



GLORIOUS POLYTECHNIC COLLEGE

**ADMISSION AND REGISTRATION
POLICY**

ZANZIBAR, 2023

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FOREWORD

This is the first Admission and Registration Policy developed at the Glorious Polytechnic College. Glorious Polytechnic College (GPC) is an ideal place for the intensive multi-disciplinary collaborations called for by today's scientific and clinical community. Its relatively small size and extraordinary faculty contribute to an inherently interactive place. At GPC, engineers are already exchanging ideas and expertise with research scientists and clinicians to advance scientific understanding and translate new knowledge into novel clinical treatments and patient care. However, the clinical centre leaders realize that change is required in order to foster an institutional environment that supports and encourages this type of interaction.

The GPC embraces inter professional approaches and brings together educators from all disciplines. We are a community of educators and learners; multiple networks of passionate and engaged people with diverse knowledge and skills who teach, coach and mentor individuals and groups to grow and thrive professionally. We offer programmes and services that support our hospital community to create, deliver and evaluate education and training. Our unique services are also offered to external partners who wish to participate in our exceptional educational offerings or to those looking for customized learning experiences.

This Policy on Admissions and Registration is essential in order to bring forward the necessary modalities of accepting students in GPC. Among the target groups for admission into the Glorious Polytechnic College are the following:

- ❖ Ordinary and Advanced levels graduate who qualify for College studies;
- ❖ Workers in various vocations, who wish to advance themselves without taking leave from their occupations;
- ❖ Graduates who wish to change their professions;
- ❖ Ex form four leavers who do not meet minimum entry requirements to degree programmes, but who qualify for admission into programme offered by the College;
- ❖ Special cases that can only be admitted based on experience after passing an oral or written interview;

This diverse background of target groups is both a point of strength and a challenge to the GPC. The College should also continue to open its doors wider to capture other disadvantaged groups.

This Admission and Registration Policy therefore, specifies the best practices for making the admission process more transparent, efficient and acceptable, and for ensuring those admitted and registered and encouraged to progress until they graduate. This Policy is also in line with the Strategic Objective of the College's Rolling Strategic Plan on Admissions.

It is hoped that this policy will be read and understood by all staff and management of the GPC, so that our clients will receive the best service, making our College a model to be emulated by other universities.

Eng. Dr. Idrissa M. Hija

Principal

Glorious Polytechnic College.

ACKNOWLEDGEMENTS

The preparation of this policy and operational procedures, was only possible through hard work and dedication of the core team, which was co-chaired by Eng. Dr. Idrissa M. Hija and Mr. Godfrey D. Malale. I wish to acknowledge the team's efforts particularly its willingness to work beyond official hours. No words can express our gratitude to the management and all other staff of the College, who in one way or the other, gave suggestions and ideas that help to shape the Policy to their present state.

I also wish to acknowledge Members of Glorious Polytechnic College Governing Board and many others who contributed in one way or another to bring this Policy into its present form. It is my sincere hope that this Policy shall serve as a useful guide to staff and students of the Glorious Polytechnic College and the community at large.

Dr. Mohamed S. Jiddawi
Chairperson
Governing Board
Glorious Polytechnic College.

1.0 INTRODUCTION

1.1 ESTABLISHMENT OF THE COLLEGE

Glorious Polytechnic College is a Private Institution owned by the Glorious Board of Directors and operates under the Governing Board. It was established in 2021 and became operational on 3rd July 2022.

GPC is an ideal place for the intensive multi-disciplinary collaborations called for by today's scientific and clinical community. Its relatively small size and extraordinary faculty contribute to an inherently interactive place. At GPC, engineers are already exchanging ideas and expertise with research scientists and clinicians to advance scientific understanding and translate new knowledge into novel clinical treatments and patient care. However, the clinical centre leaders realize that change is required in order to foster an institutional environment that supports and encourages this type of interaction.

