



INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDPA)

ADMISSION REGULATIONS

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(IRDP)**

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1 INTRODUCTION

Institute of Rural Development Planning (IRDP) Dodoma was established in the year 1980 by Act of Parliament No. 8. It was legally established as an important National Center to provide training, research and consultancy services in the field of development planning.

In this regard the vision of the Institute is to be a centre of excellence for both academic and practical work in rural development planning for poverty reduction and sustainable development. Its mission is to facilitate the process of development planning and management with an emphasis on rural areas, by providing top quality training, research and consultancy services aimed at bridging the knowledge gap between the different practitioners of development planning levels, which include the central government sectors, local government authorities, community based organizations, non-governmental organizations and the private sector.

The Institute's functions have been defined in its Act of Establishment, in which the Government legally established IRDP as a body corporate and a national centre for rural development planning. The functions span as follows:

- (i) *Long courses*: to train professionals of various cadres to meet the planning

and implementation requirements at different spatial levels in the country.

- (ii) *Short courses*: to provide a forum for training of public leaders in various aspects of development planning, so that the decision making and public participation at all levels is more objective and purposeful.
- (iii) *Research*: to carry out research on various themes, such as social problems in the country, in a scientific and unbiased manner.
- (iv) *Rural Information Centre*: to accumulate, over the course of time, all basic and organized data necessary for preparing development plans.
- (v) *Consultancy*: to provide advice and guidance to district and regional level officers in formulating and/or implementing their plans.

The concern of this document is to provide guidelines for admission of long courses students at IRDP. It gives detailed information on the functions of the Institute, entry qualifications, application procedures, selection and registration processes.

2 OBJECTIVES OF THE IRDP ADMISSION REGULATIONS

The main objective of this regulation is to provide guidelines for admission of candidates for studying various programmes offered at the Institute.

Specifically this regulation intends to;

- a) Describe qualities of candidates eligible for programmes offered at IRDP;
- b) Save as a guideline for application and students selection to various programmes offered at the Institute;
- c) Provide guideline for registration process; and
- d) Understand actors and their roles in the admission and registration process.

3 ADMISSION REQUIREMENTS

3.1 Introduction

The selection of students into the Institute remains the responsibility of Admission Boards. In order for the applicant to be eligible for selection into one of the programmes offered by the institute, he/she must satisfy the course entrance requirements. Being eligible for a course, however, shall not guarantee selection and admission. Applicants for programmes offered at the Institute will normally compete for available places. The admission requirements for each programme and levels of study are stipulated in the following paragraphs.

3.2 Admission Requirements for Various Programmes Offered at IRDP

3.2.1 Admission requirements for Basic Technician Certificate (NTA level 4)

A candidate deemed eligible for consideration for admission to a course leading to the award of the Basic Technician Certificate should have:

- (i) Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in any subject (Excluding religious subjects)

Except

- (ii) Basic Technician Certificate in Geomatics, Basic Technician Certificate in Land Evaluation and Management must have a (CSEE) pass of Mathematics or Physics, Basic Technician Certificate in Statistics must include (CSEE) pass of Mathematics and Basic Technician Certificate of Law must have (CSEE) pass of English.
- (iii) National Vocational Award (NVA) Level III with at least two passes in

Certificate of Secondary Education Examination (CSEE).

3.2.2 Technician Certificate (NTA level 5)

A candidate shall be deemed eligible for consideration for admission to a course leading to the award of the Technician Certificate if he/she has obtained either:

- (i) At least one principal pass in the Advanced Certificate of Secondary Education Examination (ACSEE) in relevant subjects (Excluding religious subjects).

Or

- (ii) A relevant Basic Technician Certificate from any learning institution registered by the Government or other recognized accreditation bodies of the country of study with an average of B or Pass or GPA of 2.0

3.2.3 Admission Requirements for Ordinary Diploma (NTA level 6)

The candidate shall be deemed eligible for consideration for admission to a course leading to the award of Ordinary Diploma if he/she has obtained

- (i) Any Technician Certificate (NTA level 5) from any learning institution registered by the Government or other recognized accreditation bodies of the country of study with an average of B or Pass or GPA of 2.0

3.2.4 Admission Requirements for Bachelor Degree (NTA level 7-8)

The candidate shall be deemed eligible for consideration for admission to a course leading to the award of the Bachelor Degree if he/she has obtained either:

- i) At least two principal passes with a total of 4.0 points from two subjects defining the admission into the respective programme in the Advanced Certificate of Secondary Education Examination (ACSEE). The following are grades: A=5; B=4; C=3; D=2; E=1; S=0.5 for the old conversion scale and A=5; B+=4; B=3, C=2; D=1; E=0.5 for the new conversion scale.

Or

- ii) A relevant Ordinary Diploma (NTA Level 6) from any learning institution registered and recognized by the Government or other recognized accreditation bodies of the country of study with a minimum of GPA of 2.

