



**THE UNITED REPUBLIC OF TANZANIA
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM**



ADMISSION REGULATIONS, 2021

NOVEMBER, 2024

(R.E. 1)

ACRONYMS

ACSE	Advanced Certificate of Secondary Education
BACOSO	Bandari College Students Organisation
CSE	Certificate of Secondary Education
DP-ARC	Deputy Principal, Academics
DP-PFA	Deputy Principal, Planning Finance and Administration
GPA	Grade Point Average
HoD	Head of Department
ID	Identity Card
NACTE	National Council for Technical Education
NACTVET	National Council for Technical and Vocational Education and Training
NECTA	National Examination Council of Tanzania
NHIF	National Health Insurance Fund
NIP	NACTVET Institutional Panel
NTA	National Technical Award
SIMS	Students' Information Management System
TPA	Tanzania Ports Authority
BCD	Bandari College Dar es Salaam

TABLE OF CONTENTS

ACRONYMS	2
PART I: ESTABLISHMENT, VALUES AND RATIONALE	5
Establishment	5
Vision	6
Mission	6
Core Values	6
Rationale	6
PART II: PRELIMINARY PROVISIONS	7
PART III: MANAGEMENT ACADEMICS COMMITTEE	9
PART IV: OFFERED PROGRAMMES AND ADMISSION QUALIFICATIONS	9
PART V: APPLICATION PROCESS	10
PART VI: PROCESSES FOR SELECTION AND VERIFICATION OF APPLICANTS	12
PART VII: REGISTRATION OF STUDENTS	13
PART VIII: STUDENTS RECORDS MANAGEMENT	15
PART IX: PAYMENT OF DIRECT COSTS	15
PART X: DEREGISTRATION OF STUDENTS	16
PART X: REPEATERS	17
PART XI. CHANGE OF PROGRAMMES	18
PART XII: POSTPONEMENT OF STUDIES	19
PART XIII: OTHER INCIDENTAL COSTS	19
APPENDIX 1: Medical Examination Report	21
APPENDIX 2 Application Form for Postponement of Studies	23

 Tanzania Ports Authority	Admission Regulations, 2021	Doc. No.	TPA/BD/R/*
		Rev. No.	1
		Rev. Date	18 th Nov 2024
		Date of Issue	

REGULATIONS SUMMARY

DESCRIPTION	DETAILS
Prepared By:	BCD
Regulations Development Date	29 November, 2021
Regulations Review Date	18 November 2024
Title of the Regulations	Admission Regulations, 2021
Regulations Version Number	2
Recommending Authority	PBC
Approving Authority	BOG

	PART I: ESTABLISHMENT, VALUES AND RATIONALE	
1.	Bandari College is a technical institution registered by NACTVET (then NACTE) in 2004 with registration number REG/EOS/018. Since 2017, the courses conducted by the College has been fully accredited by NACTVET. As a training institution, the College is owned by Tanzania Ports Authority (TPA). It can trace its history to the defunct East Africa Harbours Corporation which had a subsidiary company called East Africa Cargo Handling Services Ltd conducting port training to activities in Tanga. After the breakup of the East African Community in 1977, Tanzania Harbours Authority (THA) Act, 1977 was passed which created Tanzania Harbours Authority mandated among other to control and manage seaports in mainland Tanzania. THA Act was repealed and replaced by the Ports Act, 2004 as amended (Act) which is the governing law to-date. The functions of the College as a training institution was general preserved. Whereby under section 12(k) of the Act, BCD is mandated to provide technical and operations training, research and consultancy in the field of marine, port and port related services and facilities. BCD offers a competent based curricula in its programmes with a flexible mode of delivery and assessments at certificates and diploma level. It also offers a wide range of short courses at its campus as well as tailor made courses as need arises.	Establishment