The GPC connects people, spaces and learning products in multiple ways. Through virtual communities and physical space, we promote excellence in education and learning. GPC is creative and strive for excellence in everything that we do. We seek new partnerships and promote networks that enhance learning, advance education scholarship, improve knowledge translation and offer creative education solutions and services to ultimately improve outcomes for students and community.

This College entrusted with the responsibility of preserving, enhancing, transmitting and disseminating knowledge in Health and Allied Science Studies, Vocational Training and Business Administration by teaching, conducting research and consultancy in various fields in the country. The College was registered by Vocational Training Authority (VTA) of Zanzibar in March, 2022 with Registration Number **VTC/2022/04/00087/1** and fully registered by National Council for Technical and Vocational Education and Training (NACTVET) in February, 2023 with Registration Number **REG/NACTVET/0728**.

1.2 ADMINISTRATIVE SET-UP

The GPC is administered by an independent policy making Governing Board (GB), capable of reflecting the public interest in its activities and decisions. The GB delegates its day-to-day activities and decision to the College for implementation. The entrusted management and administrative structure comprise the following three Top Executive Officers:

- (a) Principal;
- (b) Deputy Principal (Academic, Research& Consultancy);
- (c) Deputy Principal (Finance, Planning & Administration).

The Principal is assisted by Deputy Principal for Academics, Research and Consultancy and Deputy Principal for Finance, Planning and Administration. Holders of the three top positions are academicians to ensure that core functions of a training institution which are training, research and consultancy are efficiently and effectively carried GPC.

1.3 GOVERNING BOARD COMMITTEES

Internally, the GB has established Standing Committees, which support GB on various matters related to the College. The established Committees are the Academic Committee and Finance and Administration Committee.

1.4 STRATEGIC PLAN

Given its fast-growing rate, the GPC felt necessary to establish its Strategic Plan so as to enable the optimum utilization of available resources. Therefore, since 2022, the GPC started implementing 2022 – 2027 Strategic Plan. During development of the Strategic Plan, priority needs were identified and strategies meant to address the problems were outlined.

1.5 PROGRAMMEMES OFFERED

The College is entrusted with the responsibility of preserving, enhancing, transmitting and disseminating knowledge in Health and Allied Science Studies and Vocational Training by teaching, conducting research and consultancy in various fields in the country.

GPC's origin stems from the inadequate training institutions and insufficient capacity to enroll in sciences (health), economic (business, tourism), social courses and vocational training. This need was mainly communicated through observations, word of mouth and a mini survey in the different Regions of Zanzibar.

Considering the need for these offering and other related courses, GPC seeks to serve a broader market need for such services. GPC is in its start-up stages. In early stage there will be introduction of core offerings, which will then create new and related courses, defining the legal structure and conducting initial assessments of market demand for other products. These initial assessments were also served as the initial business development activities whereby client base was established.

2.0 BACKGROUND AND JUSTIFICATION

The Zanzibar Development Vision 2050 envisages Zanzibar to be a nation with high participation rate at all levels of education; a nation that produces quantity and qualities of educated people sufficiently equipped with the requisite knowledge and skills to solve the society's problems; meet the challenges of development and attain competitiveness at regional and global level.

In addressing the 2050 Zanzibar Development Vision, the Glorious Polytechnic College, shall welcome applications to its programmes from people of all academic backgrounds. This policy is aiming at providing fair and equal access to a College education to all who have the potential to benefit from it. The GPC aims to not only select students from programmes, which they intend to follow, but also to ensure that no prospective or existing student is treated less favourably on the ground of age, race, colour, nationality, ethnic origin, faith, disability, HIV status, sexual orientation, gender, marital or parental status, social or economic class.

The justification for the GPC to have its Admission Policy is given by the fact that:

- There is a continued expansion of students' enrolment;
- There is a need to redress gender imbalances in the GPC's student's enrollment;
- It is imperative that the GPC widens the participation of persons with disabilities;
- It is important to revive and improve the quality of education offered by the College;
- There are some ongoing efforts to strengthen the institutional capacity of the GPC to expand its capture base;
- There might be a number of students, who will wish to transfer their credits from other Institutions to the GPC.

