EASTERN AFRICA STATISTICAL TRAINING CENTRE

EASTC ADMISSION AND REGISTRATION GUIDELINES

BACHELOR DEGREE PROGRAMMES

1. **ABOUT EASTC**

The Eastern Africa Statistical Training Centre (EASTC) is a **Government** Higher Learning institution under the **Ministry of Finance**. It is also a regional institution, which trains Official Statistics across the Eastern Africa Region currently serving 19 member countries.

EASTC is located at **Changanyikeni near University of Dar es Salaam.**

2. **EASTC ONLINE LINKS**

S/N	Items	Direct Links
1	**EASTC Website**	**www.eastc.ac.tz**
2	**Students Information System (SIS)**	**sis.eastc.ac.tz**
3	**Online Application to EASTC Programs**	**olap.eastc.ac.tz**

ADMISSION AND REGISTRATION GUIDELINES FOR BACHELOR DEGREE STUDENTS

1. EASTC BACHELOR DEGREE PROGRAMMES

Bachelor Degree Programmes Currently Offered at EASTC include

a. Bachelor Degree in Official statistics - EA001
b. Bachelor Degree in Data Science - EA002
c. Bachelor Degree in Business Statistics and Economics - EA003
d. Bachelor Degree in Agricultural Statistics and Economics - EA004

2. OPENING AND REGISTRATION DATES FOR BACHELOR DEGREE ACADEMIC YEAR 2024/2025

a) All students selected for respective **Bachelor Degree** programmes should start reporting for registration on the **15th October 2024.**
b) Classes for Bachelor Degree students officially begins on **22nd October 2024.**
c) Bachelor Degree students who have not confirmed their admission statuses should ensure that they **Confirm** using the Confirmation Code sent to their Mobile phone.

3. FEE STRUCTURES FOR BACHELOR DEGREE PROGRAMMES

BACHELOR DEGREE FIRST SEMESTER FEE STRUCTURE (SEM 1)

1st Week of Registration

Students should pay a Minimum of all **Administrative Costs of Tshs. 185,000** while reporting for **Registration in the First Week** during First Semester and the Fees breakdown is as shown in the table below;

s/n	Item	Bachelor Degree in Official Statistics (BOS)	Bachelor Degree in Data Science (BDS)	Bachelor Degree in Business Statistics and Economics (BBSE)	Bachelor Degree in Agricultural Statistics and Economics (BASE)
1	Administrative Costs (Library Fee, Examination Fee, Students ID, Registration, NACTE Fees, (E ASTC- SO Subscription)	185,000	185,000	185,000	185,000
	Total First Semester Fees.	**185,000**	**185,000**	**185,000**	**185,000**

NOTE: Administrative costs are paid during the beginning of every academic year before any tuition and accommodation fees are paid.

7th Week of the Semester (Test 1 Week)

Students should have paid a Minimum of **30 % of the Tuition Fees in the 7th Week of the Semester before** sitting for **Semester One Tests** and the breakdown is as shown in the table below;

s/n	Item	Bachelor Degree in Official Statistics (BOS)	Bachelor Degree in Data Science (BDS)	Bachelor Degree in Business Statistics and Economics (BBSE)	Bachelor Degree in Agricultural Statistics and Economics (BASE)
	30% of the Tuition Fees	285,000	420,000	390,000	390,000

14th Week of the Semester (Final Examinations Week)

Students should have paid a Minimum of **30 % of the Tuition Fees in the 14th Week of the Semester before** sitting for First Semester **Final Semester Examinations** and the breakdown is as shown in the table below;

s/n	Item	Bachelor Degree in Official Statistics (BOS)	Bachelor Degree in Data Science (BDS)	Bachelor Degree in Business Statistics and Economics (BBSE)	Bachelor Degree in Agricultural Statistics and Economics (BASE)
	30% of the Tuition Fees	285,000	420,000	390,000	390,000

SUMMARY OF BACHELOR DEGREE FIRST SEMESTER FEE STRUCTURE

s/n	Item	Bachelor Degree in Official Statistics (BOS)	Bachelor Degree in Data Science (BDS)	Bachelor Degree in Business Statistics and Economics (BBSE)	Bachelor Degree in Agricultural Statistics and Economics (BASE)
1	1st Week of Registration (Administrative Costs)	185,000	185,000	185,000	185,000
2	7th Week (Test Week) of the Semester (30% of Tuition Fees)	285,000	420,000	390,000	390,000
3	14th Week (Final Examination Week) of the Semester (30% of Tuition Fees)	285,000	420,000	390,000	390,000
	TOTAL SEMESTER 1 FEES	755,000	1,025,000	965,000	965,000

