



# **BANK OF TANZANIA ACADEMY**

**PROSPECTUS 2021/2022**

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## **PURPOSE**

The Bank of Tanzania (BOT) Academy Prospectus provides information on the Academy 's main activities, members of staff, tuition fees, courses, grading systems and guidelines for continuous assessment and examinations. It is reviewed each Academic Year to provide readers with updated information on the Academy.

The information provided herein is for the Academic year 2020/2021.

The Academy reserves the right to make changes on information displayed in this prospectus any time without prior notice.

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# CHAPTER ONE

## GENERAL INFORMATION

### 1.1 Introduction

The Bank of Tanzania (BOT) is mandated under the Bank of Tanzania Act, 2006 to ensure sustainable national economic growth through maintaining macroeconomic stability and soundness of the financial sector. In 1991, the Bank established “Bank of Tanzania Academy” as an integral part of its operating units with the main objective of supporting the Bank’s mission through training its staff.

Over time, roles of the Bank have expanded considerably to include promotion of integrity and stability of the financial system in addition to maintaining price stability. The Bank has also entered into regional arrangements with other Central Banks in East African Community (EAC) and Southern Africa Development Community (SADC) for ensuring that these central banks have common approach to playing their roles.

The expanded roles of the Bank, together with developments in the financial sector necessitated BOT Academy to reposition its supportive role. In addition to training interventions for staff of the Bank, the Academy has also been providing training and capacity building programmes to banks and financial institutions in the country as well as staff of Central Banks in EAC and SADC countries. Furthermore, the Academy has also been partnering with training institutions within and outside the country to impart requisite skills to the staff of banks and financial institutions

Recently, financial sector has faced malpractices in the country. Specifically, the banking sector has experienced unethical, immoral, and unprofessional practices that compromise integrity for personal gains, which have led to fraud or abuse in the industry. Such bad conduct has led to distress in the financial sector, recording high non-performing loans, declining profits, reputational risk for the banking sector and failure of some banks. Such malpractices can be corrected during professional building at the training stage, where an enterprise culture is moulded, a role which can be played by the BOT Academy. This has equally necessitated BOT’s Academy to expand training coverage in order to solve the existing problem in the financial sector. In this regard, the BOT Academy is conducting long term programmes by offering Ordinary Diploma in Banking Practice and Supervision and Postgraduate Diploma in Banking Practice and Supervision.

The Academy is offering Ordinary Diploma in Banking Practice and Supervision under National Council for Technical Education (NACTE) registration. The Academy offer this programme under the direction of NACTE in accordance with the provisions of the Act of the Parliament No.9 of 1997

Meanwhile, Postgraduate Diploma in Banking Practice and Supervision programme is offered through collaboration with the University of Dar es Salaam Business School, which is registered and accredited by Tanzanian Commission for Universities (TCU).

## 1.2 Location and Address

The Bank of Tanzania Academy is located at Capri Point, Nyamagana District in Mwanza region.

47 "W" Railway Road,  
Capri-Point,  
P. O. Box 131,  
**MWANZA**

Tel. +255 28 2500709/2500983

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Email: [academy@bot.go.tz](mailto:academy@bot.go.tz)

Web: <https://botac.ac.tz>

## 1.3 Vision

"A world-class training Academy for competence-based capacity building on Central Banking and financial sector development".

## 1.4 Mission

"To provide state of the art requisite knowledge, skills and attitude for fostering professionalism and ethical practice in central banks and financial sector".

## 1.5 Core values

In pursuit of its mandate, the Academy is guided by values to engender trust and deepen the linkages between the Bank of Tanzania and its stakeholders. The Academy operations are guided by the following core values:

- (i) **Professional excellence:** executing duties professionally, with creativity and continuous improvements. This will be exemplified in the independence, rigour, practicality and quality of the training programmes.
- (ii) **Accountability:** collectively and individually being accountable and responsible for all that they do and are diligently committed to respond to the need of the stakeholders.
- (iii) **Integrity:** upholding high ethical and moral standards in their conduct reflected by honesty, sincerity, fairness, truthfulness, and confidentiality in execution of the Academy's mandate.
- (iv) **Inclusiveness:** embracing broad participation and teamwork to harness skills and experiences of members for the effective discharging of the Academy's objectives.



- (v) **Professional conduct:** upholding highest standards of conduct and behaviour both at work place and outside work place to promote good will of BOT and image of the Academy.

## 1.6 Status of the Academy

The BOT Academy is fully registered and accredited as a technical education and training institution under NACTE with registration number REG. and accreditation SN.100048667.

## 1.7 Members of the Advisory Board

The Academy has Advisory Board which puts in place policies for smooth running of the Academy's operations. Members of the Advisory Board are the following:

**Table 1: Members of the Advisory Board**

SN	NAMES	ADDRESS	POSITION
1	Mr. Julian B. Raphael	Deputy Governor (AIC), Bank of Tanzania, P.O. Box 2939, Dar es salaam.	Chairperson
2	Dr. Nicas Yabu	Principal, Bank of Tanzania Academy, P. O. Box 131, Mwanza.	Secretary
3	Prof. Tadeo A. Satta	Rector, Institute of Finance and Management (IFM), P. O. Box 1968, Dar es Salaam.	Member
4	Mr. Khalfan Salim Suleiman,	Senior Lecturer State University of Zanzibar (SUZA), P. O. Box 146, Zanzibar.	Member
5	Mr. Theobald Sabi	Managing Director, National Bank of Commerce (NBC), P. O. Box 1863, Dar-es-Salaam.	Member
6	Mr. Kened Nyoni	Director of Human Resources & Administration, Bank of Tanzania, P.O. Box 2939, Dar es salaam	Member
7	Mr. Timothy Peter Manyaga	Technical Advisor for Quality Assurance, The National Council for Technical Education (NACTE) P.O. Box 33345, Dar-es-Salaam.	Member
8	Mrs. Janeth Hiza	Ag. Assistant Commissioner Financial Sector Development Policy Ministry of Finance and Planning	Member

## 1.8 MANAGEMENT TEAM

SN	POSITION	NAMES	QUALIFICATIONS
1	Principal	Dr. Nicas Yabu	PhD, MA, BA
2	Ag. Deputy Principal	Dr. Ephraim Mwasanguti	PhD, MBA, B.Com
3	Ag. Manager Quality Assurance	Dr. Genuine Martin	PhD, MA, BA
4	Ag. Manager Academic Programmes	Mr. Omary Ally	MBA, PGD, ADA
5	Manager Finance	Ms. Onike Vyosena	MBA (Finance), CPA (T)
6	Manager Human Resource and Students Affairs	Vacant	
7	Ag. Assistant Manager Long-Term Programmes	Mr. Airenus Mlowe	MBA, BPA
8	Ag. Assistant Manager Short-Term Programmes	Ms. Tulla Mwigune	MSc, B.com, CPA (T)

