

# **EASTERN AFRICA STATISTICAL TRAINING CENTRE**

**(EASTC)**



**PROSPECTUS FOR THE ACADEMIC YEAR 2024/2025**

## **PREFACE**

This publication provides information about matters related to academic programmes of the Eastern Africa Statistical Training Centre (EASTC). It is intended to guide prospective and continuing students in planning their study programmes. It is however advised to consult the Rector, Deputy Rectors, Dean of Students or Heads of Units and Sections responsible for the respective programmes for the most up-to-date information about the Centre. Other useful information about the Centre can be found on EASTC's website [www.eastc.ac.tz](http://www.eastc.ac.tz)

**Dr. T. M. Katunzi**

Rector

## **CONTACT INFORMATION**

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Social Media:



<https://twitter.com/planwithfigures>



[https://www.instagram.com/chuo\\_cha\\_takwimu/?igshid=NGExMmI2YTkyZg%3D%3D](https://www.instagram.com/chuo_cha_takwimu/?igshid=NGExMmI2YTkyZg%3D%3D)



<https://www.facebook.com/EASTCplanwithfigures/?mibextid=ZbWKwL>



<https://www.youtube.com/@TheEasternAfricaStatisticalTra>

## **Disclaimer:**

EASTC has made all reasonable efforts to ensure that this Prospectus is accurate and up-to-date when compiled, but can accept no responsibility for any errors or omissions. The Centre reserves the right to Alter information displayed in this document any time without prior notice for the sake of effective and efficient implementation of its programmes.

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## PART I: GENERAL INFORMATION

### 1.1. Background

The **Eastern Africa Statistical Training Centre (EASTC)** is a professional training institution that has its ‘regional roots’ right from its conceptualization, in 1961. During the Second Conference of African Statisticians held in July 1961 in Tunis (TUNISIA) it was noted that, “ *it was necessary to establish a number of training Centre’s to provide theoretical and particular courses*” in Africa, to respond to the increased demands on statistical services, given the fact that, there was an acute shortage of both middle-



grade and professional statisticians. It was from that realization that in 1963, the United Nations Economic Commission for Africa (UNECA) agreed to assist in the establishment of a Statistical Training Centre for the East African sub-region i.e. Kenya, Uganda and Tanzania and it was also decided that the training Centre be located in Dar es Salaam, Tanzania.

The Centre started functioning from 30<sup>th</sup> August, 1965. The main objectives of the Centre, at that time, were to organize training of middle level statistical personnel for African countries; and to arrange for the participation of the trainees in the

field surveys organized by the EACSO and the participating countries. In the beginning, it was handling only middle level training courses, i.e. Certificate, but from July 1966, it was upgraded to impart training at intermediate level, i.e. Diploma. From 1966, the Centre’s role gradually expanded from serving the East Africa Community countries only to serving more states in Eastern Africa sub-region. The UNDP support ended in 1972 and the East African Community (successor to EACSO) took full control of the Centre until 1977 when the EAC collapsed. The Statistical Training Programme for Africa (STPA) took over from 1979 to 1993.

However, in 1993, before the end of STPA programme, UNECA requested the Government of Tanzania to take care of the Centre until such a time that UNECA would be ready to take over. In view of this, the consent of the user countries was required before the Government of Tanzania could agree to the request by UNECA. This was to make sure that the Centre’s nature of being a regional institution should be maintained and a Memorandum of Understanding was signed that allowed all user countries to avail themselves of the services and premises of the Centre. Thus, the EASTC has continued to be a regional statistical institution serving Anglophone Africa, but owned by nineteen (19) user countries, namely: Botswana, Eritrea, Ethiopia, Eswatini, Kenya, Lesotho, Malawi, Mauritius, Namibia, Seychelles, Somalia, South Africa, South Sudan, Sudan, Tanzania, The Gambia, Uganda, Zambia and Zimbabwe.

### **1.1.1. Converting EASTC to a Higher Learning Institution**

In the early 2000s many African Governments began to employ university graduate statisticians, who had studied only theoretical statistics, who essentially cannot meet the requirements of Official Statistics. Therefore, EASTC member countries requested EASTC to design a degree programme in Official Statistics. In order to fulfill this requirement, in 2012 EASTC was accredited by the National Accreditation Council for Technical Education (NACTE) as a higher learning institution in order to be able to offer degree courses. In the same year, EASTC started offering the first degree i.e. Bachelor in Official Statistics (BOS) alongside the Certificate and Diploma courses. In addition, many NSOs also realized that they had to immediately transform their university graduate statisticians who had theoretical statistics into Official Statisticians. EASTC took this gap as an opportunity to introduce graduate programmes, and the result was the introduction of the Master's Degree in Official Statistics (MOS), launched in April 2014. The first batch comprised of students from National Statistical Offices of Nigeria, Ghana, Liberia, Sierra Leone, Ethiopia, Somalia, Uganda, Eswatini, Zambia, Rwanda and Tanzania.

Furthermore, to back up the current campaign of improving Agricultural and Rural Statistics as per the Global Strategy, the Centre launched the Master of Science in Agricultural Statistics (MSc. AS) in October 2015 in collaboration with IASRI and Sokoine University of Agriculture (SUA), which aims at producing top-level Agricultural Statisticians to serve the African National Statistical Systems. It has also developed the Bachelor of Agricultural Statistics and Economics programme to complement the Masters programmes. Technological development, business digital transformation and the Big Data era have transformed Statistics production, management and uses to highly involve computer science and Information Communication Technology (ICT). Due to these new skills requirements, the Centre has developed corresponding programmes including the Bachelor of Data Science, Bachelor of Business Statistics and Economics, Bachelor of Agricultural Statistics and Economics, Certificate and Diploma programmes in Information Technology.

### **1.2. EASTC Location**

The EASTC is located on Observation Hill, thirteen kilometers west of Dar es Salaam City Centre. The campus is within Changanyikeni hamlet on the western side of the University of Dar es Salaam, at a distance of one and a half kilometers from the Administration Block of the University, and it shares a common border with the University. Live location: <https://maps.app.goo.gl/dTEZFJYPkNYENhWN8>

### **1.3. Our Vision**

To be a Centre of excellence in training Official Statistics in Africa.

### **1.4. Our Mission**

To promote the production and use of high-quality statistics through training, research and consultancy in statistics for evidence-based decision making in user countries.

### **1.5. Core Values:**

In pursuit of the vision and mission, above, EASTC will continue to be guided by four (4) core values which are ethical standards by which the Centre's employees would be measured. The values are commitment to stakeholders in terms of desired corporate culture and employees' personality. These are:

<b>1.</b>	<b>Team work</b>	Our focus is on full participation in the implementation of the assigned duties and responsibilities that contribute to the achievement of EASTC goals.
<b>2.</b>	<b>Integrity</b>	The EASTC staff should be honest, truthful, and punctual.
<b>3.</b>	<b>Customer Focus</b>	EASTC values its customers by providing services promptly.
<b>4.</b>	<b>Accountability and Responsibility</b>	EASTC staff should be answerable and complete duties assigned on time

## 1.6. EASTC Objectives

The overall objective of the EASTC is to improve the capabilities of the user countries to produce and use statistical data that is needed for evidence-based decision making in assessing and planning the development of the people and the economies of the countries, through the training of personnel involved in the production and usage of the statistical information. Specifically, the EASTC was established as a corporate body to:

- (i) Provide facilities for the study and training in principles, procedures and techniques of Statistics and other related subjects as the RAB may from time to time decide;
- (ii) Conduct training programmes leading to professional qualifications in Statistics and other related subjects;
- (iii) Conduct examinations and grant Degrees, Diplomas, Certificates and other awards of the Centre;
- (iv) Sponsor, arrange and provide facilities for conferences, seminars, workshops and
- (v) Arrange for the publication and general dissemination of materials produced in connection with the work and activities of the Centre.

The Centre is therefore mandated to offer Certificate, Ordinary Diploma, Postgraduate Diploma Bachelor and Master Degrees which EASTC was given accreditation by the National Council for Technical and Vocational Education and Training (NACTVET), and Tanzania Commission for Universities (TCU).

## 1.7. Professional Courses and Other Activities

The Centre conducts a National Vocational Award Programme under NACTVET which aims to equip students who have below average performance in Ordinary level with knowledge and skills that will make them eligible to join the academic Certificate programmes. In addition, the Centre offers a wide range of research and consultancy services to the public as well as to the private sector and conducts executive development programmes through short courses, seminars and public lectures. It also publishes *documents and* manuals in relevant disciplines. Over the years, the EASTC has gained an international reputation for the quality of its courses.



## 1.8. Inquiries

Inquiries regarding applications, admissions, examinations or any other information about EASTC should be addressed to:

Rector,  
Eastern Africa Statistical Training Centre,  
P.O. Box 35103, Dar es salaam, Tanzania, East Africa.

Tel. + 255 732994592,  
+255 732994642,  
+255 784784106 (General)  
+255 7847842219 (Rector's Office)

Website: [www.eastc.ac.tz](http://www.eastc.ac.tz)

E-mail: [rector@eastc.ac.tz](mailto:rector@eastc.ac.tz)

Social Media: 

Inquiries regarding NACTVET procedures should be addressed to:

The National Council for Technical and Vocational Education and Training (NACTVET)

### HEADQUARTERS

- P. O. Box 17007, NSSF Building – 3rd Floor, Mwangosi Road, 41110 Kilimani, Dodoma.
- Tel: +255 26 2323121
- Mob: +255 733 777751
- Email: [info@nactvet.go.tz](mailto:info@nactvet.go.tz)
- [info@nacte.go.tz](mailto:info@nacte.go.tz)
- [+255 26 2323121](tel:+255262323121) [+255 733 777751](tel:+255733777751)

### EASTERN ZONE OFFICE

The National Council for Technical Education:

Plot No. 719/1/4,  
Mikocheni Light Industrial Area,  
P.O. Box 7109,  
Dar-es-Salaam, Tanzania.

Tel: 255-22-2780077 / 2780312

Fax: 255-22-2780060

E-Mail: [info@nacte.go.tz](mailto:info@nacte.go.tz)

Website: [www.nacte.go.tz](http://www.nacte.go.tz)

Inquiries regarding HELSB loans procedures should be addressed to:

Students Loans Office,  
Eastern Africa Statistical Training Centre,  
P.O. Box 35103,  
Dar-Es-Salaam, Tanzania, East Africa.

**Or**

HESLB House, 1 Kilimo Street, TAZARA Area,  
Mandela Road, P.O. Box 76068,  
15471 Dar es Salaam, Tanzania  
Tel. +255 22 286 4643, +255 22 286 4640

Website: [www.heslb.go.tz](http://www.heslb.go.tz)

Email: [info@heslb.go.tz](mailto:info@heslb.go.tz)

All correspondence regarding TCU procedures should be addressed to the Executive Secretary, Tanzania Commission for Universities via the address below:

### HEADQUARTERS

SUMA JKT House,  
1 JKT Street, 41104 Tambukareli,  
P. O. Box 2600

### DODOMA

**E-mail:** [es@tcu.go.tz](mailto:es@tcu.go.tz)

### DAR ES SALAAM ZONE

Inquiries regarding TCU procedures should be addressed to:

Executive Secretary,  
Tanzania Commission for Universities,  
Ministry of Education, Science and Technology  
Building, Ground Floor

P. O Box 6562,

7 Magogoni Street 11479 Dar es Salaam-Tanzania.

Tel. Gen: +255 (0) 22 2113694

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Website: [www.tcu.go.tz](http://www.tcu.go.tz)

## **PART II: GOVERNANCE AND ADMINISTRATION**

### **2.1. External Governance and Administration**

#### **2.1.1. The Regional Advisory Board (RAB)**

This organ was formed to coordinate the regional activities of the Centre and to oversee quality of operations at the Centre.

#### **2.1.2. Board Composition**

RAB Composition as per the second schedule: section 8(2) of the EASTC Establishment Act No. 28 of 1994.

- (a) One Officer from each member state who is for the time being the head of the government office responsible for statistics in the member state, the officer from the United Republic of Tanzania being the Chairman of the Board.
- (b) One representative nominated by each of the following:
  - (vi) The ministry responsible for statistics in the government of the United Republic of Tanzania.
  - (vii) The department of statistics in the government of Zanzibar.
  - (viii) The University of Dar-es-salaam.
  - (ix) The Institute of Statistics and applied Economics; University of Makerere.
  - (x) The statistics division of the United Nations Economic Commission for Africa (UNECA).
- (c) A representative of any other institution which the Board may recommend.

#### **2.1.3. The Ministerial Advisory Board (MAB)**

The Ministerial Advisory Board (MAB) has a fundamental role of making decisions and advising the Centre on matters of policy, financial, and administrative performance. The following constitute the Ministerial Advisory Board (MAB) of the EASTC.

<b>S/N</b>	<b>Name</b>	<b>Position</b>
<b>1.</b>	Prof. Ahmed Ame	Chairman
<b>2.</b>	Dr. Tumaini M. Katunzi	Secretary
<b>3.</b>	Dr. Amina S. Msengwa	Board Member
<b>4.</b>	CPA, Dr. Emmanuel Sadick	Board Member
<b>5</b>	Mr. Omari I. Abdallah	Board Member
<b>6</b>	Mr. Juma Reli	Board Member
<b>7</b>	Mr. Omari Iddi Khama	Board Member
<b>8</b>	Ms. Nyambilila M. Minga	Board Member

#### **2.1.4. Regional Senate**

The Regional Senate has a fundamental role of making decisions and advising the Centre on all academic matters including programme establishment and implementation, research, publications and quality assurance.

#### **Membership and Composition of the Regional Senate**

- (i) Chairperson who shall be the Rector.
- (ii) Representative(s) from respective Ministry.
- (iii) Representative(s) of Staff (DR-ARC and DR-PFA). The DR-ARC shall be Secretary.
- (iv) Representative(s) of Students (President of EASTCSO).
- (v) Three professional members from relevant sectors; one from public and two from private institutions.
- (vi) One representative from NACTVET.
- (vii) Senior academic staff from academic institutions of similar nature.

### **2.2. Internal Governance and Administration**

#### **2.2.1. Office of the Rector**

##### **Rector**

Dr. Tumaini. M. Katunzi: PhD, Mgt. Science (SHUFE), MBA Bus. Mgt. (LINCOLN UNI.), BSc. FST (SUA).

##### **Procurement Management Unit**

###### **Head of Unit**

Ms. Prisca Malema Abisai: Msc. Proc and Supply Chain Mgt (Mzumbe), Bsc. Proc and Supply Chain Mgt (SAUT), CPSP (T).

###### ***Procurement Officers***

Mr. Mbaraka Abilahi Liengite: BA Procurement and Logistics Mgt (TIA) CPSP (T).

Ms. Rehema Abilahi Athumani: Dipl in Log and Supply Chain Mgt (RIFM), Proc and Supply Mgt (PSPTB).

##### **Legal Counsel Unit**

###### ***Head of Unit***

Vacant.

###### ***Legal Officers***

Ms. Zeraphina Gotora: PGD Legal Practice (LST), LLB (Tumaini Uni.).

Ms. Asila Musa Kassu: PGD in Legal Practice (LST), LLB (UDSM).

## **Information and Communication Technology Unit**

### *Head of Unit*

\*\*\* Mr. Eliah Kazumali Mwandambo MSc. Comp. Sc. (UDSM), PGD. Sc. Comp. (UDSM), ADCS (IFM).

### **ICT Officers**

#### *Programmers*

Mr. Elieza Christopher Luvinga: BSc. Information Systems and Network Engineering. (STJUIT)

Mr. Peter Michael Mpemba: BSc.Comp .Sc (IFM) .

Mr. Erick Joseph Daniel: BSc. Information Systems (UDOM).

#### *System Analysts*

Mr. Victor Maneno Mwankwasya: BSc. Comp. Sc. (IFM).

\*\* Mr. Masele Mlekwa Mabula: BSc. IT (IFM).

#### *System Administrators*

Ms. Doris Nduambo Sanga: PGDC's (UDSM), Adv. Dip. IT (IAA).

Mr. David Barnabas Mapunda: Bsc. Information Technology (NIT), Dipl in Comp Eng (MUST).

Mr. Mussa Hussein Ambari Bsc. Information Technology and System. (Mzumbe).

#### *Network Administrator*

❖ Mr. Ivod Sinkali: Dip Information Technology (UCC)

#### *System Security Admin*

❖ Mr. Angelus Roman Kavishe: Bsc. Information Technology (NIT)

## **Quality Assurance Unit**

### *Head of Unit*

Mr. Gerald Mligo: MOS (EASTC) MSc. Math Model (UDSM), BSc. Ed. (TU-IUCo), Dip. Ed. (Kleruu TC)

## **Public Relations and Marketing Unit**

### ***Head of Unit***

\*\*\* Mr. Samuel A. Marandu: MA. App. Econ. (UDSM), BA Econ (UoN).

### ***Public Relation and Marketing Officers***

Ms. Revania Fabian Juma: BA in Mass Com (SAUT).

Ms. Anitha Christopher Mwanga: BA. PRM (SAUT).

Ms. Magreth Beatrice Method: BSc Econ (Mzumbe).

## **Internal Audit Unit**

### ***Head of Unit***

Mr. Hassan Juma Mwimbe: MSc Accounting & Finance (Mzumbe), PGDA, (TIA), ADA, (TIA).

### ***Internal Auditor***

Mr. Said Rashid Ali: BA in Financial Administration Accounting (ZIFA), Dip in Electrical Engineering. (Karume Tech. College),

## **Income Generating Unit**

### ***Head of Unit***

Mr. Magige Kareb Kiondere: BSc in Quantity Survey (UDSM).

## **2.2.2. Office Of the Deputy Rector, Academics, Research and Consultancy (DR-ARC)**

### **Deputy Rector– Academics, Research and Consultancy**

Dr. Indiael Daniel Kaaya: PhD, Accounting (ANU), MA. Acc and Fin. (Birmingham), BA Acc and Fin. (Mzumbe).

