

**NATIONAL METEOROLOGICAL TRAINING CENTRE-KIGOMA (NMTc)**



P.O. BOX 301  
KIGOMA  
TANZANIA

TEL: +255(0) 28 2988148  
FAX: +255 (0) 28 2988149  
E-mail: [nmtc@meteo.go.tz](mailto:nmtc@meteo.go.tz)

**PROSPECTUS FOR 2018/2019**

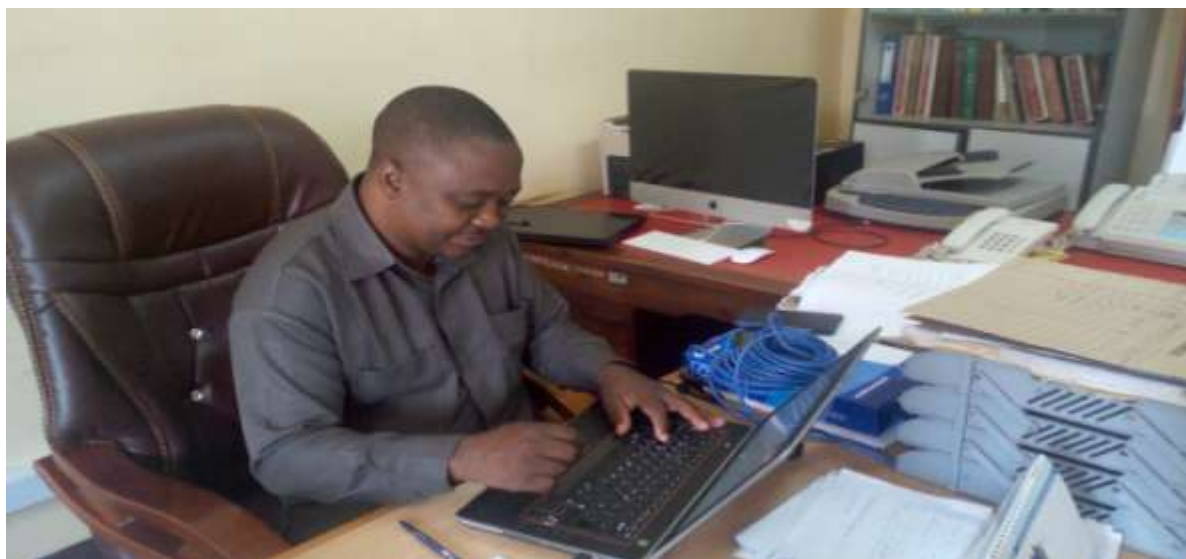


## Table of Contents

1.0	WELCOMING NOTE FROM THE PRINCIPAL .....	3
<b>2.0</b>	<b>VISION AND MISSION STATEMENTS.....</b>	<b>4</b>
2.1	Vision .....	4
2.2	Mission.....	4
3.0	NMTC ORGANIZATION STRUCTURE.....	4
4.0	LIST OF ACADEMIC STAFF.....	5
<b>5.0</b>	<b>HISTORICAL BACKGROUND OF THE CENTRE.....</b>	<b>6</b>
5.1	Credibility .....	6
5.2	Location .....	6
<b>6.0</b>	<b>COURSES OFFERED.....</b>	<b>7</b>
6.1	Ordinary Diploma in Meteorology -NTA Level 6 (WMO Meteorological Technician, Senior Level) .....	7
6.2	Technician Certificate in Meteorology -NTA Level 5 (WMO Meteorological Technician, Mid-Level).....	8
<b>7.0</b>	<b>AIMS OF THE NMTC PROGRAMMES.....</b>	<b>8</b>
<b>8.0</b>	<b>OBJECTIVES OF NMTC PROGRAMMES.....</b>	<b>8</b>
9.0	ADMISSION REQUIREMENTS.....	9
<b>9.3</b>	<b>Procedures for application and admissions are as follows:.....</b>	<b>9</b>
10.0	REVISION AND REGULATION OF CURRICULUM .....	9
<b>11.0</b>	<b>FEES AND OTHER FINANCIAL REQUIREMENTS.....</b>	<b>9</b>
<b>11.1</b>	<b>FEES STRUCTURE.....</b>	<b>9</b>
<b>11.2</b>	<b>Caution Money.....</b>	<b>10</b>
<b>11.3</b>	<b>Identity Card.....</b>	<b>10</b>
<b>11.4</b>	<b>Students Accommodation.....</b>	<b>10</b>
<b>11.5</b>	<b>Meals .....</b>	<b>10</b>
11.6	Medical Care.....	10
<b>11.7</b>	<b>Travelling Cost.....</b>	<b>10</b>
<b>12.0</b>	<b>EXAMINATION RULES AND REGULATIONS.....</b>	<b>11</b>
12.1	Introduction.....	11
12.2	Continuous Assessment Test (CAT).....	11
12.3	Semester Examinations .....	11
12.4	General Conditions For Appearing For The End Semester Exams .....	12
12.5	Progressing To The Next Semester .....	12
12.6	Supplementary Procedure.....	12
12.7	Special Examinations.....	12
12.8	Appealing For Semester Examinations .....	13