## 1.9 ACADEMIC STAFF

### 1.9.1 DEPARTMENT OF ACADEMIC PROGRAMMES

#### INSTRUCTORS:

1. Dr. Nicas Yabu – PhD Economics, MA Economics, BA Economics-UDSM
2. Dr. Ephraim Mwasanguti – PhD Economics - OUT, MBA UDSM, B. Com (Accounting)UDSM
3. Dr. Genuine Martin: PhD (Economics)-Northern Illinois University (USA), MA Economics, B. Com (UDSM)
4. Mr. Omary Juma Ally: ADA - TIA, PGD Management - Cardiff (UK), MBA - Cardiff (UK)
5. Mr. Airenus Mlowe MBA Corporate Management, BPA (Mzumbe University)
6. Ms. Tula Mwigune MSc Accounting & Finance (IFM), B. Com (Accounting) UDSM, CPA (T)
7. Ms. Agnes Lot Chihoma, Bachelor in Banking and Finance, IFM
8. Mr. Antony Nicholaus, Bachelor in Banking and Finance, IFM

### 1.10 NON-ACADEMIC STAFF

#### 1.10.1 DEPARTMENT OF ACADEMIC PROGRAMMES

1. Mr. Kahema Mziray – MBA, BSc

#### 1.10.2 DEPARTMENT OF FINANCE

SN	POSITION	NAMES	QUALIFICATIONS
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1	Manager Finance	Ms. Onike Vyosena	MBA (Finance), CPA (T)
2	Accountant	Mr. DEOGRATIUS Ngongoseke	ADA
3	Accountant	Mrs. Janiphar Rutayebesibwa	BBA

### 1.10.3 DEPARTMENT OF HUMAN RESOURCE AND STUDENTS AFFAIRS

SN	POSITION	NAMES	QUALIFICATIONS
1	Ag. Manager Human Resource and Student Affairs	Ms. Onike Vyosena	MBA (Finance), CPA (T)
2	Human Resource Officer	Ms. Hellen Ozzy	BHRM
3	Administrative Officer	Mr. Abadi Isango	BA (PSPA) -UDSM
4	Assistant Bank Officer	Mr. Sylvanus Kashinje	Diploma in Business Administration
5	Registry Assistant	Mr. Zick Bulwaye	CSEE
6	Receptionist	Ms. Grace Ukwaju	CSEE

### 1.10.4 PROCUREMENT UNIT

SN	POSITION	NAMES	QUALIFICATIONS
1	Ag. Head of Procurement Unit	Mr. Denis Mwaisaka	MBA, PGDA, PSPTS, ADMM
2	Procurement Officer	Mr. Onesmo Mbise	Bachelor Procurement and Supply Chain Management

**1.10.5 TRANSPORT UNIT**

<b>SN</b>	<b>POSITION</b>	<b>NAMES</b>	<b>QUALIFICATIONS</b>
1	Driver	Mr. Adam Mbisha	CSEE
2	Driver	Mr. Ally Samwix	CSEE

**1.10.6 SECURITY UNIT**

<b>SN</b>	<b>POSITION</b>	<b>NAMES</b>	<b>QUALIFICATIONS</b>
1	Security Guard	Mr. Ally Mashaka	ACSEE
2	Security Guard	Mr. Emmanuel Maige	ACSEE
3	Security Guard	Mr. Barnaba Mataro	ACSEE
4	Security Guard	Mr. Allen Chuma	ACSEE
5	Security Guard	Ms. Prisca Madinda	ACSEE

## **CHAPTER TWO**

### **ACADEMIC PROGRAMMES**

#### **2.1 Introduction**

The Academy offers Technician Certificate in Banking Practice and Supervision (NTA Level 5) and Ordinary Diploma in Banking Practice and Supervision (NTA Level 6). In future, the Academy will offer Postgraduate Diploma in Banking Management (UQF Level 9).

The Technician Certificate in Banking Practice and Supervision (NTA Level 5) is an entry level to the Ordinary Diploma in Banking Practice and Supervision qualification (NTA Level 6). It allows the learner to work towards a nationally recognized qualification. Hence, the course prepares learners for a Banking career.

The philosophy behind development of these programmes is geared towards producing competent, innovative, creative and flexible graduates with ethical and moral integrity. As such students are given opportunity to master practical expertise in crafting banking solutions and instruments through various modules provided under this programme.

The programmes are competence-based, modular and operate under semester system. This facilitates a large degree of flexibility for the graduates' future development and improved performance of banking sector for the country's economic growth.

It is therefore, expected that the graduates of these programmes will have aspirations to become professional banking experts. As such they will likely take roles involving operational responsibility and be expected to provide skills over a broad range of banking related activities.

#### **2.2 DETAILS OF ACADEMIC PROGRAMMES**

##### **2.2.1 TECHNICIAN CERTIFICATE IN BANKING PRACTICE AND SUPERVISION**

###### **Admission Requirements**

The minimum entry requirements to the Technician Certificate in Banking Practice and Supervision are:

- a) Possession of the National Technical Award (NTA) Level 4 in Banking; or
- b) Possession of at least one (1) principal pass and one (1) subsidiary pass in any subject in the Advanced Certificate of Secondary Education Examination (ACSEE) and passes in Mathematics and English Language in the Certificate of Secondary Education Examination (CSEE).

###### **Structure of the Programme**

The programme comprises sixteen (16) modules that are spread over two semesters in one academic year. Each semester comprises fifteen (15) weeks set aside for teaching and learning and two (2) weeks for semester examinations. Therefore, the whole programme has a total of thirty-four (34) weeks of study for full-time attendance mode.

## **Assessment**

Assessment is an integral part of the learning process and assessment must support and complete the learning strategies in order to achieve the required outcomes. Assessment in particular, must reflect the required progression and be sensitive to the range of key skills developed.

### **Principles of Assessment**

- (a) Assessment will reflect the aims and objectives of the overall scheme, the route way and the learning outcomes of the module.
- (b) Assessment will be designed to assist student learning, in particular their development as self-directed learners and the acquisition of key skills.
- (c) Assessment will be varied, to facilitate motivation and in recognition of the need to adopt approaches, which enable students to demonstrate that, they have fulfilled learning objectives.
- (d) Assessment will reflect progression through studying year, with increasingly more complex methods being associated with higher order skills.

### **Assessment Methods**

The following assessment methods will be used:

#### **Assignments**

The purpose 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 may be administered in a form of written work or practical exercises that are done individually or in a group.

For each module appropriate assessment methods and instruments will be indicated. Facilitators will decide on a convenient number of assignments for a given module in a semester.

#### **Class Room Tests**

The intention of classroom tests is to measure the theoretical ability of students and evaluate performance in written work.

There will be a minimum of one written classroom test during the semester, which will be supervised by the Academy tutor(s) for duration of not less than two (2) hours.

#### **End of Semester Examination**

This examination shall be conducted for a duration not exceeding three (3) hours, but not less than two (2) hours. It will be done under a supervised condition by the Academy 's official supervisors.

## Management of Assessment

The mode of conduct and management of assessment shall be based on NACTVET guidelines or the BOT Academy 's guidelines (including assessment plans) approved by NACTVET.

## Minimum Credit Requirement

This Programme has sixteen (16) modules, which are assigned 120 credits.

### Module Coding

The system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example, the following modules:

01 Fundamentals of Banking Operations; and 02 Code of Ethics and Conduct for Bankers Offered in the first semester by the department of Banking may be coded respectively as BKT 05101 and BKT 05102 where:

BK Represents the first two letters of the name of the department "Banking".

T Represents the qualification at the respective level "Technician"05  
Represents the respective NTA Level 5.