3.0 COLLEGE VISION, MISSION AND MOTTO

Vision Statement: To become the training institution of excellence in East Africa and beyond.

Mission Statement: Create and deliver exceptional learning experiences that advance practice and transform care to strive for equitable access, quality education and promotion of lifelong learning for all.

Motto: Quality Education. Quality service.

4.0 GUIDELINES ON THE GPC ADMISSION AND REGISTRATION POLICY

The GPC Admission and Registration Policy complies with current authorities which deals with student's admission in one way or another. These authorities include the Zanzibar Vocational Training Authority, (VTA), Zanzibar Examination Council (ZEC), National Council for Technical and Vocational Education and Training (NACTVET) and National Examination Council of Tanzania (NECTA)

Apart from due regard to relevant provisions at national level, the GPC Admission and Registration Policy also observes institutional regulations and the related/relevant policies, such as Quality Assurance Policy, GPC Governing Board Bylaws, GPC Examination Policy and GPC Students Welfare Policy.

5.0 SWOC ANALYSIS OF THE COLLEGE

STRENGTHS	WEAKNESSES	OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none"> - Existence of a GPC Strategic Plan; - Development in ICT; - Existence of committed academic and administrative staff; - Existence of a well-defined fees collection mechanism through banks; - Existence of GPC website which provides various information on admission; - Presence of Quality Assurance (QA) Policy which guides admissions of students into various programmes; - Availability of qualified staff; - GPC charging affordable fees; - Continuing students are allowed to officially 	<ul style="list-style-type: none"> - Lack of feedback to unsuccessful applicants; - Academic programmes not extensively marketed through several media; - Credit transfer arrangements are not well structured; - Inability to absorb large number of potential students; - Absence of guiding policy on applicants' data protection; - No acknowledgement letters to applicants; - Inability to identify applicants discontinued from other Institutions; - Dependence on files system in keeping students' information; 	<ul style="list-style-type: none"> - Presence of Regulatory Bodies such as VTA, NECTA, NACTVET; - Existence of various media for advertising and marketing GPC programmes; - Availability of sister Institutions and Hospitals, such as State University of Zanzibar, Zanzibar School of Heath, Mnazi Mmoja and Kivunge Hospitals, all with signed Agreements or Memorandum of Understanding and willing to collaborate with GPC; - Availability of potential applicants within and outside the country. 	<ul style="list-style-type: none"> - Compete with Institutions introducing the same programmes like GPC; - Increased costs in advertising programmes; - Limited funds for the running of the College; - Scramble for applicants from the same pool; - Applicants trying to use names not found on original certificates during admission and registration processes; - Inability to reach all potential applicants; - Late submission of application forms; - Increase in cases in cheating during admission process such as presenting forged documents;

<p>postpone studies and resume after a year to applicants seeking admissions;</p> <ul style="list-style-type: none"> - No age limit on admission into various academic programmes; - Issues of prospective students with disability well addressed in the application advert and form; - Existence of on line application. 	<ul style="list-style-type: none"> - Lack of guidelines on admission of prospective students with criminal conviction; - Some GPC staff are unfamiliar of the admission procedures and entry requirements into various programmes and consequently fail to disseminate information to prospective students; - On line application form not yet actualized; - Inability to identify and label foreign students during registration. 		<ul style="list-style-type: none"> - Low fees charged by the College; - Inability for students to pay their fees timely.
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6.0 OBJECTIVES OF THE ADMISSION AND REGISTRATION POLICY

6.1 General Objectives

The GPC admits students with different backgrounds and a variety of qualifications. The principal aim of this policy is to ensure that College admits students by assessing both ability and suitability for the programme, for which they have applied regardless of the social, racial, religious, ethnic and national origins, gender, sexuality, parental, marital and disability statuses, political beliefs, and social or economic background.