2.	To be the Centre of excellence in training, research and Consultancy in port management and maritime logistics in Sub-Saharan Africa.	Vision
3.	To offer competence based training, undertake applied research and provide consultancy services in port management and maritime logistics to respond to current and future needs of the maritime transport subsector.	Mission
4.	The building of a consistent and binding culture is a fundamental prerequisite for the sustainable development of the College and its core values are: ➤ Integrity ➤ Dynamism ➤ Customer Care ➤ Teamwork ➤ Excellence	Core Values
5.	To attain its Vision and Mission, BCD needs a teaching environment governed by clear rules and processes. These Regulations have therefore been enacted to set out the requirements, processes and steps during the admission process at the College which students, parents and sponsors should take note of.	Rationale

	PART II: PRELIMINARY PROVISIONS	
6.	These regulations may be cited as the Admission Regulations, 2021 (as amended).	Citation
7.	These Regulations shall become effective on the date approved by the Board of Governors.	Commencement
8. (1)	In these Regulations unless the context otherwise requires:	Interpretation
	“Admitted Students” means any applicant selected by the College to pursue a Programme and verified by NACTVET.	
	“Appropriate Authority” means the Principal or any other officer of the College acting on his behalf in the enforcement of these Regulations.	
	“Board” means the College Board of Governors.	
	“BCD Management Academic Committee” means Committee constituted under section 3.3.6 of the Academics Policy 2024.	
	“College Admission Office” means the office responsible for admission and registration of students.	
	“College Premises” includes any recognized and or authorized land, buildings, facilities, office and any other property owned by TPA and used, controlled or occupied by the College.	
	“College” means Bandari College Dar es Salaam and include its associated campuses.	
	“Continuous Assessment” is an ongoing process that measures a student's achievement during the course of a grade or level. It provides information that is used to support a student's development and enables improvements to be made in the learning and teaching process. Continuous assessment may	

	comprise of a combination of several assessments as stipulated in specific curricula.	
	“Module” is a set of learning outcomes that has been pedagogically structured to respond to a meaningful stage of the work process, to represent a meaningful phase of learning process, and to constitute the basic units for evaluation. Each module carries a specific code.	
	“Programme” means a course of study leading to award qualification.	
	“Registrar” means any officer of the College employed and/or duly appointed to be a Registrar.	
	“Semester” means an academic period, in which one set of course modules in each discipline, is offered. There will only be two (2) semesters in an academic year, each having a minimum of fifteen (15) weeks with two (2) additional weeks set aside for end of semester examinations	
	“Student” means any person duly registered for any course or programme at the College in the specific semester.	
	“Tuition Fee(s)” mean amount of money directly paid by students to BCD account for undertaking a program.	
(2)	Wherever it appears in these Regulations, a singular shall include a plural form and vice-versa and reference to male shall include female.	
9. (1)	These Regulations shall apply to any person during application, admission, registration and orientation processes at the College.	Applicability
(2)	The College will bring to the attention and make accessible to the students the existence of these Regulations including posting the Regulations in its website and such other written instructions as issued from time to time by the College.	

(3)	Students have the obligation and duty to be aware and comply with these Regulations, Prospectus and any other written instructions issued by the College.	
(4)	Notwithstanding the provision of sub regulation (3) above and any other written instructions issued by the College, it shall not be a defence for any Student in relation to any proposed action or claim that these Regulations and/or other written instructions were or have not been brought to the attention of the Student by the College.	
	PART III: MANAGEMENT ACADEMICS COMMITTEE	
10.	On matters related to these regulations, the Management Academics Committee shall have the power to: (a) Scrutinize and revise the qualifications and procedures of students' admission during review of curriculum and make recommendations to the Principal for approval. (b) Scrutinize application for admission and make provisional selection of qualified candidates in accordance with specified criteria. (c) Submit provisionally selected candidates to the Principal for noting. (d) Advise the Principal on all matters regarding admission at the College.	Powers of the Management Academics Committee
	PART IV: OFFERED PROGRAMMES AND ADMISSION QUALIFICATIONS	
11.	The College shall offer programs accredited and approved by NACTVET which sets out the minimum admission requirements and duration.	Programmes