1 Indicates the first semester in which the module is conducted

01 Represents the serial number to which a particular module is assigned in the Department (in this case 1st Module).

## Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

**Table 2: Grading System for NTA Level 5**

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

## Classification of Award

Grades for the different score ranges are assigned points as follows: A – 4

B – 3

C – 2

D – 1

F – 0

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

**Table 3: Classification of Awards for NTA Level 5**

Class of Award	Cumulative GPA
First class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9

An award shall be given to a student who satisfies the following conditions:

- Must have successfully completed all modules for which the award is to be made; and
- Has achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

## ii. Programme Modules and Scheme of Study

The Programme will cover Fundamental and Core Modules delivered through lectures, tutorials, practical and assignments as indicated in the weekly scheme of study below.

### a) Fundamental Modules:

Fundamental Modules provide a range of skills, knowledge and principles that contribute to effective study of the main theme of the Technician Certificate in Banking Practice and Supervision programme. Hence, the fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum, the fundamental modules are provided in the Table hereunder:

**Table 4: Fundamental Modules**

Module Code	Module Title	Scheme of Study				Credit Module	Per
		hrs/wk					
		L	T	P	AS		
BKT 05104	Customer Care and Communication in Banking	2	1	-	1	6	
BKT 05107	Principles of Economics	2	1	-	1	6	
BKT 05108	Financial Technology	2	-	2	2	9	
BKT 05203	Introduction International Finance to Trade	2	1	-	1	6	
BKT 05206	Asset and Management Liability	1		-	1	3	
BKT 05208	Monetary and Statistics Financial	2	1	-	1	6	
Sub total						36	

**Key:** L stands for Lecture, T stands for Tutorial, P stands for Practical and AS stands for Assignment

### b) Core Modules

They broadly represent the main areas of activity in the respective disciplines, and the in-



depth treatment of them will enable graduate to rapidly become aware of basic conceptual issues, as well as acquire basic competencies and skills in banking.

**Table 4: Core Modules**

Module Code	Module Title	Scheme of Study				Credit Per Module
		hrs/wk				
		L	T	P	AS	
BKT 05101	Fundamentals of Banking Operations	3	2	-	1	9
BKT 05102	Code of Ethics and Conduct for Bankers	3	2	-	1	9
BKT 05103	Basics of Financial Accounting	3	1	-	2	9
BKT 05105	Introduction to Financial Institutions	1	-	-	1	3
BKT 05106	Financial Analysis	4	1	-	3	12
BKT 05201	Introduction to Banking Laws and Regulations	3	2	-	1	9
BKT 05202	Telling and Banking Operations	4	2	-	2	12
BKT 05204	Introduction to Credit Management	3	2	-	1	9
BKT 05205	Frauds and Forgeries in Banking Operations	2	1	-	1	6
BKT 05207	Forms of Banking Business	2	1	-	1	6
<b>Sub Total</b>						<b>84</b>

**Key:** **L** stands for Lecture, **T** stands for Tutorial, **P** stands for Practical and **AS** stands for Assignment

### iii. Summary of Modules – NTA Level 5

The fundamental and core modules of the programme are spread in each semester as follows:

S/N	Code	Module Name	Semester	
			1	2
1	BKT 05101	Fundamentals of Banking Operations	✓	
2	BKT 05102	Code of Ethics and Conduct for Bankers	✓	
3	BKT 05103	Basics of Financial Accounting	✓	
4	BKT 05104	Customer Care and Communication in Banking	✓	
5	BKT 05105	Introduction to Financial Institutions	✓	
6	BKT 05106	Financial Analysis	✓	
7	BKT 05107	Principles of Economics	✓	
8	BKT 05108	Financial Technology	✓	
9	BKT 05201	Introduction to Banking Laws and Regulations		✓
10	BKT 05202	Telling and Banking Operations		✓
11	BKT 05203	Introduction to International Trade Finance		✓
12	BKT 05204	Introduction to Credit Management		✓
13	BKT 05205	Frauds and Forgeries in Banking Operations		✓
14	BKT 05206	Asset and Liability Management		
15	BKT 05207	Forms of Banking Business		✓
16	BKT 05208	Monetary and Financial Statistics		✓

## **2.2.2 ORDINARY DIPLOMA IN BANKING PRACTICE AND SUPERVISION**

### **i. Admission Requirements**

The minimum entry requirements to the Ordinary Diploma in Banking Practice and Supervision is: possession of the National Technical Award (NTA) Level 5 in Banking Practice and Supervision.

### **ii. Structure of the Programme**

The programme comprises of seventeen (17) modules that are spread over two semesters in one academic year. Each semester comprises fifteen (15) weeks set aside for teaching and learning and two (2) weeks for semester examinations. Therefore, the whole programme has a total of thirty-four (34) weeks of study for full-time attendance mode.

### **iii. Assessment**

Assessment is an integral part of the learning process and assessment must support and complete the learning strategies in order to achieve the required outcomes. Assessment in particular, must reflect the required progression and be sensitive to the range of key skills developed.

### **iv. Principles of Assessment**

- (a) Assessment will reflect the aims and objectives of the overall scheme, the route way and the learning outcomes of the module.
- (b) Assessment will be designed to assist student learning, in particular their development as self-directed learners and the acquisition of key skills
- (c) Assessment will be varied, to facilitate motivation and in recognition of the need to adopt approaches, which enable students to demonstrate that, they have fulfilled learning objectives
- (d) Assessment will reflect progression through studying year, with increasingly more complex methods being associated with higher order skills

### **v. Assessment Methods**

The following assessment methods will be used:

#### **(a) Assignments**

The object 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 may be administered in a form of written work or practical exercises that are done individually or in a group.

For each module appropriate assessment methods and instruments will be indicated. Facilitators will decide on a convenient number of assignments for a given module in a semester.

### **(b) Class Room Tests**

The intention of classroom tests is to measure the theoretical ability of students and evaluate performance in written work.

There will be a minimum of one written classroom test during the semester, which will be supervised by the Academy tutor(s) for duration of not less than two (2) hours.

### **a) End of Semester Examination**

This examination shall be conducted for a duration not exceeding three (3) hours, but not less than two (2) hours. It will be done under a supervised condition by the Academy's official supervisors.

### **b) Project Works**

At the end of the course, students will be required to develop a Field Report.

### **c) Field Practical Training (FPT)**

This is planned to take place in the second semester of this programme.

## **vi. Management of Assessment**

The mode of conduct and management of assessment shall be based on those approved by NACTE guidelines or the BOT Academy's guidelines (including assessment plans) approved by NACTE.

## **vii. Minimum Credit Requirement**

This Programme has seventeen (17) modules, which are assigned 120 credits.

### **a) Module Coding**

The system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example, the following modules

01 Fundamentals of Risk Management and Internal Controls in Banking; and

02 Investment in Securities

Offered in the first semester by the department of Banking may be coded respectively as BKT 06101 and BKT 06102 where:

BK Represents the first two letters of the name of the programme "Banking".

T Represents the qualification at the respective level "Technician"

06 Represents the respective NTA Level 6.

1 Indicates the first semester in which the module is conducted

01 Represents the serial number to which a particular module is assigned in the Department (in this case 1<sup>st</sup> Module).