6.2 Specific Objectives

The following are the specific objectives of the College Admission and Registration Policy:

- To aspire in offering admissions to students of the highest intellectual potential;
- To encourage applications from groups that are at present in jobs, at homes or self-employed;
- To ensure that every applicant is considered individually in a holistic assessment using all the information available to GPC.
- To ensure that the College welcomes applications from all candidates with the potential to succeed in respective education level at all times;
- To ensure that the College admission practices are designed to enable applicants wholly treated on the basis of their achievements and potential to successfully complete their chosen programme of study;
- To ensure that admissions requirements and procedures are designed to help the College to select, from among applicants those qualified to benefit from the education opportunities at the College;

7.0 ISSUES, POLICY STATEMENTS AND STRATEGIES

7.1 Issue: Admission Criteria

The effectiveness of any programme offered in the College depends on the quality of students admitted in that particular programme. Consequently, admission is among the key activities as it assists in the management of student population in a given academic programme and their progression up to graduation. As a process, admission involves receiving applications, selection of prospective students according to the minimum entry requirements or programme needs, and registration of the newly admitted and continuing students.

If the process of admission is not well done, it may lead to an enrolment of students who do not have the capacity to undertake College studies. It is thus imperative that the whole process of admission is robust in all its aspects and there should be regular review of this process by updating the Admission and Registration Policy.

Policy Statements 1

GPC shall ensure an efficient, accurate, secure and clear admission criterion for each programme offered by the College.

Strategies:

- i. Clearly indicate entry/minimum qualifications for admission;
- ii. Establish acceptable, fair/logical, and transparent programme needs/requirements.

Policy Statement 2

GPC shall provide smooth, transparent and efficient application procedure.

Strategies:

- i. Provide enough time between advertisement and processing of the applications for admission;
- ii. Decentralize the admission process;
- iii. Preserve the collected data for evidential purposes;
- iv. Comprise well competent personnel to handle the applications exercise.

Issue: Announcements

Admission advertisements are publicized in the media, GPC website, banners or posters and in the notice boards at the College. Sometimes admission announcements may be specifically sent to targeted groups such as secondary schools. Surprisingly, it sometimes happens that our would-be clients are not very well aware of the College and its programmes, whether it is a public or private College, how are the GPC graduates accepted in the market, etc. Proper advertisement of our programmes definitely will make the admission process much easier.

Policy Statement 3

GPC shall have a well-publicized and informative advertisement system that provides accurate information on admission issues.

Strategies:

- i. Constantly review, update and publicize the programme delivery systems of the GPC programmes;
- ii. Indicate clearly GPC programmes specifications;
- iii. Indicate programme requirements, fees' structure & payments, support facilities, duration and credit points to be achieved;
- iv. Familiarize and/or accept strategic publicity approaches of the GPC programmes;
- v. Reach and attract a broad number of potential students.

7.2 Issue: Application Requirements

The application requirement at GPC is governed by the regulations of admission of the GPC. Admission requirement is published in the prospectus and in a booklet of general information on admission to Diploma and Certificates. The same information is advertised in public media, notice boards at the GPC and on the GPC website.

Application letters attached with certificates/transcripts showing full details of academic qualification, together with bank pay-in slip of application fee, which are sent to the Accountant Office upon which are received. Alternatively, an applicant can download the application form from the GPC website and return it accompanied by academic certificates and the application fee pay-in slip with application letters at Accountant Office. A student will not be admitted into more than one programme at a given moment.

Currently the general document required for application includes: application letter, filled application form, all relevant academic certificates or transcripts, application fee pay-in slip. Birth certificates are also mandatory.

Policy Statement 4

GPC shall provide an efficient, accurate, secure and effective verification process of applicant credentials to certify their academic qualification and their identity.

Strategies:

- i. Establish full-proof procedure for screening applications;
- ii. Collaborating with examination authorities and professional bodies to screen all suspected fake certificates.

Policy Statement 5

GPC shall provide fair and equal access to College education to all who have potential to benefit from it.