	PART V: APPLICATION PROCESS	
12. (1)	The College shall invite applicants for the programmes being offered by issuing announcement through media and its website.	Invitation for Applicants
(2)	The invitation shall include the minimum entry requirements, duration and tuition fees for all offered programmes.	
(3)	Minimum entry qualifications for each programme shall be as stipulated in the curriculum.	
13.	The language of instruction for all programmes offered at the College shall be English unless stated otherwise in the curriculum for the specified module(s).	Language of Instruction
14. (1)	The application for admission will be done through an online system of the College. (a) The applicant is encouraged to read and follow both NACTVET admission guide book and BCD online application instructions before starting the application process. (b) Applicants are required to complete all sections of the online application system.	Mode of Application
(2)	(a) In case of any problem with the system, the applicant may seek assistance from the Registrar's office or available online support phone number at SIMS. (b) In case application through SIMS as provided in regulation 14 (1) (a) fails, a properly completed filled in application form together with all required attachments should be submitted directly to the college or through the email provided in the application form.	
(3)	Any incomplete or partially filled application including missing of any required supporting	

	documents indicated in Regulation 16(1) and (2) will lead to the application not being considered.	
(4)	The applicant should ensure that his application is lodged in the system or in the event of occurrence stipulated in regulation 14(2) (b) hard copies submitted to the College before the set deadline..	Adherence to Deadlines
15.	Applicants with disabilities may be accepted after the College receiving a Medical Doctor approval that he will be able to undertake the programme.	Applicant with Disabilities
16. (1)	The applicant shall be required to pay a non-refundable application fee after having obtained a control number from the College Online Application System or from the College's Finance Office.	Application Fees
(2)	The application fee may be as prescribed by the Board from time to time	
17. (1)	Applicants with foreign certificates must ensure that their certificate(s) are evaluated by NECTA or NACTVET. Any application with foreign certificates without equivalence to Tanzanian standards will not be processed.	Foreign Certificates and Equivalence
(2)	The equivalence will be obtained from NECTA for CSE and ACSE holders and NACTVET for Certificates and Ordinary Diploma.	
(3)	The responsibility and costs of obtaining equivalent translation for foreign certificates is solely that of an applicant and the College shall bear no responsibilities.	
18.	In their applications, Applicants must only use names as appearing in their Form Four (CSE) certificates and shall accordingly be registered by the College.	Applicant Names
19.	College admission will be done in September of each academic year.	Intakes of Admission

	PART VI: PROCESSES FOR SELECTION AND VERIFICATION OF APPLICANTS	
20.	The College through the Office of the Registrar shall sort applications through SIMS to determine their eligibility based on prescribed admission requirements.	Sorting of Applicants
21. (1)	The list of sorted applicants shall be presented to the Management Academic Committee which shall provisionally select applicants and recommend to the Principal for submission to NACTVET for verification.	Provisional Selection
(2)	If the number of eligible applicants for a specific programme exceeds the College capacity, the Management Academic Committee may use other criteria to rank applicants during selection processes. E.g., academic performance, experience, being a TPA employees.	
22. (1)	The selected applicants shall be sent to NACTVET for verification.	Submission of Selected Applicants for Verification.
(2)	The verified applicants shall be considered as admitted students and their names shall be published through various media including the College website and its notice boards.	Publication of Selected Students
(3)	The College shall issue admission letters to all admitted students and other documents such as Joining Instructions. College Regulations and Policies will be available at the College website. (www.bandari.ac.tz)	Admission Letter
23. (1)	When an applicant requires more information or is not satisfied with the selection process, he may seek clarification from the College Admission Office.	Clarification