**(ix) Grading System**

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

**Table 6: Grading System for NTA Level 6**

S/N	Score Range	Grade	Definition
1	75 – 100	A	Excellent
2	65 – 74	B+	Very Good
3	55 – 64	B	Good
4	45 – 54	C	Average
5	35 – 44	D	Poor
6	0 – 34	F	Failure
7	–	I	Incomplete
8	0	Q	Disqualification

**(x) Classification of Award**

Grades for the different score ranges are assigned points as follows:

- A – 5
- B+ -4
- B – 3
- C – 2
- D – 1
- F – 0

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

**Table 7: Grade Point Average for NTA Level 6**

Class of Award	Cumulative GPA
First class	4.4 – 5.0
Upper second class	3.5 – 4.3
Lower second class	2.7 – 3.4
Pass	2.0 – 2.6

An award shall be given to a student who satisfies the following conditions:

- a. Must have successfully completed all modules for which the award is to be made; and
- b. Has achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

**(xi) Programme Modules and Scheme of Study**

The Programme will cover Fundamental and Core Modules delivered through lectures, tutorials, practical and assignments as indicated in the weekly scheme of study below.

**a) Fundamental Modules**

Fundamental Modules provide a range of skills, knowledge and principles that contribute to effective study of the main theme of the Ordinary Diploma in Banking Practice and Supervision programme. Hence, the fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum, the fundamental modules are provided in the Table hereunder:

**Table 8: Fundamental Modules**

Code	Module Title	Scheme of Study				Credit Per
		hrs/wk				Module
		L	T	P	AS	
BKT 06103	Strategic Marketing Management	2	1	-	1	6
BKT 06105	Financial Crimes in Banking	3	1	-	2	9
BKT 06107	Quantitative Methods	1	-		1	3
BKT 06108	Elements of Research Methodology	2	-	1	1	6
BKT 06202	Fundamentals of Entrepreneurship	1		-	1	3
BKT 06206	Anti-Money Laundering and Combating Financial Crimes	2	1	-	1	6
BKT 06207	Principles of Payment Systems	3	1	-	2	9
<b>Sub total</b>						<b>42</b>

**b) Core Modules**

The modules associated with core studies provide the development of main themes of the program).

**Table 8: Core Modules**

Code	Module Title	Scheme of Study				Credit Per
		hrs/wk				Module
		L	T	P	AS	
BKT 06101	Fundamentals of Risk Management and Internal Controls in Banking	1		-	1	3
BKT 06102	Investment in Securities	3	1	-	2	9
BKT 06104	Prudential Regulations in Banking Institutions	4	2	-	2	12
BKT 06106	Working Capital Management	2	1	-	1	6
BKT 06109	Field Work Practical Training			6	-	9
BKT 06201	Applied Risk Management and Internal Controls in Banking	4	2	-	2	12
BKT 06203	Basics of Financial Markets	2	1	-	1	6
BKT 06204	International Financial Reporting Standards	3	2	-	1	9
BKT 06205	Central Banking Ethics and Financial Sector Code of Conduct	2	1	-	1	6
BKT 06208	Principles of Management	2	1	-	1	6
<b>Sub Total</b>						<b>78</b>

Key: L..... Lecture.....Tutorial; P.....Practical; AS.....Assignment

**(xii) Summary of Modules – NTA Level VI**

The fundamental and core modules for the programme are spread in two semesters as follows:

**Table 9: Summary of Modules Per Semester**

S/N	Code	Module Name	Semester	
			1	2
1	BKT 06101	Fundamentals of Risk Management and Internal Controls in Banking	√	
2	BKT 06102	Investment in Securities	√	
3	BKT 06103	Strategic Marketing Management	√	
4	BKT 06104	Prudential Regulations in Banking Institutions	√	
5	BKT 06105	Financial Crimes in Banking	√	
6	BKT 06106	Working Capital Management	√	
7	BKT 06107	Quantitative Methods	√	
8	BKT 06108	Elements of Research Methodology	√	
9	BKT 06109	Field Work Practical Training	√	
10	BKT 06201	Applied Risk Management and Internal Controls in Banking		√
11	BKT 06202	Fundamentals of Entrepreneurship		√
12	BKT 06203	Basics of Financial Markets		√
13	BKT 06204	International Financial Reporting Standards		√
14	BKT 06205	Central Banking Ethics and Financial Sector Code of Conduct		√
15	BKT 06206	Anti-Money Laundering and Combating Financial Crimes		√
16	BKT 06207	Principles of Payment Systems		√
17	BKT 06208	Principles of Management		√



## CHAPTER THREE

### ALMANAC

The Bank of Tanzania Academy has a calendar displaying important dates for key events in each academic year. The following Calendar of events is for the academic year 2021/2022.

**Table 10: Almanac for the Academic Year 2021/2022**

#### THE SUMMARY OF THE ADVISORY BOARD AND ITS COMMITTEE MEETINGS FROM OCTOBER, 2021 TO SEPTEMBER, 2022

S/N	Day	Date	Meeting
1	Wednesday	13/10/2021	- Academic Planning Committee Meeting - Student Welfare Committee Meeting
2	Friday	15/10/2021	- Finance and Human Resource Committee Meeting
3	Friday	29/10/2021	- Advisory Board Meeting
1	Thursday	13/01/2022	- Academic Planning Committee Meeting - Student Welfare Committee Meeting
2	Friday	14/01/2022	- Finance and Human Resource Committee Meeting
3	Friday	28/01/2022	- Advisory Board Meeting
1	Tuesday	12/04/2022	- Academic Planning Committee Meeting - Student Welfare Committee Meeting
2	Wednesday	13/04/2022	- Finance and Human Resource Committee Meeting
3	Friday	29/04/2022	- Advisory Board Meeting
1	Wednesday	13/07/2022	- Academic Planning Committee Meeting - Student Welfare Committee Meeting
2	Thursday	14/07/2022	- Finance and Human Resource Committee Meeting
3	Friday	29/07/2022	- Advisory Board Meeting

**ALMANAC: OCTOBER, 2021 TO SEPTEMBER, 2022**

OCTOBER, 2021	EVENT
Monday 4 <sup>th</sup>	- Department Staff Meeting Week
Tuesday 5 <sup>th</sup> – 8 <sup>th</sup>	- Verification of submitted selected applicants
Wednesday 6 <sup>th</sup>	- Management Team Meeting - Principal/Staff Meeting
Tuesday 5 <sup>th</sup>	- TUICO Executive Committee Ordinary Meeting
Friday 8 <sup>th</sup>	- End of Field Practical Training
Monday 11 <sup>th</sup>	- Publication of selected and NACTE Verified students - Second Round
Monday 11 <sup>th</sup>	- Registration Week for NTA Level 5 Begins - Orientation Week for NTA Level 5 Begins
Tuesday 12 <sup>th</sup>	- TUICO Members Meeting
Monday 11 <sup>th</sup>	- Quality Assurance Committee Meeting
Wednesday 13 <sup>th</sup>	- <b>Academic Planning Committee Meeting</b> - <b>Student Welfare Committee Meeting</b>
Friday 15 <sup>th</sup>	- Registration of NTA Level 5 Ends - Orientation Week for NTA Level 5 Ends - <b>Finance and Human Resource Committee Meeting</b>
Monday 18 <sup>th</sup>	- Beginning of New Academic Year 2021/2022 for NTA Level 5 & 6 - Semester I for NTA Level 5 & 6 Begins - Beginning of Online registration of students reported for studies
Wednesday 20 <sup>th</sup>	- TUICO and Academy's Management Consultative Meeting

