



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



SHORT COURSES ADMISSION REGULATIONS, 2024

NOVEMBER, 2024

ACRONYMS

CSE	Certificate of Secondary Education
DP, ARC	Deputy Principal, Academics
HoD	Head of Department
ID	Identity Card
NACTE	National Council for Technical Education
TCU	Tanzania Commission for Universities
NACTVET	National Council for Technical and Vocational Education and Training
NECTA	National Examination Council of Tanzania
THA	Tanzania Harbours Authority ()
TPA	Tanzania Ports Authority
TIN	Tax Identification Number
NIDA	National Identification Authority
SIMS	Student Information Management System

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 Tanzania Ports Authority	Short Courses Admission Regulations,	Doc. No.	TPA/BD/R/*
		Rev. No.	
		Rev. Date	
		Date of Issue	

REGULATIONS SUMMARY

DESCRIPTION	DETAILS
Prepared By:	BCD
Regulations Development Date	18 November, 2024
Regulations Review Date	0
Title of the Regulations	Short Courses Admission Regulations, 2024
Regulations Version Number	0
Recommending Authority	PBC
Approving Authority	BOG

	PART I: ESTABLISHMENT, VALUES AND RATIONALE	
1.	Bandari College Dar es Salaam (BCD) is a technical institution registered by NACTVET (then NACTE) in 2004 with registration number REG/EOS/018. BCD was fully accredited by NACTVET to run its courses since 2017. As a training institution, BCD 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 which conducted port training activities in Tanga. After the breakup of the East African Community in 1977, Tanzania Harbours Authority (THA) Act, 1977 was enacted by Parliament which created a public corporation named Tanzania Harbours Authority. THA was mandated to among other thing control and manage seaports in mainland Tanzania. THA Act was repealed and replaced by the Ports Act, 2004 (Act) which is the governing law to-date (as amended). The functions of BCD as a training institution were general preserved throughout. In the current law, section 12(k) of the Act mandates BC 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 certificate and diploma levels. It also offers a wide range of short courses at its campus as well as tailor made courses as need arises to be delivered within or outside its campus at the convenience of the client	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, BC needs a teaching environment governed by clear rules and processes. These Regulations sets out the requirements, processes and steps during the admission process at the College which Participants, parents and sponsors should take note of.	Rationale
PART II: PRELIMINARY PROVISIONS		
6.	These regulations may be cited as the BC Short Course Admission Regulations, 2024.	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
	“ Abscondment ” means not reporting for scheduled course or examination at the time, day and place specified without prior permission or failure to attend scheduled classes to the required percentage during a particular period;	

	“Admitted Participants” means any applicant selected by the College to pursue a course;	
	“Board” means the College Board of Governors;	
	“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 centres;	
	“Module” means an independent package of learning related to a course studied by a participant for a fixed number of days that can lead to the final award;	
	“Course” means any combination of modules leading to certain award stated in the course curriculum;	
	“Participant” means any person enrolled as such for any short course at the College.	
(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 and registration processes of short courses at the College.	Applicability
(2)	The College will bring to the attention and make accessible to the Participants the existence of these Regulations including posting of these Regulations in its website and such other written instructions as issued from time to time by the College.	
(3)	Participants have the obligation and duty to be aware and comply with these Regulations 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 participant in relation to any	

	proposed action or claim that these Regulations, other written instructions or part thereof were or have not been brought to the attention of the participant by the College.	
	PART II: ADMISSION OFFICE	
10.	There will be admission officer(s) who verify and admit qualified short course applicants in the Student's Information Management System (SIMS). They also provide support to BCD clients in SIMS who require tailor made courses.	Admission
	PART III: SHORT COURSES OFFERED AND ADMISSION QUALIFICATIONS	
11.	The College offers: (i) Consultancy Short Course training– These are non-scheduled training or professional advisory services in the form of training offered by BCD to client(s). The services may arise from client's expressed need (Tailor made) or consultant identified gap. The services may be offered within or outside BC premises. (ii) Non-Consultancy Short Course Training – These are scheduled training as appearing in BCD short course calendar.	Short Courses Offered
12.	Admission Qualifications The qualifications for each course offered by the college shall be as stipulated in the Short Course Calendar issued in the relevant year and published in the College's website.	Admission Qualifications
	PART IV: INVITATION AND APPLICATION PROCESS	
13. (1)	The College invites new applicants for short courses being offered by issuing announcements through social media, posters, exhibitions and its website.	Invitation for Applicants
(2)	The invitation shall include the admission requirements for the offered courses.	