### **Registrar’s Department**

#### ***Registrar***

Dr. Joyce Justin Minja: PhD, Bus. Admin. (UDSM). MEED (UDSM), PGD-HRM (IFM), B.Ed. (NUL)

#### ***Admission Officer***

Ms. Grace Sosten Kapange: BAED (UDSM)

#### ***Examination Officer***

\*\*Ms. Nembris Jackson Mollel: BAED (SAUT)

#### ***Administrative Officer (Students’ Loans Officer)***

*Vacant*

## **Official Statistics Department**

### ***Head of Department***

\*\*\* Mr. Elisante Heriel: MOS (EASTC), BA. Econ &Stats (UDSM)

### ***Assistant Head of Department***

\*\*\* Mr. Sospeter Muchunguzi: M.A. PA (UDSM), B.A. PS&PA (UDSM)

### ***Personal Secretary***

Ms. Jacqueline Joseph Lyafwila: Dip Secretarial Studies (TPSC) Cert. in Secretarial Studies (TPSC).

### ***Assistant Lecturers***

<i>Name</i>	<i>Credentials</i>
*** Mr. Nelson Jerry Ndifwa	MOS (EASTC) MA Stats (UDSM), BSc Gen (UDSM).
*** Ms. Bernada Ernest Sianga	MOS (EASTC), MSc. Comp. Sc. (UDSM), BSc Comp Sc. (UDSM).
*** Ms. Zainab Hassan Bonza	MOS (EASTC) MA Stats (UDSM), BSc Comp Sc. (UDSM)
*** Ms. Nyambilila Mbonile Minga	MSc. Agric. Econ (SUA), BSc. Agric. (SUA), Diploma Food Prod & Nutrition. (Uyole Agric. Centre)
*** Mr. Tuntufye Godfrey Mwakasisi	MSc. Econ (Mzumbe), B.Ed. (Mzumbe), Dip. Ed. (Morogoro TC.)
*** Mr. Judicate J. Selenya	MA Linguistics (UDOM), BA.Ed. (TU), Dip. Ed. (Marangu TC.)
Mr. Sixtus Maurice Otieno	MSc Math Model. (Makerere UNI) B.Ed. (UDSM) Dip. Ed. (Klerruu TTC).
Ms Neema Kullian	MSc. Science Inform Tech (MUST), BSc.Comp Eng and Tech (RUAHA CU)
*** Mr. Sospeter Muchunguzi	M.A. PA (UDSM), B.A. PS&PA (UDSM)
*** Mr. John Mganga	MOS (EASTC), MA. Econ (UDSM), BA Ed (UDSM)
*** Ms. Magreth Anga Kimaro	MOS (EASTC), MSc. Math Model (UDSM), B.Ed. Sc. (MWUCE), Dip in Ed. (Monduli TTC),

<i>Name</i>	<i>Credentials</i>
*** Mr. Geoffrey Mhagama Charles.	MSc. Math Model. (UDSM), MOS (EASTC), B.Ed. Sc. (TU-IUCo) Dip. Ed. (Dar es salaam TC).
*** Mr. Eliah Kazumali Mwandambo	MSc. Comp. Sc. (UDSM), PGD. Sc. Comp. (UDSM), ADCS (IFM).
*** Mr. Elisante Heriel	MOS (EASTC), BA in Econ & Stats (UDSM).
*** Mr. Ali H. A. Khelef	MSc. Software Eng. (BIT), BSc Comp Sc. (UDSM).
*** Ms. Nasra Khamisi Mapoy	MOS (EASTC), B.A. Stats (UDSM), Dip Stats (EASTC)
*** Mr. Majaliwa John Joram	MOS (EASTC), BSc IT (IFM)
*** Ms. Happyness Nyaborogo	MA Econ (UDSM), BA Econ & Stats (UDSM)
*** Mr. Evod J. Rimisho	MSc. AEB (Mzumbe UNI), BA. Econ & Fin (IAA), ADA (IAA)
*** Ms. Janeth Pancras Mchwampaka	M- Math Sc. (AIMS-SU), BSc. Math (UDOM),
*** Mr. John Behitsa	MOS (EASTC), BA. Econ (ARU).
*** Mr. Leguma L. Bakari	MA Stats (UDSM) BA. Econ & Stats (UDSM)
*** Mr. Leonard N M Amani	MSc. Econ (Mzumbe UNI), BA. Econ (UDOM).
*** Ms. Donata Ponsian Kemirembe	MSc. Agro Econ (PAU). BSc. Agro Econ & Agrib (SUA),
*** Mr. Benjamine Gaspar Miku	MA. Econ (UDSM), BA. Econ (UDSM)
Mr. Richard Zadocky Jacob	MA. Econ (UDSM), BA. Econ (UDSM)
*** Mr. Emanuel Sulle Joseph	MA. Econ (UDSM), BA. Econ & Stats (UDSM)
*** Mr. Gerald Mligo	MOS (EASTC) MSc. Math Model. (UDSM), BSc. Ed. (TU-IUCo), Dip. Ed. (Klerruu TC)

<i>Name</i>	<i>Credentials</i>
*** Mr. Lemiani Makori Alais	MA. Econ (UDSM), BA Econ & Stats (UDSM),
*** Mr. Amour Seiph Mpojota,	MSc. Econ, Pol. & Plan. (Mzumbe), B.Ed. (Mzumbe).
*** Mr. Lazaro Revocatus Mashiku	MSc. Math Model (UDSM), BSc. Ed. (SUA).
*** Mr. Edwin Magoti	MOS (EASTC), B.Ed. Math (TEKU)
*** Mr. Kelvin Christopher Rweshobora	MSc. IT (UDOM), BSc. IT (Iringa UNI)
Mr. Eusebius Gregory Mwisongo	MA Linguistics (UDOM), BA Ed. (UDSM)
*** Mr. Samuel A. Marandu	MA. App. Econ. (UDSM), BA Econ (UoN)
Mr. Ramdhani Mrisho Hamis	MSc. CS (OUT), BSc. Comp Eng. (UDOM)
Ms. Aiveta Dastan Muzaula	MOS (EASTC), BOS (EASTC)

### ***Tutorial Assistants***

<b>Name</b>	<b>Credentials</b>
** Mr. Emmanuel Chanya	BSc in IT (IFM).
** Mr. Christopher E. Kalolo	BSc.IT (IFM), Dip Sc. Ed. (KTC)
** Mr. Rajabu Izina Msangi	Bsc.Comp Eng and Inf Tech (UAUTZ)
Mr. Ombeni Eliapenda Kaluse	BOS (EASTC)

**Key \*\*\* On PhD Studies**

**\*\* On Master Degree studies**

**❖ In Contract**



## **Graduate Studies Department**

### ***Head of Department***

Dr. Rehema Mzimhiri: Ph.D. (Food Quality & Safety) (CHINESE AC. OF AGRIC. SC.), M.A. (Rural Devt.) (SUA), BSc. (Home Econ and Human Nut), (SUA).

### ***Senior lecturers***

Dr. Tumaini F. Katunzi: PhD, Mgt Science (SHUFE), MBA Bus. Mgt (Lincoln Uni,) BSc. FST (SUA).

### ***Lecturers***

Dr. Siamarie Lyaro: Ph.D. (Agric. Econ) (SUA), MBA (Mktg) (TU), B.Ed. Math (TU)

Dr. Rehema Mzimhiri: Ph.D. (Agro-food Quality & Safety) (Graduate School of Chinese AC. of Agric. SC.), M.A. (Rural Devt.) (SUA), BSc. (Home Econ and Human Nut), (SUA).

Dr. Joyce Justin Minja: PhD, Bus Admin (UDSM). MEED (UDSM), PGD-HRM (IFM), B.Ed. (NUL)

Dr. Indiael Daniel Kaaya: PhD, in Accounting (ANU), MSc. of Acc and Finance (University of Birmingham), BA in Acc and Finance (Mzumbe Uni).

Dr. France Aloyce Shayo: PhD Business Management (OUT), MA In international Trade (UDSM), BBA (UDSM).

Dr. Beatrice Njau: PhD Mathematics (PAUSTI), MOS (EASTC), MSc. Math Model (UDSM), Bed. Sc (MWUCE), Dip.Ed. (MOROGORO TTC).

## **Research, Consultancy and Publication Department**

### ***Head of Department***

\*\*\* Mr. Godfrey Mufwimi Saga: MSc. Agric. Stats (SUA/EASTC), MSc. Agric Econ (SUA), BSc. Agric. Econ & Agribus. (SUA).

## **Distance Learning, Short Courses and Outreach Department**

### ***Head of Department***

\*\*\* Mr. Nelson Jerry Ndifwa: MOS (EASTC), MA Stats (UDSM), BSc Gen (UDSM)

## **Library Services Department**

### ***Head of Department***

\*\*\* Mr. Judicate J. Selenya: MA Linguistics (UDOM), BA Ed. (TU), Dip. Ed. (Marangu TC)

### ***Librarians***

\*\*\* Mr. Martin Elihaki Kanyika: MA Info. Studies (UDSM), B. Lib& Info. Studies (OUT)

Ms. Mwanahamis David Mbepwa: BA in Library and Info Studies (UDSM)

### ***Library Assistants***

Ms. Nisha Gordian Abias; Dip in Archives and Doc Studies (SLADS), Cert Lib Arch and Doc Studies (SLADS)

Mr. Bilal K. Mtinda: Cert. in Lib. Studies (SLADS)

Ms. Sayuni Charles Katundu: Cert. in Lib. Studies (SLADS)

### **2.2.3. Office of the Deputy Rector, Planning, Finance and Administration (DR- PFA)**

#### **Deputy Rector, Planning, Finance and Administration**

Dr. Frances Aloyce Shayo: PhD Business Management (OUT), MA In international Trade (UDSM), BBA (UDSM).

#### **Finance Department**

##### ***Head of Department***

Mr. Oscar Mapunda: CPA (T) (NBAA), BAcc. (IFM)

##### ***Accountant***

\*\*Ms. Elinaida Gopray Nsengwa: B. Com Fin., (UDOM) CPA (T)

#### **Policy and Planning Department**

##### ***Head of Department***

\*\*\*Mr. Leonard N M Amani, MSc. Econ (MZUMBE), BA. Econ (UDOM).

##### ***Planning Officer***

Mr. Pastory Sweetbert Nyaonge: MA Econ Dev (OUT), Bachelor in Econ Dev (MNMA), Dip in Econ Dev (MNMA), Cert in Youth Work (MNMA)

##### ***Statistician***

\*\*Ms. Julieth Edward Shirima: BA Stats (UDSM)

#### **Student Welfare Department**

##### ***Dean of Students***

\*\*\*Ms. Nyambilila Mbonile Minga: MSc. Agric. Econ (SUA), BSc. Agric. (SUA), Dip Food Prod & Nutrition (Uyole Agric. Centre).

##### ***Warden***

Ms. Furaha Elai Mwahove: MA Human Resources Mgt (OUT), BAED (Tumaini Makumira), Dip in Law (IJA-TANGA)

#### **Human Resources and Administration Department**

##### ***Head of Department***

Ms. Balbina Ernest Mrutu: MPA. & Mgt (Mountains of the moon UNI), BA PSPA (UDSM)

##### ***Human Resources Officer***

Mr. Evord Kisenha: AD in Human Resource Mgt (ISW), PGD in Strategic Human Resource Mgt (ISW)

##### ***Administrative Officer***

Ms. Halima Samson Mg'ong'o: B.A. PS&PA (UDOM)

***Head of Estate Unit***

Ms. Halima Samson Mg'ong'o: B.A. PS&PA (UDOM)

***Estate Officer***

Vacant

***Head of Income Generating Unity***

❖ Mr. Magige Kareb Kiondere: Bsc in Quantity Survey (UDSM)

***Office Management Secretary (OMA )***

Ms. Miriam Laurent Mkandawile: Dip in Secretarial Studies (TPSC)

***Personal Secretary***

Vacant

***Plumber***

❖ Mr. Samuel Kulwa Masalu: Dip Water Supply and Sanitation Engineering (Water Institute)

***Record Management Assistants***

Ms. Asha Athumani: Cert in Record Mgt (TPSC), Dip in Record Mgt (TPSC).

Mr. Abdallah Bugano: (CSEE).

***Receptionist***

❖ Mr. Simon Peter Mwaishumo: Dip in Library, Records and Information Services (SLADS).

***Electrical Technician***

Mr. Rashid Harith Mgeni: Cert Electrical Installation (VETA)

***Drivers***

Mr. Werner Cassian Mandai: Cert in Trade test, Driving License class C

❖ Emmanuel Lugalo: PSV- Driving Licence Class C (NIT)

❖ Chesco Mwanilwa: PSV- Driving License Class C (NIT)

❖ Harubu Mvula: PSV- Driving Licence Class C (NIT)

❖ Riberatus Nyakunga: PSV- Driving Licence Class C (NIT)

**DODOMA Centre**

***Manager***

Mr. Eusebius Gregory Mwisongo: MA Linguistics (UDOM), BAEd (UDSM).

***Public Relation Marketing Officer***

❖ Ms. Anitha Christopher Mwangi: BA. PRM (SAUT).



## **PART III: INFORMATION ON DEPARTMENTS AND UNITS**

### **3.1. Registrar's Department**

The Department coordinates academic matters at the Centre. These include student sourcing, enrollment, admission and registration, curriculum design and implementation, formulation and administration of annual almanacs and prospectus, coordination and administration of Examinations for all programmes, implementation of the Centre's Examinations and Admission Regulations and Guidelines As well as academic ceremonies and awards.

The department is tasked with overseeing students' academic progression such as Postponement, Resumption, Discontinuation, Absconding, and Termination of studies in the pursuit of their studies while ensuring proper, effective and streamlined coordination of statuses amongst students while transitioning from one to another. The Department is also tasked with final examination, certification, custody of student records and general customer care. Some of the regulations guiding the Registrar's Department include;

#### **3.1.1. General Admission Regulations**

- i. The Eastern Africa Statistical Training Centre is committed to providing a fair admissions system that ensures equal consideration for applicants who abide by the relevant closing dates. The admissions criteria treat all students fairly and do not discriminate unlawfully in terms of marital status, gender, race (including colour, nationality, national origin or ethnic origin), disability, pregnancy and/or parental status, age, religion or belief, political or other opinion, social origin, property, birth or other status.
- ii. Applications are assessed on the basis of the information provided in the application form and supporting documents. All admission decisions are made on the basis of merit and the ability of each applicant to meet the academic criteria for admission to the relevant programme of study in accordance with the minimum regulatory eligibility requirements.
- iii. The burden of proof for the authenticity of documents (personal information) submitted during application process lies on the applicant. However, the training Centre has an obligation to prove the academic certificates (Form Four and Six results) through the integrated system with the accrediting authority. The Centre reserves the right at any time before or during the progress of the programme to revoke the admission and/or registration/ or graduate status should it be found that the applicant used false documents or does not meet the Centre's admission criteria.

- iv. All applicants: NVA, Certificate, Diploma, Bachelor's and Master's degrees have to apply directly through the Centre's Online Application System (OLAP) link [www.eastc.ac.tz/apply](http://www.eastc.ac.tz/apply). Bachelor Degree applicants with Equivalent entry qualifications (Diploma, etc.) should seek for Award Verification Number (AVN) from the National Council for Technical and Vocational Education Training (NACTVET) before they log in for application in OLAP. Certificate, Diploma and Bachelor Degree applicants are advised to visit [www.tcu.go.tz](http://www.tcu.go.tz) and [www.nacte.go.tz](http://www.nacte.go.tz), for more information on application guidelines.
- v. All new students are required to report for the orientation programme that normally takes place during the first week of the new academic year.
- vi. Registration of continuing students normally takes place during the first week of the new academic year.
- vii. Successful applicants will be registered only after verification of certificates and payment of the requisite fees. Fees paid will not be refunded/ transferred.
- viii. All students, if accepted, are expected to conform entirely to the Centre's regulations and code of conduct. The Centre is also enforcing the dress code policy within its premises. It is therefore imperative to adhere to the required standards of dressing which project an image of professionalism, decency and credibility.
- ix. The Centre's academic year normally starts during the first week of October with the exception of NVA programmes whose academic year begins on the first week of March. Selected students are required to report for studies not later than two weeks after the commencement of the respective academic year.
- x. Candidates who fail to register within the prescribed registration period will be charged a late registration fee of TZS 60,000 for locals and USD 60 for international students in the third week. Students who fail to register within three weeks will have their admission offer withdrawn.
- xi. Students will be allowed to postpone studies for a maximum of one year if they are to be allowed to be re-admitted to the same year of studies where they left off.

- xii. No change of names by students will be entertained during the course of study at the Centre and they will only be allowed to use names appearing on their academic certificates.
- xiii. No student will be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement and written approval from the sponsor. *Special circumstances shall include Sickness; Serious social problems (each case to be considered on its own merit); and Severe sponsorship or financial problems.*
- xiv. Every student is required to carry with him/her the student identity card issued by the Centre while in the Centre's premises and must produce it for inspection upon request and whenever he/she visits the Library, Computer Laboratory, examination rooms and elsewhere.
- xv. Loss of the identity card must be reported to the Admissions Officer, where a new card shall be issued after payment of a fee of TZS 50,000/=, for those who have cleared other required fees for that academic year.

### **3.1.2. General Registration Regulations**

All selected candidates are required to register after they have paid the required fee as determined by the Centre within two weeks after arrival at the Centre. Specifically, the deadline for registration of first year students is two weeks from the first day of orientation week, while for continuing students it is the Friday of the second week after the beginning of the first semester.

#### **3.1.2.1. During Registration:**

The student will have to produce the following:

- i. A duly filled Registration Form
- ii. A duly filled medical examination form
- iii. Payment receipts from EASTC Accounts Office
- iv. Original academic certificates, transcripts, result slip (with their certified copies).
- v. A birth certificate (with a certified copy).
- vi. Health Insurance Fund ID
- vii. Student Union Annual Contribution
- viii. 2 passport sizes (3x4) recently taken with blue background
- ix. All foreign students are required to apply for residence permit from their nearest Tanzania Embassy before the departure for Tanzania.
- x. Any other requirement specified by particular programmes

Selected students who fail to register at the Centre for any reason cannot defer the admission to the next academic year. Such students need to re-apply in the subsequent academic year.

Students who postpone studies will be required to report at the Centre at the corresponding time/date similar to that one he/she left.

### 3.1.3. General Examination Regulations

- i. The Centre's Examinations regulations shall apply to all courses offered by the Centre except collaborative and special programmes.
- ii. These regulations are subject to review from time to time as determined by the Centre.