Friday 29 <sup>th</sup>	<ul style="list-style-type: none"> <li>- <b>Advisory Board Meeting</b></li> <li>- Publishing of Calendar for Banks and Financial Institutions (BFIs)</li> </ul>
<b>NOVEMBER 2021</b>	<b>EVENT</b>
Monday 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>- Academy Staff Meeting</li> <li>- Department Staff Meeting Week</li> </ul>
Tuesday 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>- TUICO Executive Committee Extra-Ordinary Meeting</li> </ul>
Friday 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Deadline for Submission of Field Practical Training Report (NTA Level 6)</li> </ul>
Monday 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Field Practical Training Oral Presentation (NTA Level 6) Begins</li> </ul>
Thursday 18 <sup>th</sup>	<ul style="list-style-type: none"> <li>- End of Online registration of students reported for studies</li> <li>- TUICO Members Seminar</li> </ul>
Friday 19 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Payment of Quality of Assurance fees</li> <li>- Seminar for Members of Worker's Council of the Academy</li> </ul>
Friday 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Field Practical Training Oral Presentation (NTA Level 6) Ends</li> </ul>
<b>DECEMBER 2021</b>	<b>EVENT</b>
Monday 6 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Department Staff Meeting Week</li> </ul>
<b>JANUARY 2022</b>	<b>EVENT</b>
Monday 10 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Department Staff Meeting Week</li> <li>- TUICO Executive Committee Ordinary Meeting</li> </ul>
Tuesday 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Quality Assurance Committee Meeting</li> </ul>
Thursday 13 <sup>th</sup>	<ul style="list-style-type: none"> <li>- <b>Academic Planning Committee Meeting</b></li> <li>- <b>Student Welfare Committee Meeting</b></li> </ul>
Friday 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>- <b>Finance and Human Resource Committee Meeting</b></li> </ul>
Monday 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Pre-Moderation Week for End of Semester I for NTA Level 5 &amp; 6 Examinations</li> </ul>
Monday 24 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Preparation for Semester I Examinations for NTA Level 5 &amp; 6 Begins</li> <li>- Deadline for Uploading Course Work for Semester I in SARIS</li> </ul>
Wednesday, 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Worker's Council Executive Committee Ordinary Meeting</li> <li>- Worker's Council Ordinary Meeting</li> </ul>

Friday 28 <sup>th</sup>	<ul style="list-style-type: none"> <li>- <b>Advisory Board Meeting</b></li> <li>- End of Preparation Week for Semester I Examinations for NTA Level 5 &amp; 6</li> </ul>
Monday 31 <sup>st</sup>	<ul style="list-style-type: none"> <li>- Beginning of Semester I Examinations for NTA Level 5 &amp; 6</li> </ul>
<b>FEBRUARY 2022</b>	<b>Event</b>
Friday 4 <sup>th</sup>	<ul style="list-style-type: none"> <li>- End of Semester I Examinations for NTA Level 5 &amp; 6</li> <li>- Academy Staff Meeting</li> </ul>
Monday 7 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Beginning of Holiday for NTA Level 5 &amp; 6 Students</li> <li>- Marking Semester I Examinations for NTA Level 5 &amp; 6 Begins</li> <li>- Department Staff Meeting Week</li> </ul>
Friday 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Marking for Semester I Examinations for NTA Level 5 &amp; 6 Ends</li> </ul>
Monday 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Submission of End of Semester I Examinations Results</li> </ul>
Monday 21 <sup>st</sup>	<ul style="list-style-type: none"> <li>- Post Moderation for NTA Level 5 &amp; 6 Semester I Examinations Begins</li> </ul>
Monday 28 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Post Moderation for NTA Level 5 &amp; 6 Semester I Examinations Ends</li> </ul>
<b>MARCH 2022</b>	<b>Event</b>
Tuesday 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>- Deadline for Uploading Semester I Examination Results into SARIS</li> </ul>
Thursday 3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>- Department Examination Committee Meeting</li> </ul>
Friday 4 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Publishing of Provisional Results for Semester I Examinations for NTA Level 5 &amp; 6</li> </ul>
Monday 7 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Department Staff Meeting Week</li> </ul>
Friday 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>- End of Holiday for NTA Level 5 &amp; 6 Students</li> </ul>
Monday 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Semester II for Academic Year 2021/2022 Begins</li> </ul>
Tuesday 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Beginning of Uploading of Examination Results in the NACTE Database and Submission of Necessary Documents to NACTE for Semester I 2021/2022</li> </ul>
Friday 25 <sup>th</sup> & Saturday 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>- BOT Academy Staff Retreat</li> </ul>
<b>APRIL 2022</b>	<b>Event</b>

Monday 4 <sup>th</sup>	- Department Staff Meeting Week
Thursday 7 <sup>th</sup>	- TUICO Executive Committee Ordinary Meeting
Friday 8 <sup>th</sup>	- Quality Assurance Committee Meeting
Tuesday 12 <sup>th</sup>	- <b>Academic Planning Committee Meeting</b> - <b>Student Welfare Committee Meeting</b>
Wednesday 13 <sup>th</sup>	- <b>Finance and Human Resource Committee Meeting</b>
Friday 15 <sup>th</sup>	- Deadline for Uploading of Examination Results in the NACTE Database and Submission of Necessary Documents to NACTE - <b>Good Friday</b>
Monday 18 <sup>th</sup>	- <b>Easter Monday</b>
Friday 29 <sup>th</sup>	- <b>Advisory Board Meeting</b> - Publishing of Approved Results for Semester I Examinations for NTA Level 5 & 6 - TUICO Workers meeting
<b>MAY 2022</b>	<b>Event</b>
Sunday 1 <sup>st</sup>	- May Day
Monday 9 <sup>th</sup>	- Academy Staff Meeting - Sports Competition Begins - Departmental Staff Meeting Week
Tuesday 10 <sup>th</sup>	- TUICO Executive Committee Extra-Ordinary Meeting
Saturday 14 <sup>th</sup>	- BOT - AC Sports Bonanza
Monday 16 <sup>th</sup>	- Opening of Admission for 2022/2023 Academic Year
<b>JUNE 2022</b>	<b>Event</b>
Monday 6 <sup>th</sup>	- Department Staff Meeting Week
Wednesday 8 <sup>th</sup>	- Worker's Council Executive Committee Extra Ordinary Meeting - Worker's Council Extra Ordinary Meeting
Friday 10 <sup>th</sup>	- TUICO Executive Committee Ordinary Meeting
Monday 13 <sup>th</sup>	- Pre-Moderation Week for End of Semester II Examinations
Tuesday 14 <sup>th</sup>	- TUICO Members Meeting

