

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF CULTURE, ARTS AND SPORTS



**TAASISI YA SANAA NA UTAMADUNI BAGAMOYO
(TaSUBa)**



ADMISSION GUIDELINES FOR THE ACADEMIC YEAR 2024/2025

FEBRUARY, 2024

THE UNITED REPUBLIC OF TANZANIA
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Preamble

These Guidelines stand as guidance on process and procedure of application, admission and registration as TaSUBa student. It highlights the key items on the programme offered, minimum admission eligibility criteria, course duration and award as well as cost per programme. It also discloses the procedures for dissatisfied non-admitted applicant to be adhered for remedial measures.

Furthermore, the Guidelines briefly highlight to the admitted and registered students the tolerable mode of life and governing Regulations during the training for monitoring and adherence.

The admitted and registered students are advised to get acquainted and be conversant with the formulated regulations and Guidelines and comply in due course of pursuing studies to become a trained profession better artist.

Welcome!

(1) General Introduction

(a) Institutional Establishment, Mandate and Location

Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa) (formerly Bagamoyo College of Arts), is a dynamic semi-autonomous Government Executive Agency established pursuant to Government Notice No. 220 of 2007 made under the Executive Agencies Act, Cap. 245. The Institute situates at the offshore of the Indian Ocean, Plot No. 289-291, Block “P” alongside Kaole road within Bagamoyo urban area about 66km northward from Dar es Salaam City. It performs its functions of developing, preserving and promoting Tanzania arts and culture under the Ministry of Culture, Arts and Sports. For the purposes of maintaining services quality assurance, the College is under the oversight of the National Council for Technical and Vocational Education Training (NACTVET) and is accredited and registered by the same under registration number REG/PWF/010.

(b) Institutional Objectives

The main aim for Institutional establishment is to develop, preserve and promote Tanzanian arts and culture and impart the knowledge of the same to the existing and future generations. To meet such statutory objectives, TaSUBa roles and functions are as follows: -

- (i) To provide high quality training programs in the area of arts and culture.
- (ii) To provide consultancy services in the area of arts and culture.
- (iii) To conduct research in the area of arts and culture.

(c) Visions, Mission and Core Values

(i) Vision

To be a dynamic Arts and Culture Centre of excellence in Africa.

(ii) Mission

To conduct high quality training, research and consultancy services in arts and culture as well as producing arts products.

(iii) Core Values

TaSUBa staffs are guided by the following core values: -

- ***Impartiality***
To ensure equal access by all stake holders to the services offered by the Agency;
- ***Customer focus***
To be driven by customer needs and expectations in all operations.
- ***Service Excellence***
Through excellent service delivery the Board will strike to exceed stakeholder expectations.
- ***Integrity***
To uphold virtues for integrity through honesty and fairness in all undertakings.
- ***Accountability***
To strive to be responsible care takers of all resources entrusted to the Agency in a professional and transparent manner.
- ***Team work***
To strive to optimize synergies in order to meet set goals by consciously and deliberately nurturing team spirit, collaboration and consultation; and
- ***Gender mainstreaming***
To promote principles of gender equity, fairness and balance across gender.

(2) Programmes Offered

The following courses are offered in long programme mode for the award of Basic Technician Certificate (NTA level 4) and Ordinary Diploma (NTA level 5&6) and in short programme mode for the award of Certificate of Attendance in the trained particular course: -

- *Music and Sound Production*; (Music recording, sound recording, music production and studio management),
- *Film and Television Production*; (Video shooting, sound recording, video editing, film directing and script writing),
- *Performing and Visual Arts*; (Music, dance, drama, acrobatics, stage technology and fine arts).

(a) Admission to Long Courses Programmes; *(Leading to award of Basic Technician Certificate (NTA level 4) and Ordinary Diploma (NTA level 5&6))*

(i) Table 1: Eligibility Criteria for Admission to Programme of *Music and Sound Production* for an Award of Basic Technician Certificate (NTA Level 4)

Programme/Award	Minimum Eligibility Admission Criteria	Programme duration	Capacity	Tuition Fees per Year
Basic Technician Certificate in Music and Sound Production (NTA Level 4)	Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects.	1 year	150	Local: TZS. 840,000/ Foreigner: USD415

(ii) Table 2: Eligibility Criteria for Admission to Programme of *Film and Television Production* for an Award of Basic Technician Certificate (NTA Level 4)

Programme/Award	Minimum Eligibility Admission Criteria	Programme duration	Capacity	Tuition Fees per Year
Basic Technician Certificate in Film and Television Production (NTA Level 4)	Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects.	1 year	150	Local: TZS. 840,000/ Foreigner: USD415

(iii) Table 3: Eligibility Criteria for Admission to Programme of *Performing and Visual Arts* for an Award of Basic Technician Certificate (NTA Level 4)

Programme/Award	Minimum Eligibility Admission Criteria	Programme duration	Capacity	Tuition Fees per Year
Basic Technician Certificate in Performing and Visual Arts (NTA Level 4)	Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects.	1 year	150	Local: TZS. 630,000/ Foreigner: USD312