### 3.1.4. SUMMARY OF THE EASTC GRADING SYSTEM

The Apportionment of scores and grading shall consist of six tier system for Postgraduate, Bachelor Degree, Higher and Ordinary Diploma programmes and a five-tier system for Basic Technician and Technician Certificate programmes as indicated in table 3; that is extracted from the EASTC examinations Regulations section 14.

**Table 3: EASTC Grading System**

NTA Levels 4 - 5			NTA Levels 6			Postgraduate Diploma			NTA Levels 7 – 9 & Postgraduate Diploma		
Grade	Definition/Remarks	Score Range	Grade	Definition/Remarks	Score Range	Grade	Definition/Remarks	Score Range	Grade	Definition/Remarks	Score Range
<b>A</b>	Excellent	80-100	<b>A</b>	Excellent	75-100	<b>A</b>	Excellent	80-100	<b>A</b>	Excellent	70-100
			<b>B+</b>	Very Good	65-74	<b>B+</b>	Very Good	70-79	<b>B+</b>	Very Good	60-69
<b>B</b>	Good	65-79	<b>B</b>	Good	55-64	<b>B</b>	Good	60-69	<b>B</b>	Good	50-59
<b>C</b>	Satisfactory	50-64	<b>C</b>	Satisfactory	45-54	<b>C</b>	Satisfactory	50-59	<b>C</b>	Satisfactory	40-49
<b>D</b>	Poor	40-49	<b>D</b>	Poor	35-44	<b>D</b>	Poor	40-49	<b>D</b>	Poor	35-39
<b>F</b>	Failure	0-39	<b>F</b>	Failure	0-34	<b>F</b>	Failure	0-39	<b>F</b>	Failure	0-34
<b>I</b>	Incomplete	-	<b>I</b>	Incomplete	-	<b>I</b>	Incomplete	-	<b>I</b>	Incomplete	-

Additionally, there shall be a special grade or notation in the Centre results for the followings

- TF : For technical failure of a module.
- P : For overall pass status in a semester or year
- S(xx) : For overall supplementary status in a semester
- R : For an overall repeat status in a semester or year
- RM (xx) : For a repeat module(s) status
- Carry (xx) : Carry forward failed modules in a semester or year



Pos.	:	For postponed semester or year
Absc.	:	For abscond and discontinued
Disco	:	For discontinuation from irregularity or disciplinary case
Proceed	:	For a candidate who has attained the minimum required GPA in a semester/ trimester/ block
DF	:	For a candidate who failed to attain the minimum coursework required to sit for examination or failed fieldwork
**xx		Shall be the specific modules for the respective status.

For NTA 4-5, Grades A, B, and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C the lowest pass grade while grades D and F shall be regarded as Fail.

For NTA 6-8, Grades A, B+, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C the lowest pass grade while grades D and F shall be regarded as Fail.

For NTA 9 and Postgraduate Diploma, Grades A, B+ and B shall be regarded as pass in ascending order of merit where A will be the highest pass grade and B the lowest pass grade while grades C, D and F shall be regarded as Fail.

Grading for NTA Level 10 will follow the EASTC Dissertation guidelines. Notwithstanding, an applicant to NTA Level 10 shall have NTA Level 9 or its equivalent from a recognized Institution. The registration of a candidate for NTA Level 10 will take place in two stages. In the first stage of the registration, a candidate either completes required coursework or submits a research proposal detailing the research that the candidate intends to do. Once the proposal is approved, a candidate is assigned 2 supervisors, and in consultation with them, the candidate prepares a refined proposal for the second stage of the registration. Once the proposal is approved, the candidate is expected to complete the thesis within 3-5 years. Failure to complete within the period may lead to the cancellation of the registration unless satisfactory explanation is provided.

The grades for NTA 4-9 shall be assigned equivalent “**Grade points**” for Postgraduate, Bachelor Degree, Higher and Ordinary Diploma Basic Technician and Technician Certificate programmes as indicated in the table below: -

#### **Apportionment of Grade points**

Apportionment of Grade points shall be as presented in table 4

**Table 4: Apportionment of Grade points**

NTA Levels 4-5		NTA Levels 6- 9 and Postgraduate Diploma	
Grade	Grade Point	Grade	Grade Point
A	4	A	5
		B+	4
B	3	B	3

C	2	C	2
D	1	D	1
F	0	F	0
I	-	I	-

### Computation of Cumulative/Aggregate Grade Point Average (GPA)

The aggregate/cumulative Grade Point Average (GPA) shall be used for the purpose of classifying awards. The aggregate GPA for all modules shall be calculated using the following procedure:

- (i) The letter grades obtained by a student shall be assigned to equivalent “Grade points” as indicated in on 14.2.
- (ii) The credits for module(s) taken in each programme shall be used to determine the weight of each module. The credits for each module shall be indicated in respective programme curricula.
- (iii) A cumulative/aggregate Grade Point Average (GPA) for each candidate shall be computed by dividing *the total number of grade points earned for all modules by the total number of credits for the modules examined. Thus, the following formula shall be used*

Equation 1: Formula for Grade Point Average (GPA) calculation

$$GPA = \frac{\sum_{i=1}^n (GP_i \times CV_i)}{\sum_{i=1}^n CV_i}$$

**Where;**

GPA Represents Grade Point Average.

$\sum_{i=1}^n$  Represents Summation of respective values (from the first value to the last value  $n$ ).

$GP_i$  Represents a Grade Point (GP) assigned to a letter grade scored in each module  $i$  by the candidate and

$CV_i$  Represents Credit Values (CV) associated to each module  $i$

**As a matter of principle, Grade Point Average and Aggregate/cumulative Grade Point Average shall be computed and truncated to a single decimal point and shall not be rounded off.** For example, 4.39 shall be taken as 4.3; 4.09 shall be 4.0 and 3.98 shall be 3.9.

## Classification of Awards

Conditions for the award of the NTA levels

The awards for the NTA levels 4 to 5 will be granted to a candidate who passes all credit modules at grades A, B or C;

The awards for the NTA levels 6 to 8 will be granted to a candidate who passes all credit modules at grades A, B+, B or C

The awards for the NTA level 9 will be granted to a candidate who:

- a) Passes all credit modules at grades A, B+ or B;
- b) Passes a viva-voce or oral presentation arranged by EASTC and any other collaborating institution.
- c) Submits a Dissertation to the satisfaction of EASTC and any other collaborating institution.

Awards for EASTC graduates NTA 4-9 shall be classified based on classification indicated in Table 5.

**Table 5: Classification of Awards**

NTA Levels 4 -5		NTA Levels 6 - 8		NTA Level 9	
Class of Award	Cumulative GPA Range	Class	Cumulative eGPA Range	Class	Cumulative eGPA Range
First Class	3.5 – 4.0	First Class	4.4 – 5.0	Distinction	4.4 – 5.0
Second Class	3.0 – 3.4	Upper Second	3.5 – 4.3	Merit	3.5 – 4.3
		Lower Second	2.7 – 3.4		
Pass	2.0 – 2.9	Pass	2.0 – 2.6	Pass	3.0 – 3.4

The award for NTA Level 10 will be granted to a candidate who:

- a) Submits a satisfactory Thesis to EASTC and any other collaborating institution; and
- b) Passes a viva-voce or oral presentation arranged by EASTC and any other collaborating institution

*The complete EASTC Examination Regulations for further reviewing and understanding can be obtained by accessing the link*

<https://eastc.ac.tz/admin/files/docs/EASTC%20EXAMS%20REGULATION%202024.pdf>

## 3.2. The Official Statistics Department

The Official Statistics Department takes care of all undergraduate programmes including NVA Statistical Assistant Certificate, the Certificate in Statistics, Ordinary Diploma in Statistics and Bachelor degrees in Official Statistics; Data Science; Business Statistics and Economics as well as Agricultural Statistics and Economics. These programs follow NACTVET/TCU-based curriculum and they are practical oriented, competence based and they are designed to cater for the current needs of statistical data, to provide competitive academic output in terms of quality technical training and to produce Professional Statisticians, Data scientists and Information Technology Officers.

### 3.2.1. Module Coding

The system of coding the Centre's programmes has a combination of letters and numbers, which have a specific meaning. For example, the module "*Linear Algebra*." offered in the first semester by the department of Official Statistics could be coded as STU07101 where:

- ST Represents the first two letters of the name of the programme "STATISTICS".
- U Represent the qualification at the respective level "UNDERGRADUATE"
- 07 Represents the respective NTA Level.
- 1 Indicates the semester in which the module is conducted
- 01 Represents the serial number to which a particular module is assigned (1<sup>st</sup> Module in this case)

### 3.2.2. Assessment Methods

A range of assessment methods will be used as stipulated in the Centre and NACTVET/TCU regulations. The forms of assessment are as follows

#### (i) Assignments

The objective of assignments is to reinforce the learning process by involving the participation of the students in finding the solution to a given question or problem which require decision- making. They include tasks given to student apart from written tests and examination or projects, so as to enhance self- development. Assignments are in the form of questions, problems practical exercises or case study analyses given to students to be done individually or in groups. Assignments require learners to do deep study through reading or other means of investigation in order to reach decisions or find solutions to the assignment. Assignments are given to enhance learner's self-development as they inevitably involve their active participation, creativity and critical thinking or problem solving.

#### (ii) Skill Tests

The intention of skill test is to measure the practical capability of learners through actual doing of a particular task or skill. Skill test should better be carried during the conduct of Continuous Assessment because it needs ample time for the students to demonstrate their ability required to perform a given activity.

**(iii) Knowledge Tests**

The intention of knowledge test is to measure the theoretical ability of students and evaluate performance in written work in a form of theory under a limited time. The written knowledge test will be supervised by the module tutor or any appointed institute official assessors for a duration of minimum of one (1) hour.

**(iv) Written Examination**

This examination shall be conducted as per EASTC Examination Regulations.

**(v) Other assessment methods**

- (a) Demonstration
- (b) Role play
- (c) Simulation
- (d) Oral presentation
- (e) Project
- (f) Case study
- (g) Observation of performance
- (h) Portfolio
- (a) Laboratory work

### **3.2.3. Bachelor Degree Programmes Offered at the Official Statistics Department and Entry Requirements.**

#### **3.2.3.1. Bachelor of Official Statistics (BOS) NTA LEVELS 7 AND 8**

This NACTE-accredited programme equips students with knowledge, values and analytical skills and makes them practically-oriented Official Statisticians at the entry level who handle socio-economic statistics, conduct statistical enquiries by designing, planning, and executing sample surveys and censuses, and are able to work with specialists in other fields. The programme provides the graduate with skills and qualifications for pursuance of Postgraduate studies.

The Bachelor degree in Official Statistics will be awarded to the student after successfully completing two National Technical Awards (NTA) programmes i.e., NTA levels 7 and 8.

##### **3.2.3.1.1. Minimum entry requirements for NTA level 7 Official Statistics**

An Advanced Level Certificate Secondary Education (ACSEE) with two principal passes in Mathematics, Physics, Chemistry, Biology, Economics, Accounts, Commerce, Agriculture or Geography. If one of the principal passes is not in Mathematics or a Subsidiary in Basic Applied Mathematics, a Pass in Mathematics at O' Level is required.

OR

Holder of Ordinary Diploma (NTA 6) with four passes in O' level including Mathematics and minimum GPA as established by regulating authority in Statistics, Development Planning, Computing and Information Technology, Computer Science, Information Technology, Accounting, Procurement, Insurance and Risk Management, Business Management, Economics, Business Administration, Engineering, Secondary Education( Mathematics, Biology, Physics, Chemistry, Information and Communication Technology, Geography, Agriculture), and Science and Health related programmes.

OR

Holders of Full Technician Certificate (FTC) from a NACTE recognized Institution with a minimum pass as established by regulating authority and at least four 4 passes in relevant subjects in CSEE.

OR

Holders of Foundation Programme (OFP) from the Open University of Tanzania (OUT) or any other accredited Institution who have studied and passed in Science and Business subjects.

##### **3.2.3.1.2. Minimum entry requirements for NTA level 8**

A pass classification in the Higher Diploma in Official Statistics (NTA 7) or its equivalent as approved by NACTVET.

### 3.2.3.2. Summary of the HDOS and BOS programme structure

#### NTA level 7 and 8-HDOS

#### HDOS-1 (BOS YEAR 1)

##### Semester 1 Modules

S/N	Module code	Module title	Class	Credits
1	STU07101	Linear algebra	Core	6
2	STU07102	Calculus	Core	6
3	STU07103	Fundamentals of Social Statistics	Core	6
4	STU07105	Basics of Statistics	Core	6
5	STU07107	Probability Theory	Core	6
6	STU07109	Fundamentals of Socio-economic Statistics	Core	6
7	STU07104	Micro-economics	Fundamental	6
8	STU07106	Personal Skills and Professional Development	Fundamental	6
9	STU07108	Communication Skills	Fundamental	6
<b>Total Credits</b>				<b>54</b>

##### Semester II Modules

S/N	Module code	Module title	Class	Credits
1	STU07211	Design of Experiment	Core	6
2	STU07212	Fundamentals of economic statistics	Core	6
3	STU07213	Data Analysis with SPSS	Core	9
4	STU07214	Data Processing with CsPro	Core	9
5	STU07215	Database Design	Core	9
6	STU07216	Actuarial Statistics	Core	6
7	STU07217	Continuous Distribution	Core	9
8	STU07210	Macro-economics	Fundamental	6
<b>Total Credits</b>				<b>60</b>

## HDOS2 (BOS YEAR 2)

### Semester III Modules

S/N	Module code	Module title	Class	Credits
1	STU07318	Social Statistics	Core	6
2	STU07319	Data Analysis with R	Core	9
3	STU07321	Operations Research	Core	9
4	STU07322	Sampling Theory and Methods	Core	9
5	STU07323	Statistical Inference	Core	9
6	STU07324	Statistical Methods for Econometrics	Core	9
7	STU07325	Socio-economic Statistics	Core	6
8	STU07320	Social Political Studies	Fundamental	6
<b>Total Credits</b>				<b>63</b>

### Semester IV Modules

S/N	Module code	Module title	Class	Credits
1	STU07426	Data Analysis with STATA	Core	9
2	STU07427	Population Statistics	Core	6
3	STU07428	Regression Analysis	Core	9
4	STU07429	Non-parametric Statistical Methods	Core	6
5	STU07430	Statistical Methods for Quality Control	Core	6
6	STU07431	Stochastic Processes	Core	6
7	STU07432	Time Series and Forecasting	Core	9
8	STU07433	Economic Statistics	Core	6
9	STU07434	Practical Training	Core	8
<b>Total Credits</b>				<b>65</b>

### 3.2.3.3.

## BOS YEAR 3

### Semester I Modules



S/N	Module code	Module title	Class	Credits
1	STU08101	Research Methodology	Core	18
2	STU08102	National Statistical Systems Management	Core	6
3	STU08103	Statistical Methods	Core	9
4	STU08104	Categorical Data Analysis	Core	9
5	STU08105	Biostatistics and Epidemiology	Core	9
6	STU08106	Applied Spatial Statistics	Core	9
<b>Total Credits</b>				<b>60</b>

### Semester II Modules

S/N	Module code	Module title	Class	Credits
1	STU08207	Research Project	Core	22
2	STU08208	Resource Management	Fundamental	9
3	STU08209	Monitoring and Evaluation	Fundamental	9
4	STU08210	Multivariate Analysis	Core	9
5	STU08211	Policy and Planning for Development	Fundamental	9
7	STU08212	National Statistical Systems Development	Core	6
<b>Total Credits</b>				<b>64</b>

### 3.2.3.4. Bachelor of Data Science (BDS) NTA LEVELS 7 AND 8

The Data Science programme, breaks the gaps of working with data, by addressing problems where the traditional statistical methods fail to address. It provides the skills and knowledge to manage, manipulate, extract, and interpret knowledge from tremendous amount of data, whether structured or unstructured. Recently, new sources of data have emerged. These are real time and instant data that may be obtained from different sources; such as web, social media, e-commerce, satellite images, and credit card transactions with a very huge volume at every matter of seconds resulting in the so-called “Big Data”. It is very difficult for a statistician to collect, organize and analyze such huge data with the use of traditional statistical methods. Having an interdisciplinary skill set and knowledge on how to handle and analyze both traditional and big data is now essential to support evidence-based decision-making in various sectors.

The Centre, therefore, introduced a Bachelor Degree programme in Data Science aiming at producing highly knowledgeable, skilled and innovative professionals to satisfy the demands of all sectors of which their decisions depend on data

#### 3.2.3.4.1. Minimum entry requirements for NTA level 7

An Advanced Level Certificate Secondary Education (ACSEE) with two principal passes from two subjects (excluding religious subjects) in either of the following: Physics, Chemistry, Biology, Advanced Mathematics/Basic Applied Mathematics, Geography, Economics, and Accountancy.

If one of the principal passes is not in Advanced Mathematics, a subsidiary in Basic Applied Mathematics or a pass in ordinary level Basic Mathematics is required. In addition, the minimum

admission entry qualifications for respective academic year as established by the accrediting authority or its equivalent established by NECTA based on the Tanzanian education system must be met.

OR

Holders of Diploma (NTA 6) in Computer Science, Statistics, Data Science, Agriculture, Business, ICT, Finance and Education (Science). The diploma holder must fulfill the minimum admission entry qualifications for respective academic year as established by the accrediting authority or its equivalent award from any recognized institution.

OR

Full Technician Certificate with the minimum admission entry qualifications for respective academic year as established by accrediting authority.

### 3.2.3.4.2. Minimum entry requirements for NTA level 8

A pass classification in the Higher Diploma in Data Science (NTA 7) or its equivalent as approved by NACTE.

### 3.2.3.4.3. Summary of the HDDS and BDS programme structure

NTA level 7-HDDS (BDS Year 1&2)

The distribution of modules in the semesters is as indicated in the table below.