Thursday 16 <sup>th</sup>	- TUICO and Academy's Management Consultative Meeting
Friday 17 <sup>th</sup>	- End of Moderation of Semester II Examinations - Deadline for Uploading Course Work for Semester II
Saturday 18 <sup>th</sup>	- BOT Anniversary Day
Monday 20 <sup>th</sup>	- Preparation Week for End of Semester II Examinations
Monday 27 <sup>th</sup>	- Beginning of Semester II Examinations
<b>JULY 2022</b>	<b>Event</b>
Friday 1 <sup>st</sup>	- End of Semester II Examinations
Monday 4 <sup>th</sup>	- Beginning of Marking of End of Semester II Examinations - Departmental Staff Meeting Week
Tuesday 5 <sup>th</sup>	- Beginning of Uploading of Examination Results in the NACTE Database and Submission of Hardcopy of the results to NACTE
Monday 11 <sup>th</sup>	- Submission of End of Semester II Examinations Results - Beginning of Field Practical Training for NTA Level 5 - Quality Assurance Committee Meeting
Wednesday 13 <sup>th</sup>	- <b>Academic Planning Committee Meeting</b> - <b>Student Welfare Committee Meeting</b>
Thursday 14 <sup>th</sup>	- <b>Financial and Human Resource Committee Meeting</b>
Monday 18 <sup>th</sup>	- Post-Moderation for NTA Level 5 & 6 Semester II Examinations Begins
Friday 22 <sup>nd</sup>	- Post Moderation for NTA Level 5 & 6 Semester II Examinations Ends
Tuesday 26 <sup>th</sup>	- Deadline for Uploading Semester II Examinations Results into SARIS
Thursday 28 <sup>th</sup>	- Departmental Examination Committee Meeting
Friday 29 <sup>th</sup>	- <b>Advisory Board Meeting</b> - Publishing of Provisional Results for Semester II Examinations for NTA Level 5 & 6

	<ul style="list-style-type: none"> <li>- Publishing of Approved Results for Semester II Examinations for NTA Level 5 &amp; 6</li> </ul>
<b>AUGUST 2022</b>	<b>Event</b>
Monday 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>- Academy Staff Meeting</li> <li>- Departmental Staff Meeting Week</li> </ul>
Tuesday 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Supplementary Exams for Semester I &amp; II (NTA Level 5 &amp; 6) Begins</li> </ul>
Friday 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Supplementary Exams for Semester I &amp; II (NTA Level 5 &amp; 6) Ends</li> </ul>
Monday 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Beginning of Marking of Supplementary Exams for Semester I &amp; II</li> <li>- Closing of Admission Window for 2022/2023 Academic Year</li> </ul>
Wednesday 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>- End of Marking of Supplementary Exams for Semester I &amp; II</li> </ul>
Thursday 18 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Uploading of Supplementary Examinations</li> </ul>
Friday 19 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Departmental Examination Committee Meeting</li> </ul>
Monday 22 <sup>nd</sup>	<ul style="list-style-type: none"> <li>- Publishing of Supplementary Exams Results for Semester I &amp; II</li> </ul>
<b>SEPTEMBER 2022</b>	<b>Event</b>
Monday 5 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Departmental Staff Meeting Week</li> </ul>
Thursday 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Uploading of Examination Results in the NACTE Database and Submission of Hardcopy of the results to NACTE Ends</li> </ul>
Friday 16 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Field Practical Training for NTA Level 5 Ends</li> </ul>





## **CHAPTER FOUR**

### **EXAMINATION REGULATIONS**

#### **4.0 Introduction**

The Bank of Tanzania Academy Examination Regulations and Guidelines are provided herewith to regulate the conduct of the examinations at the Academy. These should be applicable together with other relevant legislation, NACTE guidelines and Academy regulations.

#### **4.1 Forms of Examinations**

- 4.1.1 Examinations shall include continuous assessments and end of semester examinations. Continuous assessments include: tests, quizzes, case study, assignments, seminar presentations and oral examinations where applicable. Specific assessment methods shall be determined by relevant curriculum.
- 4.1.2 There shall be written Academy examinations at the end of each semester for each course taught. There shall also be practical and/or oral examinations where applicable.
- 4.1.3 There shall be supplementary and special examinations before the beginning of the academic year for the courses which a student has failed and adjourned, respectively.

#### **4.2 Conduct of Examinations**

- 4.2.1 The Academy written examinations at the end of each semester, supplementary and special examinations for each course taught shall be conducted under Deputy Principal Academic, Research and Consultancy Office.
- 4.2.2 All end of semester, supplementary and special examinations shall be conducted for a duration not exceeding three hours, but not less than two hours.
- 4.2.3 As far as possible no end of semester examination shall have a sole internal examiner.
- 4.2.4 The Academy continuous assessment including tests, quizzes, case study, assignments and seminar presentations shall be conducted under the course instructor(s), or where necessary such other instructor(s) of the Academy as may be appointed.
- 4.2.5 The Deputy Principal Academic, Research and Consultancy, shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of Academy examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.

#### **4.3 Dates of Examinations**

- 4.3.1 Dates and times of conducting continuous assessments shall be indicated by the respective instructor(s) in the course schedules, and shall, as far as possible, be respected by both parties (instructors and students).

- 4.3.2 All course assessments shall be carried out in time to allow results to be known to candidates at least one week before the study break preceding the end of semester examinations.
- 4.3.3 Dates for the end of semester, supplementary and special examination shall be published in the Academy Almanac.
- 4.3.4 Examinations shall take place any day of the week (Monday to Friday) as scheduled in the time table excluding Public Holidays.
- 4.3.5 Deputy Principal Academic, Research and Consultancy shall have power to suspend examinations at any day of the week as the case may be and prescribe a day which the activities shall resume.

#### **4.4 Eligibility for Examinations**

- 4.4.1 No candidate shall be eligible for any examination in any subject unless the Instructor and the Programme Coordinator have satisfied themselves that the candidate has undertaken the course by attendance. Records of attendance in each lecture / seminar/ field practical training shall be maintained by the instructor for each course.
- 4.4.2 A candidate shall only be allowed to sit for scheduled Academy examination(s) if he/she has attained at least 75% of attendance of the course through lectures, seminars, tutorials and practical sessions. A candidate who fails to attain at least 75% attendance rate for lectures, seminars, tutorials and practical sessions shall be required to repeat the whole course during the next academic year.
- 4.4.3 A candidate shall be required to attend all sessions of Field Practical Training (FPT) and a candidate who misses any session with and without the permission of the Programme Coordinator or his appointee (i.e. FPT supervisor) shall be required to retake the FPT in the next academic year.

#### **4.5 Absence from Examination**

- 4.5.1 A candidate who absents oneself from an end of semester examination including supplementary examination(s) without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.
- 4.5.2 A candidate who absents oneself from any continuous assessment element or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be required to make up the unfinished portion of the module during the re-sit period and shall be given a grade "I".
- 4.5.3 A candidate who fails to submit an assignment on time without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by instructor(s).
- 4.5.4 A candidate who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for initiating a request for the

continuous assessment test or assignment.

- 4.5.5 A candidate allowed to be absent from the end of semester examination(s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the subsequent supplementary and special examination session.
- 4.5.6 Permission for postponement of end of semester examination(s) shall be granted by the Deputy Principal Academic, Research and Consultancy after consultation with the Head of Academic Programmes and where applicable Head of Students Affairs.
- 4.5.7 Special examinations shall be given to students who have genuine reasons or requests for delayed consideration in relation to examinations and shall only be considered on the following grounds:
- (i) Serious health problems, confirmed by a certificate or letter from a registered medical doctor;
  - (ii) Compassionate circumstances;
  - (iii) Unpaid Academy fees, as approved by Deputy Principal Planning, Finance and Administration;
  - (iv) Selection in national or international sporting events, or any related events; and
  - (v) Participating in any recognized events.
- 4.5.8 A request for special examination must be made at least one week before the examination(s), save for, unforeseen circumstances.
- 4.5.9 Special examinations shall be given at the time of supplementary examinations and will be treated as first sitting and graded as such.
- 4.5.10 Postponement of course assessment tests shall be granted by the course instructor and reported to the Programme Coordinator in writing.
- 4.5.11 Request for postponement of end of semester examination(s) or course work assessment tests shall be made by submitting a written letter by addressing to the Head of Academic Programs.