(2)	Where an applicant is not satisfied with issued clarification on the selection process, he may in writing appeal to the Principal.	Appeal
PART VII: REGISTRATION OF STUDENTS		
24. (1)	Admitted students are required to report and register at the College within a period of two (2) weeks from the first date of registration of the academic year.	Reporting to the College
(2)	Any failure to report to the College within the required period without written notification will lead to cancellation of admission.	
(3)	Admitted students who fail to register in a particular year, may re-apply for admission in the next admission provided that the admission requirements remain the same.	
25. (1)	Admitted applicant shall be medically examined by a Medical Practitioner recognized by the Government who will fill, sign and seal Medical Examination Form appearing in Appendix 1 . The admitted applicant shall return the sealed medical examination form to the college at the time of registration..	Medical Examination
(2)	All charges associated with the medical examination shall be met by the admitted applicant or sponsor.	
26. (1)	To qualify for registration, admitted applicant must: (a) submit documents outlined in the specific academic year's admission letter and joining instructions. (b) pay tuition fees and other prescribed costs.	Condition for Registration of admitted applicants
(2)	(i) Registration of continuing students: (a) From one NTA level to the next NTA level shall be dependent on passing all modules of the preceding NTA Level. (b) From semester 1 to semester 2 of the same NTA level shall be dependent on passing all modules of the preceding semester.	Condition for registration of Continuing students

	(ii) Registration of continuing students in category 26 (2)(i)(a)&(b) will be completed after: (a) duly filling the registration form (b) paying tuition fees and other prescribed costs.	
(3)	Registration will be done within two weeks from the date of the commencement of every semester.	Timeline
(4)	Foreign applicants will be required to fulfil all legal requirements for studying in Tanzania.	Foreign Applicants
27. (1)	Change of names by students after registration is not allowed. However, the College may allow such a change upon fulfilling all legal requirements of the country.	Change of Names
28.	Submission of fraudulent documents during registration process will lead to revocation of the registration at any time without prejudice to any other legal action including criminal action as deemed appropriate by the College.	Submission of Fraudulent Document(s)
29. (1)	Upon fulfilment of all registration requirements, students will be issued with a registration number and ID Card from the Office of the Registrar.	Registration Number. and ID Card
30. (1)	Students will be provided with an ID card in each academic year.	Students ID Card
(2)	Students shall wear their ID card at all times within the College campus. No service will be provided to a student without an ID Card.	
(3)	A student who lost his ID Card will be re-issued another card after submitting a written request for a replacement attached with the following: (a) Loss report from Police. (b) Receipts showing payment of ID card fee as stipulated.	

(4)	Students who lost his or her ID Card will be required to process the requisition of another in two (2) weeks' time from the date of loss.	Time of requesting another ID Card
31.	All registered students must verify their information in NIP by visiting NACTVET website (www.nactvet.go.tz) which will guide the students on how to verify their information soon after completion of registration.	Students Information Verification
32.	All newly registered students must attend one (1) week orientation programme before commencement of studies.	Orientation Programme
PART VIII: STUDENTS RECORDS MANAGEMENT		
33. (1)	All students' records such as application forms, registration forms, copies of certificates and transcripts, letters and payment receipts shall be kept in the respective student's file.	Preserving of Students Records
PART IX: PAYMENT OF DIRECT COSTS		
34. (1)	All students shall be required to pay the required fees and other prescribed cost as approved by the Board.	Prescribed Fees Payment
(2)	All payments must be made during the registration period before commencement of classes in each Semester. No student will be allowed to attend classes or sit for any tests or examinations if tuition fee has not been paid as required.	
(3)	Tuition fees may be paid in full or in instalments while other contributions shall be paid in full at the beginning of the academic year.	
(4)	The payment of fees for foreign students shall be in terms of dollars as prescribed in the approved fee structure.	