**Table 1: Semester I Modules**

S/N	Module code	Module Title	Class	Credits
1	DSU07101	Applied Mathematics	Fundamental	9
2	DSU07102	Information and Communication Technology	Fundamental	9
3	DSU07103	Programming with C++	Core	9
4	DSU07104	Basics of Statistics	Fundamental	9
5	DSU07105	Personal Skills and Professional Development	Fundamental	6
6	DSU07106	Fundamentals of Data Science	Core	11
7	DSU07107	Communication Skills	Fundamental	6
8	DSU07108	Discrete Probability Distribution	Fundamental	6
<b>Total credits</b>				<b>65</b>

**Table 2: Semester II Modules**

S/N	Module code	Module Name	Class	Credits
1	DSU07209	Web Design and Development	Core	9
2	DSU07210	Linux Systems Administration	Core	8
3	DSU07211	Continuous Probability Distributions	Core	8
4	DSU07212	Discrete mathematics	Core	8
5	DSU07213	Fundamentals of Data Mining	Core	8

6	DSU07214	Database Design and Management	Core	9
<b>Total Credits</b>				<b>50</b>

**Table 3: Semester III Modules**

S/N	Module code	Module	Class	Credits
1	DSU07315	Basics of Big Data	Core	8
2	DSU07316	Software Engineering	Core	11
3	DSU07317	Data Analysis with R	Core	9
4	DSU07318	Statistical Inference	Core	9
5	DSU07319	Algorithm Design and Data Structures	Core	11
6	DSU07320	Machine Learning	Core	11
<b>Total credits</b>				<b>59</b>

**Table 4: Semester IV Modules**

S/N	Module code	Module	Class	Credits
1	DSU07421	Data Communications and Computer Networks	Core	9
2	DSU07422	Programming in Python	Core	11
3	DSU07423	Object Oriented Programming with PHP	Core	11
4	DSU07424	Big Data Technologies	Core	8
5	DSU07425	Data Mining Techniques	Core	8
6	DSU07426	Time Series and Forecasting	Core	9
7	DSU07427	Field and Practical Training	Fundamental	12
<b>Total credits</b>				<b>68</b>

**NTA level 8-(BDS Year 3)**

The distribution of modules in the semesters is as indicated in the tables below.

**Table 5: Semester I Modules**

S/N	Module code	Module title	Class	Credits
1	DSU08101	Research Methodology	Fundamental	9
2	DSU08102	National Statistical Systems Development	Core	8
3	DSU08103	Categorical Data Analysis	Core	11
4	DSU08104	Applied Spatial Statistics	Fundamental	11
5	DSU08105	Web Scraping	Fundamental	9
6	DSU08106	Data Science with Python	Core	9
7	DSU08107	Entrepreneurship and Business Management	Fundamental	8
<b>Total Credits</b>				<b>65</b>

**Table 6: Semester II Modules**

S/N	Module code	Module title	Class	Credits
1	DSU08208	Cloud Computing	Core	9
2	DSU08209	Social media and Network Analytics	Core	8
3	DSU08210	Data Security and Ethics	Core	8
4	DSU08211	Multivariate Data Analysis	Core	11
5	DSU08212	Data Science Project	Core	20
<b>Total Credits</b>				<b>56</b>

### 3.2.4. Bachelor of Business Statistics and Economics (BBSE) NTA LEVEL 7 AND 8

The business sector is a key driver of the world's economies while economic diversification and resilience requires timely, accurate and reliable data. Hence, the demand for statistics-oriented information has been growing from time to time due to the need for results-based planning and management at all levels of the economy. Business statistics involves aspects of math, management and market research that aid in the decision-making process within a business for efficiency and effectiveness. Statistics are also used in several aspects of business, such as budgeting, tax preparation, proposals and data mining. The business statistics career field uses statistical techniques, such as data sampling and analysis, to assist in making decisions about potential business ventures and existing company practices.

This programme will cater for those needs through provision of quality academic concepts in Economics and Business Statistics as well as key generic competencies, skills and attitudes that lead to a culture of lifelong learning and entrepreneurship. With these, graduates will be empowered to perform analytically informed economics and business planning decisions whereby knowledge of economics combined with that of summarizing data and information is an unavoidable requirement for the prosperity of present and future workforce as professional and responsible citizens working towards achieving the goal of transformation for sustainable and inclusive economic growth. Graduates in Business Statistics and Economics can pursue national and global professions in Economics, Market Analysis, Financial Analysis, Operations Management, and Academics etc.

#### 3.2.4.1. Minimum entry requirements for NTA level 7

The minimum entry requirements for Higher Diploma in Business Statistics and Economics programme

- An Advanced Level Certificate Secondary Education (ACSEE) with two principal passes from two subjects (excluding religious subjects) in which one has to be among the following subjects: Advance Mathematics, Economics, Accounts, Agriculture, Commerce. If one of the principal passes is not in Mathematics, a subsidiary in Basic Applied Mathematics (BAM) or a pass in ordinary level Mathematics or its equivalent is required. In addition, the minimum admission entry qualifications for respective academic year as established by the accrediting authority or its equivalent established by National Examination Council of Tanzania (NECTA) based on the Tanzanian education system must be met.

OR

- Ordinary Diploma (NTA 6) in Statistics, Economics, Insurance, Agriculture, Business, Information Communication Technology, Accountancy, Marketing, Business Administration, Procurement and Supplies, Finance, Education (Science) and Computer Science. The diploma

holder must fulfill the minimum admission entry qualifications for respective academic year as established by the accrediting authority or its equivalent award from any recognized institution.

### 3.2.4.2. Minimum entry requirements for NTA level 8

- A pass classification in the Higher Diploma in Business Statistics and Economics (NTA 7) or its equivalent as approved by NACTVET.

### 3.2.4.3. Summary of the HDBSE and BBSE programme structure

NTA LEVEL 7 (BBSE YEAR 1 &2)

The distribution of modules in the semesters is as indicated in the table below.

**Table 7: Semester I Modules**

Module Code	Module Name	Class	Credit
BSU07101	Principles of Business Management	Core	6
BSU07102	Personal Skills and Professional Development	Fundamental	6
BSU07103	Applied Mathematics	Core	9
BSU07104	Fundamentals of Microeconomics	Core	6
BSU07105	Basics of Statistics	Core	9
BSU07106	Information Communication Technology	Fundamental	9
BSU07107	Communication Skills	Fundamental	6
BSU07108	Discrete Probability Distribution	Core	6
<b>Total Credits</b>			<b>57</b>

**Table 8: Semester II Modules**

Module Code	Module Name	Class	Credit
BSU07209	Principles of Accounting and Financial Management	Core	9
BSU07210	Marketing research and strategies	Core	9
BSU07211	Price Statistics and Indices	Core	9
BSU07212	Fundamentals of Macroeconomics	Core	7
BSU07213	Data Analysis with SPSS	Fundamental	9
BSU07214	Actuarial Statistics	Core	9
BSU07215	Continuous Probability Distributions	Core	8
<b>Total Credits</b>			<b>60</b>

**Table 9: Semester III Modules**

Module Code	Module Name	Class	Credit
BSU07316	Intermediate Microeconomics	Core	9
BSU07317	Monetary Economics	Core	9

Module Code	Module Name	Class	Credit
BSU07318	Development Economics	Core	9
BSU07319	Data Analysis with R	Fundamental	9
BSU07320	Operation Research	Fundamental	6
BSU07321	Sampling Theory and Methods	Core	9
BSU07322	Statistical Inference	Core	9
<b>Total Credits</b>			<b>60</b>

**Table 10: Semester IV Modules**

Module Code	Module Name	Class	Credit
BSU07423	Data Analysis with STATA	Fundamental	9
BSU07424	Stochastic Process	Fundamental	6
BSU07425	Time Series and Forecasting	Core	9
BSU07426	Public Economics and Finance	Core	9
BSU07427	Intermediate Macroeconomics	Core	9
BSU07428	Statistical Methods for Econometrics	Core	9
BSU07429	Field and Practical Training	Core	12
<b>Total Credits</b>			<b>63</b>

**NTA level 8: BBSE -YEAR 3**

**Table 11: Table: Semester I Modules**

SN	Module Code	Module Title	Class	Credit Value (CV)
1	BSU08201	Research Methodology	Core	9
2	BSU08202	National Statistical Systems Development	Core	8
3	BSU08203	Categorical Data Analysis	Core	11
4	BSU08204	Entrepreneurship and Business Management	Fundamental	8
5	BSU08205	International economics	Core	6
6	BSU08206	Business Law and Ethics	Fundamental	9
<b>Total credits</b>				<b>51</b>

**Table 12: Semester II Modules**

SN	Module Code	Module Title	Class	Credit Value (CV)
7	BSU08207	Research Project	Core	20
8	BSU08208	Monitoring and Evaluation	Core	9
9	BSU08209	Multivariate Data Analysis	Core	11
10	BSU08210	Policy and Planning for Development	Core	9
11	BSU08211	Corporate Finance and Investment	Core	11

SN	Module Code	Module Title	Class	Credit Value (CV)
		Analysis		
12	BSU08212	Managerial Economics	Core	9
Total Credits				69

### 3.2.5. Bachelor of Agricultural Statistics and Economics (BASE) NTA LEVELS 7 AND 8

Statistical data is now being demanded by the agriculture sectors. This demand requires a professional response in terms of producing agricultural statistics suitable for supporting quantitatively informed decision-making processes and formulating policies and plans that are feasible and effective because of the precision and quality of data which is a prerequisite. Additionally, the agriculture sector retains a key role in EASTC member countries' economies in terms of production, trade, investment and finance hence need to widen the knowledge of Bachelor Degree graduates with economic know-how thus responding well to the needs of the sector. The Centre, therefore, introduced a Bachelor Degree in Agricultural Statistics and Economics programme aiming at producing highly knowledgeable, expertly skilled and creatively innovative professionals to satisfy the demands of the agriculture sector and its economy.

#### Minimum entry requirements for NTA level 7

The minimum entry requirements for Higher Diploma Programme in Agricultural Statistics and Economics shall be open to holder of:

- An Advanced Level Certificate Secondary Education (ACSEE) with two principal passes excluding religious subjects, in Mathematics, Physics, Chemistry, Biology, Economics, Accounts, Commerce, Agriculture or Geography. If one of the principal passes is not in Mathematics, a subsidiary in Basic Applied Mathematics (BAM) or a pass in ordinary level Mathematics or its equivalent is required. In addition, the minimum admission entry qualifications for the respective academic year as established by the relevant authority must be met.

OR

- Ordinary Diploma (NTA level 6) in Statistics, Agriculture, Accounting, Economics, Business Administration, Health or related field or Full Technician Certificate (FTC) from a NACTE recognized institution having met minimum admission requirement for the respective academic year set by relevant authority.
- Diploma in Teacher Education with an average of "B" and must have attained an Advanced Level Certificate Secondary Education in science, agriculture, commerce subjects with a pass in mathematics at O' Level.

#### Minimum entry requirements for NTA level 8

A pass classification in the Higher Diploma in Agricultural Statistics and Economics (NTA 7) or its equivalent as approved by NACTE.

### 3.2.5.1. Summary of Distribution of HDASE and BASE modules in the semesters.

The distribution of modules in the semesters is as indicated in the tables below.

#### HDASE (BASE -YEAR 1 & 2)

**Table 13** :Semester I Modules

S/N	Module Code	Module Name	Class	Credits
1	ASU07101	Fundamentals of Microeconomics	Core	6
2	ASU07102	Basics of Statistics	Core	9
3	ASU07103	Communication Skills	Fundamental	6
4	ASU07104	Applied Mathematics	Fundamental	9
5	ASU07105	Information Communication Technology	Fundamental	9
6	ASU07106	Personal Skills and Professional Development	Fundamental	6
7	ASU07107	Fundamentals of Agriculture	Core	9
8	STU07108	Discrete Probability Distribution	Fundamental	6
<b>Total Credits</b>				<b>60</b>

**Table 14** :Semester II Modules

S/N	Module Code	Module Name	Class	Credits
9	ASU07209	Fundamentals of Macro-economics	Core	7
10	ASU07210	Design of Experiments	Core	6
11	ASU07211	Continuous Probability Distributions	Fundamental	8
12	ASU07212	Price Statistics and Indices	Core	9
13	ASU07213	Data Analysis with SPSS	Core	9
14	ASU07214	Livestock Statistics	Core	9
15	ASU07215	Crop and Post-Harvest Loss Statistics	Core	9
<b>Total Credits</b>				<b>57</b>

**Table 15:** Semester III Modules

S/N	Module Code	Module Name	Class	Credits
16	ASU07316	Fishery Statistics	Core	9
17	ASU07317	Agricultural Economics	Core	7
18	ASU07318	Intermediate Microeconomics	Core	9
19	ASU07319	Agricultural Cost Statistics	Core	8
20	ASU07320	Operation Research	Fundamental	6
21	ASU07321	Sampling Theory and Methods	Core	9
22	ASU07322	Statistical Inference	Core	9



<b>Total Credits</b>	<b>57</b>
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**Table 16:Semester IV Modules**

S/N	Module Code	Module Name	Class	Credits
23	ASU07423	Data Analysis with STATA	Core	9
24	ASU07424	Public Economics and Finance	Core	9
25	ASU07425	Statistical Methods for Econometrics	Core	9
26	ASU07426	Environmental Economics	Core	9
27	ASU07427	Time Series and Forecasting	Core	9
28	ASU07428	Intermediate Macroeconomics	Core	9
29	ASU07429	Field and Practical Training		12
<b>Total Credits</b>				<b>66</b>

**NTA Level 8 (BASE year 3)**

**Table 17: Semester I Modules**

S/N	Module code	Module title	Class	Credits
1	ASU08101	Research Methodology	Fundamental	9
2	ASU08102	National Statistical Systems Development	Core	8
3	ASU08103	Categorical Data Analysis	Core	11
4	ASU08104	Applied Spatial Statistics	Core	11
5	ASU08105	Environment Statistics	Core	9
6	ASU08106	Agribusiness Supply Chain Management	Core	6
7	ASU08107	International Economics	Core	6
<b>Total Credits</b>				<b>60</b>

**Table 18: Semester II Modules**

S/N	Module code	Module title	Class	Credits
1	ASU08208	Research Project	Core	20
2	ASU08209	Resources Planning and Management	Fundamental	8
3	ASU08210	Monitoring and Evaluation	Fundamental	9
4	ASU08211	Multivariate Data Analysis	Core	11
5	ASU08212	Food Security	Core	9
6	ASU08213	Policy and Planning for Development	Fundamental	9
<b>Total Credits</b>				<b>66</b>

**Distribution of Weeks in the Semester Calendar**

The Higher Diploma and Bachelor's Degree spread over two semesters each of 17 weeks.

Distribution of Weeks in the Semester Calendar

S/No	Distribution of Weeks	Weeks per Semester
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1	Total number of weeks available for curriculum training	15
2	Total number of weeks available for examinations	2
	<b>Total number of weeks available per semester</b>	<b>17</b>

### Mode of Study

The mode of instruction for this programme includes lectures, class-room problem solving, written test and case studies. The course is planned to be interactive.

### 3.2.6. Exit points for EASTC Bachelor Degree programmes

#### i. Exit point 1 (Voluntary): Higher Diploma (NTA level 7)

The Higher Diploma modules spread over four semesters in two academic years. A student who successfully completes the Higher Diploma and opts to exit the programme will be awarded the Higher Diploma in (respective programme). Such a student shall request to exit in writing and be included in the respective year's graduand list.

#### ii. Exit point 2 (Mandatory): The Bachelor Degree (NTA level 8)

This programme comprises of modules that are spread over two semesters in one academic year. Upon successful completion of the programme, the student will be awarded a Bachelor degree in the (respective programme) and will be eligible for enrolment for Master's degree programmes in Tanzania and global Higher learning institutions with equivalent requirements.

### 3.2.7. National Technical Awards (NTA) 4-6) Certificate and Diploma Programmes

#### 3.2.7.1. BASIC TECHNICIAN CERTIFICATE IN STATISTICS (BTCS) NTA LEVEL 4:

This programme prepares low cadre of statistical personnel who will assist in handling socio-economic statistical issues including data collection and processing as well as working with specialists in fields of statistics. The course provides qualifications for progression to Ordinary Diploma studies in Tanzania and global Higher learning institutions with equivalent requirements.

##### 3.2.7.1.1. Minimum entry requirements

An Ordinary Level secondary certificate with at least four passes including Mathematics and English or its equivalent established by National Examinations Council of Tanzania (NECTA) based on the Tanzania Education system.

OR

A National Vocational Award Level III Certificate with Pass classification

### 3.2.7.1.2. Structure

The Basic Technician Certificate in Statistics (BTCS) comprises 14 modules spread over two semesters in one academic year. A student who successfully completes the BTCS programme will be awarded the Basic Technician Certificate in Statistics and will be eligible for enrolment into a Technician Certificate in Statistics programme or any related discipline equivalent to NTA level 5.

#### Basic Technician Certificate in Statistics (BTCS)

##### Summary of programme structure for NTA Level 4

Table 19: Semester I Modules

S/N	Module Code	Module title	Class	Credit Value (CV)
1.	STT04101	Elementary statistics	Core	9
2.	STT04102	Basic Computer Knowledge	Core	9
3.	STT04103	Basic Mathematics	Core	9
4.	STT04104	Basics of Critical Thinking and Conflict Resolution	Fundamental	6
5.	STT04105	Basic English Skills	Fundamental	9
6.	STT04106	Entrepreneurship & Business Development	Fundamental	9
<b>Total Credits</b>				<b>51</b>

Table 20: Semester II Modules

S/N	Module Code	Module title	Class	Credit Value (CV)
1.	STT04207	Basic Computer Application	Core	9
2.	STT04208	Relations and Trigonometric Ratios	Core	9
3.	STT04209	Communication skills	Fundamental	9
4.	STT04210	Accounting	Fundamental	9
6.	STT04211	Statistical Case Study 1	Core	12
7.	STT04212	Practical Training (PT)	Core	10
8.	STT04213	Basics of Personal Development	Fundamental	6
9.	STT04214	Data Collection Basics	Core	12
<b>Total Credits</b>				<b>76</b>

### 3.2.7.2. BASIC TECHNICIAN CERTIFICATE IN INFORMATION TECHNOLOGY (BTCIT) NTA LEVEL 4

The Basic Technician Certificate in Information Technology programme has been designed to produce graduates who will satisfy the need for skilled personnel who can efficiently and effectively perform routine Information Technology operations and use IT skills in dealing with routine IT activities.

