



Tanzanian Training Centre for International Health, Ifakara

Monday, July 10th, 2023

Dear

REF: **SELECTION TO JOIN DIPLOMA IN HEALTH INFORMATION SCIENCE
FOR THE ACADEMIC YEAR 2023/2024**

Refer to the above captioned subject.

On behalf of TTCIH Management, I am glad to inform you that you have been selected to join the **DIPLOMA IN HEALTH INFORMATION SCIENCE** Program at Tanzanian Training Center for International Health-Ifakara for the academic year **2023/2024**. Congratulations for being selected to join TTCIH.

You are required to report at Tanzanian Training Center for International Health-Ifakara on **9th October 2023** for registration and orientation. Classes will commence immediately on **16th October 2023**.

Kindly note that this is only a preliminary selection pending verification by The National Council for Technical and Vocational Education and Training (**NACTVET**). For TTCIH to reserve the slot for you, we request you to submit copies of Ordinary Certificate of Secondary Education Examination (CSCEE), NTA level 4 or 5 certificate and transcript (for upgrading Candidates), and Birth Certificate or any document which indicate date of birth.

We further request you to pay a non-refundable **TZS 30,000** registration fee and advance payment of non-refundable **TZS 200,000** as part of your annual school fees and confirm your acceptance within **one week** after selection through **0718552164 / 0629350565**. All payment should be paid through the following bank account: **Bank Name: CRDB Bank, Account Name: Tanzanian Training Centre for International Health, Account No: 0150022391200, Branch: Ifakara Swift: CORUTZTZ. Please Note: Write the Correct Student Full Name in Pay Slip**

Once again congratulations and we look forward to receiving you.

NB: For any inquires please visit our website www.ttcih.ac.tz or contact us through email info@ttcih.ac.tz or call 0758943044 / 0718365374 / 0693002400.

Sincerely yours.

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Dr. Edward Aman

Deputy Executive Director - Academic, Research and Consultancy





Tanzanian Training Centre for International Health, Ifakara

JOINING INSTRUCTIONS FOR THE ACADEMIC YEAR 2023/2024

DIPLOMA IN HEALTH INFORMATION SCIENCE

INTRODUCTION

On behalf of the TTCIH Management, I would like to take this opportunity to congratulate you for being selected to join **Tanzanian Training Centre for International Health (TTCIH)** at Ifakara, Morogoro region. It should be clear that your chance of being enrolled ceases to apply if you don't appear on the stated opening date and this chance may be granted to another applicant who equally qualified for the course.

TTCIH is located in Ifakara town about 110 kilometers from Mikumi town. There are buses with direct routes to Ifakara from Dar es Salaam, Morogoro town, Dodoma, Iringa and Mbeya. Ifakara can also be reached by direct train from Dar Es Salaam, Mbeya, and Makambako.

1. COURSE:

1.1. Ordinary Diploma in Health Information Science (pre-service)

This is a **Three-year** course conducted based on the competence-based curriculum developed by the Ministry of Health, National Council for Technical and Vocational Education and Training (NACTVET) and other partners. Upon successful completion of this course the NACTVET will award the candidate Ordinary Diploma in Health Information. In the Tanzanian health sector scheme, you will be recognized as a Health Information Scientist

1.2. Ordinary Diploma in Health Information (Upgrading Course) .

This is a **ONE-year** course conducted to Assistant Clinical Officer based on the competence-based curriculum developed by the Ministry of Health, National Council for Technical and Vocational Education and Training (NACTVET) and other partners. On successful completion of the course, the NACTVET will award a candidate Ordinary Diploma in Health Information. In the Tanzanian health sector scheme, you will be recognized as a Health Information Scientist.



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2. GENERAL INSTRUCTIONS

2.1. No admission for a student who fails to pay as instructed.

2.2. The bank commission for money transfer is not the institution's responsibility.

2.3. Institutional refund policy.

Refunds will be issued according to the following schedule:

- 90% of tuition will be refunded if withdrawal request is received in writing prior to the start of the academic year.
- 75% of the total fee will be refunded if withdrawal request is received in writing during the 1st two weeks of the academic year.
- 50% of the total fee will be refunded if withdrawal request is received in writing between the 3rd week and end of 2nd month of the academic year, which is considered as the end refund deadlines.
- **No refunds will be issued on withdrawals requested after the end** of the 2nd month of the academic year.

2.4. If you fail to report two weeks after opening date chance for your recruitment ceases and will be offered to a reserve candidate.