12.9 Procedure To Postpone Tests And Examinations .....	13
<b>12.10 Research Project Report .....</b>	<b>13</b>
12.13 Grading System .....	15
<b>12.14 Publication of Results .....</b>	<b>16</b>
12.15 Institute Awards .....	16
12.16 Issuing Of Certificates And Transcripts .....	16
12.17 Loss Of Academic Certificates.....	16
13.0 TRAINING CALENDAR.....	16
14.0 SERVICES AVAILABLE AT NMTC .....	18
14.1 Accommodation.....	18
14.2 Meal.....	18
15.0 WELFARE, GAMES AND RECREATION .....	18
16.0 STUDENTS PERSONAL DETAILS & DECLARATION .....	18
17.0 STUDENTS' BODY.....	18
18.0 ACADEMIC ADVISORS.....	19

## 1.0 WELCOMING NOTE FROM THE PRINCIPAL



We are very pleased to welcome you to undertake further studies at the National Meteorological Training Centre. This Prospectus will provide you with a flavour of academic life in our institute. A major part of the document provides you with a glimpse of courses offered and a variety of related information.

The institute is solely scientific training institution focusing on developing scientific human resources capacity that is needed in the field of Meteorology and other related Geosciences. We believe there is much we can share with other countries in East Africa, Africa and beyond. We therefore invite all prospective students from Tanzania, East Africa and other countries in Africa and beyond to apply for admissions to study Technician Certificate in Meteorology (WMO Meteorological Technicians Mid Level-NTA level 5) and Ordinary Diploma in Meteorology (WMO Meteorological Technicians Senior Level-NTA Level 6) as shown in this prospectus. For foreign prospects, it is advisable that prior communication should be made with us.

Our aim is to provide the best possible environment for teaching, learning, research, innovation and public services. We aspire to make your stay at the Centre worthwhile, filled with excitement and experiences that you can treasure for a lifetime. We recognize the multifaceted nature of knowledge and that learning is not only confined to the classroom academic study. The Centre, therefore, encourages students to join and actively participate in extra-curricular activities organized by the academic unit and those organized by the Students' Union. Students are also encouraged to use the available sports and recreational facilities which include sports and games fields.

The Centre has taken all reasonable steps to make sure that the information in this Prospectus about course contents, structure, teaching facilities and staffing are accurate and up-to-date.

I hope that you will find this Prospectus useful and interesting. Should you not find what you are looking for, please do not hesitate to contact the Principal for further assistance.

Once again, I warmly welcome you to the National Meteorological Training Centre and look forward to working with you towards the achievement of your academic ambitions.

