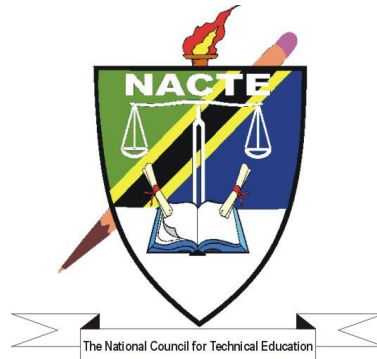


# NATIONAL COUNCIL FOR TECHNICAL EDUCATION

(NACTE)



NACTE FORM RECOG - 01

## APPLICATION FORM

FOR

---

## RECOGNITION OF TECHNICAL INSTITUTION'S DEPARTMENT

---

Dar es Salaam

---

**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION  
(NACTE)**

**APPLICATION FORM FOR RECOGNITION  
OF TECHNICAL INSTITUTION'S DEPARTMENT**

---

*(to be completed by the Applicant)*

**Section 1: Particulars of the Department**

- 1.1 Name of the Institution:** .....
- 1.2 Name of Department:** .....
- 1.3 Date of Establishment:** .....

**Section 2: Title of the Educational Programme**

- 2.1 Name of the Educational Programme Offered by the Department:**

.....

- 2.2 Does the Name of the Educational Programme describe the content of the Programme?**

**Yes**       **No**      (Attach a copy of prospectus)

- 2.3 Does the student transcript bear the name of the education programme he/she has completed?**

**Yes**       **No**      (Attach a copy of transcript)

**Section 3: Education Leadership**

- 3.1 Is the department represented at the institutional level?**

**Yes**       **No**      If yes, indicate and attach evidence .....

.....

- 3.2 Is the department represented at the national level?**

**Yes**       **No**      If yes, indicate and attach evidence .....

.....

**3.3 Is the department represented at the regional level?**

**Yes**       **No**      If yes, indicate and attach evidence .....

.....

**3.4 Are there any key staff members of the department with membership to professional bodies?**

**Yes**       **No**      If yes, indicate and attach evidence .....

.....

**3.5 Does the department have an almanac, indicating schedule of annual events including regular meetings dealing with academic matters?**

**Yes**       **No**      If yes, attach a copy/copies

.....

**Section 4: Resources**

**4.1 Physical resources**

**4.1.1 Infrastructure/Buildings** (attach layout plans, building permits, certificates of occupancy, health certificates, fire regulations conformity certificate, etc.):

Type	Number	Total floor area (m <sup>2</sup> )	Ownership		
			Owned	Leased	Hired
Offices					
Classrooms					
Laboratories					
Workshops					
Dormitories					
Assembly halls					
Libraries					
Students cafeterias					
Staff Canteens					
Staff quarters					
Bookshops					
Others (specify)					

**4.1.2 Equipment:**

Attach detailed list of teaching equipment and furniture

- a) Owned
- b) Leased (indicate source and attach agreement)
- c) Hired (indicate source and attach agreement)

**4.1.3 Furniture:**

Attach detailed list of teaching equipment and furniture

- a) Owned
- b) Leased (indicate source and attach agreement)
- c) Hired (indicate source and attach agreement)

**4.1.4 Tools and Audio-visual Aids:**

Attach detailed list of teaching equipment and furniture

- a) Owned
- b) Leased (indicate source and attach agreement)
- c) Hired (indicate source and attach agreement)

**4.2 Information resources/systems:**

Books (state approximate total number available): .....

Journals (attach list of subscribed journals):

Electronic:

- Access to INTERNET: Yes / No (delete inappropriate)
- CD ROMS available: Yes / No ( delete inappropriate)

**4.3 Services:** (Indicate services available and provider):

Type	Internal	External	Provider (if external)
Piped Water Supply			
Waste water disposal			
Solid waste disposal			
Electricity			
Telephone			
Health			
Recreational (sports)			
Safety			
Security			
Religious			
Transport			
Others (specify)			

**Section 5: Departmental Staff**

**5.1 Administration Staff**

Name of the Head of the Department:.....

Academic qualifications of the Head of department (attach CV):.....

Organisation Structure of the department (attach organisation chart showing titles and names of key office holders).

**5.2 Academic Staff**

5.2.1 Submit the number and qualifications of *full time* experts in the following format:

S/N	Name	Age	Qualifications	Area of Expertise	Experience (years)	Foreign / Local	Other posts held at the Institute / College

5.2.2 Submit the number and qualifications of *part time* experts in the following format:

S/N	Name	Age	Qualifications	Area of Expertise	Experience (years)	Foreign/ Local	Other posts held at the Institute/College

**5.3 Supporting Staff**

Submit the number and qualifications of supporting staff in the following format:

S/N	Name	Age	Qualifications	Support Service Offered	Experience (years)

5.4 Academic Staff Workload.  (Attach current schedule of classes to indicate responsibility for each academic staff)

5.5 Staff Training and Development  (Attach documentation about the departmental staff Training and Development, giving a schedule of attendance of such Training and Development Programmes)

**Section 6: Programme, Staff and Examination Evaluation**

**6.1 Programme Evaluation**

**6.1.1 Does the department do Programme Evaluation?**

.....