#### **4.6. Specific Examination Regulations for Candidates**

- 4.6.1 Candidates should make sure that they have been issued examination numbers and identity card before examinations begin.
- 4.6.2 Candidates shall be responsible for consulting the Examination Time Tables for any changes.
- 4.6.3 Candidates shall be required to show examination identity card at the entry point of the examination room to the Invigilator.
- 4.6.4 Candidates shall be seated 15 minutes before starting time, and no student shall be allowed into the examination room after the starting time, except for a compelling reason.
- 4.6.5 Candidates must not begin writing before they are told to do so by the Invigilator.

- 4.6.6 Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Department or in the particular examination instructions.
- 4.6.7 Candidates are not allowed to enter the examination room with written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, handbags, clipboards, purses, papers, magazines, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Principal Academic, Research and Consultancy. They may use their own calculators, or use logarithmic tables as instructed.
- 4.6.8 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator.
- 4.6.9 Each answer in an examination shall begin on a fresh page of the booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklet.
- 4.6.10 All candidates shall observe silence in the examination room.
- 4.6.11 Candidates are not allowed to write anything in their question papers.
- 4.6.12 No food or drink shall be allowed into the examination room.
- 4.6.13 Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate any unauthorised material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates a disturbance and record the incident to the Head of Academic Programmes.
- 4.6.14 If an invigilator detects that a student has committed an examination offence, he/she shall impound any relevant material(s) and call a witness to this. The invigilator and witness will receive and document the material in detail, and hold it securely and intact. Anything that may prevent a student legitimately completing the exam shall not be impounded until the exam has been completed. The invigilator and the student will be required to sign-in an Examination Incident form and immediately the invigilator shall inform the student that an investigative interview will take place after the end of the examination assessment period.
- 4.6.15 Candidates are strongly warned that cheating or being in possession of unauthorised material contravenes the Academy Examination Regulations and leads to discontinuation from studies.
- 4.6.16 All candidates shall sign the Attendance Form at the beginning and end of every examination.
- 4.6.17 No candidate shall be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination.
- 4.6.18 No candidate shall be allowed to leave the examination room until one hour after commencement and no candidate will be allowed to leave the examination room

during the last thirty minutes before the end of the examination.

- 4.6.19 A candidate wishing to attend a call of nature may by permission of the invigilator and under escort leave the examination room for a reasonable period.
- 4.6.20 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
- 4.6.21 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.
- 4.6.22 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.
- 4.6.23 Students who are required to do supplementary or special examinations will be officially notified using their respective examination numbers on the Academy 's notice board and other means of communication, where necessary.
- 4.6.24 Students must be responsible to take special or supplementary examinations when they are given, even when other students are on leave.

#### **4.7. Examination Leakage**

- 4.7.1 Any act which results in a student having access to or knowledge of the examination or class test questions, or of any material relating to the examination before the scheduled date and time of examination or test shall amount to leakage of examination.
- 4.7.2 Any person suspecting leakage of test or examination shall immediately report in confidence the matter to the Deputy Principal Academic, Research and Consultancy.
- 4.7.3 Where there are strong indications that an examination leakage has taken place, the Deputy Principal Academic, Research and Consultancy, in consultation with the Principal shall cancel or withdraw the examination and order a fresh examination to be set and administered.
- 4.7.4 Where it is established that an examination leakage has taken place appropriate disciplinary action shall be taken against those found responsible for the leakage.
- 4.7.5 Leakage of examinations by any person shall be punishable by the relevant disciplinary authority.

#### **4.8. Examination Irregularities**

- 4.8.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination lead to discontinuation from studies. More specifically:

- (i) “Unauthorized material” includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, handbags, clipboards, purses, papers, magazines, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Principal Academic, Research and Consultancy;
- (i) “Unauthorized absence from examination” includes not reporting for a scheduled examination at the time, day and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
- (ii) “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

#### **4.9. Proceedings of the Examination Irregularities**

- 4.9.1 Head of Academic Programmes is required to file and present report any reported examination irregularity to the Deputy Principal Academic, Research and Consultancy within one week after the end of examinations (last date of the scheduled examination).
- 4.9.2 Deputy Principal Academic, Research and Consultancy will then forward the report and evidence if any to the Director of Legal Services with recommendations if any within one week after receiving the report.
- 4.9.3 The Director of Legal Services shall prepare a summary of charges against each candidate and summon Academic Planning Committee within ten days after receiving the report from the Deputy Principal Academic, Research and Consultancy.
- 4.9.4 The Director of Legal Services shall summon all candidates in writing to appear before Academic Planning Committee in person to present their defense.
- 4.9.5 The Academic Planning Committee shall forward recommendations and their decisions to the Advisory Board.
- 4.9.6 The Advisory Board may empower the Chairman to endorse or overrule the decision of the Academic Planning Committee as the case may be and communicate his decision to the members.
- 4.9.7 Students shall be informed in writing the decision of the Advisory Board within two weeks after the Board’s decision.

#### **4.10. Assessment Criteria and its Weights for Various Components of Examinations**

- 4.10.1 Assessment of courses which are examinable during coursework and at end of semester but has no field practical training shall be done as follows:

- (i) Take-home case studies or/and assignments which will be given at appropriate stages during the semester session will carry 20% of the assessment;
- (i) Tests or/and quizzes which will be given at appropriate stages during the semester session will carry 20% of the assessment and the weighting of individual assessment tool will be proportional to time allocated to it; and
- (ii) The end of semester written examination shall carry 60% of the assessment.

4.10.2 Assessment of courses which have only field practical training during the course but no end of semester examination shall carry 100% of the assessed student's reports.

#### 4.11. Grading System

4.11.1 Marks will be awarded out of 100 percent. For programmes without B+(as determined by the curriculum), the marks so obtained from different assessment components will be graded as per Table 11 below:

**Table 11: Grading System without B+ Programme**

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

4.11.2 Marks will be awarded out of 100 percent. For programmes with B+ (as determined by the curriculum), the marks so obtained from different assessment components will be graded as per Table 12:

**Table 12: Grading System with B+ Programme**

S/N	Score Range	Grade	Definition
1	75 – 100	A	Excellent
2	65 – 74	B+	Very Good
3	55 – 64	B	Good
4	45 – 54	C	Average
5	35 – 44	D	Poor
6	0 – 34	F	Failure
7	–	I	Incomplete
8	0	Q	Disqualification

**4.12. Classification of Award for Programmes without B+**

4.12.1 Grades for the different score ranges for programmes without B+ are assigned points as follows:

A	4
B	3
C	2
D	1
F	0

4.12.2 The Grade Point Average (GPA) for programmes without B+ shall be computed from credits and grade weights and classified as shown below:

CLASS OF AWARD	CUMULATIVE GPA
First class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9



#### 4.13. Classification of Award for Programmes with B+

4.13.1 Grades for the different score ranges for programmes with B+ are assigned points as follows:

A	5
B+	4
B	3
C	2
D	1
F	0

4.13.2 The Grade Point Average (GPA) for programmes with B+ shall be computed from credits and grade weights and classified as shown below:

<b>CLASS OF AWARD</b>	<b>CUMULATIVE GPA</b>
First class	4.4 – 5.0
Upper Second class	3.5 – 4.3
Lower Second class	2.7 – 3.4
Pass	2.0 – 2.6

#### 4.14. Computation of Grade Point Average (GPA)

4.14.1 Courses shall be weighted by multiplying the points associated with the final grade of a given course by the number of credit hours assigned to that course. Student's overall performance is then found by dividing the total number of course credit hours into the weighted total number of credit points of all courses taken. In this regard, the final GPA will be calculated as follows:

$$\text{GPA} = \frac{\text{Cumulative Grade Points Attained}}{\text{Total Credit Points Taken}}$$

## CHAPTER FIVE

### PROCEDURES FOR APPLICATION, SELECTION, REGISTRATION AND FEE STRUCTURE

These procedures shall guide application, selection and registration of students to pursue accredited programmes offered by the Bank of Tanzania Academy. Students are selected based on their individual merits, abilities and aptitudes.