Peter N. Mlonganile  
**PRINCIPAL**

## 2.0 VISION AND MISSION STATEMENTS

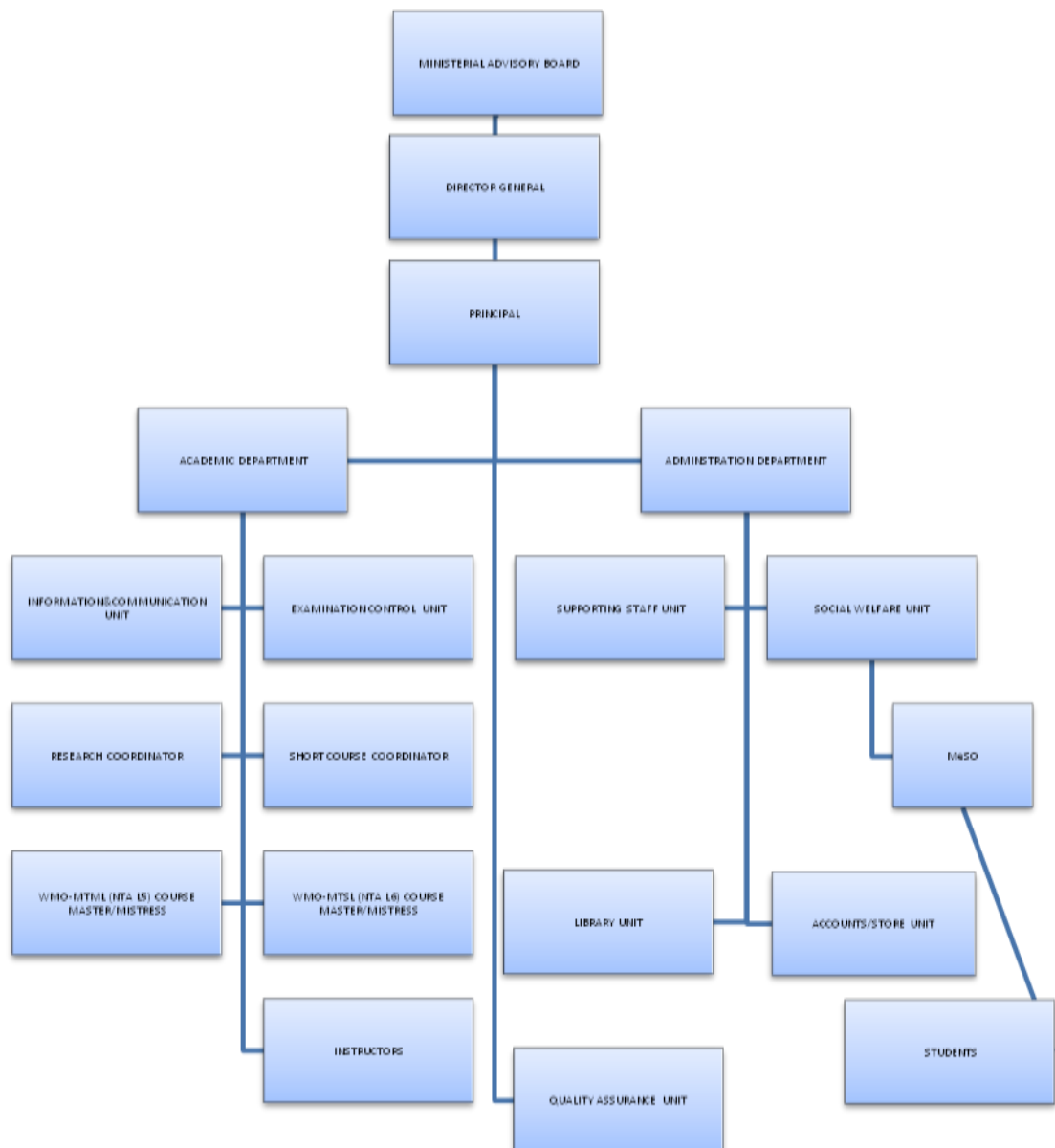
### 2.1 Vision

To have adequate skilled work force to cope with weather, climate and related geo-sciences.

### 2.2 Mission

To establish a conducive and sustainable training environment that will enable graduate to contribute effectively to the development of Meteorology and related geo-sciences.

## 3.0 NMTC ORGANIZATION STRUCTURE



## 4.0 LIST OF ACADEMIC STAFF

### 4.1 PETER N. MLONGANILE

Diploma in Education (Kleruu), BSc with Education (UDSM), PGD in Meteorology (UoN), MSc Mathematical Modelling (UDSM)

### 4.2 ESTON R. MOGHA

Technician Certificate in Meteorology (NMTC), BSc with Education (UDSM), PGD in Meteorology (UoN), MSc Project Management (OUT).

### 4.3 JOHNSON E. LUHIMBO

Technician Certificate in Meteorology (NMTC), Diploma in Education (DTC), BSc. Environmental Science (SUA), PGD in Meteorology (UoN)

### 4.4 JUMA RAJABU SELEMANI \*\*

BSc. in Environmental Sciences and Management (SUA), BSc. in Meteorology (Pretoria – South Africa), MSc in Climate Studies (Wageningen, The Netherland), PhD Student in Environmental Science (East China Normal University)

### 4.5 FREDY E. MHENZI\*\*

Technician Certificate in Meteorology (NMTC), Ordinary Diploma in Meteorology (NMTC), BSc with Education (DUCE)

### 4.6 JUSTUS R. MBAWALA\*\*

Technician Certificate in Meteorology (NMTC), BSc. in Computer Science (St. Joseph University in Tanzania), 1 Year Programme in Physics & Mathematics (UDSM)

### 4.7 YUSUPH C. NTIGWAZA\*\*

Technician Certificate in Meteorology (NMTC), BSc with Education (UDSM), 1 Year Programme in Physics & Mathematics (UDSM)

### 4.8 JOSEPH G. MWANDABILA\*\*

Technician Certificate in Meteorology (NMTC), BSc. Informatics (SUA), 1 Year Programme in Physics & Mathematics (UDSM)

### 4.9 MUSSA K. NKUCHA

Technician Certificate in Meteorology (NMTC), BSc Meteorology (UDSM)

### 4.10 PRAKSED M. RAFAEL

Technician Certificate in Meteorology (NMTC), BSc. with Computer Science (UDSM)

### 4.11 JANETH C. MWANGILA

Technician Certificate in Meteorology (NMTC), BSc. with Computer Science (UDSM)

Note: \*\* on sabbatical leave

## **5.0 HISTORICAL BACKGROUND OF THE CENTRE**

The National Meteorological Training Centre (NMTC), Kigoma was established by the then Directorate of Meteorology in 1978 after the collapse of the then East African Community (E.A.C). The objective for establishing NMTC was to enable the country to develop its human resources capacity in the field of Meteorology. In 1983, the training Centre was moved to Kigoma/Ujiji Municipality from Dar es Salaam.

Since 2005 NMTC has been conducting Diploma course in Meteorology (WMO Meteorological Technicians, Senior Level-NTA level 6) and WMO Meteorological Technicians, Entry-NTA level 5, under NACTE provisional registration. To ensure quality education is offered in various disciplines at the required standard, learning Institutions are required to develop a competence based curriculum in compliance with NACTE requirements and guidelines. Using NACTE guidelines, NMTC has now developed a competence based curriculum for Ordinary Diploma course in meteorology (WMO Meteorological Technician Senior Level-NTA Level 6) and Technician Certificate in meteorology (WMO Meteorological Technician Mid Level-NTA Level 5). This curriculum is in-line with NACTE requirements as well as WMO guideline for the education and training of personnel in meteorology, climatology, agro meteorology and operational hydrology. The curriculum is modular in structure, and in semester system.

### **5.1 Credibility**

NMTC is fully registered National Meteorological Training institution and accredited by National Council for Technical Education (NACTE). It was officially registered by NACTE in March, 2014 with registration number REG/EOS/025. It is also recognised internationally by the World Meteorological Organization (WMO).

### **5.2 Location**

NMTC is located in Kigoma region in the western part of Tanzania. For foreign prospect students, one must first land at Julius Nyerere International Airport (JNIA) in Dar es Salaam and find local flights to Kigoma airport. Within Kigoma municipality, the centre is situated about 600 metres South East of Maweni government referral Hospital.