Strategies:

- i. Establish flexible and inclusive application requirements;
- ii. Provide special exemption for female applicants and those with special needs;
- iii. Consider applicants with minimum learning experience in addition to extensive professional experience;
- iv. Treat equally all applicants regardless of their age, race, colour, nationality, ethnic origin, faith, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.

Policy Statement 6

GPC shall provide well-publicized and informative advertisement system that provides accurate information on application issues.

Strategies:

- i. Develop the College marketing and advertising strategies in relation to application procedures;
- ii. Promote awareness of the programmes of studies at the GPC with its relevant entry qualification;
- iii. Advertise the application requirement in time through national and international media, GPC website and in all notice boards of GPC building;
- iv. Provide acknowledgment letters to all applicants;
- v. Respond to applications punctually, efficiently and considerately.

Policy Statement 7

GPC shall provide smooth, transparent and friendly application procedure.

Strategies:

- i. Establish online applications;
- ii. Ensure that all staff involved in application are well trained on the subject;
- iii. Review and update GPC Admission and Regulations Policy regularly;
- iv. Handle properly applicants' data from the very beginning.

7.3 Issue: Registration Procedures

Registration in the GPC context refers to documentation that students undertake to inform the College the courses they wish to study under the academic programme to which they have been admitted. For new students, registration forms are available to them during orientation day(s). Normally students are allowed to register after they have instituted payments of prescribed fee through designated collection bank accounts. The registration process requires students to fill registration forms in duplicate that are countersigned by College Admission Officer, who checks the forms and endorses them if found fully filled. One copy of the registration form is sent to respective Head of Department.

The entire registration process is intended to produce statistics, which will help Department during preparation of examination papers and distribution of study materials. However, the current system has failed to produce desired outcome. For proper registration and documentation, the College needs to put in place modern database software and recruit qualified personnel in Information Technology (IT), who will be responsible to process students' data. The College ought to ensure proper registration and documentation of admitted students in order to generate a reliable institutional students' database.

Policy Statement 8

GPC shall ensure that the College have enough staff, modern ICT equipment, and connectivity to the College database.

Strategies:

- i. Employ and deploy enough ICT staff at regional centres;
- ii. Equip College with modern computers and software;
- iii. Ensure that all Departmental databases are connected to College database.

Policy Statement 9

GPC shall ensure that admitted students pay prescribed tuition fees and other academic related fees as condition for registration.

Strategies:

- i. Ensure consistent review of registration procedures from time to time;
- ii. Classify students as home and overseas;
- iii. Maximize utilization of collection accounts through chosen banks;
- iv. Provide registration numbers to registered students only;
- v. Ensure that all registered students are served with identity cards (ID's)
- vi. Ensure that students' registration is timely handled.

7.4 Issue: Change of Programme of Study

The GPC conditionally allows registered students to change programme upon application to and subsequent approval by Deputy Principal Academic, Research and Consultation (DPARC). Students intending to change programme of study normally apply through the Office of Dean of Students and passed through several offices intending admissions, Heads of receiving and old Departments and finally the DPARC.

Students should provide reasons to support their applications for change of study. They should also produce copies of certificates to validate that they qualify for new. Students need to be enlightened that qualification for one programme of study may not apply for the other. Each programme of study has unique entry requirements different from the other.

Policy Statement 10

GPC shall ensure that Departments provide academic guidance and counselling services to students wishing to change programme of study.

Strategies:

- i. Employ and deploy enough staff;

- ii. Undertake capacity building to staff on how to offer academic guidance and counselling services to students;
- iii. Improve orientation and face to face sessions;
- iv. Provide information to students by distributing enough copies of General Information Booklets and posting the same at GPC website;

7.5 Issue: Change of Names

The GPC general admission rules require an applicant to use names appearing in the College while filling it. This directive restricts applicants on the use of non-official names and this implies that change of names is generally not allowed at GPC. College reserves the right to refuse any change of names that are drastic even when properly booked up by relevant laws of the land. However, prospective graduands with two names have been advised on several occasions to add up a third and therefore contravening with the set regulations restricting change of names by students. In the light of the above, there is a need for the College to have a clear mechanism guiding use and change of students' names during and after registration.