35. (1)	All payments except payment for BACOSO and NHIF shall be paid directly to BCD using Control Number obtained from SIMS or College's Finance Office.	Payments into Account
(2)	Payment of BACOSO contribution shall be made to BACOSO Bank Account or as directed otherwise by the College.	
36.	The fees paid under regulations 35 are neither refundable nor transferable.	Non Refundable and Non-Transferable Payments
37. (1)	It is compulsory for all students to have a valid health insurance coverage during the whole period of study.	Students Health Insurance
(2)	Students who are not already in possession of recognized health insurance coverage will be required to subscribe to NHIF coverage provided at the College by NHIF or any other approved health insurance.	
(3)	Those with valid health insurance card(s) should show the original card and submit verified copy of the card during registration for verification purposes.	
38.	The College does not have any scholarship fund. Each student shall be responsible to pay fees and all other contributions.	Scholarships and Financial Assistance
	PART X: DEREGISTRATION OF STUDENTS	
39.	The minimum duration for completion of each NTA level is one (1) academic year while the maximum is two (2) academic years unless exceptional circumstance exists and extension has been approved.	Duration of Programmes
40. (1)	Any students who exceed the maximum duration for completion of studies at each NTA level shall be deregistered from studies in the respective NTA level unless extension has been approved by the Principal.	Involuntary De-registration

(2)	The letter to the Principal shall be accompanied with a clearance form and student's ID card.	
41. (1)	Student wishing to deregister from the College for any reason except for the reason set out in regulation 40 (1) shall request from the Principal in writing stating reasons.	Voluntary De-registration
(2)	The letter to the Principal shall be accompanied with a clearance form and student's ID card.	
(3)	The College after being satisfied with provided information may deregister the student.	
(4)	There shall be no refund of any paid fees and other costs paid by a student who wishes to de-register as herein.	
(5)	Student who requests for deregistration shall pay all required fees and other prescribed cost of that semester before deregistration	
(6)	Student with examination irregularity cases or any disciplinary case shall not be allowed to deregister unless he has cleared the penalty and/or after the lapse of the time set by the imposed penalty.	
42.	Deregistered students may be allowed to re-apply for the programme in the following academic year.	Re-registration of de-registered students
	PART X: REPEATERS	
43.	All students who are required to repeat module(s) shall be registered within two weeks from the first date of registration of the academic year or respective semester.	Registration of Repeaters
44. (1)	All Repeaters shall be required to pay for ID Cards, Registration Fees, NHIF and BACOSO fee as prescribed in approved fee structure.	

(2)	All repeaters shall pay fees for the repeated module(s) through the ratio of the total tuition fees to the minimum number of modules from all the programmes. Thus, fees for repeaters per module shall be computed as:- Total Tuition fees for the NTA Level Minimum Number of Modules from all Programmes in NTA level	Fees for Repeaters
(3)	All repeaters shall pay examinations contribution fees through the ratio of the required examinations fees to the minimum number of modules from all the programmes. Thus, examinations contribution fees for repeaters per module shall be computed as:- Examination Fees for the NTA Level Minimum Number of Modules from all Programmes in NTA level	
45.	A student who is required to repeat module(s) at the time the curriculum has changed shall study similar modules that will be recommended by the respective Head of Department (HoD) as approved by the Deputy Principal, Academics (DP-ARC).	
	PART XI. CHANGE OF PROGRAMMES	
46. (1)	A student may request change of programme through submitting a letter addressed to the Principal.	Change of Programme
(2)	A registered student may be allowed to change programme provided that: (a) He has the necessary entry qualifications of the programme he wishes to study. (b) A written request has been submitted within the deadline specified by NACTVET and within two weeks of registration period. (c) The College has vacancy in the respective programme. (d) Payment of non-refundable fees for change of programme as prescribed from time to time by NACTVET.	