## 6.0 COURSES OFFERED

Currently the Institution offers two main courses namely;

### 6.1 Ordinary Diploma in Meteorology -NTA Level 6 (WMO Meteorological Technician, Senior Level)

This is a two years programme (4 semesters) and has 28 modules, which are assigned 244 credits. The modules with their respective credits for both 4 semester are as shown below.

#### 1<sup>st</sup> Year

CODE	MODULE	CREDITS	SEM I	SEM II
MTT 06101	Algebra 1	3		
MTT 06102	Calculus I	8		
MTT 06103	Communication and writing skills and Customer care	8		
MTT 06104	Elementary Statistics I	8		
MTT 06105	Introductory Information and Communication Technology and Codes	11		
MTT 06106	Mechanics and Properties Of Matter	8		
MTT 06107	Trigonometry	11		
MTT 06108	Plane Analytic Geometry	6		
MTT 06201	Algebra II	3		
MTT 06202	Calculus II	8		
MTT 06203	Elementary Statistics II	8		
MTT 06204	Electricity and Magnetism	12		
MTT 06205	Environmental Chemistry	8		
MTT 06206	Heat and Basic Thermodynamics	12		
MTT 06207	Optics and Sound	8		

#### 2<sup>nd</sup> Year

CODE	MODULE	CREDITS	SEM III	SEM IV
MTT 06301	Aeronautical Meteorology and GTS	8		
MTT 06302	Agro meteorology	8		
MTT 06303	Climatology, climate change and the environment	10		
MTT 06304	Vector Analysis and Dynamic Meteorology I	11		
MTT 06305	Meteorological Instruments and methods of observation	8		
MTT 06306	Physical Meteorology I			
MTT 06307	Synoptic Meteorology	14		
MTT 06401	Dynamic Meteorology II	11		
MTT 06402	Hydrometeorology	5		
MTT 06403	Marine Meteorology	5		
MTT 06404	Physical Meteorology II	14		
MTT 06405	Remote Sensing	5		
MTT 06406	Research Methodology and special Research Project	12		



## 6.2 Technician Certificate in Meteorology -NTA Level 5 (WMO Meteorological Technician, Mid-Level)

This is a one years programme (2 semesters) and has 12 modules, which are assigned 120 credits. The modules with their respective credits for both 2 semester are as shown below.

CODE	MODULE	CREDITS	SEM I	SEM II
MTT05101	Earth System and Atmospheric Science	8		
MTT05102	Elementary Meteorology	8		
MTT05103	Meteorological Instruments and Methods of Observation	12		
MTT05104	Meteorological Codes and Basic Computer Applications	16		
MTT05105	Agro-meteorology	8		
MTT05106	Climatology, Climate Change and Environment	12		
MTT05201	Dynamic Meteorology	12		
MTT05202	Synoptic Meteorology	8		
MTT05203	Hydrometeorology	8		
MTT05204	Tropical Meteorology	8		
MTT05205	Aeronautical/Marine Meteorology and GTS/AFTN	12		
MTT05206	Physical Meteorology	8		

## 7.0 AIMS OF THE NMTC PROGRAMMES

The programmes at NMTC aim at achieving the following:

- 7.1 To form a flexible course that is responsive to dynamic and rapidly changing society
- 7.2 To provide high skills and knowledge which meet community and employable needs
- 7.3 To entice self-realization and team work skills that enable graduates to be employable and team players
- 7.4 To build capacity to participate in the implementation of World Meteorological Organization (WMO) operational guidelines
- 7.5 To promote moral, legal and ethical conduct among workers of Tanzania Meteorological Agency (TMA) within the national legal framework.
- 7.6 To observe and monitor weather and climate systems
- 7.7 To provide service in meteorology and related geo-sciences in support of national needs, and
- 7.8 To provide information related to the World Meteorological Organization (WMO) Convention

## 8.0 OBJECTIVES OF NMTC PROGRAMMES

**Objectives of NMTC Programmes are:**

- 8.1 To apply basic principles of methods of weather briefing, analyses and forecasting
- 8.2 To utilize principles of meteorology in weather and climate and related geo-sciences.
- 8.3 Apply basic principles of meteorological instruments and methods of observation
- 8.4 To employ basic principles of data recording and its management
- 8.5 To apply basic communication principles with clients, weather and climate professional colleagues and follow professional code of conduct.

- 8.6 To apply principles of meteorology to agriculture, aviation industry, marine transport and environmental conservation, industry, tourism, construction industry, oil and gas exploration and minerals exploration.
- 8.7 To apply ICT packages in data management.

## **9.0 ADMISSION REQUIREMENTS**

9.1 Ordinary Diploma in Meteorology - NTA level 6 (WMO-Meteorological Technician Senior Level)

Admission to Ordinary Diploma in Meteorology (NTA Level 6) is open to candidates who are holders of Technician Certificate in Meteorology (NTA Level 5).

9.2 Technician Certificate in Meteorology - NTA Level 5 (WMO-Meteorological Technician Mid-Level)

Admission to Technician Certificate in Meteorology (NTA Level 5) is open to candidates who are holders of Advanced Certificate of Secondary Education (PCM or PGM) with passes in Physics and Mathematics subjects. Pass in English at Ordinary level is a pre requisite.