14.	The language of instruction for all short courses offered at the College will be either English or Swahili. Applicants from countries where neither English nor Swahili is spoken are encouraged to learn one of these languages before enrolling so as to improve communication and learning.	Language of Instruction
15. (1)	The application for admission will be done through online system of the College, where applicants are: (i) required to complete all sections of the online application system. (ii) encouraged to read the application instructions before starting the application process.	Mode of Application
(3)	Any incomplete or partially filled application including non-inclusion of any required supporting documents will not be considered.	
(4)	For non-consultancy short courses, the applicant should ensure that his application is submitted to the College before the application deadline.	Adherence to Deadlines
16.	Applicants with disabilities may be accepted after approval from the Medical Doctor that he will be able to undertake the course without facing much challenges and if the College has in place the infrastructure relevant for the nature of the disability.	Applicant with Disabilities
17. (1)	For non-consultancy short course: The applicant shall be required to pay a non-refundable application fee after having obtained a control number from SIMS or College Finance Office (For foreigners). For consultancy short course: No application fee is charged for tailor-made courses	Application Fees
(2)	The application fee may be as prescribed in the approved fee structure.	
18. (1)	Applicants with foreign certificates for courses that need particular qualifications must ensure that their certificate(s) are evaluated by the relevant authority (NECTA or NACTVET or TCU).	Foreign Certificates and Equivalence

(2)	Foreign applicants must have passports and/or residence permits from Immigration or other relevant authorities.	
19.	In their applications, Applicants must only use names as appearing in their authorized identities depending on the advertised course. (e.g., Form Four Certificates, Driving Licence, NIDA, TIN, etc.).	Applicant Names
	PART V: APPLICANTS' SELECTION AND VERIFICATION PROCESSES	
20. (1)	During the application process, the admission officer shall verify applicant's qualifications and course requirements online depending on the advertised course before issuing a control number for payment of the course fee.	Verification and Selection
(2)	Applicants' selection shall be based on the admission criteria as stipulated in the course calendar or advertisement.	
(3)	The College shall issue invitation letters to all selected applicants upon their requests.	Invitation Letter
	PART VI: REGISTRATION OF PARTICIPANTS	
21. (1)	Admitted Participants are required to report and register at the College within two (2) days from the date set for commencement of the training.	Reporting to the College
(2)	Any failure to report and register as per Regulation 21(1) above will lead to postponement of the course until the next similar course. Unless genuine reasons are explained to the satisfaction of the College and approved by the Principal.	
22.	To qualify for registration, applicant who paid the course fees must submit the following documents: (i) Duly filled Registration Form. (ii) Copy of original academic certificates. (iii) Copy of driving licence (for machine operator's courses) (iv) Applicants with foreign certificates must bring copies of equivalence translation of their academic	Condition for Registration

