



BANK OF TANZANIA ACADEMY
THE POSTGRADUATE DIPLOMA PROGRAMME
JOINING INSTRUCTIONS

It is a pleasure to inform you that you have been selected to pursue a nine (9) months Postgraduate Diploma in Banking Management (PGDBM) programme offered by the Bank of Tanzania Academy. The programme will be conducted at the Conference Hall of the Bank of Tanzania Sub-Head Office in Dar es Salaam.

I would like to draw your attention to the following aspects related to this programme:

- a) You are required to appear for registration from 24th to 27th October 2022 starting from 1400 to 1700 hours. Failure to register within the stipulated period will warrant us to offer your chance of admission to another student.
- b) You are strongly advised to attend an orientation, which will be conducted on Friday 28th October 2022 from 1400 to 1700 hours.
- c) The lectures will officially commence on 31st October 2022. There will be no room for registration after the commencement of studies.
- d) For registration purposes, you should bring with you all ORIGINAL certificates and three recent passport-sized photographs.
- e) During registration, you will be required to submit the academic certificates/transcripts for the Ordinary Level, Advanced Level, Bachelor/Advanced Diploma, which have been certified as the true copy of the original,
- f) You will be admitted upon receipt of evidence for payment of tuition fees as per the schedule indicated in the joining instructions.

Attached with this letter, please find the joining instructions for more details. In case of any enquiry, please don't hesitate to contact Ms. Agnes Lot Chihoma our Admission Officer through mobile number 0719 998 775.

The following are necessary conditions for admission:

1. DECLARATION REGARDING COMPLETION OF THE COURSE

All candidates confirming acceptance of vacancies at the Academy must undertake to complete the course unless required to do otherwise by the Academy. Please, sign the relevant sections of the enclosed form of acceptance of the vacancy and medical certificate. Completed forms must be returned to the Academy during Registration.

2. MEDICAL EXAMINATION

Admission into the Academy is conditional upon a satisfactory medical report being received

by the Academy. Students are therefore asked to undergo a medical examination by registered medical practitioners. Use the enclosed form which should be brought with you dully filled and signed.

REGISTRATION AND COURSE COMMENCEMENT

Registration will start on **24th October 2022** and the course will commence on **31st October 2022**. If you cannot report on these dates for any reason please, inform us immediately, otherwise, we shall assume that you have opted not to attend the course and the vacancy will be filled by another candidate.

3. THE REQUIRED DOCUMENTS FOR REGISTRATION

- (i) Three passport-sized photographs taken recently for registration
- (ii) National form Four Certificate and Advanced Certificate of Secondary Education
- (iii) Bachelor Degree/Advance Diploma Certificate and
- (iv) Birth Certificate

Please Note:

- (a) At time of registration, all certificates must be original (**plus certified photocopies**).A candidate without original certificates will not be registered.
- (b) Submission of forged certificates or any false document is a criminal offence and will be dealt with according to the law.

4. DISCIPLINE

Students admitted to the Academy are expected to observe and abide by the student's By-Laws of the Academy, Examination Guidelines or any other lawful orders given by the Principal, lecturers or any other person in authority.

FEE STRUCTURE PAYABLE TO THE ACADEMY

All fees will be paid through the control number which will be provided at BOT Academy during registration as per the following schedule;

Mode of Payment

POSTGRADUATE DIPLOMA FEE STRUCTURE			
INSTALMENT	ITEMS	LOCAL	FOREIGN
1 st Instalment	Tuition Fees	TZS 800,000.00	\$800.00
	Application Fees	TZS 200,000.00	\$200.00
	Registration Fees	TZS 50,000.00	\$50.00
	Examination Fees	TZS 100,000.00	\$100.00
	Student ID	TZS 10,000.00	\$10.00
	Caution Money	TZS 200,000.00	\$200.00
	Subtotal	TZS 1,360,000.00	\$1360.00
2 nd Instalment	Tuition Fees	TZS 800,000.00	\$800.00
	Research/Field Fees	TZS 190,000.00	\$190.00
	Graduation Fees	TZS 150,000.00	\$150.00
	Subtotal	TZS 1,140,000.00	\$1,140.00
	Main Total for Year 1	TZS 2,500,000.00	\$2,500.00

5. ALLOWANCES PAYABLE DIRECT TO STUDENTS

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

A. Books and Stationery Allowance

Item	Local (TZS)	Foreign (USD)
Books and Stationery Allowance	TZS 400,000.00	400.00
Production of Research Report	TZS 200,000.00	200.00
Accommodation per semester	TZS 450,000.00	450.00
Meals per day	TZS 25,000	25.00

B. Research Allowances

Before the end of the course, students will be required to develop and submit a Strategic Management Research Project Paper, which will focus on identifying and solving a particular strategic managerial problem existing in the financial sector. Research fees indicated can be negotiated with the sponsor (not directly payable to the Academy).

PLEASE NOTE:

1. No student will be admitted into the programme without paying the relevant fees.
2. Fees for the year can be paid in instalments as indicated in the fees structure and must be completed within the stated deadline.
3. The contribution of TZS 50,400 for NHIF (National Health Insurance Fund) shall be compulsory except for those students with valid health insurance cover which must be submitted during registration.

