BANK OF TANZANIA ACADEMY

PROSPECTUS 2023/2024

PURPOSE

The Bank of Tanzania 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 users with updated information of the Academy. The information provided herein is for the academic year 2023/2024.

The Academy reserves the right to make changes to the information displayed in this prospectus at anytime without prior notice.

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Principal

Bank of Tanzania Academy

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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. The Academy is registered and accredited by the National Council for Technical Vocational and Education Training (NACTVET).

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 the BOT Academy plays. This has equally necessitated BOT 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, short term, and certification programmes.

Under long-term programmes, the BOT Academy offers Ordinary Diploma in Banking Practice and Supervision and Postgraduate Diploma in Banking Management. The Postgraduate Diploma programme is offered through collaboration with the Institute of Finance Management.

In supporting the efforts of combating counterfeiting and counterfeit currency, the BOT Academy offers Certified Currency Management Professional programme.   Further, the Academy is in the final stage of developing Microfinance and Credit Analyst certifications with the aim of supporting microfinance operations and lending business.

1.2   Location and Address

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

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47 "W" Railway Road,
Capri-Point,
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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 theAcademy'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 technical training institution under NACTVET with registration number and accreditation SN.100048667.

1.7 Members of the Advisory Board

The Academy has Advisory Board which provides oversight of the Academy's operations. The following are Members of the Advisory Board:

Table 1: Members of the Advisory Board

SN	NAMES	ADDRESS	POSITION
1	Mr. Julian 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 Satta	Professor, Institute of Finance and Management (IFM), P. O. Box 3918, Dar es Salaam.	Member
4	Mr. Khalfan 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 Management and Administration, Bank of Tanzania, P.O. Box 2939, Dar es Salaam.	Member
7	Mr. Timothy Manyaga	Consultant, Technical and Vocational Education and Training (TVET), P.O. Box 33345, Dar-es-Salaam.	Member
8	Mrs. Janeth Hiza	Assistant Commissioner Financial Sector Development Policy, Ministry of Finance,	Member

1.8   MANAGEMENT TEAM

SN	POSITION	NAMES	QUALIFICATIONS
1	Principal	Dr. Nicas Yabu	PhD, MA, BA, CTP (ARTDO)
2	Deputy Principal Academic, Research and Consultancy	Dr. Ephraim Mwasanguti	PhD, MBA, B.Com, CTP (ARTDO)
3	Deputy Principal Planning, Finance and Administration	Mr. Pascal Emil	MSc. Acc & Fin, PGD-Acc, NAD, CPA (T)
4	Manager Quality Assurance	Dr. Genuine Martin	PhD, MA, B.Com, CTP (ARTDO)
5	Assistant Manager Academic Division	Mr. Omary Ally	MBA, PGD, ADA, CTP (ARTDO)
6	Assistant Manager Professional Certification and Short Courses Division	Ms. Tulla Mwigune	MSc, B.Com, CPA (T), CTP (ARTDO)
7	Assistant Manager Research, Consultancy and Publications Division	Ms. Agnes Chihoma	MIT, BBF, CTP (ARTDO)
8	Assistant Manager Human Resources and Administration	Ms. Juliana Kyando	BHRM, MHRM, PHR-Tanzania
9	Assistant Manager Finance	Mr. Twalib Kissima	MIT, ADA, CPA (T)

1.9   ACADEMIC STAFF

1.9.1   DEPARTMENT OF BANKING

INSTRUCTORS:

1. Dr. Nicas Yabu – PhD Economics, MA Economics, BA Economics-UDSM, CTP (ARTDO)

2. Dr. Ephraim Mwasanguti – PhD Economics - OUT, MBA UDSM, B. Com (Accounting)-UDSM, CTP (ARTDO)

3. Mr. Pascal Emil - MSc. Accounting & Finance – IDM Mzumbe, PGD-Accounting - IFM, National Accounting Diploma- NBAA, CPA (T)

4. Dr. Genuine Martin – PhD (Economics)-Northern Illinois University (USA), MA Economics, B. Com-(UDSM)

5. Mr. Omary Ally – ADA - TIA, PGD Management - Cardiff (UK), MBA - Cardiff (UK), CTP (ARTDO)

6. Ms. Tulla Mwigune – MSc Accounting & Finance (IFM), B. Com (Accounting) UDSM, CPA (T), CTP (ARTDO)

7. Ms. Agnes Chihoma – Masters of International Trade (UDSM), Bachelor in Banking and Finance (IFM), CTP (ARTDO)

8. Ms. Asumpta Muna – MSc Accounting & Finance (Coventry University), ADA – IFM, CPA (T)

9. Mr. Antony Nicholaus – Master of Arts in Revenue Law & Administration (UDSM), Bachelor in Banking and Finance (IFM), CTP (ARTDO)

10. Mr. Mukrim Ramadhan – Masters of Finance & Investment (IFM), Bachelor in Banking and Finance (IFM), CPA (T)

11. Mr. Daniel Costantino – Bachelor in Banking and Finance (IFM)

12. Ms. Beatha Rwimo – Bachelor of Arts with Education (UDSM)

1.10   ADMINISTRATIVE STAFF

1.10.1 DEPARTMENT OF BANKING

SN	POSITION	NAMES	QUALIFICATIONS
1	Senior Principal Librarian	Mr. Lucius Haule	MSc. Information Management Studies
2	Principal Office Management Assistant	Ms. Edwardina Paul	LLB
3	Principal Records Management Officer	Mr. Grayson Nyenga	Diploma in Records and Archive Management
4	Librarian Officer	Ms. Janestella Nagai	Bachelor of Library
5	Programmes Coordinator	Ms. Hellen Ozzy	BHRM