The Basic Technician Certificate in Information Technology (BTCIT) programme aims to equip learners with essential up-to-date, relevant, functional and plentiful resources that allow for memorable first-hand experiences in order to gain skills, knowledge and ideas on technology. It is, therefore, expected that the graduates from this programme will have ambition to become professional ICT experts. It encompasses the skills needed to function effectively as a member of the group with clear communication about capabilities, responsibilities, diversity and

teamwork. This program will develop a learner understanding of how to provide continuous administration and support in information technology infrastructure at various organizations. The programme also contains broad Mathematics, Communication and entrepreneurship and personal development skills, which provide a firm foundation for self-employment, further studies and lifelong learning.

## **OBJECTIVE OF THE PROGRAMME**

The general objective of this programme is geared towards producing computer technicians who will be able to apply basic Information Technology skills in performing routine Information Technology operations and use IT skills in data collection activities. The objective of the programme is based on the following principles:

- i. To produce computer technicians who are able to use basic computer skills to perform computer operations and office application packages;
- ii. To produce computer technicians who are able to apply different computer software skills and knowledge to install, configure & service computer software;
- iii. To produce computer technicians who are able to apply basic computer hardware knowledge to install, service, maintain and repair computer hardware and its peripherals;
- iv. To produce computer technicians who are able to apply basic computer networking theories to assist in setting and troubleshooting basic computer network;
- v. To produce computer technicians who are able to provide help-desk support and quality customer care using communication and problem-solving skills
- vi. To produce computer technicians who are qualified to work in any data collection exercise

## **ADMISSION REQUIREMENTS**

- The minimum entry requirements for Basic Technician Certificate in Information Technology programme shall be:
- An Ordinary Level Secondary School Certificate with at least four passes (Four D's) in non-religious subjects based on Tanzania Education System or
- NVA 3 with at least two passes (Two D's) in non-religious subjects at O' level.

## **PROGRAMME STRUCTURE**

The whole programme has a total of thirteen (13) modules that will be covered in thirty-four (34) weeks of study in one academic year. Out of these, 15 weeks in each semester are set aside for study and two weeks for semester examinations.

### **Distribution of Modules in the Semester**

The distribution of modules in the semesters is as indicated in the table 27 and 28  
**BTCIT) NTA LEVEL 4**

**Table 21: Semester I modules**

S/N	Module Code	Module title	Class	Credit Value (CV)
1	ITT 04101	Basics of Computer Applications	Core	12
2	ITT 04102	Basic Web Design	Core	12
3	ITT 04103	Basic Computer Networks	Core	12
4.	MTT 04101	Basic Applied Mathematics	Fundamental	9
5.	ITT 04104	Basic Computer Maintenance	Core	12
6.	ITT 04105	Basic Electronics	Core	6
7	GST 04101	Basics of Entrepreneurship and Business	Fundamental	6
<b>Total Credits</b>				<b>69</b>

**Table 22: Semester II modules**

S/N	Module Code	Module title	Class	Credit Value (CV)
1.	ITT 04205	Micro Computer Applications	Core	12
2.	GST 04202	Customer Care	Fundamental	6
3.	ITT 04206	Basics Computer Software Management	Core	12
4.	STT 04202	Data Collection Basics	Fundamental	9
5.	GST 04203	Basic Communication Skills	Fundamental	9
6.	FPT 04201	Field and Practical Training	Core	12
<b>Total Credits</b>				<b>60</b>

**3.2.7.3. Mode of Study**

This is a one-year programme which is based on lectures, class-room problem solving, written test and case studies. The course is planned to be interactive as per CBET instructional format.

**3.2.7.4. : TECHNICIAN CERTIFICATE IN STATISTICS (TCS) NTA LEVEL 5**

The programme is intended for lower supervisory level personnel. This Certificate prepares graduates who will supervise fieldwork, handle low level social and economic statistics, carry out field (research) activities, implement field activities related to censuses and work with specialists in different fields. Furthermore, the Diploma provides qualifications for progression to Ordinary Diploma studies in Tanzania and global Higher learning institutions with equivalent requirements.

**3.2.7.4.1. Structure**

The programme comprises a total of 13 modules which spread over two semesters in one academic year. A student who successfully completes the TCS and opts to exit the programme will be awarded the

Technician Certificate in Statistics and will be eligible for enrolment into an Ordinary Diploma in Statistics programme or any related discipline equivalent to NTA level 6.

**3.2.7.4.2. Minimum entry requirements for NTA level 5**

- A relevant NTA 4 (Basic Technician Certificate) or its equivalent established by NACTVET based on Tanzania’s education system.

OR

- An Advanced Level secondary certificates with a principal pass in Mathematics or subsidiary in Basic Applied Mathematics and a pass in English at Ordinary level secondary certificates or its equivalents established by the National Examinations Council of Tanzania (NECTA).

**3.2.7.4.3. Summary of the NTA level 5 –**

**Technician Certificate in Statistics (TCS) programme Structure**

**Table 23: Semester I Modules**

S/N	Module code	Module title	Class	Credits
1	STT05101	Fundamentals of Data Processing	Core	9
2	STT05102	Series and Coordinate Geometry	Core	9
3	STT05103	Basic Microeconomics	Fundamental	9
4	STT05104	Elementary Communication Skills	Fundamental	9
5	STT05105	Probability	Core	9
6	STT05106	Basic Linear Algebra	Core	9
<b>Total Credits</b>				<b>54</b>

**Table 24: Semester II Modules**

S/N	Module code	Module title	Class	Credits
1	STT05207	Descriptive Statistics	Core	9
2	STT05208	Business English	Fundamental	6
3	STT05209	Fundamentals of Economics	Core	9
4	STT05210	Functions and Inequalities	Core	9
5	STT05211	Fundamentals of Official Statistics	Core	9
6	STT05212	Statistical Case Study 2	Core	12
7	STT05213	Practical Training	Core	12
<b>Total Credits</b>				<b>66</b>

## TECHNICIAN CERTIFICATE IN INFORMATION TECHNOLOGY (TCIT) NTA LEVEL 5

The philosophy behind the development of the Technician Certificate in Information Technology (TCIT) programme is geared towards producing innovative, creative and flexible graduates through a practical, hands-on delivery mode. This programme will equip the students with the skills and knowledge required in various information technology jobs. The programme covers up-to-date practices, current technologies, and popular programming languages/scripts such as C, PHP, JavaScript, HTML5, and CSS3. Students will develop moderate-level technical skills and knowledge and engage in development of desktop or web applications in this course. The knowledge and professional skills provided in the field of information technology prepares graduates to face the working world as well as to continue their studies in several areas of interest.

### OBJECTIVE OF THE PROGRAMME

The objective behind the development of this programme is geared towards producing responsible personnel who will be capable of performing computer programming, maintenance and troubleshooting of different computer hardware and software, web development and perform networking operations in the working environment under minimum supervision. Along with IT skills, the personnel will be capable of collecting, processing and performing descriptive analysis of data using computational skills.

The objective of the programme is based on the following principles:

- a) To produce personnel with the ability to manage, maintain, and service computer systems
- b) To produce skilled, competent and innovative graduates in the field of Information Technology to satisfy the needs and demands of the industry;
- c) To produce skilled personnel who can assist users in the network problems, use programming skills to create simple web applications.;
- d) To produce personnel who can collect data using Computer Assisted Personal Interviewing (CAPI), process and perform descriptive analysis using statistical packages.
- e) To produce personnel who are ready to work in any statistical office under professional supervision;
- f) To produce graduates who are able to work for themselves and also prepared to work under superior supervision;
- g) To stimulate students' interest in further study and practice in the field;
- h) To satisfy the requirements of the regulatory bodies for technical education in user countries.

### ADMISSION REQUIREMENTS

The minimum entry requirements for Technician Certificate programme shall be:

- An Advanced Level Certificate Secondary Education (ACSEE) with any E (Principal) and S (Subsidiary) in non-religious subjects.
- NTA 4 in Business Information Technology, Information Technology with Accounting, Information Technology, Computer Science, ICT, Statistics or any other ICT related programmes.

### PROGRAMME STRUCTURE

The whole programme has a total of eleven (11) modules that will be covered in seventeen (17) weeks of study in one academic year. Out of these, 15 weeks in each semester are set aside for study and two weeks for semester examinations

#### Distribution of Modules in the Semester

The distribution of modules in the semesters is as indicated in the table 31 and 32

#### NTA LEVEL 5 (TCIT)

**Table 25: Semester I modules**

S/N	Module Code	Module title	Class	Credit Value (CV)
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S/N	Module Code	Module title	Class	Credit Value (CV)
1	ITT 05101	Office Applications	Core	12
2	ITT 05102	Basics of Programming with C	Core	12
3	ITT 05103	Fundamentals of Database Design and Development	Core	12
4.	MTT 05101	Mathematics for Information Technology	Fundamental	9
5.	ITT 05104	Computer Maintenance and Troubleshooting	Core	12
6.	ITT 05105	Basics of Computer Graphics	Core	9
<b>Total Credits</b>				<b>66</b>

**Table 26: Semester II Modules**

S/N	Module Code	Module title	Class	Credit Value (CV)
1	ITT 05201	Fundamentals of System Analysis and Design	Core	9
2	ITT 05202	Basics of Computer Operating System	Core	12
3	ITT 05203	Computer Network Maintenance	Core	12
4	GST 05201	Basics of Statistical Computing	Fundamental	9
5	ITT 05204	Field and Practical Training	Core	12
<b>Total Credits</b>				<b>54</b>

## **ORDINARY DIPLOMA IN STATISTICS (ODS) NTA LEVEL 6**

Intended for mid-level supervisory level personnel, this Diploma prepares graduates who will play the role of supervising field work, handle low level social and economic statistics, carry out field (research) activities, implement field activities related to censuses and work with specialists in different fields. Furthermore, the Diploma provides skills and qualifications for first degree studies.

### **3.2.7.4.4. Minimum entry requirements for NTA level 6**

A pass classification in the Technician Certificate in Statistics (NTA 5) or its equivalent award from any recognized institution as established by NACTVET.

### **3.2.7.4.5. Structure**

This programme comprises 12 modules spread over two semesters in one academic year. Upon successful completion, the student will be awarded the Ordinary Diploma in Statistics and will be



eligible for enrolment into a Bachelor degree in Official Statistics or any related discipline equivalent to NTA level 7.

### 3.2.7.4.6. Summary of the NTA level 6

#### Ordinary Diploma in Statistics (ODS) programme structure

**Table 27: Semester I Modules**

S/N	Module code	Module title	Class	Credits
1	STT06101	Basics of Statistical packages with SPSS	Core module	12
2	STT06102	Business Communication Skills	Fundamental module	6
3	STT06103	Differentiation and Integration	Core module	9
4	STT06104	Public Economics	Fundamental module	9
5	STT06105	Fundamentals of Statistical Methods	Core module	12
<b>Total Credits</b>				<b>48</b>

**Table 28: Semester II Modules**

S/N	Module code	Module title	Class	Credits
1.	STT06206	Field Work Supervision	Core module	12
2.	STT06207	Presentation Skills	Fundamental module	6
3.	STT06208	Differential Equations	Core module	9
4.	STT06209	Numerical Methods	Core module	9
5.	STT06210	Fundamentals of Macroeconomics	Fundamental module	12
6.	STT06211	Statistical Case Study 3	Core module	12
7.	STT06212	Project	Core module	12
<b>Total Credits</b>				<b>72</b>

## ORDINARY DIPLOMA IN INFORMATION TECHNOLOGY (ODIT) NTA LEVEL 6

This program aims at creating personnel with programming, networking management and database administration knowledge and skills that will aid them to perform computer related activities within an organization. Also, the programme is aimed at producing personnel who are highly capable in data collection methods and data processing using computing devices like Laptops, smart phones and tablets.

The Ordinary Diploma in Information Technology (ODIT) will provide graduates with a solid grounding in fundamentals of ICT. Learners will acquire concepts and technical skills in networking, security, and enterprise infrastructure management which are crucial areas in organisations of any size, from small and medium enterprises to multinational companies. It is designed to inculcate strong communication, leadership and ICT skills as well as fundamental knowledge to take on a career in this challenging and ever-changing IT world. Therefore, ODIT graduates, will have the ability to move effortlessly across organisations and develop specialised expertise in their chosen industry. Most importantly, this programme has been designed to produce graduates who will satisfy the needs of employers as well as self-employment in the 21<sup>st</sup> century and are prepared to continue learning throughout their lives.

### OBJECTIVES OF THE PROGRAMME

The general objective of this programme is geared towards producing responsible personnel who will be capable of performing computer programming, maintenance, administer and troubleshooting of server systems, web development and perform network management in the working environment under minimum supervision. Along with IT skills, the personnel, will be capable of collecting, processing and perform analysis of data using computational skills under minimum supervision.

The objectives of this programme is based on the following principles:

- a) To produce personnel with the ability to manage, maintain, and service server system;

- b) To produce skilled personnel who can assist users in the network problems, perform network administration and management, database administration and management, and use programming skills to create web/desktop applications;
- c) To produce personnel who can process and analyze data.
- d) To produce personnel who are ready to work in any statistical office under professional supervision;
- e) To enable personnel to solve real world challenges relating to statistical and Information Technology discipline;
- f) To provide personnel with foundations of principles, skills and expertise for career development;

To satisfy the requirements of the regulating body for technical education in user countries

### ADMISSION REQUIREMENTS

The minimum entry requirements for Ordinary Diploma programme shall be:

- Holders of at least a pass at Technician Certificate in Information Technology (NTA Level 5) award from any recognized institution.

### PROGRAMME STRUCTURE

The whole programme has a total of eleven (11) modules that will be covered in seventeen (17) weeks of study in one academic year. Out of these, 15 weeks in each semester are set aside for study and two weeks for semester examinations.

#### Distribution of Modules in the Semester

The distribution of modules in the semesters is as indicated in the Table 35 and 36

#### ODIT) NTA LEVEL 6

**Table 29: Semester I modules**

S/N	Module Code	Module title	Class	Credit Value (CV)
1	ITT 06101	Computer Information Systems Security	Core	12
2	ITT 06102	Linux System Administration	Core	12
3	ITT 06103	Basic Object-Oriented Programming in C++	Core	12
4	ITT 06104	Basics of cloud computing	Core	12
5.	ITT06105	Web Application Development	Core	12
<b>Total Credits</b>				<b>60</b>

**Table 30: Semester II modules**

S/N	Module Code	Module title	Class	Credit Value (CV)
1.	ITT 06206	Basic Computer Ethics	Core	9
2.	ITT 06207	Server Maintenance and Troubleshooting	Core	9

S/N	Module Code	Module title	Class	Credit Value (CV)
3.	GST 06209	Introduction to Entrepreneurship and Business Management	Fundamental	9
4.	ITT 06208	Network Administration	Core	9
5	ITT 06209	Database Administration and Management	Core	12
6.	ITT 06210	Project Work	Core	12
<b>Total Credits</b>				<b>60</b>

### 3.2.7.5. Distribution of Weeks in the Semester Calendar

The NTA Levels 4-6 distribution of weeks in the calendar is as follows:

S/N	Distribution of Calendar weeks	Weeks per Semester
1	Total number of weeks available for curriculum training	15
2	Total number of weeks available for examinations	2
3	Total Number of weeks available for practical training	2
	<b>Total number of weeks available per semester</b>	<b>19</b>

### 3.2.7.6. Mode of Study

For these programmes, instruction is based on lectures, class-room problem solving, written test and case studies. The course is planned to be interactive.

### 3.2.7.7. Exit points for EASTC Certificate and Ordinary Diploma programmes

#### i. Exit point 1 (Mandatory): Basic Technician Certificate (NTA level 4)

The programme modules spread over two semesters in one academic year. Upon successful completion of the programme, the student will be awarded A Basic Technician Certificate in Statistics in (respective programme) and will be eligible for enrolment for Technician Certificate programmes in Tanzania and Ordinary Diploma programmes in global Higher learning institutions with equivalent requirements

#### ii. Exit point 2 (Voluntary): Technician Certificate (NTA level 5)

The programme modules spread over two semesters in one academic year. A student who successfully completes the Technician Certificate and opts to exit the programme will be awarded the Technician Certificate in (respective programme). Such a student shall request to exit in writing and be included in the respective year's graduand list.

#### iii. Exit point 3 (Mandatory): Ordinary Diploma (NTA level 6)

This programme comprises of modules that are spread over two semesters in one academic year. Upon successful completion of the programme, the student will be awarded an Ordinary Diploma in the (respective programme) and will be eligible for enrolment for Bachelor degree programmes in Tanzania and global Higher learning institutions with equivalent requirements.

### 3.2.8. National Vocational Award (NVA) programme

The aim of the course is to provide appropriate knowledge, right attitude and practical skills to people who aspire to become Statistical Assistants in formal and informal sectors as per labour market demands. Graduates of this programme become Statistical Assistants. This is an occupation which requires a good base in Mathematics and Computer skills. The occupation is a sub-professional

category that assists in planning for data collection, processing and presentations of statistical or other official data. The statistical Assistant is expected to work for national Statistical Systems, training and research institutions, statistics departments, accounting or insurance companies. **General competencies in this occupation include the ability to:**

- a) Maintain office machines and equipment
- b) Prepare source documents for transactions and post transactions into ledgers
- c) Maintain various types of accounts and prepare simple income reports
- d) Prepare simple statement of financial position
- e) Prepare research questionnaires
- f) Prepare research costs and schedules
- g) Collect data through questionnaires and interviews
- h) Design mini research, prepare research tools, and conduct mini research
- i) Process and analyze data.

### 3.2.8.1. Structure:

The programme comprises 14 modules which constitute a total of 1070 hour spread over three levels.