Or

- iii) Foundation Programme of the OUT
with A Minimum of GPA of 3.0

3.2.5 Admission Requirements for Post-Graduate Diploma (PG)

The candidate shall be deemed eligible for consideration for admission to a course leading to the award of the Post-graduate diploma if he/she has obtained either

- i) Candidates should have acquired a first degree or its equivalent academic qualifications (Advanced Diploma) in any field of study from recognized institution with a pass class.

3.2.6 Admission Requirement for Master Degree (NTA level 9)

The candidates intending to apply for admission to the Master Degree programmes offered by the Institute of Rural Development Planning should have at least one of the following minimum qualifications:

- (i) At least NTA level -8: Bachelor Degree with Second Lower Class of relevant or related discipline as may be approved by relevant recognized department course committee;
or

- (ii) At least non-NTA Bachelor Degree of Second Lower Class for classified awards or average of B grade or credit for unclassified awards of relevant or related discipline as may be approved by relevant recognized department course committee; or
- (iii) Non-NTA Bachelor Degree of Pass grade for classified awards or average of C grade for unclassified awards of relevant or related discipline with Postgraduate Diploma of at least Second Lower Class for classified awards or average of B+ grade for unclassified awards, or
- (iv) NTA level -8: Bachelor Degree of Pass grade with postgraduate diploma relevant or related discipline as may be approved by relevant recognized department course committee

4 GUIDELINES FOR APPLICATION AND SELECTION

4.1 Introduction

Admission Board at the Institute appraises the intellectual capacity of applicants to undertake planning studies based on their academic

certificates. Successful applicants are selected to join the Institute, based on a holistic evaluation of a candidate's academic record.

The Institute seeks to achieve a socially and professional culturally diverse learning community drawn from across Tanzania and beyond, in which there is a balance of female and male and of students with direct entry qualifications and those with equivalent qualifications.

In this regard, in every selection, female candidates in what so ever competition should not go below 25% of all selected candidates; provided that they meet the minimum entry qualifications. Also in-service candidates shall be given first priority in the selection process. The minimum entry requirements (see sections 3.2.1 – 3.2.25) for the programs entry requirements for selection and admission.

4.2 Application for Admission

Every applicant seeking admission into study programme offered by IRDP shall follow the following procedure.

- A) IRDP, through its admissions office, shall announce the opening and closing dates of application in different media and in the institute's website.
- B) A qualified applicant may send application through application website

(www.oas.irdp.ac.tz) or get the application link from the institute's website (www.irdp.ac.tz).

C) Online application procedures follow the following steps;

i) Step 1: Create application account

Start Application via the IRDP Online Application System (www.oas.irdp.ac.tz)

Provide:

- a) Nationality
- b) Email & phone
- c) Academic entry qualification
- d) Equivalency number

ii) Step 2: Login and start application

Use your credentials to access the system

iii) Step 3: Fill application details

- a) Personal information
- b) Academic background
- c) Required academic and identification documents. (*attach the required documents*)

iv) Step 4: Choose programmes

Select **at least three programmes** (Your first selection will be considered as you're priority)

v) Step 5: Review and submit

Confirm all details before final submission.

D) For Postgraduates, Master Degree and International applicants must attach the following in section 4.2.C.(iii).c:

- i) Certified copies of academic certificates and transcripts (in English or translated into English)
- ii) Equivalence certificates from NACTVET/TCU - (for International Students)
- iii) A valid copy of passport – (for international applicant)
- iv) Recent passport-size photographs
- v) Recommendation letter(s) (if any)
- vi) English proficiency certificate - (for international applicants)
- vii) Proof of payment of the application fee (to be paid during registration)

4.3 Application for International Students Admission

IRDP admits qualified international applicants into its academic programmes at certificate, diploma, undergraduate, and postgraduate levels. Both local and international applicants follow the application procedures as shown in section 4.2. except the international applicants shall follow the following procedure:

- i) Applicants are advised to submit their applications at least **four (4) to six (6)** months

prior to the commencement of the academic year.

- ii) To maintain valid immigration status at all times
- iii) To renew permits before expiry
- iv) To comply with Tanzanian laws and institutions regulations
- v) Notify the Institute of any change in status

5 REVIEWS OF APPLICATIONS BY ADMISSION BOARDS

The Institute, through its admissions office, shall receive admission data from online application system (OAS) and subsequently prepare Institute Admission Board Meeting to deliberate on the admitted candidates. The Institute Admission Board is composed of;

- 1) Deputy Rector Academic, Research and Consultancy – Chairperson
- 2) Academic Heads of Department
- 3) Departmental Admission & Examination Coordinators
- 4) Admissions officers
- 5) MISO President and the Minister responsible for education affairs
- 6) Dean of Students
- 7) DASS – Secretary

The official decision on candidates' fate with regards to their applications is contained in a letter from DASS Office that is sent to the candidate when the decision is made. Decisions of the Admission Boards will be announced in the applicant admission account (OAS) or to the institute's website (www.irdp.ac.tz).

The successful candidates will be notified and given admission letters to guide her/him in registration process.