BACHELOR DEGREE SECOND SEMESTER FEE STRUCTURE (SEM 2)

1st Week of Registration

Students should pay a Minimum of Semester Two (2) Administrative Costs while reporting for registration during the first week of Second Semester and the breakdown is as shown in the table below;

s/n	Item	Bachelor Degree in Official Statistics (BOS)	Bachelor Degree in Data Science (BDS)	Bachelor Degree in Business Statistics and Economics (BBSE)	Bachelor Degree in Agricultural Statistics and Economics (BASE)
	Administrative Costs (Practical Training and Computer Lab Fees)	100,000	300,000	200,000	200,000

7th Week of the Semester (Test Week)

Students should have paid a Minimum of **20 % of the Tuition Fees in the 7th Week of the Semester before** sitting for **Semester Two Tests** and the breakdown is as shown in the table below;

s/n	Item	Bachelor Degree in Official Statistics (BOS)	Bachelor Degree in Data Science (BDS)	Bachelor Degree in Business Statistics and Economics (BBSE)	Bachelor Degree in Agricultural Statistics and Economics (BASE)
	20% of Tuition Fees	190,000	280,000	260,000	260,000

14th Week of the Semester (Final Examinations Week)

Students should have paid a Minimum of 20**% of the Tuition Fees in the 14th Week of the Semester before** sitting for Second Semester **Final Examinations** and the breakdown is as shown in the table below;

s/n	Item	Bachelor Degree in Official Statistics (BOS)	Bachelor Degree in Data Science (BDS)	Bachelor Degree in Business Statistics and Economics (BBSE)	Bachelor Degree in Agricultural Statistics and Economics (BASE)
	20% of Tuition Fees	190,000	280,000	260,000	260,000

SUMMARY OF BACHELOR DEGREE SECOND SEMESTER FEE STRUCTURE

s/n	Item	Bachelor Degree in Official Statistics (BOS)	Bachelor Degree in Data Science (BDS)	Bachelor Degree in Business Statistics and Economics (BBSE)	Bachelor Degree in Agricultural Statistics and Economics (BASE)
1	1st Week of Registration (Administrative Costs)	100,000	300,000	200,000	200,000
3	**7th Week (Test Week)** of the Semester (30% of Tuition Fees)	190,000	280,000	260,000	260,000
4	**14th Week (Final Examination Week)** of the Semester (30% of Tuition Fees)	190,000	280,000	260,000	260,000
	TOTAL SEMESTER 1 FEES	**480,000**	**860,000**	**720,000**	**720,000**

4. HOSTEL/ACCOMMODATION SERVICES

Hostels are available for all students wishing to reside inside EASTC Campus and are paid in **Full per academic year.**

Students wishing to reside at EASTC Hostels should have first paid the annual **Administrative costs** of **185,000 before** application and payment of Hostels is done.

After payment of the **185,000** administrative Costs, students should report to the **EASTC Admission office** for obtaining of Registration Number and other registration and admission processes.

Students possessing **Registration Numbers** and have completed payment of **administrative costs,** may login into their individual Students Information System accounts (SIS) through the link **sis.eastc.ac.tz** to proceed with application for Hostels.

Students who have applied for **Hostels/Accommodation** should promptly meet **EASTC Warden for control number and payment modalities.**

Please note that No student will be able to apply for Hostels without payment of the administrative costs.

Accommodation Costs Per Year

S/N	HOSTEL TYPE	AMOUNT PER YEAR

1	Hostel A& B (4 per room)	440,000
2	Hostel 2 (4 per room)	540,000
3	Hostel A and B (2 per room)	740,000

5. SPONSORSHIPS AND SCHOLARSHIPS

EASTC students may take advantage of various sponsorships and scholarships that are available for them to pursue