### 3.2.8.2. Summary of the programme structure for the NVA programme

LEVEL I		
SEMESTER	CORE MODULE TITLE	MODULE TITLES FOR SUPPORT SUBJECTS
1 <sup>ST</sup>	<b>CORE</b> SA 101 Maintaining office Machines, Equipment and Surroundings SA 102 Preparing Source Documents SA 103 Maintaining Books of Accounts SA 104 Preparing Simple Financial Reports	<b>Math</b> Perform Arithmetic Operations Perform Algebra Perform Approximations <b>CAS</b> Introduction to computer 02.Organising Microcomputer. 03.Microsoft Word <b>LS</b> Understanding personalities Good interpersonal and effective communication skills Creative problem solving and effective decision making Negotiation and conflict resolution <b>Eng.&amp; Comm.</b> Grammar Word formation Conversation <b>EET</b> Entrepreneurship Concepts General Feasible Business Ideas (Unit 2.1) Generating feasible business idea (Unit 2.2)

LEVEL II		
SEMESTER	CORE MODULE TITLE	MODULE TITLES FOR SUPPORT SUBJECT

<b>LEVEL II</b>		
<b>SEMESTER</b>	<b>CORE MODULE TITLE</b>	<b>MODULE TITLES FOR SUPPORT SUBJECT</b>
2 <sup>nd</sup>	<b>CORE</b> SA 201 Accounting for Specialized Entity  SA 202 Prepare Research Tools  SA 203 Collect Data	<b>MATH</b> Perform Sets Perform Exponent, Radicals and Logarithms Solving Equations. Performing Units <b>CAS</b> Spreadsheet Database <b>Eng. &amp; Comm.</b> Communication concept Applying writing & Reading Skill [ unit 5.1] <b>LS</b> Sexual reproductive health Gender concerns Achieving career goals and vision Creative and critical thinking Referrals and linkages Customer care  <b>EET</b> Starting Business

<b>LEVEL I: SUMMARY DISTRIBUTION OF TIME</b>			
<b>SEMESTER I</b>	<b>CORE SUBJECTS</b>	<b>SUPPORT SUBJECTS</b>	<b>TOTAL</b>
Number of hours	390	210	600
Number of periods (1 period = 45 minutes)	518	276	794
Percentage	65%	35 %	100
<b>LEVEL II: SUMMARY DISTRIBUTION OF TIME</b>			
<b>SEMESTER II</b>	<b>CORE SUBJECTS</b>	<b>SUPPORT SUBJECTS</b>	<b>TOTAL</b>
Number of hours	390	210	600
Number of periods	517	277	794

<b>LEVEL III</b>		
<b>SEMESTER</b>	<b>CORE MODULE TITLE</b>	<b>MODULE TITLES FOR SUPPORT SUBJECT</b>
1 <sup>st</sup> semester	Field Attachment	
	SA 301 Conduct Mini Research [Unit 1.1-1.2]	

<b>LEVEL III</b>		
<b>SEMESTER</b>	<b>CORE MODULE TITLE</b>	<b>MODULE TITLES FOR SUPPORT SUBJECT</b>
2 <sup>nd</sup> semester	SA 301 Conduct Mini Research [Unit 1.3] SA 302 Process Research Report	<b>MATH</b> Perform Statistics Perform basic Matrix Calculation Perform Ratios, Profit and Loss Perform Advance Matrices Perform linear programming <b>EET</b> Managing Business (Unit 4.1- 4.5) Getting into Business <b>Eng. &amp; Comm.</b> Applying writing and reading skills (Unit 5. 2) Applying speaking and listening skills <b>CAS</b> Power Point Internet and E-Mails

### **LEVEL III: SUMMARY DISTRIBUTION OF TIME**

<b>SEMESTER I</b>	<b>CORE SUBJECTS</b>	<b>SUPPORT SUBJECTS</b>	<b>TOTAL</b>
Number of hours	150 + (240) FA = 390	210	600
Number of periods (1 period = 45 minutes)	192 + FA	278	470
Percentage	65%	35%	100

#### **3.2.8.3. Learning outcomes**

The course is intended to impart students the basic knowledge and skills in Basic Mathematical Statistics, Commerce, English Language Skills, Basic Accounting, Basic Computer Knowledge and Basic social Political Studies. The programme is geared towards giving the learner's a foundation of statistical knowledge, techniques and life skills for studying Theoretical Statistics. The award of Certificate in Statistics shall be awarded to a successful student who has completed and passed all modules. After completing NVA level III, the graduate will be eligible to continue with NVA level IV or join the National Technical Awards (NTA) system at level 4 (Certificate) that is relevant to their field.

#### **3.2.8.4. Mode of study**

This is an eighteen months programme which is based on lectures, class-room problem solving, written test and case studies. The course is planned to be interactive between students themselves and instructors.

### **3.3. Graduate Studies Department**

The Department of Graduate Studies offers the Master of Science in Agricultural Statistics, and Master's Degree in Official Statistics. The programs are designed to create competent, responsible and

innovative strategic statistical professionals and managers who will work at senior levels as official statisticians, decision makers and administrators of national statistical systems (NSS).

## **MASTER OF SCIENCE IN AGRICULTURAL STATISTICS (MSC. AS)**

The programme is a result of the recognition of the importance of agriculture in the national economies of most African countries. The EASTC, the Sokoine University of Agriculture (SUA) Tanzania), the Indian Agricultural Statistics Research Institute (IASRI) and the National Statistical Systems Training Academy (NSSTA) (India) collaborated to formulate this programme.

### **3.3.1.6.1. Contents**

Strategic management of Statistical Systems; statistical techniques for assessing agriculture, livestock and fisheries sectors and their impact on the economy; analysis of statistical issues of development problems; statistical analysis of agricultural production: statistical assessment of food security; statistical research and data dissemination to address agricultural issues; sustainability of the National and International Agricultural Statistical Systems.

### **3.3.1.6.2. Aims**

This programme intends to complement the World Bank and the Food and Agriculture Organization (FAO)'s Global Strategy for Improvement of Agricultural and Rural Statistics which provides a blueprint for a coordinated and long-term initiative to address the decline in agricultural statistics systems. Graduates are expected to:

- i. Be strategic managers of Agricultural Statistical Systems through a comprehensive package of management related modules in the programme
- ii. Apply knowledge and skills and understanding of complex analytical socio-economic statistical issues that are a concern to policy makers and decision makers
- iii. Utilize agricultural statistics in assessing food security aspects of a society
- iv. Conduct statistical research addressing agricultural issues and clearly communicate research findings.
- v. Ensure the sustainability of the National and International Agricultural Statistical Systems.

### **3.3.1.6.3. Structure**

The (MSc. AS) is a 24-month programme offered in collaboration with the Sokoine University of Agriculture (SUA). This mode of delivery has been approved by the Tanzania Commission for Universities. The programme comprises 25 modules including a full dissertation module. Among these, thirteen (13) modules are Core (C) and eleven (12) modules are Elective (E) of which two are compulsory per semester. A student must take at least two (2) elective modules in each of the semesters of 17 weeks each. Completion of all modules and a cumulative PASS G.P.A qualifies the student for the award of the Master of Science in Agricultural Statistics.

### **3.3.1.6.4. Minimum Entry Qualifications**

- Candidates with a first degree in Statistics or Science related subjects with a GPA of 2.7 or above;
- Candidates with unclassified degrees should have a credit or a distinction in the subject of intended Master's degree;
- Candidates with Pass degree with average of B grade will also be considered for admission if they have satisfied the Center that they have exhibited academic potential through extensive field

work /research experience of at least three years and /or additional professional development courses of duration of at least three months; and

- Non-degree holders e.g., Advanced or Postgraduate Diplomas may be considered for admission provided that such Diplomas are in the Upper Second /Distinction category and are from institutions of Higher Learning recognized by Tanzania Commission for Universities (TCU).

### 3.3.1.6.5. Summary of the MSc. AS. Modules

**Table 31; Trimester I: Core courses**

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS	IS*	Total	Credits
AGS 601	Mathematical Methods	25	15		15	15	70	7
AGS 602	Probability Theory	25	15		15	15	70	7
AGS 603	Statistical Methods	30	15	15	15	15	90	9
AGS 604	Principles of Agriculture	30	10		20	20	80	8
AGS 605	Matrix Algebra	25	15		15	15	70	7
	Sub-Total Hours/Credits	135	70	15	80	80	380	38

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study*  
*Elective courses*

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS*	IS*	Total	Credits
CAEE5134**	Farming Systems and Sustainable Livelihood Analysis	15	5		5	5	30	3
EE 600**	Research Planning and Management	5			5		10	1
	Sub-Total Hours/Credits	20	5		10	5	40	4
	Total for Semester	155	75	15	90	85	420	42

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study*

*\*\*Under revision to align with UQF. Generally, by approximation the hours and credits will be three times*

**Table 32: Trimester II: Core courses**

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS*	IS*	Total	Credits
AGS 606	Advanced Statistical Methods	30	15	10	20	15	90	9
AGS 607	Design of Experiments	30	15	10	20	15	90	9
AGS 608	Statistics in Genetics	25	10	10	15	10	70	7
AGS 609	Linear Models	20	10	10	10	10	60	6
AGS 610	Survey Sampling Techniques	30	10	10	10	10	70	7
	Sub-Total Hours/Credits	135	60	50	75	60	380	38

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study*  
*Elective courses*

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS*	IS*	Total	Credits



EE 605**	Agricultural Administration and Management	10		5	5		20	2
CAER 5142**	Agribusiness Supply Chain Management	15	5		5	5	30	3
	Sub-Total Hours/Credits	25	5	5	10	5	50	5
	Total for Semester	160	65	55	85	65	430	43

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study*

*\*\*Under revision to align with UQF. Generally, by approximation the hours and credits will be three times*

**Table 33; Trimester III: Core courses**

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS*	IS*	Total	Credits
AGS 611	Economics	25	10	10	15	20	80	8
AGS 612	Regression Analysis	25	10	10	15	10	70	7
AGS 613	Statistical Inference	20	15	10	10	15	70	7
AGS 614	ICT and Statistical Computing in Agriculture	25	15	10	15	15	80	8
AGS 615	Applied Multivariate Analysis	30	10	10	15	15	80	8
	Sub-Total Hours/Credits	125	60	50	70	75	380	38

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study*

**Elective courses**

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS*	IS*	Total	Credits
AEA 607**	Advanced Economic Development	10			5		15	1.5
VM 622	Statistics and Data Management	48	12	28	12	20	120	12
	Sub-Total Hours/Credits	58	12	28	17	20	135	13.5
	Total for Semester	183	72	78	85	95	515	51.5

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study*

*\*\*Under revision to align with UQF. Generally, by approximation the hours and credits will be three times*

**Table 34: Trimester IV: Core courses**

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS*	IS*		Credits
AGS 616	Statistical Forecasting Techniques	25	15	10	15	15	80	8
AGS 617	Advanced Sample Survey	25	15	10	15	15	80	8
AGS 618	Econometrics	25	15	10	15	15	80	8
AGS 619	Applied Data Mining and Statistical Learning	20	10		15	15	60	6
AGS 620	Official and Agricultural Statistics	25	10	10	15	10	70	7
	Sub-Total Hours/Credits	120	65	40	75	70	370	37

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study*

**Elective courses**

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS*	IS*	Total	Credits
DS 603	Gender and Development	40	10	20	10	20	100	10
EPI 623	Practical Research Design, Management and Presentation	80	20	40	20	40	200	20
	Sub-Total Hours/Credits	120	30	60	30	60	300	30
	Total for Semester	240	95	100	105	130	670	67

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study*

**Table 35: Trimester V: Core courses**

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS*	IS*	Total	Credits
AGS 621	Research Methodology	25	15		15	15	70	7
AGS 622	Remote sensing, Agricultural & Official Statistics	25	15	10	15	15	80	8
AGS 623	Analysis of Messy Data, Statistical Graphics &Statistical Software	25	15		15	15	70	7
AGS 624	Population Statistics/Demography	25	15		15	15	70	7
AGS 625	Office Management	20		10	15	15	60	6
AGS 626	Monitoring & Evaluation	25	10		20	15	70	7
	Sub-Total Hours/Credits	145	70	20	95	90	420	42

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study  
Elective courses*

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS*	IS*	Total	Credits
EMT 601	Environmental Impact Assessment and Management	80	20	40	20	40	200	20
FBE 605**	Ecosystems Valuation and Accounting	20		10			30	1
	Sub-Total Hours/Credits	100	20	50	20	40	230	21
	Total for Semester	245	90	70	115	130	650	63***

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study*

*\*\*Under revision to align with UQF. Generally, by approximation the hours and credits will be three times*

*\*\*\*Less credits compared to corresponding Total hours due to course FBE 605 whose hours should have been equated to 3 credits as PER UQF*

**Table 36: Trimester VI**

Code	Module Title	Scheme of study (Hours/Credits)						
		L*	T*	P*	AS*	IS	Total	Credits
AGS 600	Dissertation	-	-	-	-	300	300	30
	Sub-Total Credits							30
	Total Credits (I to VI)	296.5						

*\*L = Lectures; T = Tutorial; P = Practical; AS = Assignment; IS = Independent Study*

### **3.3.6.2.5. Assessment and Exit levels for the MSc. AS Programme**

Regulations pertaining to course and dissertation evaluation shall be as per SUA Regulations and Guidelines for Higher Degrees (2010). Candidates shall be evaluated by both continuous assessments, end of course examinations and dissertation evaluation. A minimum of 232 credits must be attained for a candidate to qualify for award of MSc. in Agricultural Statistics. Successful completion of all core and selected elective courses in semesters one to four will qualify a candidate for postgraduate certificate while one that has completed semester one to five only will be awarded the Postgraduate Diploma. By the end of the programme (six semesters) students who will have passed all course work assessments and dissertation will qualify for the award of MSc. degree in Agricultural Statistics.

### **3.3.6.2.6. Faculty, collaboration and networking**

For the MSc. AS, EASTC draws its teaching faculty from its regular staff and Senior Officers from various Ministries and Departments for teaching Official Statistics. Besides, it invites senior professors from various teaching and management institutes. For the purpose of specialized training, it is in collaboration, ECA, EAC, SUA, NBS, and many more. The wealth of faculty from all these Institutions molds the candidates to support perfection of strategic means of transforming peasantry agriculture into commercial, modern, competitive and productive agriculture.

### **3.3.1.1. Master's Degree in Official Statistics (MOS)**

The Master's Degree in Official Statistics (MOS) pegged at the National Technical Award (NTA) Level 9 is a 24-month full-time and evening programme. The MOS programme is intended to enable students to acquire advanced skills and knowledge from a Competence-Based Education and Training (CBET) Master's degree programme. The MOS is designed to produce competent, responsible and innovative strategic statistical professionals and managers who will work at senior levels as official statisticians, decision makers, and administrators of National Statistical Systems (NSS), sub-systems, schemes and programmes designed to respond to the statistical demands of African Nations in the Eastern and Southern Africa. Statistical Managers from this programme will be flexible and able to meet challenges of the job market. The programme also addresses developing countries' needs at national and international levels as articulated through various development policies.

#### **3.3.1.1.1. Contents**

Statistical assessment of socio-economic issues and their impact on the economy of a nation. Application of statistical knowledge and skills to understand complex analytical statistical issues of development problems. Application of statistical and analytical techniques in the production of official statistics; assessment of socioeconomic aspects by using social and economic statistics.

#### **3.3.1.1.2. Aims**

- i. To assist in capacity building for the existing workers in National Statistical Offices,
- ii. To raise the number of Official Statisticians, by transforming theoretical statisticians, particularly those working in NSSs into Official Statisticians.
- iii. To support the renewed recognition of the importance of official statistics in the African Economies by empowering policy or decision makers and development partners through education and training.

#### **3.3.1.1.3. Entry Qualifications**

- Candidates with a first degree in Statistics, Economics, Mathematics, Actuarial Science, Computer Science, IT, Agricultural Economics, and Agribusiness, Education in Science or Mathematics and other related fields from a recognized higher learning Institutions;

- Candidates with unclassified degrees should have a credit or a distinction in the subject of intended Master’s degree;
- Candidates with Pass degree with B grade will also be considered for admission and if they have satisfied the Center that they have exhibited academic potential through extensive field work /research experience of at least three years and /or additional professional development courses of duration of at least three months;
- Non-degree holders e.g., advanced or Postgraduate Diplomas may be considered for admission provided that such Diploma is in Upper Second /Distinction category and are from institutions of Higher Learning recognized by Tanzania Commission for Universities (TCU).

#### 3.3.1.1.4. Structure

The program of Masters in Official Statistics has a total of 186 credits spread over eighteen (18) months. The programme comprises a total of fifteen (15) core modules (93 credits), and four optional/specialize modules (33 credits) that are spread over three trimesters. Each module is covered in one trimester of seventeen weeks, two (2) of which are intended for end-of-trimester examination: The Dissertation Module (60 credits) will be covered in six months (6) months beginning immediately after the end of the third trimester. However, the research project/dissertation will take place after a successful completion of the three trimesters.

#### 3.3.1.1.5. The distribution of modules in the Trimesters

##### 3.3.1.1.5.1. NTA 9 MOS

**Table 37: Trimester I Modules**

SNO	Module Code	Module Title	Class	Credit Value (CV)
1.	STG 09101	Economics	Fundamental	6
2.	STG 09102	Statistical Computing	Core	6
3.	STG 09103	Sampling and Survey Design	Core	6
4.	STG 09104	Price Statistics and Index Numbers	Core	6
5.	STG 09105	Agriculture Statistics	Core	6
6.	STG 09106	Population Statistics	Core	6
7.	STG 09107	Social Statistics	Core	9
Total Credits				45

**Table 38: Trimester II Modules**

SN	Module Code	Module Title	Class	Credit Value (CV)
1.	STG 09208	Environment and Energy Statistics	Core	6
2.	STG 09209	Applied statistical Methods	Core	6
3.	STG 09210	National Accounts	Core	6
4.	STG 09211	Statistical Management	Core	6
5.	STG 09212	Research Methodology and Report Writing	Fundamenta l	6

SN	Module Code	Module Title	Class	Credit Value (CV)
6.	STG 09213	Poverty Statistics	Core	6
7.	STG 09214	Economic Statistics	Core	6
8.	STG 09215	Time Series Analysis and Forecasting Techniques	Core	6
Total Credits				48

A student will be required to choose one specialization from the following :

**Table 39: Trimester III: Specialization modules**

Module Code	Module Title	Class	Credit Value (CV)
<b>National Accounts</b>			
STG 09316	Advanced Trade and Business Statistics	Core	6
STG 09317	Financial Statistics	Core	6
STG 09318	Monetary and Fiscal Policy	Core	6
STG 09319	Advanced Industrial Statistics	Core	6
STG 09320	Advanced National Accounts	Core	9
Total Credits			33
<b>Agriculture Statistics</b>			
STG 09321	Advanced Design of Experiments	Core	6
STG 09322	Small Area Estimation	Core	6
STG 09323	Remote Sensing and GIS	Core	9
STG 09324	Advanced Agriculture Statistics	Core	6
STG 09325	Environmental Impact Assessment and Management	Core	6
Total Credits			33
<b>Population Statistics</b>			
STG 09326	Civil Registration and Vital Statistics	Core	6
STG 09327	Advanced Population Statistics	Core	9
STG 09328	Population Projection	Core	6
STG 09329	Advanced Housing Statistics	Core	6
STG 09330	Gender Statistics	Core	6
Total Credits			33
<b>Survey Methodology</b>			
STG 09331	Advanced Sampling	Core	9
STG 09332	Advanced Survey Design	Core	6
STG09333	Household Surveys Design	Core	6
STG 09322	Small Area Estimation	Core	6
STG 09334	Poverty Analysis	Core	6
Total Credits			33

After the completion of course work, each student is expected to write a guided dissertation which shall have sixty (60) credits.