2.5. Before reporting to the school, make sure you screen your health and get a recommendation from a medical officer by filling the attached medical examination form (also available at <http://www.ttcih.ac.tz>). Submit the medical form to the Academic Office on arrival.

2.6. For Tanzanian citizen: Treatment costs at school will be covered by your own health insurance, therefore, you are advised to hold your health insurance ID card when you are sick. Communication with NHIF will be done for securing cards for those who have paid to NHIF.

3.5 You are required to bring your **ORIGINAL** certificates of the following.

3.5.1. Certificate of secondary education (all candidates).

3.6 You are obliged to obey the laws of The United Republic of Tanzania as well as the college by- laws, regulations and norms. All students' academic and social problems will be dealt with by the college administration in collaboration with Student Organization. TTCIH is a high- quality health training institution with international standards; therefore, students admitted to it are expected to meet a world standard profile in all manners.



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3. PROGRAMME REQUIREMENTS

3.1. On arrival to TTCIH the student is expected to have the following:

Uniforms

- One (2) good quality long sleeved white Clinical Coat
- A pair of white long gown for ladies and two pairs of khaki trousers and white shortsleeved shirt for men.

N:B- Find the attached Dressing code guideline from Ministry of health.

3.2. Other requirements

- Five (5) recent passport size colour photos.
- A laptop computer.
- Weather in Ifakara is hot during the day almost throughout the year, and muddy in rain season (December to May), cold in mornings and evenings (June to July) therefore you may need to have protective means of your choice.
- Standard books are available at the TTCIH library, but you are free to bring Pharmaceutical Science books of your preference.
- Counter books, pens and other stationeries are not provided by the school.

NB: For any inquires please visit our website www.ttcih.ac.tz or contact us through email info@ttcih.ac.tz or call **0758943044 / 0718365374 / 0693002400**.

WELCOME TO TTCIH-IFAKARA

Sincerely yours.

.....
Dr. Edward Aman
**Deputy Executive Director,
Academic, Research and Consultancy (ARC)**





Tanzanian Training Centre for International Health, Ifakara

4. FEE STRUCTURE FOR ORDINARY HEALTH INFORMATION SCIENCE

Payable To Institution.

A. TUITION FEE

S/N	Description	NTA L4(First Year)	NTA L5(Second Year)	NTA L6 (Third Year)
	Tuition Fee	1,200,000	1,200,000	1,200,000
	Total Tuition fee	1,200,000	1,200,000	1,200,000

The above total tuition fee per year is payable in **four** instalments of @**300,000/=**

B. ADMINISTRATIVE COST

S/N	Description	NTA L4 (First Year)	NTA L5 (Second Year)	NTA L6 (Third Year)
1	Registration Fee	30,000	30,000	30,000
2	Identity Card	10,000	10,000	10,000
3	Stationary	150,000	150,000	150,000
4	Internal examination	150,000	150,000	150,000
5	Internet and Library service	150,000	150,000	150,000
6	Student Union	10,000	10,000	10,000
	Total Administrative cost	500,000	500,000	500,000

The above total administrative fee per year is payable in four instalments of @**125,000/=**

C. ACCOMMODATION COST

We provide accommodation fee with the rate of **Tshs.600,000** per year payable in **two** instalments of @**300,000/=**

NOTE: TOTAL AMOUNT Payable to Institution is **Tshs 2,300,000** including Accommodation and **Tshs 1,700,000** without accommodation



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Payable to Student

Item	Cost (Tshs)
Ministry of Health Examination fee	150,000
NACTEVET Quality Assurance fee	15,000
Total	165,000

NOTE: For all the courses meals is a responsibility of the student. There is a cafeteria within TTCIH campus that offers food at an affordable price.

Tshs. 50,400 for National health Insurance Fund (NHIF) and **Tshs. 17,000** for t-shirts should be **paid in Cash** at College during registration. This should be paid upon reporting to the college to avoid ~~inconveniens~~

All payments for **Tuition fee, Administrative and Accommodation cost**, should be made through the following account.

Account name: **Tanzanian Training Centre for International Health** Bank name:
CRDB Ifakara Branch, Account number (Tshs):**0150022391200**

Once payment has been done a bank payment receipt bearing student' name should be presented to the TTCIH Finance officer who will issue you a receipt.

NB: For any inquires please visit our website www.ttcih.ac.tz or contact us through email info@ttcih.ac.tz or call 0683590026 / 0719 924 609.

I Welcome You To TTCIH-Ifakara, Your Partner in Health

Sincerely yours.

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Dr. Esther Kyungu

Deputy Executive Director,

Finance, Administration and Planning (FAP)





Tanzanian Training Centre for International Health, Ifakara
