BANK OF TANZANIA ACADEMY

GRADUATION GUIDELINES

2022

DOCUMENT CONTROL

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APPROVALS 31st

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0.1	30th September 2021	Draft by Authors
0.2	10th January 2022	BOT Academy Management
0.3	17th January 2022	Academic Planning Committee (APC)
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1.0 PROFILE OF THE BANK OF TANZANIA ACADEMY

The Bank of Tanzania Academy (BOT-AC) located Mwanza at Capri point along railway road was established in 1991 as one of the operational units of the Bank of Tanzania (BOT) mandated to provide short term training for capacity building to the staff of BOT and financial institutions, mainly focusing on achievement of the objectives of BOT. Training programmes were further expanded to cater to regional central banks'

arrangements in the East African Community (EAC) and the Southern African Development Community (SADC).

Despite the provision of short courses, financial institutions in the country have been facing numerous challenges, including unethical practices and a lack of professionalism. As a strategy to respond to these challenges, the Bank of Tanzania Management carried out a rigorous transformation of the Academy to fill the existing gap in the financial sector.

This necessitated the transformation of the Academy from its traditional mandate of offering only short-term programmes to the introduction of long-term competency-based programmes. The programmes are intended to build professionalism from the lower stage of the banking carrier, where an enterprise culture is molded.

The envisioned transformation has enabled the establishment of the Ordinary Diploma in Banking Practice and Supervision programme, which is undertaken in two years. Following meeting all the requirements, the Academy has been granted full registration and accreditation status by NACTVET.

In terms of structure, the highest decision-making organ of the Academy is BOT Top Management, after receiving recommendations from the Advisory Board. That is, on matters which are purely administrative in nature, the Board shall make recommendations to BOT Top Management for decision. The Advisory Board of the Academy is the policy-making and top decision-making organ on the Academy's academic affairs. The Advisory Board is the highest quality assurance organ of vested with powers to oversee the quality of the Academy's work processes, products, and services in compliance with its vision, mission, and the minimum NACTVET academic norms and standards. The Advisory Board has three sub-committees which enables it to perform its responsibilities effectively. The committees of the Advisory Board are (i) Academic Planning Committee (ii) Finance and Human Resource Committee and (iii) Students' Welfare Committee.

Below the Advisory Board is the Principal of the BOT Academy, who is the Chief Executive Officer. Four Units reports directly to the Principal: Quality Assurance Unit, led by Manager Quality Assurance; Internal Security Unit; Management Information

Unit; and Procurement Management Unit. The Principal is assisted by one Deputy Principal responsible for academics, planning, finance, and administration. Below the Deputy Principal, are three Managers for Academic Programmes, Finance (Bursar), and Human Resources and Students' Affairs. Since the Academy continues to deliver short-term courses for staff of Bank of Tanzania, other banking institutions, and EAC member central banks, there are two Assistant managers for long-term and short-term courses under the Manager of Academic Programmes.

The existing organization structure of the Academy is an interim one, which was approved by the Bank of Tanzania Board of Directors due to the small size of the Academy's operations. However, in the long-run, the Academy expects to expand its operations in terms of a number of students and programmes, which will call for a new organization structure reminiscent of a fully-fledged Academy as per NACTVET Registration and Accreditation Guidelines.

2.0 GRADUATION GUIDELINES

The Bank of Tanzania Academy is a technical training institution registered and fully accredited by the National Council for Technical Education (NACTVET) with registrationnumber REG/BTP/116. The Academy differentiates itself as an Institution that promotes competency and ethical conduct for competitiveness and professional development in the financial sector.

Once per year, the Academy holds a graduation ceremony to confer awards to eligible students. To ensure consistency, this graduation policy is in place to outline a framework to assist and guide those involved in the preparation and running of graduation ceremonies, provide direction regarding the organizational and logistical issues relating to graduation ceremonies, establish a clear set of directives and procedures that address ceremonial processes, identify the responsibility, role, and function of role-players, and integrate, align and coordinate relevant graduation processes across the Academy.

2.0   SCOPE OF THE GUIDELINE

The Graduation Guideline applies to all full-time students enrolled in programmes offered by the Bank of Tanzania Academy.

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3.0 RATIONALE OF THE GUIDELINE

The guideline elaborates which students will be eligible to graduate, including the minimum standard of academic achievement required and the length of time to complete the programs. Further, the guideline defines responsibility for assessing eligibility for graduation, who is responsible for the management of graduation ceremonies, and outlines the circumstances and how the award may be conferred.

4.0 ELIGIBILITY FOR GRADUATION

The graduation ceremony is held once annually. Every student who fulfills the requirements for completion of an award course and has been cleared for graduation is eligible for formal conferral of the award by the Bank of Tanzania Advisory Board. Therefore, a student shall be eligible for graduation after passing all registered academic modules.

i.   All eligible students will be invited to register to attend their ceremonies, either in person or close relative/friend with legal permission from the student.

ii.   The Academy will provide graduates with academic documents, including certificates and academic transcripts after graduation.

iii.   Eligible students may elect to have their award conferred without being present at an official ceremony, i.e. conferral *in absentia*.

iv.   Where an award is conferred *in absentia*, the graduate will arrange for presence at the Academy for collecting academic statements. The Academy will not dispatch academic statements without the physical presence of the graduate.

v.   The Academy will automatically confer awards *in absentia* for eligible students who do not respond to their invitation to attend a graduation ceremony. The in absentia awards will be conferred at the conclusion of the ceremonies to which the students were invited.

vi.   Eligible students who accept the invitation to attend a graduation ceremony, but do not attend, will have their awards conferred *in absentia.*

vii.   Where a student has died before the conferral of their award, but after

completing all requirements for the award, the award will be conferred posthumously *in absentia*.

viii.   Participation in the graduation ceremony does not guarantee academic conferral.