(3)	Once the request is received, it will be internally processed. Any change of programme will be subject to approval by NACTVET.	
(4)	A student will be informed through an official letter on approval or rejection of his request to change programme.	
	PART XII: POSTPONEMENT OF STUDIES	
47. (1)	Subject to approval, a registered student may request for postponement of studies stating reasons upon submission of the prescribed form appearing in Appendix 1 .	Condition for Postponement of Studies
(2)	No postponement of studies will be granted for a semester in which a student has already completed continuous assessment. Such a student shall be required to postpone examinations.	
(3)	Postponement of studies in a particular semester shall mean nullification of attendance and partial continuous assessments for that respective semester.	Consequence of Postponement of Studies
(4)	In the event that there are changes in curriculum during period of postponement affecting the programme, the student who resume studies during the next semester will be required to study similar modules proposed by the HoD as approved by the Management Academic Committee.	
48.	A student who resumes studies after postponement shall pay student's ID card, NHIF Contribution (if he has no health insurance) and BACOSO fee.	Fees on resumption of studies
	PART XIII: OTHER INCIDENTAL COSTS	
49.	The College does not provide hostel services for students. Students shall make their own arrangements for accommodation in advance prior to commencement of the academic year and may	Accommodation Costs

	seek assistance from the Students' Welfare office for identification of suitable accommodation.	
50.	The College does not offer meals services to students. However, private catering services are available in and outside the campus premises.	Meals
51.	Sponsors are advised to pay at least minimum cost as stipulated from time to time in the College Fees Structure to cover the cost of accommodation, meals, books and stationery. Such payments should be paid directly to the student.	Sponsored Students
52.	For purposes of port visit as part of the study, students are required to have the following: (a) High Visibility Vest (Reflector)- All students (b) Safety Boot - Engineering students only (c) Covered Shoes - All students except Engineering Students (d) Overall or overcoat - Engineering Students only (e) Safety Helmets - All Students	Port Visit and Study
	PART XIV. AMENDMENTS OF REGULATIONS	
53.	These regulations may be reviewed where need arises and the amendments shall become effective upon approval by the Board of Governors.	Amendment of these regulations

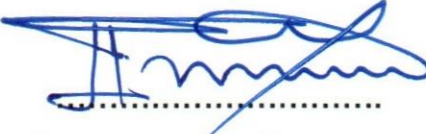
Approved by

Board of Governors:

.....*by swai*.....

Eng. Anthony F. Swai

Chairperson of the Board of Governors



Dr. Lufunyo S. Hussein

Principal/Secretary

Dar es Salaam
Date 18th November, 2024

APPENDIX 1: Medical Examination Report



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM



MEDICAL EXAMINATION REPORT
(To be completed by a Government Medical Officer)

PART ONE

PARTICULARS OF THE APPLICANT

SURNAME _____ FIRST AND MIDDLE NAMES _____

AGE _____ SEX _____ MARITAL STATUS _____

PROGRAMME _____

ADMISSION NUMBER _____

PART TWO

A: PERSONAL HISTORY

Has the examinee suffered from any of the following?

- | | |
|--|---|
| 1. Tuberculosis | 13. Gynaecological disorder (female only) |
| 2. Pneumonia | 14. Anaemia |
| 3. Other respiratory disease | 15. Kidney or Urinary disease |
| 4. Pleurisy | 16. Rapture |
| 5. Asthma | 17. Diabetes |
| 6. Allergic disorder | 18. Epilepsy |
| 7. Heart disease Gastric or duodenal ulcer | 19. Skin disease |
| 8. Recurrent indigestion | 20. Malaria or other tropical disease |
| 9. Nervous breakdown | 21. Cholera |
| 10. Psychiatric disorder | 22. Operations |
| 11. Eye disorder | 23. Serious accidents |
| 12. Ear, Nose or Throat disorder | 24. Any other serious disorder |