	certificates as verified by Tanzanian relevant authorities. (e.g. NECTA or NACTVET or TCU) (v) Equivalent translation of academic certificates must be logged with the relevant authority before application for a course. (vi) Valid permit for all foreign applicants.	
23. (1)	Rectification or change of names by Participants after registration is not allowed. However, the College has the discretion and reserves the right to allow any change of names upon providing valid reasons to be evidenced by valid legal document(s).	Rectification and/or Change of Names
24. (1)	Submission of fraudulent documents during and after admission process will lead to revocation of the registration at any time during the progress of studies without prejudice to any other legal action including criminal action as deemed appropriate by the College.	Submission of fraudulent Document
(2)	Registration will be done within two (2) days from the date set for commencement of the training.	Timeline
25. (1)	(i) Upon fulfilment of all registration requirements, Participants will be issued with a registration number and ID card from the Office of the Short Courses. (ii) The participant will be issued with an ID card for each course registered which shall be valid three (3) weeks after completion of the training. (iii) Participant shall wear their ID card at all times within the College campus. No service will be provided to a participant without an ID Card. (iv) A participant who lost his ID card will be re-issued a temporary ID card after submitting a written request for a replacement attached with the Police loss report.	Registration Number. and ID Card
26.	All newly registered Participants must attend orientation programme on the first day before commencement of the training.	Orientation Programme

27.	The minimum duration for completion of each course is one (1) day while the maximum is six (6) months.	Duration of Courses
	PART VII: PARTICIPANTS RECORDS MANAGEMENT	
28. (1)	Records of Participants during applications will be submitted through online application system and a printout submitted to the Short Course Admission Officer during registration.	Preserving of Participants Records
(2)	All Participants' records such as registration forms, copies of certificates, license and passport size photograph shall be kept in the respective course file.	
29.	Every participant must read and understand College's regulatory tools including those related to short courses which are available at the College website.	College Regulations
	PART VIII: PAYMENT OF DIRECT COSTS	
30. (1)	All Participants shall be required to pay the required fees and other costs as prescribed in the approved fee structure.	Fees Payment
(2)	All payments must be made in full before commencement of the course training.	
(3)	The payment of fees for foreign Participants shall be in terms of dollars as prescribed in the approved fee structure.	
(4)	Payments for tailor made courses shall depend on the agreed costs between the College and client.	
31. (1)	All payments shall be made directly using Control Number obtained from SIMS (For payments in local currency) or Finance office of the College (in case of control numbers for payment in US Dollars).	Payment Mode
32.	All short course fee paid are neither refundable nor transferable save that the participant may retain their rights as stipulated in Regulation 37.	Non-Refund or Transfer of Payment

33. (1)	Fees paid for a short course does not include health insurance. Hence, it is the responsibility of each participant to cover medical treatment in case of health challenges during the training session.	Participants Health Insurance
34.	The College does not have any scholarship fund except for Bandari College staff as stipulated in the Short Course Policy and Operational Guidelines.	Scholarships and Financial Assistance
PART IX: DE-REGISTRATION OF PARTICIPANTS		
35. (1)	Any participant wishing to de-register from the course voluntarily may request the Principal in writing stating reasons.	Voluntary De-registration
(2)	A participant de-registered as per regulation 34(1) may retain their rights as stipulated in Regulation 37.	
(3)	Circumstances which will de register a participant include but are not limited to the following grounds: (i) Disciplinary issues, (ii) Voluntary withdrawal by the student, (iii) Examination irregularities,	Circumstances amounting Deregistration Circumstances amounting Deregistration
(4)	There shall be no refund of any paid fees and other costs paid by a participant who has de-registered from the course for reasons herein stated under Regulation 35(3)	Involuntary Deregistration
PART X: HANDLING OF SPECIAL/SECOND SITTING EXAMINATIONS		
36.	A participant permitted to take special or second sitting exams must register for these exams at the Office of the Short Courses before the start of the next similar course examinations.	Special/Second Sitting Examinations
PART XI. CHANGE OF COURSE		
37. (1)	A participant may request to change the course by submitting a written request addressed to the Principal.	Change of Course
(2)	A registered participant may be allowed to change programme provided that:	