#### 5.1 Application Procedures

Students shall apply through the Academy's Online Application System where:

- i. They shall give full particulars of citizenship including a copy of certified birth certificates.
- ii. They must attach/enclose photocopies of relevant academic certificates, transcript and other relevant documents.
- iii. They must pay a nonrefundable application fee of TZS. 10,000/ for Tanzanians and USD 20 for foreigners. All fees must be paid directly to the designated Academy's Bank Account.

#### 5.2 Selection Process

5.2.1 The Academy is responsible for making selection decisions on all applications to its programmes in line with NACTE Guidelines. The Academy shall have published information on its website relating to its selection criteria, procedures and decision notice. For all programmes, the selection process shall be made based on the entry requirements specified in this prospectus.

5.2.2 Only names of selected applicants will be published in the Academy website and a formal admission letter containing admission number will be collected from the Academy's admission office.

5.2.3 The joining instructions for selected applicants will be available on the Academy's website for self-downloading and printing; and will be returned duly filled to the Academy upon reporting for registration purposes.

#### 5.3 Registration

For registration purposes, students shall produce the following documents:

- a) Admission letter issued by the Academy.
- b) Original academic certificates and transcripts.
- c) Original Birth certificate/ evidence of citizenship.
- d) Four passport size photographs(coloured) taken recently.
- e) Duly filled joining Instruction form.
- f) Confidential medical report from a recognized medical practitioner.
- g) Evidence of payment of tuition fees and other direct student's costs.
- h) A declaration of acceptance to abide by the Academy's regulations for conduct and academic requirements.

Upon registration, students shall be issued with the following documents:

- a) A copy of student By-Laws.
- b) Student Identity Card.

## 5.4 Fee Structure

The Academy's fee structure shall comprise direct costs payable to the Academy and costs to be directly incurred by the students as shown in the table below:

**Table 13: Fee Structure**

Description	Year 1	Year 2
Direct Costs		
Application Fees	200,000.00	-
Tuition Fees	1,000,000.00	1,000,000.00
Registration Fees	50,000.00	-
Examination Fees	50,000.00	50,000.00
Research / Field Fees	100,000.00	-
Caution Money	50,000.00	-
Student Union	20,400.00	20,000.00
NHIF	50,000.00	50,000.00
Identity Card	10,000.00	-
Graduation Fees	-	100,000.00
Total cost	1,350,400.00	1,220,000

## 5.5 Allowances payable to students

The following are recommended rates for various payments by sponsors that can be made directly to students:

### 5.5.1 Books and Stationery Allowance

Diploma students: TZS. 400,000 per annum.

Postgraduate Diploma TZS. 500,000 per annum.

### 5.5.2 Production of Project/Field Report

Diploma students: TZS. 200,000 per annum.

Postgraduate Diploma TZS. 300,000 per annum

### 5.5.3 Field Allowances

At least TZS 10,000 per day subject to any variations as may be provided for by the sponsor. Field practical for Diploma shall be for 10 weeks per year.

### 5.5.4 On Campus Accommodation (per semester)

#### **Single occupant room:**

TZS. 720,000 per occupant – Tanzania, EAC and SADC students.

US\$ 1,000 per occupant – Non EAC and SADC students

#### **Double occupant rooms:**

TZS. 500,000 per occupant – Tanzania and EAC students

US\$ 720 per occupant – Non EAC and SADC students

### 5.5.5 On-campus meals (per day)

Meals include (breakfast, ten o'clock tea/coffee, lunch, afternoon tea/coffee, supper and mineral water) cost TZS. 25,000/=.

## **5.6 Payment Procedures and Refund Policy**

### **5.6.1 Payment procedures**

Successful applicants will be registered only after they have paid the fees, deposits and any other charges due to the Academy for the respective semester. Fees are to be paid directly to the Academy 's bank account. After payment through the bank, the bank pay-in-slip is to be submitted to the Academy 's Cashier in exchange for an official receipt.

All payments in respect of all foreign students shall be made through the same Bank Account in local currency using the exchange rate provided.

### **5.6.2 Refund of Fees**

A candidate selected to join any programme of the Academy who pays fees prior to registration but then decides not to register himself/herself on reasonable grounds will be refunded the fees after deduction of 10% of semester fees payable as a penalty.

A candidate registered in a programme of the Academy who has paid fees will not be refunded his/her fees upon discontinuation, de-registration or cessation of his/her candidacy on any other ground. Fees paid by a student allowed to postpone studies shall be carried forward. Fees in respect to a registered student who opts not to continue with studies shall not be refunded.

## **CHAPTER SIX**

### **LIBRARY SERVICES**

#### **6.1 Introduction**

The Bank of Tanzania Academy has two modern library facilities with both electronic and hard copies of relevant publications, text books and journals. The libraries have an Online Public Catalogue (OPC), which allows library users to locate and retrieve information materials.

#### **6.2 Capacity/Space:**

The first library facility is located at the Academy 's main campus with the capacity to accommodate 40 to 60 users at a time. The other library facility is located at the former BOT Branch building with a capacity to accommodate about 200 users at a time.

#### **6.3 Users**

The libraries are open for students, teaching staff, and non-teaching employees. Other visitors such as researchers, consultants, and professionals who seek higher education or research information, references are allowed to visit the Academy 's library facilities. The visitors will have access to the libraries upon obtaining permission from the Head of Library and IT services before using the Academy 's library resources.

#### **6.4 Opening and Closing Hours**

The Academy 's libraries shall be open from Monday through Saturday from 8:30 am to 9:30 pm. Sunday and Public Holidays from 8:30 p.m. to 12:30 p.m.

#### **6.5 Borrowing and Lending Services**

Borrowing and lending services for home use/outside of the Academy library is the right accorded to students of the Academy only.

#### **6.6 Overdue Books**

Text books, journals and other information resources are property of the Academy Library. Users who borrows books, journals or materials from the Library should return them within the specified time. A charge may be imposed to any overdue user as it may be determined from time to time. Users who fail to observe the deadlines for returning the borrowed text books, journals and other library materials shall be barred from accessing the library resources and shall be reported to higher authorities for further measures.

#### **6.7 Misplaced, Lost and Damaged Books/Library Materials**

Users of the Academy 's library materials shall exercise due care for the borrowed text books, journals and other materials under their custodianship. The users will be required to pay for replacement of lost/damaged text books and materials landed to them, failure of which may lead to termination of their membership, restrictions from entering the library and disciplinary action. It is an offence to hide, scribbling, highlighting, misplacing or removing page(s) from a text book, journal or any other library materials so that others cannot find it for a personal use.

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