6 REGISTRATION PROCESS

The Admission Office and ICT office prepare registration process as registration is done online through applicants and staff OAS (www.oas.irdp.ac.tz) accounts. During arrival, students follow registration procedures as will be directed. The registration process will involve verification of certificates and payment of various fees.

During registration student will be required to pay the following fees;

- a) Registration fee
- b) Tuition fee (at least half of it)
- c) Sports and Games Costs
- d) NACTE quality Assurance Fee

- e) Students Union Association Contribution
- f) Medical Insurance
- g) Application Fee
- h) Accommodation (if needed)

All payments directly paid to IRDP are done through control number provided to student's registration accounts (www.oas.irdp.ac.tz). However, the Institute is not responsible for any type of money transfer charges and or taxes. Please ensure that payments made are receipted by IRDP Accountant officers.

Various Documents required for registration eligibility as follows:

- (i) Original Admission letter from IRDP
- (ii) Original Academic Certificates with three photocopies each.
- (iii) Original Birth Certificate with three photocopies
- (iv) NIDA number
- (v) Recommendation letter (if any)

It should be noted that, a candidate will not be eligible for registration unless he/she pays and submits the above registration requirements.

7 RE-APPLICATION

Candidates who have applied and selected for any programme offered at IRDP and failed to register in that particular academic year will be required to re-apply for admission in the next academic year. However, if a candidate has been offered a chance at IRDP and registered in that academic year but failed proceed with studies due to compelling reasons, she/he may be allowed to postpone studies but will be required to resume studies in the next academic year failure of which she/he will be required to re-apply for admission.

8 STUDENTS ADMITTED BASED ON FORGED CERTIFICATES

Experience has shown that, with advancement of technology, forgery cases have been on increase, this gives an impression that there are possibilities of admitting students with forged certificates. If such cases happen and the person is identified in the course of certificates verification, the person will be expelled from the Institute and will not be allowed to join the institute unless has proved in writing to the institute that he/she has been cleared by the legal bodies responsible for such offences.

9 ACTORS IN THE ADMISSION AND REGISTRATION PROCESS

Admission and registration process for IRDP students shall be carried out by several actors. These include; DASS Office, ICT office, Account Office, Dean Office, Dispensary, Security/Estate Office, NHIF office, HELSB office, Departmental Heads and DAECS, Library Office, MISO, Institute Admission Board, APC and NACTVET/TCU. The roles of each actor are given below:

9.1 DASS' and ICT Office

The Office of DASS and ICT is responsible for;

- a) Preparation of announcement for opening and closing dates of application
- b) Receive applications from potential students
- c) Coordinate and oversee processing of the application done to the Institute.
- d) Organize Institute Admission Board Meeting
- e) Secretariat to APC and IAB on matters related to students' admission
- f) Prepare list of selected students to be submitted to NACTE/TCU for Approval
- g) Release the list of selected students on Institute web site
- h) Distribute admission letters to selected students
- i) Open and store of student's files.

9.2 Departmental Heads

The Offices of Departmental Heads through their DAECs will be responsible for;

- (i) Run eligibility and selection for applicants for their respective programmes
- (ii) Prepare a list of applicants with their qualifications for each programme
- (iii) Secretariat to Departmental Institute Admission Board
- (iv) Verify authenticity of students' certificates during the registration process.
- (v) Give recommendations whether the student should be registered or not.

9.3 Institute Admissions Board

The Institute Admissions Board has the following responsibility;

- Review selected applicants and recommend to APC for approval
- Review the application and admission procedure for various programmes offered at IRDP

9.4 Academic Planning Committee (APC)

The roles of APC in admissions process are as follows;

- a) Review the decisions made by the Institute Admissions Board
- b) Approve the list of selected candidates at the Institutional level.
- c) Approved various programmes offered at IRDP

9.5 National Council for Technical and Vocational Education and Training (NACTVET) and Tanzania Commission for Universities (TCU)

The roles of NACTVET/TCU in the admissions and registration process are as follows;

- (i) Review the list of selected candidate to check consistency of following the entry qualifications
- (ii) In collaboration with NACTVET/TCU, identify and resolve issues of candidates selected in more than one higher learning institution.
- (iii) Approve the list of selected students at National level.

9.6 Accounting Office, Dean Office, Dispensary, Security/Estate Office, NHIF office, HELSB office, Library Office, MISO

The role of the following office in registration

- i) Accounting Office issue control number and to verify payment if have been done.
- ii) Dean Office issue accommodation control number, verify payments and allocate students to their respective rooms and campus.
- iii) Dispensary responsible to examine health status of every student.
- iv) Security/Estate Office, responsible for security of students from the day they arrive to the students
- v) NHIF office to issue medical insurance control number and medical insurance card.
- vi) HELSB office to verify and issue Loans to the students.
- vii) Library Office to register students to e-library system.
- viii) MISO to receive their fellow students from bus and train stations and help new students to familiarize with the new environment.