#### **3.3.1.5.2. Dissertation**

After the completion of course work, each student is expected to write a guided dissertation which shall have sixty (60) credits. The Dissertation is written during the programme. Before the end of the last trimester, each student is guided on choosing a dissertation topic. The dissertation is a full module. The purpose of the dissertation is to provide an environment in which a student can receive guidance in the areas, essential to their future role, which lie beyond the normal functions of direct tuition. The desirable objectives are to improve the ability of students in: reading and understanding previous work; taking initiatives; working diligently; performing innovative practical work; and communicating. In addition, students develop the ability to pursue investigation, analyse/evaluate and draw conclusion.

#### **3.3.1.5.3. Assessment**

Assessments allow the student to demonstrate that they can apply the knowledge and skills acquired through training-learning integrative methods of delivery. These learning methods contribute to the candidate's development of main skills and knowledge in making decisions by combining theories with practice. Assessment, in particular, must reflect the required progression and be sensitive to the range of key skills developed. The assessment will define students who are eligible for the award of Master's Degree in Official Statistics who will be eligible to be enrolled to NTA Level 10 (PhD) in Tanzania or Global Institutions with equivalent entry requirements.

Assessment in each module shall be indicated at the end of the module, and will consist of coursework (CW) and end of trimester examination. The balance between coursework and end-of-trimester examinations is always geared towards satisfying the requirements of NACTVET as the accreditation body. The end of trimester examination shall independently be assessed and shall have a weight of 50 per cent, continuous assessment and coursework shall have a weight of 50 per cent. The pass mark for each module shall be 50 per cent. In each module, a candidate must obtain at least 50 per cent of the end-of-trimester examination marks. The mode of conduct and administration of assessment shall be based on Centre's Examination Regulations approved by the Regional Senate

#### **3.3.1.5.4. Exit Point for MOS Programme**

Completion of all modules and a cumulative PASS G.P.A qualifies the student for the award of the Master's Degree in Official Statistics.

#### **3.3.1.5.5. Faculty, Collaboration and Networking**

EASTC senior faculty collaborates with experts selected from local and international Institutions Collectively lecture students. Practical work is conducted with help from the National Bureau of Statistics-Tanzania (NBS).

### **POSTGRADUATE DIPLOMA IN OFFICIAL STATISTICS PROGRAMME (PGDOS)**

The Postgraduate Diploma in Official Statistics (PGDOS) is a twelve months full-time and evening programme. The PGDOS programme is intended to enable students acquire skills and knowledge from a Competence-Based Education and Training (CBET). The PGDOS is designed to produce competent, responsible and innovative strategic statistical professionals who will work at as official statisticians, in National Statistical Systems (NSS), sub-systems, schemes and programmes designed to respond to the statistical demands of African Nations in the Eastern and Southern Africa. Graduate of this programme will be flexible and able to meet challenges of the job market. The programme also addresses developing countries' needs at national and international levels as articulated through various development policies. Thus, the philosophy of the programme is based on the following principles:

- (a) To facilitate the CBET approach that will allow a student to achieve knowledge and skills in designing and implementing feasible statistical schemes and programmes, with the ultimate objective of attaining societal prosperity at both community, national and international levels

- (b) To prepare graduates to be employed as Official Statisticians in national statistical systems, sub-systems and institutions.

## **1.2 Programme Rationale**

Training Official Statistics is increasingly becoming a great concern in modern economic development agenda, with specific focus on quality of data that ensures achievement of intended results. This great concern is due to the fact that most of NSO staff do not have postgraduate or degree qualifications. Most NSO workers are data collectors and do not have a strong foundation of macro-economic and policy issues. There is no doubt that feasible development policies coupled with OS accurate figures, good governance, transparency, and political will may help to direct resources into successfully monitored programmes and projects in all social and economic sectors. But those development programmes and projects cannot succeed unless those who supervise them have both high academic and professional qualification which can only be acquired through advanced OS education and training that is at the post-graduate level.

For that reason, the designed Postgraduate Diploma in Official Statistics programme intends to produce professional official statisticians who are able to apply statistical skills and knowledge in a broad range of statistical activities related to Official Statistics in the context of development policies and practices, as well as developing a high degree of personal and social responsibility.

The programme is designed to offer opportunity for individuals with different educational backgrounds, so as to be able to acquire and apply OS skills, knowledge and competencies at the national, regional, and sub-regional levels.

## **ADMISSION REQUIREMENTS**

The minimum entry requirements for Postgraduate Diploma in Official Statistics programme shall:

- Bachelor degree (NTA level 8) qualifications with statistics related subjects with a GPA of 2.7 or above.

The distribution for notional hours per semester and credits by module in each semester is tabulated as follows:

## **3.3. Distance learning, Short Courses and Outreach Department**

The Department coordinates distance learning, short term training and development activities within the Centre as well as outside the Centre. It ensures that the teaching and training services that are offered are of high quality so as to facilitate the production of competent and innovative officials who will engage in economic, social and administrative decision making.

The Eastern Africa Statistical Training Centre is the Institution of its kind in all statistics and their application to real life in the socio-economic cycles. It is a national institution with a regional character in statistical training in the Sub-Sahara Africa. The institution is releasing a series of short courses in order to narrow the gap that has been increasing between the policy makers, the production and application of statistical information in addressing issues of public concern.

The following short courses will address some issues that have been felt to be pertinent to the National Statistical Offices and National Statistical System. Facilitators to these courses are people with world class credentials in their areas of specialization. Accommodation is arranged for our participants upon request.

### 3.7.1. Summary of Short Courses Offered at EASTC

SN	Title
1.	Certificate in Data Collection
2.	Data Management and Analysis using Advanced Excel
3.	Data Management and Analysis using SPSS
4.	Data Management and Analysis using STATA
5.	Data Management and Analysis using R
6.	Data Management and Analysis using PYTHON
7.	Computer Assisted Personal Interviewing (CAPI)
8.	Survey Methodology/Sampling
9.	Agricultural Statistics
10.	Consumer Price Indices (CPI)
11.	Statistics for Monitoring and Evaluation

*\*Tailor made short courses can also be organized on request by clients in areas of their interest.*

Targeted participants for these short and tailor-made courses include but not limited to: Academicians, Statisticians, Economists, and Officials working in Policy areas, Project Planning, Monitoring and Evaluation.

### 3.4. Library Services Department

The EASTC Library serves a diverse community, including students, faculty, institutional members, and external stakeholders, playing a critical role in supporting the academic and research goals of EASTC. As a central hub for information access, the library fosters an environment conducive to learning and scholarship by providing essential resources and services that enhance education, promote lifelong learning, and help develop critical thinking and research skills. The library offers a variety of services, including reference assistance, user training, borrowing and lending, and access to digital resources.

EASTC Library's resources support research, learning, and academic success through both physical and digital collections. The physical collection includes approximately 2,600 publications, which are well-organized and readily accessible, supporting the institution's educational objectives. The library's digital resources are extensive, with access to numerous subscribed databases, including Research for Life, Emerald Insight, EBSCOHost, Sage Publications, De Gruyter, and JSTOR, which provide users with a wide range of scholarly articles across various disciplines. Additionally, the library's webpage, updated in 2023, includes links to high-quality, freely accessible e-journals, e-books, and Open Educational Resources (OERs) carefully curated by library staff. This online portal, hosted on the EASTC website, serves as a gateway to valuable resources for students, faculty, and researchers.

The library also hosts an institutional repository that enhances the visibility and accessibility of EASTC's academic contributions by archiving research papers, journal articles, theses, and student dissertations. To manage its operations effectively, the library utilizes a comprehensive management system that streamlines circulation, cataloguing, and user registration. A notable feature of this system is the Online Public Access Catalogue (OPAC), which allows users to search and reserve library resources remotely, making the collection more accessible.

In its commitment to improving information literacy, the EASTC Library provides training sessions each semester. These sessions are designed to help users navigate library resources effectively, evaluate credible sources, and develop essential research skills, ensuring that the EASTC community can maximize library resources for academic success.

**The library guidelines can be accessed at <https://eastc.ac.tz/cms-v2/frontend/web/files/guide.pdf>**



### 3.5. Students' Affairs Department

Administration of the Department is under the Dean of Students. Department has a role of administering the welfare of students, assist Estate department in allocation of hostels to students, overseeing students' discipline and advise students in all matters related to social and academic affairs. Among other roles the department.

- i. In collaboration with other departments prepares and conduct orientation to new students to familiarize with EASTC academic and environment
- ii. Develop better means of preventions, control and mediations among students' conflicts when need arises
- iii. Look into needs of students and possible problems that may arise in order to prevent conflicts among students and destructions of Institute properties and when need arises report to Institute authority
- iv. To make sure students abide to Centre bylaws and principles and take proper measures to students who violate the bylaws
- v. Follow up on cafeteria services and service providers in contract to make sure food is prepared with good standard and follow hygiene principles
- vi. Follow up on environment cleanliness and security services provided by the service provider in contract
- vii. Assist on planning and provide advice to students' organization and leaders
- viii. Assist the Deputy Rector Academic, Research and Consultancy (DR-ARC) on matters relating to student academic and social affairs

*The EASTC Student's by-laws for further reviewing and understanding can be obtained and/or downloaded by accessing the link.*

[https://www.eastc.ac.tz/cms-v1/sites/default/files/EASTC%20BY-LAWS\\_0.pdf](https://www.eastc.ac.tz/cms-v1/sites/default/files/EASTC%20BY-LAWS_0.pdf)

The department also maintains the EASTC Dress code as follows

#### 3.4.1. EASTC Dress Code

The Code is made in accordance with Tanzania Government Circular No. 3 of 2007 pertaining to Public Service Dress Code. The Circular provides guidelines on the appropriate dress code and conduct to be observed by all Public Service stakeholders when on any of the public sector office premises or when attending any official functions and the like.

##### **Preamble**

WHEREAS, the Eastern Africa Statistical Training Centre is a public higher learning institution established by Act of Parliament number 28 of 1994 as a Corporate Body

The Dress Code is designed to maintain and perpetuate the reputation of EASTC and its students and foster academic excellence at the Centre. By adhering to required standards of dress, all EASTC students and staff will project an image of decency, competence and credibility during their interactions with staff, colleagues and the general public,

AND WHEREAS, the Dress Code is intended to support the Centre's effort to maintain a positive corporate image and to be a Centre of excellence and an agent of change through training, research and consultancy in Official Statistics and related

Disciplines in Africa,

AND WHEREAS, given the goals under the EASTC Mission and Vision, including but not limited to offering market-led, quality and professional programmes Official Statistics, the Institute is aimed at preparing top quality graduates for gainful employment at all levels of management,

AND WHEREAS, the Centre is committed to ensure that students are nurtured in accordance with the Mission and Vision of the Centre so as to become responsible professionals and citizens, THEREFORE, the Dress Code is adopted under the prevailing EASTC Student By-Laws as general guidelines regarding students' physical presentation at the Centre

### **Applicability**

This Code applies to all fulltime and part time students when present at the Centre or using the Centre's facilities or participating in events prepared by the Centre or in which the Centre is involved. The EASTC Management may adjust the guidelines as and when necessary, so as to meet heightened disciplinary and academic requirements and the Centre's aim to nurture students so that they become responsible members of the society.

**Log in to** <https://www.utumishi.go.tz/uploads/documents/sw-1656485515-Bango Waraka wa 6 wa 2020 Edit 20 08June2020- Mahali Preview 1.pdf>

***To obtain a clear image of the public service dress code***

### **Enforcement**

All public servants of the Centre including the administrative and academic staff are empowered to issue warnings and bar any student who does not follow the rules from attending any official Centre function and to report any violation of this code to the Dean of Students (Student Affairs). The Centre will take action as provided for by the prevailing Student By laws and if found guilty a student may be issued any one or a combination of two or more penalties as provided in the By Laws.

### **3.5. Research, Consultancy and Publication Department**

Research, Consultancy, and Publications Unit holds the primary mandate of overseeing all research, consultancy, and publication activities, ensuring the institution's reputation remains strong. In addition to its broad mandate, the unit offers advice on matters related to these areas, coordinates research, publications, and consultancy efforts across the Centre, and initiates and promotes policies, plans, and programs that support such activities. It ensures that the implementation of these policies and programs aligns with the Centre's vision, mission and objectives. EASTC has successfully engaged in numerous consultancies, providing support in the development of key frameworks and systems. Some notable achievements include the Electronic Population Register System (e-PRS), the PCCB Statistical Framework, the Farmers' Management Information System for the Tanzania Cooperative Development Commission, the VICOBA-FETA Management Information System, the Tanzania Coffee Board.

### **3.6. Distance learning, Short Courses and Outreach Services Department**

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5.	Data Management and Analysis using R
6.	Data Management and Analysis using PYTHON
7.	Computer Assisted Personal Interviewing (CAPI)
8.	Survey Methodology/Sampling
9.	Agricultural Statistics
10.	Consumer Price Indices (CPI)
11.	Statistics for Monitoring and Evaluation

*\*Tailor made short courses can also be organized on request by clients in areas of their interest.*

Targeted participants for these short and tailor-made courses include but not limited to: Academicians, Statisticians, Economists, and Officials working in Policy areas, Project Planning, Monitoring and Evaluation.

### 3.8. Finance Department

The department manages all matters related to finances such as designing, reviewing and implementation of accounting and financial policies, procedures, controls and guidelines. It also facilitates various payments and employees' salaries as well as collects and manages revenue according to the Centre's guidelines.

#### 3.8.1. General Policies and Regulations

##### 3.8.1.1. Payment of Fees, Deposits, and Other Charges

- i. Payment of fees, deposits, and other charges are a contract between the student and the Centre.
- ii. All fees, deposits, and other charges due at each payment instalment must be paid by the date indicated. If any unpaid balance remains after the due date for that instalment, a late payment fee will be assessed.
- iii. The student may have an agreement with a sponsor to pay fees and deposits on behalf of the student. However, it is the responsibility of the student to pay all fee deposits in a timely manner.
- iv. Only students who have paid their fees, deposits, and other charges can register and attend classes, sit for exams, and graduate from the Centre.
- v. Failure to pay fees and deposits on a timely basis is a reason to discontinue the student from further studies (including the sitting for final exams), regardless of any agreement between the student and sponsor.
- vi. Candidates are expected to arrange for payment of the full cost of tuition, boarding, room or family house (if applicable), books, living expenses and study and research allowances. The costs for travel to and from the Centre are not included in the fee structure. The admission fee is payable at the time of the submission of the application for admission.
- vii. While the Centre costs (tuition, administrative fees and deposits, and – if the student lives on campus – housing), are fixed and not negotiable, costs for other living and research expenses may vary individually.

- viii. Costs for binding dissertations and theses will depend on the research policies of each programme. For further details on costs carefully study the fees' structure attached to the joining instructions.

### **3.8.1.2. Non-refund policy**

- i. All Centre fees and charges are non-refundable, unless specifically stated in the policies that such fee or charge is refundable.
- ii. Notwithstanding the non-refundable fees policy, if a student withdraws from the programme of study for whatever reason, refund of fees will be computed as follows:

Claim by end of 1<sup>st</sup> week 100%

Claim by end of 2<sup>nd</sup> week 80%

Claim by end of 3<sup>rd</sup> week 60%

Claim by end of 4<sup>th</sup> week 40%

**Claims after the 4<sup>th</sup> week will not be considered for any refund.**

- iii. Moreover, claims for fees refund by continuing students will be made after successful completion of a programme and will be levied 10% of the amount claimed.

### **3.8.1.3. Mandatory payment**

All Centre fees, deposits, and charges are mandatory payments unless specifically stated in the policies that fee, deposit, or other charge is optional.

## **3.8.2. Information on Centre Revenue, Expenditures and Budget**

EASTC considers information on revenues, expenditures, budgeted and actual costs to be proprietary to the Centre Boards.

### **3.8.2.1. Setting of Fees, Deposits, and Other Charges**

All Centre fees, deposits, and other charges are set by the Regional Advisory Board, upon recommendation from the Regional Senate.

### **3.8.2.2. Pending Financial Claims**

Financial claims by students or sponsors must be raised on a timely basis. Financial claims must be raised (in writing to the Rector) only after withdrawal or completion of studies as guided by these regulations otherwise the claims will not be paid.

### **3.8.2.3. Changes to Provisions**

The Centre reserves the right to change any fees, deposits, and other charges, or any other financial provisions without prior notification to the student or their sponsor. Any such changes may have immediate effect.

## **3.8.3. Policy on Hostel Fees**

- i. The payment of Hostel fees is a contract between the Centre and student to provide accommodations in exchange for payment of hostel fees.
- ii. These fees are payable in one installment during the academic year.

## **3.8.4. Other Financial Policies and Regulations**

### **3.8.4.1. Past Due and Current Due Amounts**

A student cannot continue studies if they owe the Centre any balance for a prior semester.

#### **3.8.4.2. Registration**

- i. A student cannot register for classes if they owe any amount for a prior semester or cannot pay the instalment due for the current semester.
- ii. Unregistered students that attempt to attend classes, reside in the hostels, and/or access any other Centre services are subject to immediate expulsion from campus and can be deferred or discontinued from their studies.
- iii. Registration must be completed within the first two weeks of classes for a semester, or the student must defer his/her studies until a similar semester.

#### **3.8.4.3. Cash Payments to Students**

The Centre shall not advance cash payments to students if the funds from sponsors have not yet been received and cleared by the Centre's bank.