NB: It is expected that every sponsor will adhere to the above payment schedule. Failure to adhere to this schedule will amount to the respective student to be barred from attending classes or sitting for tests/examinations.



BANK OF TANZANIA ACADEMY

STUDENT'S ACCEPTANCE OF ADMISSION AT BANK OF TANZANIA ACADEMY

Part One

I accept admission as a student for the year 2022/2023 to pursue the Postgraduate Diploma in Banking Management (**PGDBM**)

I promise that I will study hard during the course and will continue with my studies at the Academy for the entire period of the course unless I am dismissed by the Principal or any other person holding authority duly given to him by the Advisory Body of the Academy. I declare that I have made no crime(s) which can disrupt my studies at the Academy.

I confirm that I will abide by the standing student's By-Laws of the Academy, Examination Regulations/Rules or any legal orders given by the Principal, lecturers or any other person in authority. I further affirm that I am the same person who applied for admittance to the Academy under this name, and shall not change the names thereof.

I also undertake to produce at the time of admission a medical report, from any Government or recognized medical doctor stating clearly that I am fit to undergo the nine-months Postgraduate Diploma in Banking Management (**PGDBM**)

That the Academy may refer me to do a fresh medical examination if it feels necessary notwithstanding the previous medical report.

Full Name: _____

Signature: _____

Part Two

Employer's /Sponsor's Certificate

We approve the Sponsorship of the above candidate to undertake the Postgraduate Diploma course and confirm that he/she will be released from duties to attend the course

We further confirm that this /Company/Organization/Ministry/Family will sponsor the student and pay the Academy fees. We also know that fees once paid will not be refunded under any circumstances.

Name _____

Signature_____

Relationship_____

Address_____

Mobile Number_____

E-mail: _____

Date_____



BANK OF TANZANIA ACADEMY

REQUEST FOR MEDICAL EXAMINATION

PART A:

To: The Medical Officer

From: The Principal

Bank of Tanzania Academy
47 "W" Railway Road, Capri-Point,
P. O. Box 131,

MWANZA.

Tel. +255 28 2500709/2500983

Fax: +255 28 2500984

Mr. /Mrs. /Miss (Student) _____

Please examine the above- named student as to his/her fitness for undergoing the nine months Postgraduate Diploma Course in Banking Management (**PGDBM**).

Thank you in advance.

PRINCIPAL ACADEMY

PART B:

Medical Certificate

(To be completed by Medical Officer)

A. PERSONAL HISTORY

Is the examinee suffering from any of the following? Indicate Yes or No.

- | | |
|-------------------------------|--|
| 1. Tuberculosis_____ | 15. Epilepsy _____ |
| 2. Pneumonia_____ | 16. Deformity _____ |
| 3. Pleurisy_____ | 17. Psychiatric_____ |
| 4. Asthma_____ | 18. Eye disorder_____ |
| 5. Rheumatic fever_____ | 19. Ear, Nose/Throat Disorder_____ |
| 6. Allergic disorder_____ | 20. Skin diseases_____ |
| 7. Heart disease_____ | 21. Anemia_____ |
| 8. Gastric or duodenal_____ | 22. Gynecological disorder_____ |
| 9. Recurrent indigestion_____ | 23. Malaria/other tropical Diseases_____ |
| 10. Jaundice_____ | 24. Major or Minor Operation_____ |
| 11. Dysentery_____ | 25. Serious accidents_____ |
| 12. Varicose Veins_____ | 26. Any other serious disorder_____ |
| 13. Diabetes_____ | |

B. PHYSICAL EXAMINATION

- | | |
|-----------------------|----------------------------|
| 1. Height_____ | 3. Weight_____ |
| 2. Skin diseases_____ | 4. Eyes: Conjunctivae_____ |

Pupils_____

Vision Right_____ Left_____

5. Please state conditions with glasses Right_____of ears (if any discharge)Any Abnormality_____

Cardiovascular System

Blood pressure Systolic _____ Diastolic _____

Heart Any Murmur? _____

Arteries and Veins _____

Abdomen _____ Hernia _____

Hydrocele _____

Masses _____

Liver _____

Kidney _____

Rectal _____

Any clinical evidence of hyperacidity or Gastric Duodenal ulcer? _____

C. LABORATORY

1. Urine Albumin _____

Sugar _____

Lucoocytes _____

Bilharzias _____

2. Stool: Special emphasis on Hookworm or Bilharzias

3. Blood Examination: Hb Level _____

(a) Neutrophils _____

(b) Eosinophils _____

(c) Basophils _____

(d) Lymphocytes _____

(e) Monocytes _____

(f) ESR _____

4. Serology: Widal test _____ VDRL _____

D. MEDICAL CERTIFICATE

I have examined the above and consider that he/she is physically fit/unfit to undergo the Postgraduate Diploma in Banking Management stated above.

Date _____ Signature _____

Station _____ Designation _____

Official Stamp