OR
		v) A Distinction for unclassified diplomas and certificates.
		vi) Upper Second Class for classified non-NTA diplomas.

7. Diploma programmes

Applicant will be deemed eligible for consideration to join two-year diploma programme if she/he has at least 4 passes excluding religious subjects in Certificate of Secondary Education Examinations (CSEE) and possess the following:

1) Diploma in Business Administration (DBA)

- (i) Any NTA level 4 certificates from NACTE recognized institution or
- (ii) Advanced Certificate of Secondary Education with one principal pass and one subsidiary passes of the combination subjects

2) Diploma in Accountancy (DA)

- (i) Any NTA level 4 certificates in Accountancy or its equivalent from NACTE recognized institution or
- (ii) Advanced Certificate of Secondary Education Examination with one principal pass and one subsidiary passes of the combination subjects or
- (iii) ATEC I (NBAA)

3) Diploma in Marketing (DM)

- (i) Any NTA level 4 certificates from NACTE recognized institution or
- (ii) Advanced Certificate of Secondary Education Examination with one principal pass and one subsidiary passes of the combination subjects

4) Diploma in Procurement and Supplies Management (DPS)

- (i) Any NTA level 4 certificates from NACTE recognized institution or
- (ii) Advanced Certificate of Secondary Education Examination with one principal pass and one subsidiary passes of the combination subjects or
- (iii) Foundation Stage I (PSPTB/NBMM)

5) Diploma in Legal and Industrial Metrology (DMET)

- (i) Basic Technician certificate in Legal and Industrial Metrology, Physics, Mathematics, engineering or science courses and MUST possess a Certificate of Secondary Education with four passes including Physics or Mathematics, Or
- (ii) Advanced Certificate of Secondary Education Examination with at least one principal and one subsidiary passes one of which must be Physics or Mathematics

6) Diploma in Information and Communication Technology (DICT)

- (i) Any NTA level 4 in ICT related field from NACTE recognized institution and MUST possess at least 4 passes including Mathematics.
- (ii) Advanced Certificate of Secondary Education Examination with at least one principal and one subsidiary passes one of which must be Physics or Mathematics

8. Basic Technician Certificate programmes

1) Basic Technician Certificate in Business Administration (BCBA)

- (i) Certificate of Secondary Education with at least 4 passes excluding religious subjects, or
- (ii) NVA Level III

2) Basic Technician Certificate in Accountancy (BCA)

- (i) Certificate of Secondary Education Examination with a minimum of 4 passes including Mathematics, or
- (ii) NVA Level III

3) Basic Technician Certificate in Marketing (BCMKT)

- (i) Certificate of Secondary Education Examination with at least 4 passes excluding religious subjects or
- (ii) NVA Level III

4) Basic Technician Certificate in Procurement and Supplies Management (BCPS)

- (i) Certificate of Secondary Education Examination with at least 4 passes excluding religious subjects or
- (ii) NVA Level III

5) Basic Technician Certificate in Legal and Industrial Metrology (BCMEL)

- (i) Certificate of Secondary Education Examination with at least 4 passes including English, Mathematics or Physics, but excluding religious subjects
- (ii) NVA Level III

6) Basic Certificate in Information and Communication Technology (BCICT)

- (i) Certificate of Secondary Education Examination with at least 4 passes
- (ii) NVA Level III

PART III: APPLICATION FOR ADMISSION

9. How to apply

Applications for all programmes are made online through the following procedure:-

1. Visit the College website. www.cbe.ac.tz
2. Go to Student Resources and click/select “Online Application System”
3. Follow instructions given by the online Application system to apply for the course of your choice.

Applicants with foreign certificates will be required to submit their certificates to National Examination Council of Tanzania (NECTA) for equivalence. To download equivalence form visit: <http://www.necta.go.tz/fomu.html>

For those who will experience difficulties during application process or have no/limited access to internet may obtain assistance at the admission office of any campus of their choice.

10. Application fee

Applicants will be required to pay an application fee, which will be prescribed by relevant authorities.

PART IV: REGISTRATION PROCESS

11. Registration Process for new students

Applicant selected to join the college will be required to submit following documents/attachments during registration:

- (i) Sponsor's/Guardian commitment form
- (ii) A duly filled acceptance form to abide by the College Rules and Regulations
- (iii) A duly filled medical examination form
- (iv) Original receipts of tuition fee paid to the college through bank or any other confirmation of payment.
- (v) Original Secondary Education Examination (C.S.E.E.) certificates, academic transcripts
- (vi) Original Advanced Secondary Education Examination (A.C.S.E.E.) certificates, academic transcripts
- (vii) Birth Certificate.
- (viii) Two passport size photographs (coloured) recently taken
- (ix) Resident permit (foreigners only).