B: PHYSICAL EXAMINATION

1. Height metres _____ Centimetres _____
2. Weight (kilograms) _____
3. Skin disease _____
4. Eyes Conjunctives Pupils

Sight: Without glasses

Right _____

Left _____

With glasses

Right _____

Left _____

5. Please state condition of ears

(If any discharge) _____

Mouth and throat _____

6. Respiratory system:

Any abnormality? _____

7. Cardiovascular system:

Blood pressure: Systolic _____

Diastolic _____

Hearth: any murmur? _____

Arteries and veins _____

8. Abdomen:

Masses _____

Liver _____

Spleen _____

Kidneys _____

Any operation scan? _____

9 Any clinical evidence of hyperacidity or gastric duodenal ulcer?

C: LABORATORY TEST

1. Urine: Albumin _____

Sugar _____

Leucocytes _____

Bilharzia _____

Stools: Special Emphasis on Hookworm or Bilharzia _____

CONCLUSION

i have examined the above named and consider that he/she is physically fit or not fit for an intensive programme of studies. (Delete whichever is not relevant).

Name of the Medical Officer: _____

Signature: _____

Date: _____

Official Stamp or Seal

PLEASE RETURN THIS FORM IN SEALED ENVELOPE TO:

The Principal
Bandari College Dar es Salaam
Mahunda Street, Tandika
P.O Box 9184,
Dar-es-salaam
TANZANIA

Fax: (255)22-2113938

Tel: (255)22-2850970

Email: pbcb@ports.go.tz

APPENDIX 2 Application Form for Postponement of Studies



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY



BANDARI COLLEGE DAR ES SALAAM

APPLICATION FORM FOR POSTPONEMENT OF STUDIES

PART A: FOR COMPLETION BY THE STUDENT

Please complete all sections in this form and return it to the Admission Office:

1. Surname 2. First Name(s)
3. Date of Birth 4. Student Registration No.
5. Study Level..... 6. Academic Year
7. Department 8. Course
9. Personal Address:

Tel No. Email address

10. Mode of study: Full time ☐ Evening ☐
11. Category of Students TPA Sponsored ☐ Private ☐

Others ☐

12. Reasons for wishing to postpone your studies: *(please tick the box with appropriate reason and attach proof):*

- | | |
|---|---|
| ☐ Academic reasons | ☐ Work related reasons |
| ☐ Health reasons
<i>(Must be verified by Medical Officer)</i> | ☐ Family problem |
| ☐ Financial reasons | ☐ Others |

13. Provide in the space below a detailed explanation as to why you wish to postpone your studies. You may attach a letter if the space provided is not enough (the information you give will be treated with confidence)

.....

.....

.....

.....

.....

.....

14. Date of last class attendance (...../...../.....)

15. With whom did you discuss your decision to postpone studies? (Please tick relevant boxes)

☐ Head of Department	☐ Students Welfare Office
☐ DP-ARC/Principal	☐ Your Family / Parents
☐ Health Unit	☐ Others

If you ticked "Other" please give details below:

.....

.....

.....

(Please attach a valid copy of student ID)

16. **Student Signature:** **Date:**.....

PART B: FOR COMPLETION BY COLLEGE OFFICIALS

17. Comment / Recommendation from HoD (Please indicate the student's previous years' academic status, current academic progress and class attendance)

.....

.....

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

¹ Please note that students will be allowed to postpone studies once a year in each NTA Level only. No student shall postpone studies for more than one academic year. Instead, students should re-apply for admission according to admission rules.

18. Comment/Recommendation of the Registrar

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

Signature..... Date.....

19. Comment/Recommendation from DPARC

.....
.....

Signature..... Date.....

20. Comment /Recommendation Accountant on Financial records

.....
.....

Name.....Signature.....Official Stamp.....

21. Approval/Disapproval by Principal

.....
.....

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

CONTACT ADRESS

Principal
Tanzania Ports Authority
Bandari College Dar es Salaam
P.O. Box 9184
Dar es Salaam
Email: pbcc@ports.go.tz