### **9.3 Procedures for application and admissions are as follows:**

- 9.3.1 Applicants should apply direct to the institution through application form available on TMA website or by writing an application letter to the Principal. The applicant will have to pay a non refundable application fee prescribed by the Institute at the time of application.
- 9.3.2 Successful candidates will be notified through the public media.
- 9.3.3 Selected candidates will be required to register within the first two weeks of the course.
- 9.3.4 After the orientation, students will be required to obtain and read thoroughly student handbook.
- 9.3.5 Candidates who will fail to report within the first two weeks of the course shall not be registered.

## **10.0 REVISION AND REGULATION OF CURRICULUM**

The Institution shall revise from time to time, amend or change the regulations, scheme of examinations at any time and the curriculum will be reviewed every after five years if found necessary.

## **11.0 FEES AND OTHER FINANCIAL REQUIREMENTS**

### **11.1 FEES STRUCTURE**

Students shall pay half of the fee amount for the course within the first two weeks of the course. Any student who fails to pay the fee as indicated above shall not be registered for the course.

**Fees once paid, in full or in part, will not be refunded under any circumstances.**

The tuition fee structure and other contributions are as follows:

Cost payable directly to NMTC by Students

S/N	DESCRIPTION	NTA LEVEL 5 (1 <sup>ST</sup> YR)	NTA LEVEL 6 (1 <sup>ST</sup> YR)	NTA LEVEL 6 (2 <sup>ND</sup> YR)
1	Tuition Fee	800,000/=	1,000,000/=	1,000,000/=
2	Examination Fee	50,000/=	50,000/=	50,000/=
3	NACTE Verification per year	10,000/=	10,000/=	10,000/=
4	Quality Assurance Fee per year	15,000/=	15,000/=	15,000/=
5	Study Tour Once per year	100,000/=	100,000/=	
6	Practical/Research Once	100,000/=	150,000/=	
<b>Grand Total</b>		<b>1,075,000Tsh</b>	<b>1,325,000Tsh</b>	<b>1,075,000Tsh</b>

### 11.2 Caution Money

Each student is required to pay 20,000/= as caution money. This money will be used to cover for damages or losses that a student will cause to the Institute's property. The balance of the money that will have not been spent will be refunded to the student. Where losses exceed 20,000/=, the student will be obliged to pay the difference.

### 11.3 Identity Card

Each student is required to pay 10,000/= for Identity Card. Replacement of a lost identity card will be done after the student has submitted to the Institute a loss report from a police office and paid 20,000/=.

On termination or completion of the course, the student shall surrender the identity card to the Principal of the Institute.

### 11.4 Students Accommodation

Students may be accommodated in the Centre's Hostel on a share basis through contributing 80,000/= per semester. However, this largely depends on rooms' availability.

### 11.5 Meals

Meals (breakfast, lunch and dinner) are available at the Institutes' Catering Unit for your own cost.

### 11.6 Medical Care

The sponsor/parent will meet medical care expenses. The Institution is surrounded by many private and government hospitals.

### 11.7 Travelling Cost

The sponsor/parent will cater for the costs.

### NB:

***Except NACTE verification fee, Caution money, Student ID and MeSO (totaling to 50,000/=) which will be paid in cash immediately after arriving at NMTC on registration day, All other payments shall be done through the TMA's National Microfinance Bank (NMB) Account No. 20101000013 named DIRECTOR GENERAL, TANZANIA METEOROLOGICAL AGENCY.***

## **12.0 EXAMINATION RULES AND REGULATIONS**

### **12.1 Introduction**

Unless stated otherwise, these regulations shall apply to all Institutes' assignments, examinations; take home assignments, tests, field/practical assignments and research reports.

12.1.1 The examination session shall be duly indicated in the Institute's training calendar. The timetable for the examinations shall be released two weeks before the commencement of the examinations.

12.1.2 All end of semester examinations shall be centrally administered under the office of the Institute Examinations Officer.

12.1.3 The examination room shall be vacant for the examinations 30 minutes before the commencement of the exam and the candidates will be allowed to be in the exam room in that period. The students shall not be allowed to sit for the ongoing exam after the elapse of 30 minutes from the commencement of the exam.

12.1.4 Candidates are required to keep their returned assignments and test papers for further reference if need arise.

12.1.5 Respective instructors are obliged to keep proper students' examination records and copies (soft and hard copy) of the same submitted to the Examinations Officer.

### **12.2 Continuous Assessment Test (CAT)**

12.2.1 A student will have to possess a minimum of 20 marks out of 40 to make him/her eligible to sit for semester examinations.

12.2.2 The marks will be rounded off to one decimal place.

12.2.3 If the candidate fails to meet the requirement in subsection 12.2.1 above, then it's regarded as a technical supplementary in which he/she will have to undergo once again the same assessment process in the succeeding or corresponding semester to make him or her eligible.

12.2.4 However, failing to meet subsection 12.2.3 in the succeeding semester or in the stipulated time, he/she shall have to adhere to 12.3.5 below. This requirement applies to all programmes offered by NMTC.

12.2.5 A candidate shall be awarded zero marks for tests, assignments and practical if he/she missed without compelling reasons.

### **12.3 Semester Examinations**

12.3.1 The candidate will have to possess a minimum of 30 marks out of 60 for ordinary diploma (NTA level 6) and a minimum of 30 marks out of 60 for technical certificate (NTA level 5) in a particular module.