(iv) Table 4: Eligibility Criteria for Admission to Programme of *Music and Sound Production* for an Award of Ordinary Diploma (NTA Level 5&6)

<i>Programme/Award</i>	<i>Minimum Eligibility Admission Criteria</i>	<i>Programme Duration</i>	<i>Capacity</i>	<i>Tuition Fee per Year</i>
<i>Ordinary Diploma in Music and Sound Production (NTA Level 5&6)</i>	<p> Holders of Basic Technician Certificate (NTA Level 4) in Music and Sound Production, Film and TV Production, Performing and Visual Arts, Media Production, Journalism, Mass Media OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects OR Teachers' Grade IIIA Certificate.</p>	2 years	150	<p>Local: TZS.960,000/ Foreigner: USD475</p>

(v) Table 5: Eligibility Criteria for Admission to Programme of *Film and Television Production* for an Award of Ordinary Diploma (NTA Level 5&6)

<i>Programme/Award</i>	<i>Minimum Eligibility Admission Criteria</i>	<i>Programme Duration</i>	<i>Capacity</i>	<i>Tuition Fee per Year</i>
<i>Ordinary Diploma in Film and TV Production (NTA Level 5&6)</i>	<p> Holders of Basic Technician Certificate (NTA Level 4) in Film and Tv Production, Performing and visual Art, Education, Journalism, Music and Sound Production, Arts and Sports, Education OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects OR Teachers' Grade IIIA Certificate.</p>	2 years	150	<p>Local;TZS. 960,000/ Foreigner:USD475</p>

(vi) Table 6: Eligibility Criteria for Admission to Programme of *Performing and Visual Arts* for an Award of Ordinary Diploma (NTA Level 5&6)

<i>Programme /Award</i>	<i>Minimum Eligibility Admission Criteria</i>	<i>Programme Duration</i>	<i>Capacity</i>	<i>Tuition Fee per Year</i>
<i>Ordinary Diploma in Performing and Visual Arts (NTA Level 5&6)</i>	<p> Holders of Basic Technician Certificate (NTA Level 4) in Performing and Visual Arts, Education, Film and TV Production, Music and Sound Production, Arts and Sports, Education, Community Development, Journalism OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects OR Teachers' Grade IIIA Certificate.</p>	2 years	150	<p>Local;TZS. 720,000 Foreigner: USD356</p>

(vii) Table 7: General Table for Eligibility Criteria for Admission to Programme of Basic Technician Certificate and Ordinary Diploma for an Award of Ordinary Diploma (NTA Level 5&6)

<i>Programme/ Award</i>	<i>Minimum Eligibility Admission Criteria</i>	<i>Program Duration</i>	<i>Capacity</i>	<i>Tuition Fee (Local TZS; Foreign r; USD)</i>
<i>Ordinary Diploma in Music and Sound Production (NTA Level 5&6)</i>	Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects.	3	150	TZS. 840,000 (NTA Level 4 only)
	Holders of Basic Technician Certificate (NTA Level 4) in Music and Sound Production, Film and TV Production, Performing and Visual Arts, Media Production, Journalism, Mass Media OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects OR Teacher's Grade IIIA Certificate.	2	150	TZS. 960,000
<i>Ordinary Diploma in Film and Tv Production (NTA Level 5&6)</i>	Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects.	3	150	TZS. 840,000 (NTA Level 4 only)
	Holders of Basic Technician Certificate (NTA Level 4) in Film and Tv Production, Performing and visual Art, Education, Journalism, Music and Sound Production, Arts and Sports, Education OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects OR Teacher's Grade IIIA Certificate.	2	150	TZS. 960,000
<i>Ordinary Diploma in Performing and Visual Arts (NTA Level 5&6)</i>	Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects.	3	150	TZS. 630,000 (NTA Level 4 only)
	Holders of Basic Technician Certificate (NTA Level 4) in Performing and Visual Arts, Education, Film and TV Production, Music and Sound Production, Arts and Sports, Education, Community Development, Journalism OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects OR Teacher's Grade IIIA Certificate.	2	150	TZS. 720,000

(b) Admission to Short Courses Programmes (*Tailor Made Courses*)

The Table of Eligibility Admission Criteria to *Short Courses Mode* for the Award of Certificate of Attendance

Award	Minimum Admission Eligibility Criteria	Program Duration	Tuition Fee Per Month (Local: TZS; Foreigner: USD)
Certificate of Attendance (<i>In that particular trained course</i>)	Any inspired person of the age of above five (05) years is eligible	From 1-6 months (Depending on the need of the customer).	TZS. 150,000.00/ per month, OR TZS. 350,000.00/ per month for special programme.

NOTE: The ascribed Tuition fee rates does not include direct cost payable to cover the following;

- (i) Admission Fee TZS: 10,000/ (payable once),
- (ii) Application Form Cost TZS: 10,000/ (payable once),
- (iii) Quality Assurance Fee TZS. 15,000 (payable once),
- (iv) Identity Card TZS: 10,000/ (payable once, unless lost),
- (v) Insurance Premium: TZS: 50,400/ per Anum (NHIF-for long course students),
- (vi) Student Union Subscription Fee: TZS: 20,000/ (payable once),
- (vii) Graduation Costumes Hire Fee: TZS: 25000/ (payable on graduation),
- (viii) Hostel Rent: TZS: 220,000/ per Anum (Only for College tenants),
- (ix) Transcript Fee TZS: 10,000/ (Only for graduands),
- (x) Caution Money- TZS: 20,000/ (payable once, unless forfeited).