1. EASTC students may apply for scholarships and sponsorships from various organizations and institutions such as Higher Education Student's Loans Board (HESLB), Zanzibar Higher Education Loans Board (ZEHLB), Samia Scholarship (of Ministry of Education), NMB Bank.
2. All Bachelor Degree students who are HESLB or ZHESLB beneficiaries should acquaint themselves with the respective amounts of Tuition Fees and other items that they respectively and individually benefit before conducting any payment.
3. All Loan Board beneficiaries should ensure that they possess valid and functioning **Bank Accounts** and **Account Numbers** while reporting for registration as they will be required by the Centre.
4. All beneficiaries should pay up the Administrative Costs (Library, Examination, Student ID, Registration, NACTE. EASTC-SO Fees) irrespective of the amounts or institutions that they benefit, whether partial or full sponsorship. Students should be aware that, HESLB only caters for Tuition Fees, Meals and Accommodation but not administrative costs.
5. Students should sign their respective allocations (that include tuition fees, meals and accommodation, practical training and others) at the EASTC Loans Office on time.

6. REGISTRATION PROCESS

The following conditions are necessary/ have to be fulfilled for a student to be considered eligible for registration once reporting for first year

A) Filling/Completion of Registration Forms

a) The registration forms that are annexed with Medical Examination Report (Containing 7 pages in total). The Medical Examination Report needs to be filled in a recognized Health facility by a recognized Medical practitioner and must have a signature and stamp once the examination exercise is complete.

b) The Registration Forms need to be strictly submitted to the Admissions Office within the First Two weeks of registration before commencement of studies. The forms are

subsequently submitted to the Registry's office for the purpose of Opening of Individual Students'
Files for reference and record purposes.

      c) Filled up Registration Forms need to be attached with the supporting academic documents that support/attests your eligibility for that particular programme, Birth Certificate, Evidence of valid NHIF Insurance for those who hold NHIF Insurance, Two passport size photographs taken recently and other documents that the admission office would request from time to time when the office deems it necessary to provide for facilitation of registration.

For those joining Bachelor Degree programmes it is expected that the registration forms be annexed with the following;

- Copy of Form 4 Certificate/ Equivalence for those with foreign Certificates – Compulsory
- Copy of ACSEE (Form 6) Certificate – For Form 6 holders who completed in year 2021 backwards.
- Copy of ACSEE (Form6) Results Slip- For those who completed Form 6 in the year 2022.
- Copy of Foundation programme results– For those joining Bachelor Degree from OFP programme of Open University
- Copy of Ordinary Diploma (NTA 6) Provisional results – For those joining Bachelor Degree from Ordinary Diploma (NTA 6) that was completed in 2022.
- Copy of Ordinary Diploma Certificate and transcript for those joining Bachelor Degree from Ordinary Diploma that was completed in 2021 backwards.
- Copy of Birth Certificate
- Two Passport Size Photographs and
- Evidence of Health Insurance for those with NHIF insurance (Bring a Copy of your NHIF Card).

B) Payment of requisite Fees

All students should pay up the requisite Tuition Fees and administrative costs pertaining to any semester for one to be considered eligible for registration in respective programmes.

Students opting to stay On Campus Accommodation (EASTC Hostels) should also ensure that they have exhausted all the payments pertaining to Administrative costs and Hostels and will not be eligible to be registered until all EASTC Hostel payment is conducted.

C) Registration into the Students' Information System (SIS)

First Year Students can access their individual SIS accounts by login in to the link **sis.eastc.ac.tz**

Using their **Registration number** as **Username** and **Password.**

Students can Change their SIS Account passwords by Clicking "Change Password" button at the left side bar of the SIS interface.

The Semester Registration platform is available inside the SIS accounts once requisite payment has been done.

Students can use the SIS platform to **conduct semester registration, access examination results, view fee payments, apply for hostels and generation of control numbers.**

7. PAYMENT PROCEDURES
a) Payment Modalities for New Students (FIRST YEARS)
Payment modalities for new students reporting at EASTC is conducted by doing the following

i. Login into individual students' Online Application Account **"olap.eastc.ac.tz"**. Using form 4 index number as username and password that was used during application process.

ii. Click **"Request Control Number"**
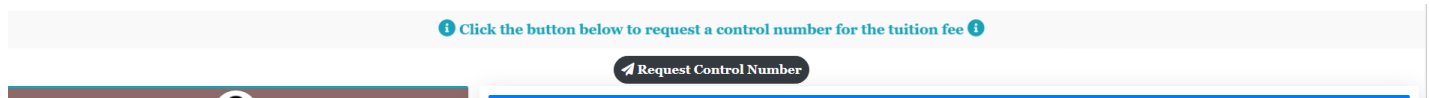
iii. Schedule of payment will appear as shown below;

iv.   Click **"Request"**

v.   An invoice of payment with control number will appear.