12.3.2 In all cases, less than the stipulated marks in subsection 12.3.1 will be counted as a supplementary.

12.3.3 And the supplementary will be cleared by the concerned student within the first week of the new semester.

12.3.4 No student is allowed to do a second supplementary after the first opportunity.

12.3.5 A student who falls on subsection 12.3.4 shall have to repeat the same on the corresponding semester of study.

- 12.3.6 A student who fails on subsection 12.3.5 shall have to pay semester tuition fees.
- 12.3.7 Any candidate who absents himself/herself from end of semester examination without compelling reasons shall be discontinued from the institute.
- 12.3.8 A student, who shall have four modules supplementary at once in the same sitting of the semester examinations, will be discontinued.

## **12.4 General Conditions For Appearing For The End Semester Exams**

- 12.4.1 Apart from the CA pass mark stipulated in the subsection 8.1.1, the candidates shall have to secure 75% attendance in a class in a particular module.
- 12.4.2 Feedback on Continuous assessment (CA) must be continuously provided to candidates and the cumulative CA marks must be shown to candidates before they sit for the exams.
- 12.4.3 A copy of candidates' CA marks must be submitted to the examinations office one week before the commencement of the semester examinations.
- 12.4.4 A student failing to meet subsection 8.3.1 will have to repeat the module in the next corresponding semester of study.
- 12.4.5 A candidate who has no any debt from library/accounts/hostels/laboratory

## **12.5 Progressing To The Next Semester**

- 12.5.1 Students are required to appear for at least one module in the end semester examinations before proceeding to the next semester.
- 12.5.2 No student will be allowed to proceed to the next semester of study on medical or academic grounds if he/she fails to adhere to the subsection 12.4.1 above.
- 12.5.3 A student who shall have a GPA of less than 2.0 at the end of each semester of study will be discontinued.

## **12.6 Supplementary Procedure**

- 12.6.1 A student will have to sit for the supplementary examinations after he/she has settled the agreed fee of 30,000/= regardless of the number of modules of supplementary to sit for.
- 12.6.2 The supplementary semester exams will be conducted as described in subsection 12.3.1 above.
- 12.6.3 The prescribed fee in subsection 12.6.1 will be reviewed by the management from time to time as need arises.

## **12.7 Special Examinations**

There will be a special examinations conducted on the same time as described in subsection 12.3.3. The candidate who qualifies in this examination is the one;

- 12.7.1 Who has fulfilled the condition described in subsection 12.2.1.
- 12.7.2 Who has a fee default but has fulfilled the condition of subsection 12.2.1.
- 12.7.3 Who has valid reasons, such as social matters and/or on medical grounds with a proven certificate given by a government practitioner/or reputable hospital recognized by the authority.

## **12.8 Appealing For Semester Examinations**

12.8.1 All examination appeals shall be handled by the examination committee.

12.8.2 The appeal procedure shall be as follows;

12.8.2.1 As soon as the provisional results are released, any student who shall not be satisfied by his/her results may appeal against them to the examinations committee through the NMTC principal stating the modules he /she finds aggrieved to.

12.8.2.2 The appeal must be submitted to the examinations committee through the principal within seven (7) days from the release of the provisional results.

12.8.2.3 All appeals must be accompanied by a non-refundable appeal fee of 30, 000/= per module made to the institute.

## **12.9 Procedure To Postpone Tests And Examinations**

12.9.1 A student(s) may be allowed to postpone tests and examinations for reasons of proven ill health supported by a doctor's medical certificate or for any other reason which, in the opinion of the principal, is strong enough to prevent one from sitting for tests and examinations effectively.

12.9.2 Such student(s) shall write a letter of requesting for such postponement and address it to the principal two week before commencement of tests or examinations.

12.9.3 The principal may approve or decline such request for postponement.

12.9.4 If the grounds for the postponement are genuine, the principal shall approve of it and the student(s) shall be allowed to sit for the test(s) and/or examinations at an appropriate time.

12.9.5 If an approval is given for postponement of tests and/or examinations, another tests and/or examinations shall be given to the student(s) within the semester during which the module is offered depending on the period of permission from the principal, or at another appropriate time.

12.9.6 A student who for a grave reason was unable to sit for the end of semester examination may with special permission from the principal will be required to do a special examination or appear at a date and time fixed for supplementary examination.

## **12.10 Research Project Report**

12.10.1 Each student of Ordinary Diploma shall submit a minimum of three copies of the research project work report to the Examiner in the prescribed format given to him/her on time.

12.10.2 The examiner will go through the project to examine if there is any correction before submitting to the Research coordinator.

12.10.3 The submission of the final three report copies of Project report should reach the supervisors within seven days after the last semester exam. Failure to abide with this guidelines the supervisor shall impose penalty on marks deduction.

12.10.4 The student will have to appear for the presentation plus viva voce before a panel and marks will be awarded based on his/her performance as described on subsection 12.8.