Policy Statement 11

GPC shall put in place clear rules, efficient and effective mechanism guiding and controlling change of names of students.

Strategies:

- i. Provide guidance regarding change of names to Admission Officer and Heads of Departments;
- ii. Utilize fully orientation and face to face sessions to provide detailed information on the procedures to follow when intending to make any alterations to one's names;
- iii. Ensure that information and guidelines involving change of names are available on the GPC website;
- iv. Restrict replacement of entire student names in use.

7.6 Issue: Applicants and Registration

GPC is a growing College admitting various categories of applicants seeking for admission into various available programmes of study. In terms of nationalities, both Tanzania citizens and overseas applicants are acceptable. Applicants can be admitted under direct entry requirements or if they do not qualify, they should have to join some recognized pre-College entry programmes offered by the College or other recognized learning institutions; which upon completion have to re-apply. Also, in some cases, students may transfer credits from other Institutions to GPC for courses which they have completed successfully provided that the student has not been terminated under academic grounds. However, this depends on the availability of the programme for which the student wishes to be transferred to. Deregistered students are allowed to reapply except where the student was deregistered (discontinued) under

academic grounds whereby two years have to lapse before reapplication. Any applicant should be at least 16 years of age and mentally fit to be admitted at the GPC. Knowing that some applicants might be having some physical disabilities, the College should be informed in advance in order to prepare itself to serve them should they be admitted.

Policy Statement 12

GPC shall ensure that only applicants with academic qualifications get admission and transfer credits to the College, regardless of other factors like gender, social class, etc.

Strategies:

- i. Prepare and publish (booklets, brochures, website, etc.) minimum entry qualifications for each programme and make them available to the public;
- ii. Inform students applying for credit transfer to submit their applications with their pre-College education certificates in addition to the official transcripts issued by the releasing College;
- iii. Certify that students wishing to transfer credits are from Institutions accredited by NACTVET;
- iv. Spell GPC the minimum indicator of programme similarities for the acceptance of students from outside Tanzania;
- v. Officially request issuing authorities to confirm the validity of documents submitted by applicants;
- vi. Liaise with VTA and NACTVET in order to check if the applicant seeking for admission has ever been admitted by another learning institution(s) and the reason for reapplication at GPC;
- vii. Regularly review student records in order to identify inactive students and act accordingly;
- viii. Acquire appropriate computer software to fulfil relevant admission policies in order to improve efficiency and minimize processing time.

7.7 Issue: Selection of Students

The GPC strives to ensure that selection of students is accurately handled in order to get qualified students that could lead to better output. Lists of selected candidates are tabled at a special Academic Committee meeting by respective Head of Departments. The role of College Academic Committee is to go through tabled lists of selected candidates, endorse and transmit them to the Governing Board Academic Committee for succeeding approval by the Governing Board.

Policy Statement 13

GPC shall streamline and select suitably qualified candidates, who meet programme

requirements as per the College, VTA and NACTVET pre-stated criteria.

Strategies:

- i. Ensure that selection at Department level is preceded by pre selection at Admissions Office;
- ii. Review programme entry requirements from time to time, update documents, and disseminate this information to public;
- iii. Undertake capacity building to personnel involved in receiving and processing applications, selection, and review of programme requirements.

7.8 Issue: Approval Organs

The selection of new students at GPC is carried by Academic Committee then lists are forwarded to GB through its Academic Committee for approval. The lists of approved applicants are in turn sent to NACTVET. The role of NACTVET is to examine and verify entry qualifications for every applicant as well as to ensure that there is no multiple allocation of students. List of selected candidates is then made public and returned to the College.

Policy Statement 14

The GPC shall ensure that a conducive environment, proper working tools, enough personnel, and other relevant resources are in place.