Eastern Africa Statistical Training Centre

Invoice

Basic Technician Certificate In Information Technology

Date: September 10, 2024, 4:20 pm   **Bill Number:** 1927104737

Full Name: VICTOR MTANDULA   **Email:** maaussa@gmail.com   **Phone Number:** 0714957154

Control Number: 997200039535   **Expired on:** 2025-09-15 : 12:42:45

Make Payment through:
- CRDB Bank/Agent
- NBC Bank/Agent
- TIGO PESA
- M-PESA
- AIRTEL MONEY

You may use the Control Number provided to pay for **Tuition Fees and Administrative Costs**

Students should pay a **Minimum Administrative Cost of Tshs. 185,000** while coming for **Registration.**

This Control Number shall be used for the **Entire Academic Year** to pay for **Tuition Fees and Administrative Costs regardless of the amount.**

Please Note that this Control Number should **NOT** be used to pay for **Accommodation/Hostel.** Hostel payment is made by generating Control Number in the platform provided by **Students Information System (SIS).**

Download Invoice

CONDITIONS FOR SEEKING REFUND

Students with cases pertaining to Refund Requests should submit their requests based on the following guidelines;

a) For students who conducted fee payments and were found to possess inadequate eligibility criteria (students found to have no requisite entry qualifications after registration and admission verification) should submit their refund requests after the lapse of three years from the period under which the payment was conducted.

b) Continuing students with excess fees balance in their SIS Accounts should request for **Re-allocation of Fees to other items in need of payment and NOT REFUND.** Hence students with excess Tuition Fees in SIS accounts may write a letter to EASTC requesting for re-allocation of fees to cover hostel payments, module costs for students carrying respective modules and other **administrative costs at that particular point in time.**

8. TRANSFER PROCEDURES

EASTC conducts both Intra-university and Inter-University transfers every commencement of academic year to First Year students during transfer window period. Transfers allow students to move from one program to another or from one institution to another provided that they do hold the requisite qualifications to the programmes/institution to which the transfer is sought and availability of capacity or slots in those respective programmes

Transfer should be sought within the first **14 days** after commencement of the registration window.

Inter-University transfer allows students to transfer from one institution to another whether the same or different programmes.

Intra-University transfer allows students to move from one programme to another within the same institution.

Intra-University Transfer Procedures at EASTC

a. EASTC Students seeking to transfer from one programme to another within EASTC should ensure the following before tendering any transfer request;
- They should be admitted to that particular academic year
- They hold the requisite qualifications for the respective programme under which the transfer is been sought
- There are available slots/ capacity to accommodate the student seeking to transfer

Once the student is well informed of the aforementioned criteria and qualifies for transfer process the student should proceed with the following;

b. Should officially write a letter to EASTC addressed to "Rector" requesting for transfer into respective programme of choice. The letter should contain the following particulars;
- Full student's name
- EASTC registration number
- Name of Programme admitted
- Name of Programme that the students wants to transfer to
- Form 4 Index number
- Form 6 Index Number for Form 6 holders
- Diploma Award Verification Number for Diploma Holders and OUT registration number for those with Foundation or OFP Qualifications or any other supporting information that supports the students eligibility into the programme that the transfer is been sought.
- Students Phone number
- Email address

c. Soon as the student request is received by the Registrar's office, the student will receive an official response in form of an official letter from EASTC, approving the request or nullifying it should there be no grounds to allow the transfer process.

d. Students who have satisfied themselves of their eligibility into the programmes that they are intending to transfer to, should immediately start attending classes into those programmes of their choice as they await for the transfer process to be completed. Meanwhile, the students concerned should maintain frequent communication with the EASTC Admission Office to ensure that their requests are adequately and promptly handled.

Inter-University Transfer Procedures at EASTC

a. Students admitted to other Higher learning institutions are allowed to transfer to EASTC programmes provided that they have satisfied themselves of the following conditions;
- They should be admitted to the respective academic year
- They do hold the requisite entry qualifications into EASTC programmes
- There is available capacity to accommodate the student into the respective programmes that they wish to transfer.