#### **3.8.4.4. Loans to Students**

EASTC policy established by its Financial Regulations prohibits loans to students for any reason.

#### **3.8.4.5. Student Allowance**

The Centre **does not provide allowance to students**. The Centre invoice only covers student fees and required deposits. It DOES NOT cover any of the student's personal expenses such as books/stationery/supplies, personal care items, transportation, and special expenses for studies (special equipment, off-campus studies, and research papers/internships).

### **3.8.5. Other Mandatory Fees**

#### **3.8.5.1. Medical Insurance**

Students' physical and mental health is prerequisite for students' performance in their daily academic life. It is for this reason that medical insurance is mandatory.

#### **3.8.5.2. Student Computer/Technology Fee**

These fees are payable in two instalments during each academic year. The student computer fee supports the Centre's substantial investment in ICT equipment and student services.

#### **3.8.5.3. Student Association and Activity Fee**

- i. These fees are payable in one instalment during the first semester of an academic year.
- ii. The student activity fee is designed to provide financial support to student recreational activities, events, and associations that do not satisfy an academic requirement.
- iii. The funds are assessed and collected by the Centre and allocated to EASTC Student Organization (EASTCSO) for administration.
- iv. The student activity budget and the actual fee disbursements and allocations are instituted by EASTCSO in consultation with Centre Management.

#### **3.8.5.4. Academic Documents Certification Fee**

Students requiring provisional/ progressive results or certification of transcripts or certificates will pay required fees as provided for in the Centre's examination's regulations. These documents will be provided after presentation of payment receipt.

#### **3.8.5.5. Appeal Fees**

Students wishing to appeal against examination results or disciplinary rulings will pay required fees as provided for in the Centre's examination's regulations. The appeal(s) will be provided after presentation of payment receipt.

### 3.8.5.6. Application Fee

Proof of payment of the requisite application fee must accompany the application form in order for the student application to be considered by the Centre. Application fees cannot be applied against tuition fees for applicants that are accepted.

### 3.8.5.7. Graduation Fee

The graduation fee covers the rental of graduation gowns, printing costs for degree certificates, and other direct graduation costs. This fee will be assessed at the beginning of the last academic semester before graduation.

### 3.8.5.8. Personal and Study Expenses: A Note to Sponsors

**SPONSORS PLEASE NOTE:** Students must bear the cost of their personal and study expenses: meals, accommodations, books, stationery, supplies, personal care items, other miscellaneous expenses, travel, and study expenses which are part of their degree programme (special equipment, off-campus studies, internships, research papers, etc.).

*N.B. These expenses are not covered by the fees, deposits, or other charges collected by the Centre.*

### 3.8.6. Mode of Payment

Amounts for fees, deposits, and other charges in this section are stated in Tanzanian Shillings (TZS.), unless otherwise indicated. However, a student may decide to pay in US Dollars (US\$) by requesting the Finance Department to prepare a special invoice in US\$. The amounts due as converted to US\$ are only effective for a limited time, as stated in the particular invoice.

### 3.8.7. Applicability of Financial Regulations

The financial regulations stated above apply to the undergraduate degree Programmes and postgraduate programmes as well. The Centre may change the fees at any time without notice.

### 3.8.8. Fee Structures

#### 3.8.8.1. Undergraduate Fees

##### A. Tuition Fees - Payable to EASTC

DESCRIPTION	Year 1		Year 2		Year 3	
	Tanzanians (TZS)	Non-Tanzanians (USD)	Tanzanians (TZS)	Non-Tanzanians (USD)	Tanzanians (TZS)	Non-Tanzanians (USD)
Certificate in Statistics	750,000	500				
Diploma in Statistics	850,000	700	850,000	700		
Bachelor of Official Statistics	950,000	800	950,000	800	950,000	800
Bachelor of Data Science	1,400,000	1,400	1,400,000	1,400	1,400,000	1,400
Bachelor of Business Statistics and Economics	1,300,000	1,300	1,300,000	1,300	1,300,000	1,300
Bachelor of Agricultural Statistics and Economics	1,300,000	1,300	1,300,000	1,300	1,300,000	1,300

##### B: Administrative costs: Payable to EASTC

Programme	DESCRIPTION	Year 1		Year 2		Year 3	
		Tanzanians (TZS)	Non-Tanzanians (USD)	Tanzanians (TZS)	Non-Tanzanians (USD)	Tanzanians (TZS)	Non-Tanzanians (USD)
All programmes	Library fee	45,000	40	45,000	40	45,000	40
	Examination fee	40,000	30	40,000	30	40,000	30
	Student I. D	15,000	10	N/A	N/A	N/A	N/A
	Registration	50,000	40	50,000	40	50,000	40
	NACTE Fees	25,000	20	25,000	20	25,000	20
Certificate	Practical training	80,000	80				
Diploma	Practical training	80,000	80	80,000	80		
All Bachelor	Practical Training/Research Project Supervision	100,000	100	100,000	100	100,000	100
Bachelor of Data Science	Computer lab Fees	200,000	200	200,000	200	200,000	200
Bachelor of Business Statistics and Economics	Technology fees	100,000	100	100,000	100	100,000	100
Bachelor of Agricultural Statistics and Economics	Technology fees	100,000	100	100,000	100	100,000	100

**C. Direct Student cost - Payable to EASTC per year**

DESCRIPTION	Tanzanians (TZS)	Non-Tanzanians (USD)
Accommodation fee Hostel A&B (4 beds)	440,000	440
Accommodation fee Hostel 2&3	540,000	540
Accommodation fee Hostel A&B (2 beds)	740,000	740
Accommodation fee Hostel 1	1,200,000	1200
Residence Permit	N/A	400
Medical fund	N/A	200

**Note: Fees are charged for each year of study**

**D. Student welfare costs payable to EASTC-Students Organisation per year**

DESCRIPTION	Tanzanians (TZS)	Non-Tanzanians (USD)
EASTC-SO Subscription	10,000	10
NHIF** (Health Insurance)	50,400	N/A
<b>Total</b>	<b>60,400</b>	<b>10</b>

**E. Sponsors are advised to pay students' allowances per year of study as per the following rates (Minimum recommendation):**

	Item	Tanzanians (TZS)	Non-Tanzanians (USD)
1	Meal allowance	3,600,000	3,000
2	Books	200,000	200
3	Stationery	100,000	100
4	Settlement	N/A	100
5	Research Work/Practical Training	150,000	150
	<b>Sub -Total</b>	<b>4,050,000</b>	<b>3,550</b>

### 3.8.8.2. Postgraduate Fees

(Master of Official Statistics, Master of Science in Agricultural Statistics)

#### A. Tuition and Administrative costs- Payable to EASTC

	DESCRIPTION	Year 1		Year 2	
		Tanzanians (TZS)	Non-Tanzanians (USD)	Tanzanians (TZS)	Non-Tanzanians (USD)
1	Tuition fee	3,100,000	2,500	3,100,000	2,500
2	Admission fee	290,000	180	N/A	N/A
3	Library fee	120,000	120	120,000	120
4	Examination fee	420,000	260	420,000	260
5	Technology fee	200,000	160	200,000	160
6	Student I.D.	15,000	15	N/A	N/A
7	Registration	120,000	70	120,000	70
8	Dissertation and Supervision	N/A	N/A	500,000	500
	<b>Sub -Total</b>	<b>4,265,000</b>	<b>3,305</b>	<b>4,460,000</b>	<b>3,610</b>

#### B. Direct Student cost - Payable to EASTC per year

	Item	Tanzanians (TZS)	Non-Tanzanians (USD)
1	Accommodation fee Hostel 1	1,200,000	1,200
2	Residence Permit	N/A	400
3	Medical fund	N/A	200

#### C: Student welfare costs payable to EASTC-Students Organisation

	Item	Year 1		Year 2	
		TZS	USD	TZS	USD
1	EASTC-SO Subscription	10,000	10	10,000	10
2	NHIF**(Health Insurance)	50,400	N/A	50,400	N/A
	<b>Total</b>	<b>60,400</b>	<b>10</b>	<b>60,400</b>	<b>10</b>



### D. Sponsor Guidelines

Sponsors are advised to pay students' costs (allowance) as per the following rate (Minimum recommendation)

	Item	Year 1		Year 2	
1	Meal's allowance	6,400,000	3,500	6,400,000	3,500
2	Books	400,000	400	400,000	400
3	Stationery	250,000	150	250,000	150
4	Settlement	N/A	100	N/A	N/A
5	Research Work	N/A	N/A	2,000,000	2,000
6	Dissertation Production	N/A	N/A	250,000	200
	<b>Sub -Total</b>	<b>7,050,000</b>	<b>4,150</b>	<b>9,300,000</b>	<b>6,050</b>

		TZS	USD	TZS	USD
1	Meal allowance	3,600,000	3,000	3,600,000	3,000
2	Books	300,000	300	300,000	300
3	Stationery	200,000	100	200,000	100
4	Settlement	N/A	100	N/A	N/A
5	Research Work	N/A	N/A	1,500,000	1,500
6	Dissertation Production	N/A	N/A	200,000	190
	<b>Sub -Total</b>	<b>4,100,000</b>	<b>5,190</b>	<b>5,800,000</b>	<b>5,090</b>

### 3.8.8.3. Other charges

Charges for other EASTC Services are as follows

SN	Description	QTY	TZS	USD
1	ID replacement	1	50,000	25
3	Academic Transcripts	2	15,000	15
4	Provisional/Partial/Progressive results	1	5,000	2
5	Appeal fees	1 module/case	100,000	100
6	Certificate replacement	1	50,000	20
7	Academic certification	3	5,000	5
8	Graduation gown hire	1	varies	varies

Note: All Payments are made to CRDB OR NBC Bank by generating Control Number from [payment.eastc.ac.tz](http://payment.eastc.ac.tz) or the EASTC Official website [www.eastc.ac.tz](http://www.eastc.ac.tz) at the "Admissions", "Quick Link" and "Prospective Students" Section. Make sure to select the correct billing type to avoid inconveniences.

### **3.8.9. Fees for special programmes**

Fees structures for specialized or tailor-made programmes shall be established per programme requirements. These fees shall apply to the specific programmes only.

### **3.9. Planning Department**

The Policy and Planning Department deals with all matters related with policies and planning such as offering of advisory services on policy and planning issues, maintaining statistical databank for the purpose of projecting resource requirements for achieving proactive Centre's mission and objectives. Preparation of periodic progress report on Centre's performance as well as consolidating and monitoring of Centre's overall annual Budget

### **3.10. Human Resources and Administration Department**

The Department deals with all matters concerning staff such as coordination of staff recruitment, selection, placement, confirmations as well as transfer. It facilitates staff training and development for the Centre, managing and overseeing employees' relations and welfare including health, safety, sports and culture. Furthermore, it maintains and updates employees' records.

### **3.11. ESTATES UNIT**

The Estate unit is under the department human resource and administration. The unit is mandated to oversee and coordinate all activities related to environmental and assets maintenance at the Centre as well as revenue collection through liquid-able assets of the Centre. The Estate unit is headed by the Estate Officer who reports directly to the head of human resource and administration department. Core functions of the Estate Unit includes;

- Supervision of security matters of the Centre to ensure that assets and facilities of the Centre are safe all the time
- Supervision of general cleanness in the Centre
- To ensure that all assets and facilities are maintained and are in good order including cars, generators, buildings, roads and other supportive materials and facilities
- To facilitate daily activities of the Centre by overseeing the use of Centre's vehicles and furniture
- Plan and advice on acquisition of required facilities of the Centre including furniture and buildings
- Regulate movement of the movable assets
- Advice the management on land use and investment plans

### **3.12. Income Generating Section (IGS)**

The Unit is headed by the head IGS and reports directly to the Rector's office. Its core responsibility is to promote and coordinate income-generating activities in the Centre. To respond fully to this challenge, it is deemed necessary to separate the management of income-generating activities from the mainstream functions of the Centre while ensuring that the income from these activities serves the core functions of EASTC. Specifically, the unit will be responsible for:

- Identify investment opportunities and income-generating activities of the Centre from time to time.
- Promoting, co-coordinating, and providing managerial services for the Centre's income-generating activities.
- Oversee the processing and implementation of all Public-private partnerships (PPP) projects.

- Letting and lending out of the institution facilities like; sports fields for different activities; Halls for seminars, short courses, meetings, and training sessions and a computer lab for specialized training programs.
- Search for investors on EASTC land and other assets owned by EASTC
- Register patents of any inventions and innovations to which the unit will have contributed.

### **3.13. Public Relations and Marketing Unit (PRM)**

The Public Relations and Marketing Unit reports to the Head of the Institution. Its core function is marketing services and enhancing good relationships with the public and media. It is a unit that explores new market niches for the Centre's programs and consultancy services. It coordinates the provision of public relations services throughout the Centre by establishing the appropriate communication channels and chains. In addition, it publishes and disseminates information about various activities of the Centre. Also, it assists in the organization and preparation of the Centre's events and functions. Lastly, it maintains a good relationship with the media including the press, Radio, Television, and other relevant stakeholders.

### **3.14. Procurement Management Unit (PMU)**

The Procurement Management Unit is led by the Head of the Unit, who reports to the Rector. It advises the Rector on matters relating to the procurement of goods and services in accordance with the Public Procurement Act and its entailing regulations. It is responsible for managing all procurement and disposal activities of the EASTC as follows:

#### **(a) Manage all procurements of the Institute as follows:**

- (i) implement the decisions and directives of the Rector and tender board; (ii) plan the procurement and disposal activities; (iii) recommend procurement and disposal procedures; (iv) review requirements from user department to ensure conformity with public procurement principles and standards; (v) prepare tendering documents; (vi) prepare advertisements of tender opportunities; (vii) liaise with the user department when recommending on the evaluation and negotiation committees; (viii) review evaluation and negotiation reports and recommend award of contracts to the Rector or tender board; (ix) prepare contract documents; (x) issue approved contract documents; (xi) liaise with user department to review all applications for variations, addenda or amendments to ongoing contracts and advise the Rector; (xii) manage and ensure quality sourcing of goods, services and works;
- (ii) advise the Rector on all issues relating to procurement and disposal; (xiv) maintain and archive records of the procurement and disposal of assets; (xv) maintain a list or register of all contracts awarded; (xvi) prepare monthly reports of the tender board; (xvii) prepare and submit to the management meeting quarterly reports on the implementation of the annual procurement plan; (xviii) co-ordinate procurement and disposal of assets activities of the procuring entity; and (xix) prepare other reports as may be required;

#### **(b) Manage all supply activities of the EASTC as follows:**

Advise the Rector on all issues relating to supply management; manage storage, maintenance and distribution of inventories, stores and assets; (iii) ensure and plan for inventories, stores and assets requirement; (iv) ensure timely replenishment of inventories, stores and assets; (v) receive, record and issue of procured inventories, stores and assets; (vi) report to the Rector on any change in the status of the inventories, stores and assets; (vii) maintain and update records of inventories, stores and assets of the procuring entity; (viii) coordinate activities relating to management of inventories, stores and assets; (ix) manage a procuring entity's purchase orders and quality and quantity of inventories, stores and assets; (x) conduct periodic verification and annual stocktaking and report on any discrepancies observed during stocktaking and stock checking; (xi) prepare

periodic reports on dormant, obsolete, expired and damaged inventories, stores and assets; (xii) propose to the Rector appropriate inventories, stores and assets storage and management system; and (xiii) conduct regular checks of inventories, stores and assets of a EASTC with the view of identifying any improper usage and propose to the Rector appropriate actions to be taken

### **3.15. Quality Assurance Unit**

A **Quality Assurance Unit (QAU)** is an internal body responsible for ensuring that academic and administrative activities meet established standards of quality. Its primary purpose is to promote and maintain a culture of continuous improvement, ensuring that teaching, learning, research, and administrative processes adhere to recognized best practices, policies, and accreditation standards. **EASTC Quality Assurance Mission** is:

*To promote confidence both in the academic provision (teaching, research and distance learning/outreach services) and service provision (consultancy, administration and management) that the quality and the standards of awards of EASTC are safeguarded, enhanced and effectively managed. The following are standards that the Unit safeguards:*

1. Appropriateness of Institutional Vision and Mission;
2. Institutional governance;
3. Institutional visibility to the public;
4. Institutional effectiveness;
5. The delivered curriculum
6. Support provided to students;
  
7. Information resources;
  
8. Human resources;
  
9. Physical resources; and
  
10. Financial resources

### **3.16. Internal Audit Unit**

The unit is Headed by The Head of Internal Audit Unit, its objective is to provide advisory services to the Rector in the proper management of resources. The Unit is responsible for:

- Review and report on proper control over the receipt, custody and utilization of all financial resources of the Office;
  
- Review and report on conformity with financial and operational procedures laid down in any legislation or any regulations or instructions for control over the expenditure of the Office;
  
- Review and report on the correct classification and allocation of revenue and expenditure accounts;
  
- Develop audit procedures to facilitate compliance with International Standards;
  
- Review and report on the reliability and integrity of financial and operation data and prepare financial statements and other reports;
  
- Review and report on the systems in place used to safeguard assets, and verify existence of such assets;

- Review and report on operations or programs to ascertain whether results are consistent with established objectives and goals;
- Review and report on the reactions by the management to internal audit reports, and assist management in the implementation of recommendations made by reports and follow-up on the implementation of recommendations made by the Controller and Auditor General;
- Review and report on the adequacy of controls built into computerized systems in place in the Office;
- Prepare and implement Strategic Audit Plans; and
- Conduct performance audits on appraisal of development projects.

## PART IV: EASTC MEMBER COUNTRY FLAGS

Eastern Africa Statistical Training Centre serves nineteen countries in Africa, namely Botswana, Eritrea, Eswatini, Ethiopia, Kenya, Lesotho, Malawi, Mauritius, Namibia, Seychelles, Somalia, South Africa, South Sudan, Sudan, Tanzania, The Gambia, Uganda, Zambia, and Zimbabwe.



**Botswana**



**Eritrea**



**Eswatini**



**Ethiopia**



**Kenya**



**Lesotho**



**Malawi**



**Mauritius**



**Namibia**



**Seychelles**



**South Africa (Republic of)**



**Somalia**



**South Sudan**



**Sudan**



**Tanzania (United Republic of)**



**The Gambia**



**Uganda**



**Zambia**



**Zimbabwe**