- 12.10.5 Research project will have no supplementary; instead the student shall have to repeat the work at his/her own time, but the final presentation of his/her work will be on the corresponding semester of study on the date specified on the Institute training calendar
- 12.10.6 The student shall have to pay semester tuition fees if he/she falls on subsection 12.5
- 12.10.7 Any candidate who absents himself/herself without compelled reason on the day of presentation of his/her research, shall be discontinued.
- 12.10.8 Student's report will be assessed by a number of examiners; internal and external, one of whom will be the supervisor. Marks are drawn up from three main components, student's performance throughout, student's reports, and oral presentation, as indicated hereunder;

Research Progress	Project Reports	Continuous Assessment
30%	30%	40%

- 12.10.9 The oral presentation marks are drawn up from eight components, as follows:

Organisation	Contents	Project Goals and Accomplishment	Delivery	Presenter's Attire	Answering of Questions	Managing Time	Mastering of Presentation
2	6	4	6	2	6	2	2

- 12.10.10 The student will be given 30 minutes in which 20 for presentation and 10 for viva voce.
- 12.10.11 Proposal presentation will carry 10% and oral presentation shall take 30% to make a complete CA of 40%
- 12.10.12 One hard copy for presentation shall be prepared and be presented to the office of Research Coordinator three days before the date of presentation.
- 12.10.13 All comments provided on the day of presentation will be accommodated on the final report and the supervisors shall be responsible for checking the implementation of all new inputs.
- 12.10.14 Criteria based assessments are used to determine the project marks in each of these areas taking into account such factors as effort and dedication, quality of work, originality and independence, presentation and achievement.
- 12.10.15 Students' Performance: It is essential that the student makes full use of supervision and technical support to resource his/her project as effectively as possible. A significant proportion of the marks allocated to the project is based on his/her performance during the project, and supervisors will be forming judgments based on his/her application and achievements while undertaking the project. Some of the things that will be considered when assessing student's performance include:
- 12.10.15.1 His/her ideas.
  - 12.10.15.2 His/Her initiative to get things done
  - 12.10.15.3 Diligence in terms of work persistence
  - 12.10.15.4 His/her systematic approach towards developing a project
  - 12.10.15.5 His/her progress report and oral presentation
- 12.10.16 Project writing report: The student will write his/her report according to the adherence to the format and guidelines given and/or available. The project report takes 30% and the supervisor shall take 30% on progress performance to make 60% as semester examination. The evaluation of the written report shall be based on the following;
- 12.10.16.1 Logical order
  - 12.10.16.2 Preciseness
  - 12.10.16.3 Completeness of the report

12.10.16.4 Neatness

12.10.16.5 Adherence to the report guidelines

### 12.13 Grading System

12.13.1 Grading is based on modular credit system. Credits available for each module are as listed in the official course curricula.

4.13.2 The grade awarded for any given course module is based on the final module mark, expressed as a percentage and calculated to one decimal place, awarded for that module. The grade awarded is based on the following standards:

(A) For NTA Level 6

Percentage Equivalents To Grade

S/N	Grade	Score Range (%)	Grade Point	Definition
1	A	75-100	5	Excellent
2	B+	65-74	4	Very Good
3	B	55-64	3	Good
4	C	50-54	2	Satisfactory
5	D	35-49	1	Poor
6	F	0-34	0	Failure
7	I	I	I	Incomplete
8	Q	0	0	Disqualification

At the end of the course program each student's final grade point average (GPA) is calculated and a student is awarded a class/ division on the following GPA range:

Class of award	First Class	Upper 2 <sup>nd</sup> Class	Second Class	Pass	Fail
Cumulative GPA	4.4 – 5.0	3.5 – 4.3	3.0 – 3.4	2.0 – 2.9	0.0 -1.9

(B) For NTA Level 5

Percentage Equivalents To Grade

S/N	Grade	Score Range (%)	Grade Point	Definition
1	A	80-100	5	Excellent
2	B	65-79	3	Good
3	C	50-64	2	Satisfactory
4	D	40-49	1	Poor
5	F	0-39	0	Failure
6	I	I	I	Incomplete
7	Q	0	0	Disqualification

At the end of the course program each student's final grade point average (GPA) is calculated and a student is awarded a class/ division on the following GPA range:

Class of award	First Class	Second Class	Pass	Fail
Cumulative GPA	3.5 – 4.0	3.0 – 3.4	2.0 – 2.9	0.0 -1.9



### **12.14 Publication of Results**

**12.14.1** Results may be published on noticeboards, information system, websites at the discretion of the Institute. The anonymity of the candidate will be protected in publishing results.

**12.14.2** The published results will indicate the grades obtained by the candidate while the marks obtained by the candidate shall be kept in the examination office for records.

**12.14.3** The Institute shall not accept in its absolute discretion, communicate with candidate's agent or parents, or any other person claiming to act on behalf, on matters related to examination results.

### **12.15 Institute Awards**

12.15.1 Depending on the NTA level, upon successful completion of a course the graduate will be awarded:

- i. Ordinary Diploma in Meteorology (WMO-MTSL) Or
- ii. Technician Certificate in Meteorology (WMO-MTML)

### **12.16 Issuing Of Certificates And Transcripts**

12.16.1 Final transcripts and academic certificates shall only be issued to successful candidates after thorough verification of results. Unsuccessful candidates may be given a statement of results on request.

12.16.2 The academic officer shall prepare a list of duly qualified candidates and submit it to the principal for preparation of transcripts and academic certificates.

12.16.3 The academic officer shall prepare the transcripts and certificates and submit them to the principal who shall then sign them.

12.16.4 The Principal shall submit the duly prepared and signed academic certificates to the director general of Tanzania Meteorological Agency for countersigning.

12.16.5 A candidate wishing to collect his/her transcript/academic certificate shall write a letter requesting to collect the same. The letter shall be addressed to the principal.