If yes, indicate frequency .....

6.1.2 How are the Evaluations done?  (Attach a copy of the evaluation form)

.....

6.1.3 How are the evaluation results used in improvement of the Educational Programmes?  (Attach documentation of the programme evaluation report demonstrating how are the evaluation reports used in programme improvement)

.....

6.1.4 Date of last Programme Evaluation      6.1.5 Date of next Programme Evaluation

.....

.....

**6.2 Examination Evaluation**

**6.2.1 Does the department undertake Examination Evaluation?**

.....

If yes, indicate frequency .....

6.2.2 How are the evaluations done?  (Attach a copy of the evaluation form)

.....

6.2.3 How are the evaluation results used in improving students' performance without compromise the quality of education?

.....

**6.3 Staff Evaluation**

**6.3.1 Does the department undertake Staff Evaluation?**

.....

If yes, indicate frequency .....

**6.3.2 How are the evaluations done?**

(Attach a copy of the evaluation form)

**6.3.3 How do the evaluation results used in improving staff conduct?**

.....

(Attach documentation of the staff evaluation report demonstrating how the evaluation reports are used in improving staff conduct)

**6.3.4 Date of last Staff Evaluation**

**6.3.5 Date of next Staff Evaluation**

.....

**Section 7: Student Admission**

**7.1 Student intake (Tick and complete information relevant to the programme):**

Type	Minimum Entry Level	Title of Award/Qualifications	Student Intake	
			Previous Year	Current Year
<input type="checkbox"/> Technician	<input type="checkbox"/> Form IV <input type="checkbox"/> Equivalent	<input type="checkbox"/> Pre-technician Certificate		
		<input type="checkbox"/> Technician Certificate		
		<input type="checkbox"/> Full Technician Certificate		
		<input type="checkbox"/> Technician Diploma		
		<input type="checkbox"/> Other		
<input type="checkbox"/> Semi-Professional / Professional	<input type="checkbox"/> Form VI / Full Technician <input type="checkbox"/> Certificate / Technician <input type="checkbox"/> Diploma	<input type="checkbox"/> Advanced Diploma		
		<input type="checkbox"/> Degree		
		<input type="checkbox"/> Other		
<input type="checkbox"/> Others				



**7.2 Indicate Staff / Student Ratio**

Ratio	Previous Year	Current Year
Support Staff / Student Ratio		
Academic Staff / Student Ratio		

*Note: Academic Staff includes both teaching and training staff*

**7.2 Admission Criteria and Procedures**  (Attach copy of published public document)

**7.3 Application Form for Admission**  (Attach copy of the current Admission Form)

**Section 8: Academic Programme**

**8.1 Programme Objectives.**  (Attach proof that the programme goals are consistent with the overall institutional goals)

.....

.....

.....

.....

.....

**8.2 Length of the programme**

**8.3 Course Contents\***

**8.4 Course Assessment Procedure\***

**8.5 Continuous Assessment Test papers and Student Results\***

*\* Tick and attach a copy of document that gives enough information, if available (Where appropriate give a copy from public documents)*

**Section 9: Advice and Assistance**

**9.1 Does the department provide students with advice and assistance? (if yes, attach a roster from a published document that indicates names of students against their advisors)**

**9.2 Do advisors submit reports for the student's file? (if yes, attach a sample report from student file)**

9.3 **Does the department offer academic life guidance to fresh students in order to attain their training expectations?** (if yes, attach a copy of such guidance from any public documentation) YES / NO

**Section 10: Fieldwork and Supervision\***

10.1 **Do students Attend Field Study?** ( if yes, attach guidelines for undertaking such field studies and a copy of student against a place attendance and department supervisor) YES / NO

10.2 **Is the fieldwork assessed?** (if yes, please attach the mode of assessment) YES / NO

10.3 **Does the fieldwork assessment contribute towards the students' final performance?** (if yes, give the weight) YES / NO

*\*For any part whose response is "No" please give a detailed reason.*

---

**Section 11: Declaration**

I certify that the particulars furnished in this application form are true and complete in all respects and that no relevant information has been withheld.

I understand that misrepresentation, falsification and/or withholding information in regard to this application are serious offences that may result in nullification/denial of recognition and/or prosecution.

**Applicant's Signature:** ..... **Date:** .....

**Applicant's Name in full:** .....

**Designation:** ..... **Official Stamp:** .....

---

---

**Section 12: Applicant's Witness and Confirmation**

Signed by the said ..... (applicant) on the  
..... day of ..... (month) ..... (year) in the  
presence of ..... (name) whose signature is  
..... and witnessed by .....  
who is the Commissioner of Oath and whose signature is .....

Address: .....  
.....  
.....

Date: ..... (Official Stamp):

---