	(i) He has the necessary entry qualifications of the course he wishes to study. (ii) A written request has been submitted before the beginning of course. (iii) The fees for the course the participant want to transfer from are the same as those he wants to transfer to. (iv) Once the request is received, it will be internally processed by the College	
(3)	Any change of programme will be subject to approval by Principal.	
(4)	A participant will be informed through an official letter on approval or rejection of his request to change programme.	
	PART XII: POSTPONEMENT OF STUDIES	
38.	Subject to approval, a registered participant may request for postponement of studies stating reasons upon submission of the prescribed form appearing in Appendix 1 .	Postponement of Studies
39.	Reasons that may be considered in granting permission for postponement of examinations include the following: (i) Illness or serious health problems that is supported by a medical certificate from a medical practitioner recognized by the government. (ii) Death of participant's parent(s) or guardian or any other serious incident leading to absence from examinations which merits special consideration. (iii) Any other reasonable ground(s) which is supported by sufficient evidence acceptable to the College. (iv) Each case will be considered on its own merit.	Condition for Postponement of Examinations
40.	A participant who absconds a course shall be required to re-apply for admission and make full payments.	Abscondment

	PART XIII: MISCELLANEOUS AND OTHER INCIDENTAL COSTS	
41.	The College does not offer meals services to Participants. However, privately catering services are available in and outside the campus premises.	Meals
42.	Sponsors are advised to pay the full course fees directly to the College as outlined in the Course Fees Structure. However, expenses like accommodation, meals, books, and stationery should be paid directly to the Participants.	Sponsored Participants
43.	For the courses that require port visit and practical session as part of the training, Participants are required to buy the following: (i) High Visibility Vest (Reflector)- All Participants (ii) Safety Boot – Engineering/Machine Participants only (iii) Overall Coat – Engineering and/or Machine Participants only (iv) Safety Helmets - All Participants	Port Visit and Study
	PART XIV. TRANSFER OF PARTICIPANTS	
44.	A participant may request a transfer only within the training centres (BCD premises and its centres) with the restriction that it must be for the same course offered concurrently.	Process for Transfer
45.	A participant who wishes to transfer from one centre to another for training may do so without any additional costs provided that : (i) Has the necessary entry qualifications of the course he wishes to study. (ii) Has submitted a written request for approval to the Principal before the beginning of the training. (iii) The fees for the course the participant want to transfer from are the same as the ones for the course he wants to transfer to. (iv) Once the request is received, it will be internally processed by the College and the participant accordingly informed of the College's decision.	

Approved by

Board of Governors:


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Eng. Anthony F. Swai

Chairperson of the Board of Governors


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Dr. Lufunyo S. Hussein

Principal/Secretary

Dar es Salaam

Date..18th November, 2024

TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM

APPLICATION FORM FOR POSTPONEMENT OF TRAINING

PART A: FOR COMPLETION BY THE PARTICIPANT

Please complete all sections in this form and return it to the short course office:

1. Surname
2. First Name(s)
3. Date of Birth
4. Participant Registration No.
5. Academic Year
6. Course
7. Postal Address:
- Tel No. Email address

8. Category of Participant TPA Sponsored ☐ Private ☐
 Others ☐

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

- | | |
|--|---|
| ☐ Death of close relative | ☐ Work-related reasons |
| ☐ Health reasons | ☐ Family problem |

(Must be verified by Medical Officer)

- ☐ Other reasons

10. Provide in the space below a detailed explanation as to why you wish to postpone training. You may attach a document with additional explanations if the space provided is not enough (the information you give will be treated with confidence)

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

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

☐ Employer

☐ Parent

☐ Guardian

☐ Other

If you ticked "Other" please give details below.

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(Please attach a valid copy of participant ID)

13. Participant Signature:

Date:

PART B: FOR COMPLETION BY COLLEGE OFFICIALS

14. Comment/Recommendation from HoD Research, Consultancy and Short Course

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

15. Comment/Recommendation from Finance Office

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Name.....Signature

16. Comment/Recommendation from DP-ARC

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

17. Approval/Disapproval by Principal

.....
.....

Signature: Date: Official Stamp.....

CONTACT ADDRESS

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