



Tanzanian Training Centre for International Health, Ifakara

Friday, July 30th, 2024

Dear .....

**REF: SELECTION TO JOIN DIPLOMA IN CLINICAL MEDICINE FOR THE ACADEMIC YEAR 2024/2025**

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 CLINICAL MEDICINE** Program at Tanzanian Training Centre for International Health-Ifakara for the academic year **2024/2025**. Congratulations for being selected to join TTCIH.

You are required to report at Tanzanian Training Centre for International Health-Ifakara on **7<sup>th</sup> October 2024** for registration and orientation. Classes will commence immediately on **14<sup>th</sup> October 2024**.

Kindly note that this is only a preliminary selection pending verification by The National Council for Technical and Vocational Education and Training (**NACTVET**). In order for TTCIH to reserve the slot for you, we request you to submit copies of the 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 made through the following bank account: **Bank Name: CRDB Bank, Account name: Tanzanian Training Centre for International Health Bank name: CRDB Ifakara Branch, Account number (Tshs): 0150022391200**.

**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](http://www.ttcih.ac.tz) or contact us through email [info@ttcih.ac.tz](mailto:info@ttcih.ac.tz) or call 0758943044 / 0718365374 / 0693002400

Sincerely,

.....  
Dr. Edward Amani,  
**Deputy Executive Director,**  
**Academic, Research and Consultancy.**



## Tanzanian Training Centre for International Health, Ifakara

### JOINING INSTRUCTIONS FOR THE ACADEMIC YEAR 2024/2025

#### DIPLOMA IN CLINICAL MEDICINE

#### 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 kilometres from Mikumi town. There are buses with direct routes to Ifakara from Dar es Salaam, Morogoro town, Dodoma, Iringa and Mbeya.

#### 1. COURSE:

##### 1.1. Ordinary Diploma in Clinical Medicine (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 Clinical Medicine. In the Tanzanian health sector scheme, you will be recognized as a Clinical Officer.

##### 1.2. Ordinary Diploma in Clinical Medicine (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 Clinical Medicine. In the Tanzanian health sector scheme, you will be recognized as a Clinical Officer.

#### 2. GENERAL INSTRUCTIONS

- 2.1. No student shall be admitted unless payment is made as instructed in this document.
- 2.2. The bank commission for money transfer is not the institution's responsibility.



## Tanzanian Training Centre for International Health, Ifakara

---

### 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 1<sup>st</sup> two weeks of the academic year.
- 50% of the total fee will be refunded if a withdrawal request is received in writing between the 3<sup>rd</sup> week and the end of the 4<sup>th</sup> week, which is considered as the end refund deadlines.
- **No refunds will be issued on withdrawals requested after the end** of the 4<sup>th</sup> week of the academic year.

2.4. If you fail to report two weeks after the opening date, the 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 Dean of Students 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.**



## Tanzanian Training Centre for International Health, Ifakara

---

### 3. PROGRAMME REQUIREMENTS

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

##### Uniforms

- Two (2) good quality long sleeved white clinical coat.
- Two (2) pairs of green theatre dress.
- A pair of white long gown for ladies and two pairs of khaki trousers and white shortsleeved shirt for men.

#### 3.2. Other requirements

- Five (5) recent coloured passport size photos.
- A blood pressure machine.
- A sensitive stethoscope.
- A patella hammer.
- MUAC tape
- A pen torch.
- A laptop computer.
- One (1) flashlight and batteries.
- Different sports costumes, enough bedding 4x6 including a pillow and pillowcases, mosquito net 3x3.
- 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 Clinical Medicine books of your preference.
- Counter books, pens and other stationeries are **NOT** provided by the college.
- For those selected for upgrading a permission letter from your current employer is also required.

#### NB:

For any inquires please visit our website [www.ttcih.ac.tz](http://www.ttcih.ac.tz) or contact us through email [info@ttcih.ac.tz](mailto:info@ttcih.ac.tz) or call **0758943044 / 0718365374 / 0693002400**

### WELCOME TO TTCIH, IFAKARA

Sincerely,

.....

Dr. Edward Amani,

**Deputy Executive Director,**

**Academic, Research and Consultancy (ARC).**



## Tanzanian Training Centre for International Health, Ifakara

### 4. FEE STRUCTURE FOR ORDINARY DIPLOMA IN CLINICAL MEDICINE

#### Payable To Institution.

##### A. TUITION FEE

S/N	Description	First Year	Second Year	Third Year
1	Tuition Fee	1,700,000	1,700,000	1,700,000
	<b>Total Tuition fee</b>	<b>1,700,000</b>	<b>1,700,000</b>	<b>1,700,000</b>

The above total tuition fee per year is payable in **four** instalments of **@425,000/=**

##### B. ADMINISTRATIVE COST

S/N	Description	First Year	Second Year	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	300,000	300,000	300,000
5	Internet and Library service	150,000	150,000	150,000
6	Student Union	10,000	10,000	10,000
7	NACTVET Quality Assurance Fee	20,000	20,000	20,000
	<b>Total administrative cost</b>	<b>670,000</b>	<b>670,000</b>	<b>670,000</b>

The above total administrative fee per year (**670,000/=**) is payable in **one** instalment upon reporting to the college. Note that there will be additional cost of **50,000/=** for each examination that a student fails to do due to failure to accomplish his/her duties including timely payment of due fees.

##### C. ACCOMMODATION COST

We provide accommodation at a cost of **Tshs. 600,000** per year payable in **two** instalments of **@300,000/=**

Accommodation is allocated for a year (two semesters) and **student will have to pay for both semesters even if he/she will decide to stay off campus** before the end of the respective academic year.

**TOTAL AMOUNT** Payable to Institution is **Tshs. 2,970,000** including Accommodation and **Tshs. 2,370,000** without accommodation



## Tanzanian Training Centre for International Health, Ifakara

### End of Second Semester Examination Fee (to be paid in the second semester)

Item	Cost (Tshs)
Ministry of Health examination fee	150,000
<b>Total</b>	<b>150,000</b>

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

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

#### NOTE:

- For all the courses meals is a responsibility of the student. There are cafeterias around TTCIH campus that offer food at an affordable price.
- Students who are not covered by any health insurance **must** pay **Tshs. 50,400** for National health Insurance Fund (NHIF) through the account below.
- Students who wish to have the TTCIH logo imprinted t-shirt will have to pay and **Tshs. 17,000** through the account below.

Account Name: **Tanzanian Training Centre for International Health**  
Bank name: **CRDB Ifakara Branch**  
Account number (Tshs): **01J1022391200**

**Please note that when doing payment student's full name must be written in the pay slip.** Once payment has been done a bank payment receipt bearing student's name should be presented to the TTCIH Finance officer who will issue you a receipt.

For any inquires please visit our website [www.ttcih.ac.tz](http://www.ttcih.ac.tz) or contact us through email [info@ttcih.ac.tz](mailto:info@ttcih.ac.tz) or call 0683 590 026 / 0719 924 609

**I welcome you to the TTCIH, Your Partner in Health.**

Sincerely,

.....  
Dr. Esther Kyungu,  
**Deputy Executive Director,**  
**Finance, Administration and Planning (FAP).**



## Tanzanian Training Centre for International Health, Ifakara

---