5.0   LANGUAGE AND DURATION OF CEREMONIES

English, Swahili, or both languages shall be used for graduation ceremonies and the time should be less than 3 hours.

6.0   ACADEMIC GRADUATION GOWNS

Graduation attire will be as follows:

i.   Black gowns with silver and gold hood; and black round tam with gold tassel (kifundo) for PhD holders.

ii.   Black gowns with silver and gold hood; and black square cap with gold tassel for Non-PhD instructors.

iii.   Black gown with silver and gold hood; and black square cap with

silver tassel for Postgraduate graduands.

iv.   Black gown with silver and gold hood; and black square cap with gold tassel for Diploma graduands.

7.0   RESPONSIBILITY OF THE ACADEMIC PROGRAMMES DEPARTMENT

i.   The Academic Programmes Department is responsible for auditing each student's academic records and will mark them as complete upon evaluation of the student has completed all modules requirements with the appropriate programme cumulative GPA. Programme completion will be noted on Official Transcripts. After the graduation ceremony, student records will be updated from Programme Completed to Graduated.

ii.   Academic Programmes Department is responsible for selecting members of the Graduation Ceremonies Committee.

8.0   RESPONSIBILITY OF OFFICE OF DEPUTY PRINCIPAL

The office of the Deputy Principal is responsible for the following:

i.   To oversee all aspects of the graduation ceremony.

ii.   Approving selected members of the Graduation Ceremony Committee. The

committee will be responsible for managing graduation ceremonies activities.

9.0   COMPLETION OF REQUIREMENTS

Students must complete all programs requirements within the program's curriculum time-frame but may take additional time due to repetition of the subject or postponement of the academic year.

10.0 GRADUATION PRIZES

Different prizes will be awarded during the graduation, which allows the BOT Academy to recognize the academic excellence of the individual students. Many of the prizes will be generously donated by supporters of the Academy from various institutions as well as staff of the Bank. These prizes will be awarded to the overall best students in Ordinary Diploma and Postgraduate in the respective academic year. Further, other prizes will be awarded to the best students in the respective modules based on criteria prescribed by awarding individual/institution.

11.0 ADMINISTRATION OF GRADUATION CEREMONIES

Before graduation ceremonies, the Academic Programmes Department shall propose members of the Graduation Ceremony Committee that will be approved by the Deputy Principal. The Graduation Ceremony Committee shall be responsible for;

a) Draw out the schedules for all graduation ceremonies for a given academic year.
b) Prepare and publish graduation booklets.
c) Arrange for issuance of invitation cards to Graduands and guests in collaboration with the Academic Department.
d) Coordinate the parking and directing of guests to the graduation venue in collaboration with the relevant security officials.
e) Arrange the issuing and receiving of graduation gowns.
f) Arrange the issuing of passes to approved photographers.
g) Coordinate security matters in collaboration with Internal Security Unit.
h) Provide first aid services at the graduation location in collaboration with BOT Dispensary.
i) Offer assistance that may be required by the Academic Programmes. Department to facilitate the graduation.

12.0 HIRING OF GRADUATION GOWN

Graduation gowns will be hired by graduands five days before the graduation date. The date for returning the gown shall be three days after graduation. Deposit for hiring graduation gown shall be TZS 50,000/= while TZS 30,000/= shall be refundable for the gown returned in good condition. A delay to return the gown after the expiry of three days after graduation shall attract a penalty of TZS 5,000/= per day. Fees charged are subject to change depending on the market prices.

13.0 PRESENTATION OF THE AWARDS AND PRIZES

The Advisory Board is responsible for authorizing the conferral awards, scheduling, and conducting graduation ceremonies. The graduation ceremony proceedings will be as follows,

i. Graduands arrival and taking their designated seats.
ii. Guest of Honour, Chairman of Advisory Board, Board Members, Principal, and other academicians while wearing academic dress will march together towards graduation ground led by proctor.
iii. National Anthem.
iv. Guest of Honour will officially open Graduation Ceremonies.
v. Speech from Principal of the Academy.
vi. Speech from Chairman of Advisory Board.
vii. Speech from Guest of Honour.
viii. Presentation of academic prizes to best students.
ix. Presentation of award to all graduands.
x. A word of thanks from the Deputy Principal.
xi. Official closing of graduation ceremony by Guest of Honour.
xii. Group Photo.
xiii. Graduates and guests' leave the graduation ground.

14.0 GUIDELINES IMPLEMENTATION, MONITORING, AND REVIEW

The implementation of graduation guidelines shall be continuously monitored and shall be reviewed after every three years.