12.16.6 The principal shall issue academic certificate to the student on confirmation that he/she:

- i. Has passed all examinations.
- ii. Does not owe any fee/dues to the institute.

12.16.7 A candidate collecting his/her transcript/statement of results shall pay 10,000/= in the institute's (TMA) bank account, and attach a copy of the pay-in slip to the letter he/she has written requesting for the transcript/statement of results.

### **12.17 Loss Of Academic Certificates**

12.17.1 In a case where an issued certificate has been lost, it shall not be re-issued. Instead, the institute may issue a testimonial at a fee of 20,000/= for loss of an original certificate on condition that the applicant produces:

- i. A sworn in affidavit or
- ii. A police loss report

## 13.0 TRAINING CALENDAR

### NMTC TRAINING CALENDER FOR ACADEMIC YEAR 2018/2019

WEEK NUMBER	DATE	EVENT(S)
	14/10/2018	<b>REPORTING DAY</b>
01	15/10/2018 – 21/10/2018	<ul style="list-style-type: none"> <li>• <b>Orientation Week for NTA Level 5 &amp; NTA Level 6 First year</b></li> <li>• <b>Lecture starts for continuing students</b></li> </ul>
02	22/10/2018 – 28/10/2018	Lecture
03	29/10/2108 – 04/11/2018	Lecture
04	05/11/2018 – 11/11/2018	Lecture
05	12/11/2018 – 18/11/2018	Lecture
06	19/11/2018 – 25/11/2018	Lecture
07	26/11/2018 – 02/12/2018	Lecture
08	03/12/2018 – 09/12/2018	<b>CAT- 1</b>
09	10/12/2018 – 16/12/2018	Lecture
10	17/12/2018 – 23/12/2018	Lecture
11	24/12/2018 – 30/12/2018	Lecture
12	31/12/2018 – 06/01/2019	Lecture
13	07/01/2019 – 13/01/2019	Lecture
14	14/01/2019 – 20/01/2019	<b>CAT- 2</b>
15	21/01/2019 – 27/01/2019	Lecture
16	28/01/2019 – 03/02/2019	Self Study
17	04/02/2019 – 10/02/2019	<b>SEMESTER EXAMINATION</b>
	11/02/2019 – 03/03/2019	Vacation
1	04/03/2019 – 10/03/2019	<b>Lecture/Semester II Begins</b>
2	11/03/2019 – 17/03/2019	Lecture
3	18/03/2019 – 24/03/2019	Lecture
4	25/03/2019 – 31/04/2019	Lecture
5	01/04/2019 – 07/04/2019	Lecture
6	08/04/2019 – 14/04/2019	Lecture
7	15/04/2019 – 21/04/2019	<b>CAT - 1</b>
8	22/04/2019 – 28/04/2019	Lecture
9	29/04/2019 – 05/05/2019	Lecture
10	06/05/2019 – 12/05/2019	Lecture
11	13/05/2019 – 19/05/2019	Lecture
12	20/05/2019 – 26/05/2019	Lecture
13	27/05/2019 – 02/06/2019	<b>CAT - 2</b>
14	03/06/2019 – 09/06/2019	Lecture/Field –Practical/Study tour
15	10/06/2019 – 16/06/2019	Lecture /Field -Practical/Research
16	17/06/2019 – 23/06/2019	Self-study
17	24/06/2019 – 30/06/2019	<b>SEMESTER EXAMINATION</b>

## **14.0 SERVICES AVAILABLE AT NMTC**

With the aim of ensuring conducive academic environment, the centre offers the following services.

### **14.1 Accommodation**

Students may be accommodated in the Centre's Hostel on a share basis. However, this largely depends on rooms availability.

### **14.2 Meal**

At your own cost; Breakfast, Lunch and Dinner is normally served at the centre catering Unit (C.C.U.) as well as nearby cafeteria around the centre.

## **15.0 WELFARE, GAMES AND RECREATION**

There is a government hospital within a short distance from the students Hostel. There are also private hospitals/medical laboratories located within Kigoma/Ujiji Municipality. Churches, chapel, mosque and shops are not within the centre, but they are within an easy walking distance in Kigoma/Ujiji Municipality.

The Centre does not provide a wide range of sporting activities. As a mature trainee you have a right to choose for yourself those activities in which you should wish to participate and indeed the Centre is keen to see that as many trainees as possible take part in some form of recreational activities available within or outside the Centre.

You are advised to provide yourself with basic requirements for those activities you intend to take part.

## **16.0 STUDENTS PERSONAL DETAILS & DECLARATION**

(i) All students accepting an offer of place must undertake to complete the course they have applied for unless required otherwise by the Centre or on medical advices.

(ii) Students should read carefully the registration form and should be dully filled and signed

(iii) Students should come with recent passport size photographs

## **17.0 STUDENTS' BODY**

The Centre has Student' Organ named MeSO (Meteorological Students Organization) which links students' voice with the Administration. Any person being enrolled at NMTC as student is a member of the organization. Democratic elections are held to elect office bearers yearly in accordance to MeSO constitution.

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute.

The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making.

Student Participation is encouraged and must be strengthened through the involvement of students in all levels.

Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## **18.0 ACADEMIC ADVISORS**

In order to help students in planning their courses of study and for general counselling on the academic programme, the Principal has allotted a certain number of students to instructors of the institute who will be the staff adviser for the particular set of students throughout the year.