(3) Application and Admission Procedures

(a) Application Procedures

(i) For Long Courses Programmes

- ✓ **For Local and Foreigners** (*In Service and out of service and out of Secondary school*): An eligible applicant shall download an Application Form from our website at www.tasuba.ac.tz or physically collect from the College and properly fill and submit the duly completed Form either physically to the College or by way of an e-mail address via application@tasuba.ac.tz;
- ✓ **For Direct Entry from Secondary School** (*Form four level*): Fill Selfform at the School and the selected student will be directly posted by OR-TAMISEMI.

(ii) For Short Courses Programmes (*Tailor Made Courses*)

- ✓ An eligible applicant shall physically collect an Application Form from the College upon payment of non-refundable fee and properly fill and submit the duly completed Form physically to the College and upon payment of tuition fee and direct cost be admitted and registered and begins training.

(b) Admission Procedures to Long Courses Programmes

- (i) All Applications shall be screened by the College Admission Committee and all names of the eligible and posted Applicants shall be uploaded to online system under the National Council for Technical and Vocational Education Training (NACTVET) for verification. The Admission Committee comprises of person with the following qualification: -

✓ Deputy Principal-Academic, Research and Consultancy.....	Chairperson
✓ Admission Officer.....	Secretary
✓ Examination Officer.....	Member
✓ Head of Quality Assurance Unit.....	Member
✓ Academic Manager.....	Member
✓ Academic Services Support Manager	Member
✓ Head of Sections	Member

- (ii) All the verified and selected Applicants shall be notified by posting their names to the College website at www.tasuba.ac.tz and through Institutional social media platforms and other media platform as well as calling through phone number entered in their Application Forms.
- (iii) The selected Applicants shall be required to download Admission Letter attached with Joining Instruction Form from the College website at www.tasuba.ac.tz and adhere with instruction accordingly.
- (iv) The selected candidate shall be required to report to the College at the beginning of the academic year on the date specified in the admission letter.
- (v) The reported Applicants will be registered and issued with registration number upon adherence to Joining Instructions and payment of direct cost and Tuition fees at the prescribed acceptable installment rate.
- (vi) The registered students shall be oriented before beginning the training so as to understand and make acquainted to the College training environment and administration system.

(4) Admission for Discontinued Students

- (a) Any student who is discontinued from studies shall not be admitted to the same training programme which he/she is discontinued until after the lapse of one year.
- (b) Notwithstanding the condition set forth under paragraph 4 (a), such student may be admitted to any other programme if meets the minimum eligibility entry qualifications.

(5) Admission for Student with Disciplinary Dismissal

Any student who is discontinued from studies for disciplinary grounds by any College shall not be eligible for admission to any programme until after the lapse of two clear years.

(6) Appeal and Complaint Mechanism for non-admitted aggrieved Applicant

- (a) Any non-admitted dissatisfied Applicant, may within seven (07) days from date of publishing the names of the admitted eligible Applicants, lodge an appeal to the Principal explicitly stating grounds of appeal and requested remedy.
- (b) The Principal together with Admission Committee shall scrutinize the grounds of Appeal and dispose the findings within 14 working days.

(7) Guidance to the Admitted and Registered Students

(a) Adherence to the Formulated Regulations and Guidelines

- (i) Each student must as soon as possible upon admission and registration make familiar with the formulated Regulations and Guidelines including Student by laws and Examinations Regulations and programme training time table and adhere accordingly.
- (ii) All admitted and registered students are advised to be conversant and comply with all College Regulations and Guidelines and thoroughly comply.
- (iii) All students at the College are governed and guided by the established Regulations and Guidelines and any alleged violation shall be investigated and the suspect be charged in accordance to the violated provision of the respective regulation and upon conviction accordingly punished and disciplined.

(b) Accommodations

- (i) There is no satisfactory accommodation for all students at the College hostel and the priority and consideration is for disables.
- (ii) It is highly advisable for each student to make personal accommodation arrangement and if necessary, with the assistance of the Office of the Students' Union Government (UWATaSUBa) or Dean of Students.

(c) Dressing Code

Dressing code for all admitted and registered students are as ascribed in the Student by-laws and Examination Regulations.

(d) Remittance of Fee

The Institute shall not be liable to refund the paid fee or any cost to any Postponing or discontinued admitted and registered student. However, if the claim is made within the first month of the training after registration, and upon adducing good acceptable reason(s) on satisfaction of the Management, save for paid direct cost, one third of the full paid tuition fee will be refunded.

(8) Scope of the Guidelines

These Guidelines are set purposely and specifically for the academic year 2024/25. They are subject to the Regulator's directives (NACTVET), and they change in each academic year hence terms and conditions herein set forth may slightly vary accordingly.