Strategies:

- i. Ensure that all names of students selected to join for degree programmes are timely sent to NACTVET;
- ii. Clearly define and adhere deadline for application and submission of documents.

7.9 Issue: Notice to Selected Students/Notice of Acceptance

One of the main functions of the admissions office is to send an admission letter to the selected applicants informing among other things the programme admitted to, fees details, orientation date and so on. Admission letter is also attached with registration forms which the student is supposed to fill and return to Admission Office.

This practice aims at providing quick feedback to applicants so that they can get enough time for preparations and planning for studies. However, there are many troubles that slow down the process. These include sending of too many admission letters to selected applicants within a very short time. Currently, admission office is running a shortage of enough manpower to overtake all functions.

Policy Statement 15

GPC shall provide on time feedback and all required information to selected and successful applicants to enable students get enough time of preparations for studies.

Strategies:

- i. Employ a constructive figure of qualified admission personnel;
- ii. Provide Admissions staff with regular training on admission issues and operations;
- iii. Prepare and assign job descriptions for all admission personnel accordingly;
- iv. Purchase a computer database system for computerization of all applicants' data;
- v. Publish list of selected students in the College website and on public newspapers.

7.10 Issue: Transfer of Credit

Credit transfer is a mechanism that allows a student to transfer credits attained in one accredited institution to another accredited institution. Transfer of credit has not been easy due to differences in grading and definition of credit, amongst Tanzania Institutions.

There are also differences in course content and curriculum, even in programmes that appear similar on the surface. Institutions have a fear, that they may lose their credibility, if their graduate students who had transferred credits of core subjects, fail to perform professionally, upon graduation.

The process of trying to convert credits attained in one College into equivalent credits of the other College is complex, and often subjective. What would work, are simple and objective rules, that will not compromise the quality of the final award, yet will not fall short of recognizing achievements gained from the previous College.

Some Institutions in Tanzania, have established their own guidelines for credit transfer, while others remain rigid with no clear rules. The proposed rules will only complement existing rules in Institutions, and should be accepted only as the MINIMUM requirements for credit transfer. Institutions will continue to have the final say, on credit transfer.

Policy Statements 16

GPC shall prepare and publish well organized credit transfer mechanism.

Strategies:

- i. Study and understand Institutions' credit transfer acceptance policies;
- ii. Gather transcripts and other required materials;
- iii. Fulfil all admission conditions of target College before considering transfer credit from one College to another;
- iv. Determine actual grades of the credited courses using equivalence comparison of the grading systems of the target Institution.

- v. Apply for admission, following the normal procedures, including paying application fees of the target College;
- vi. Transfer credits only where the courses are comparable in nature, scope, content, depth and level between the two universities;
- vii. Work promptly with an Admission Officers.

8.0 APPROVAL AND ENDORSEMENT

The College Governing Board will approve and endorse this Policy.

8.0 RELATED POLICIES AND DOCUMENTS

All College Policies and Guidelines will be used to form the basis for setting of College operating standards. In this regard, the Admission and Registration Policy will rely on other Policies and Documents to identify important areas for monitoring and evaluation. These policies and documents are:

1. The College Charter;
2. Strategic Plan;
3. GPC Staff Regulations;
4. College Prospectus;
5. Examination Policy;
6. Quality Assurance Policy;
7. Students Welfare Policy;
8. Accommodation Guidelines;
9. Student By-laws;
10. ICT Policy;
11. Library Policy;
12. Research Policy.

10.0 EFFECTIVE DATE

This policy will become in effect once approved by the College Governing Board.

11.0 NEXT REVIEW

In the event that any statement in the policy provision is out dated or a need to introduce new statements arises as a result of the changing College environment, or market forces, or any other reason, such statements may be changed or modified at the direction and approval of the GPC Governing Board. In any case the entire document will be reviewed after every three years.

14.0 POLICY CUSTODIAN

The Admission and Registration Unit shall be the custodian of this Policy.

15.0 CONTACT PERSON

The Head

Admission and Registration Unit

Glorious Polytechnic College

Zanzibar.