Once the student is well informed on this criteria for transfer and is satisfied of the eligibility to join EASTC, he/she should do the following;

b. Should write an official letter to EASTC requesting to transfer to EASTC programme of choice, the letter should be addressed to Rector and contain the following;
- Full student's name
- EASTC registration number
- Name of **Institution and Programme admitted to**
- Name of Programme that the students wants to transfer to
- Form 4 Index number
- Form 6 Index Number for Form 6 holders
- Diploma Award Verification Number for Diploma Holders and OUT registration number for those with Foundation or OFP Qualifications or any other supporting information that supports the students eligibility into the programme that the transfer is been sought.
- Students Phone number
- Email address

c. The student should attach the official admission letter from the former institution that previously admitted the student with the letter that is been addressed to EASTC.
d. The student should ensure that they submit the request and its attachments 14 days after the beginning of the registration window.
e. Soon as the student request is received by the Registrar's office, the student will receive an official response in form of an official letter from EASTC, approving the request or nullifying it should there be no grounds to allow the transfer process.
f. Students who have satisfied themselves of their eligibility into the programmes that they are intending to transfer to, should immediately start attending classes into those programmes of their choice as they await for the transfer process to be completed. Meanwhile, the students concerned should maintain frequent communication with the EASTC Admission Office to ensure that their requests are adequately and promptly handled.

9. WITHDRAWAL FROM STUDIES

Postponement

Postponement shall mean temporary withdrawal from studies for a Semester or entire academic year where the period will count into the student's registration period. Students may wish to postpone their studies on the following accepted grounds;

- Health reasons
- Financial reasons
- Family matters
- Or other compelling reasons that ought to be approved by the Dean of Students.

Eligibility for Postponement

The student should have been admitted and registered for a particular academic year.

The student should have studied and completed a minimum of a Semester.

Procedures for Postponement

a. The student should write an official letter to EASTC Rector, requesting for postponement of Semester or academic year while citing the compelling reasons for the request been sought. The letter should contain the following;
- Full student's name
- Name of programme been studied
- Year of Studies
- Respective academic year been postponed
- Reasons for postponement
- Registration number
- Email Address
- Students' Phone number

b. The student should attach supporting documents or otherwise with the letter that contains the evidence of reasons that leads to postponement. No postponement request shall be handled without evidence in form of documents.

c. The Registrar's office will scrutinize the validity of the students request upon receiving it, and weigh it up against the supporting documents that contain the evidence, and thereby approve or nullify the request based on the grounds provided.

d. The student should strictly wait until the response to the request is served to him/her in the form of an official letter before withdrawing from studies.

EASTC BACHELOR DEGREE PROGRAMME CAREERS

Bachelor Degree of Official Statistics	Bachelor Degree of Data Science	Bachelor Degree of Business Statistics	Bachelor Degree of Agricultural Statistics and Economics
1. Business Analyst 2. Data Analyst 3. Market Research Analyst 4. Operations Analyst 5. Financial Analyst 6. Quantitative Analyst 7. Risk Analyst 8. Product Analyst 9. Supply Chain Analyst 10. Customer Insights Analyst 11. Business Intelligence Analyst 12. Statistical Consultant 13. Data Scientist 14. Decision Scientist 15. Predictive Analyst	1. Data Scientist 2. Data Analyst 3. Machine Learning Engineer 4. Data Engineer 5. Business Intelligence Analyst 6. Statistician 7. Data Architect 8. Quantitative Analyst 9. Data Visualization Specialist 10. Artificial Intelligence Research Scientist 11. Data Science Consultant 12. Natural Language Processing (NLP) Engineer 13. Operations Research Analyst	1. Statistician 2. Data Analyst 3. Survey Methodologist 4. Research Analyst 5. Economist 6. Demographer 7. Public Health Statistician 8. Statistical Programmer 9. Quality Assurance Specialist 10. Data Scientist 11. Statistical Consultant 12. Geospatial Analyst 13. Statistical Policy Analyst 14. Census Data Analyst 15. Statistical Researcher	1. Agricultural Statistician 2. Agronomist 3. Market Research Analyst (Agriculture) 4. Farm Management Analyst 5. Food Scientist 6. Livestock Production Analyst 7. Crop Scientist 8. Agricultural Economist 9. Environmental Scientist (Agriculture) 10. Extension Agent 11. Data Analyst (Agriculture) 12. Research Scientist (Agricultural Statistics) 13. GIS Analyst (Agricultural) 14. Policy Analyst (Agriculture) 15. Soil Scientist