1) Eligibility for Registration

Selected students are required to ensure that they have paid tuition fee before they register online. Moreover, all new students will be required to have an admission number to qualify for registration. Admission number can be obtained from the advertised list of selected students. Together with his or her original certificates and testimonials, a student will also be required to show the admission number to admission officer for verification. Once verification is complete, the admission officer will give student a registration number for self-online registration.

2) Tuition fees and mode of payment

All students are required to ensure that they have paid tuition fee before registering. College tuition fee will be paid in two installments notably at the

beginning of each semester. Tuition fee must be completed within thirty (30) days from the date that College opens or students commence new semester. *Refer to fee structure in the College prospectus available in the College library or College website.*

3) Deadlines for Registration

All students are required to register online, students are advised to observe and adhere to the registration dates indicated in the college almanac. Failure to adhere to these dates may result into rejection of one's registration and in any case, no registration will be allowed beyond stated dates.

4) Registration form

Student will find an online registration form when registering to SARIS. This form is divided into five information sections namely: *Study Programme; Personal details; Sponsor; Next of Kin; and Entry Qualifications.* Students will be required to confirm correctness of details, and fill the gaps to complete the form, before saving the changes made. It should be noted that, only those whom original certificates and testimonials have been verified by admission officer will be able to access this form.

5) Module Registration

After completing the registration process, a student must also register modules he/she will study in the current semester.

6) Approval of selected applicants

There shall be the following organs that will be responsible for approving the names of all qualified selected applicants:

- (a) Departmental Admission and Examination Committee (DAEC)
- (b) Campus Admission and Examination Committee (CAEC)
- (c) Joint Admission and Examination Committee (JAEC)
- (d) College Academic Board (CAB)

12. Module Registration for Continuing Students

Continuing students are required to register online modules they will study in particular semester. Eligibility for module registration will base on payment of tuition fee. College tuition fee will be paid in two installments notably at the beginning of each semester.

1) Registration period

Registration and fee payment process must be completed within thirty (30) days from the date that College opens or students commence new semester. Failure to adhere to these dates may result into rejection of one's registration and in any case, no registration will be allowed beyond stated dates.

PART V: TRANSFERS

13. Transfers within and outside the College of Business Education

1) Transfer within the college

A student who wants to transfer from one campus to another within the college must fill student transfer form obtained from head of respective department. Student must ensure that the prescribed fee and other financial dues are duly paid to the college before processing transfer.

Student will be allowed to transfer after the form has been approved by the head of department upon being satisfied that the student has fulfilled the required transfer conditions.

Important: Application for transfer must be lodged at least two (2) weeks before beginning of the semester. There will be no transfers in the middle of semester.

2) Transfer from/toother Institutions

A student from any academic recognized institution may be transferred to the College of Business Education to study in one of its programmes of study provided that: -

- (i) He/she has fulfilled the transfer procedure provided by relevant authorities.
- (ii) The programme content of study between the two institutions are alike and compatible
- (iii) Grading and assessment criteria of the programmes are compatible and accepted by the College Academic Board
- (iv) Prescribed fee and other financial dues are duly paid to the College.
- (v) He/she has no any examination irregularity or disciplinary case.

Contact Address

Dar es Salaam Campus
Located along Bibi Titi Mohamed Road
Rector,
P.O. Box 1968, Dar es Salaam
Fax No. +255-22-22-2150122, Email: rector@cbe.ac.tz

Dodoma Campus
Located at Makole area along Dar es Salaam Road
Director-Dodoma Campus P.O. Box 2077 Dodoma
Fax: + 255-026-2322121,
Email: dir.dodoma@cbe.ac.tz.

Mwanza Campus
Located along Station Road
Director,
Mwanza Campus, P.O.Box 3168 Mwanza
Fax: 028-2541941, Email: dir.mwanza@cbe.ac.tz

Mbeya Campus
Located at Open University of Tanzania Buildings near BOT flats
Coordinator
Mbeya Campus, P.O. Box 3810, Cell: 255-655-080858
Email: dir.mbeya@cbe.ac.tz

Approved by the College of Business Governing Body at Dar es Salaam in its 114 meeting held on 27th day of July, 2018.

Dr. Esther K. Ishengoma
Chairperson – Governing Body

Prof. Emanuel A. Mjema
Secretary-Governing Body