1.10.2 DEPARTMENT OF FINANCE AND ADMINISTRATION

SN	POSITION	NAMES	QUALIFICATIONS
1	Assistant Manager Finance	Mr. Twalib Kissima	MIT
2	Assistant Manager Human Resources and Administration	Ms. Juliana Kyando	BHRM
3	Accountant	Mr. Deogratius Ngongoseke	ADA
4	Accountant	Mrs. Janiphar Rutayebesibwa	BBA
5	Administrative Officer	Mr. Abadi Isango	BA (PSPA) -UDSM
6	Registry Assistant	Mr. Zick Bulwaye	CSEE
7	Receptionist	Ms. Grace Ukwaju	CSEE

1.10.3 PROCUREMENT MANAGEMENT UNIT

SN	POSITION	NAMES	QUALIFICATIONS
1	Head of Procurement Unit	Mr. Onesmo Mbise	Bachelor Procurement and Supply Chain Management

1.10.4 TRANSPORT UNIT

SN	POSITION	NAMES	QUALIFICATIONS
1	Driver	Mr. Hassan Hussein	CSEE
2	Driver	Mr. Ally Samwix	CSEE
3	Driver	Mr. Mtesigwa Mtebe	CSEE

1.10.5 SECURITY UNIT

SN	POSITION	NAMES	QUALIFICATIONS
1	Security Guard	Mr. Ally Mashaka	B. Acc
2	Security Guard	Mr. Emmanuel Maige	B.Com HRM
3	Security Guard	Mr. Barnaba Mataro	BA-PA
4	Security Guard	Mr. Sacka Nyashimo	ACSEE
5	Security Guard	Mr. Omar Omar	ACSEE
6	Security Guard	Mr. Bashiru Msindeni	ACSEE
7	Security Guard	Mr. Allen Chuma	CSEE
8	Security Guard	Ms. Prisca Madinda	CSEE

CHAPTER TWO
ACADEMIC PROGRAMMES

2.1 Introduction

The Academy offers Technician Certificate in Banking Practice and Supervision (NTA Level 5), Ordinary Diploma in Banking Practice and Supervision (NTA Level 6) and Postgraduate Diploma in Banking Management.

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). The two levels allow 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, Accounting, Finance, Marketing, Procurement, Human Resource, Information Technology and Business Administration; 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) with four passes in the Certificate of Secondary Education Examination (CSEE), except religious and non-English foreign language subjects.

Structure of the Programme

The programme comprises twelve (12) 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 twelve (12) 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 Basics of Banking Operations; and 02 Code of Ethics and Conduct for Bankers Offered inthe 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:

(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.

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 effectivestudy 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 Per Module
		hours/week				
		L	T	P	AS	
BKT 05103	Basics of Financial Accounting	2	1	2	1	9
BKT 05105	Principles of Economics	2	1	-	1	6
BKT 05106	Computer Application in Banking	2	1	3	-	9
BKT 05204	Basics of Financial Markets and Institutions	2	2	1	1	9
BKT 05205	Financial Technology and Innovation	2	2	1	1	9
BKT 05206	Financial Analysis Techniques	2	-	2	-	6
Sub total						48

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
		hours/week				
		L	T	P	AS	
BKT 05101	Basics of Banking Operations	2	2	2	2	12
BKT 05102	Code of Ethics and Conduct for Bankers	2	2	2	2	12
BKT 05104	Customer Care and Communication in Banking	2	2	2	2	12
BKT 05201	Banking Laws and Regulations	2	2	2	2	12
BKT 05202	Credit Management	2	2	2	2	12
BKT 05203	Basics of Banking and Microfinance Business	2	2	2	2	12
Sub Total						**72**

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

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	Semester 2
1	BKT 05101	Basics 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	Principles of Economics	√	
6	BKT 05106	Computer Application in Banking	√	
7	BKT 05201	Banking Laws and Regulations		√
8	BKT 05202	Credit Management		√
9	BKT 05203	Basics of Banking and Microfinance Business		√
10	BKT 05204	Basics of Financial Markets and Institutions		√
11	BKT 05205	Financial Technology and Innovation		√
12	BKT 05206	Financial Analysis Techniques		√

2.2.2 ORDINARY DIPLOMA IN BANKING PRACTICE AND SUPERVISION

i. Admission Requirements

The minimum entry requirement 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 routeway 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's tutor(s) for duration of not less than two (2) hours.

(c) 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.

(d) Project Works

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

(e) 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 NACTVET guidelines or the BOT Academy's guidelines (including assessment plans) approved by NACTVET.

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 1st Module).

viii. 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

(ix) 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.

(x)   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 hours/week				Credit Per 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
Sub total						**42**

b) Core Modules

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

Table 8: Core Modules

Code	Module Title	Scheme of Study hours/week				Credit Per 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
Sub Total						**78**

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

(xi)   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		√

2.2.3 POSTGRADUATE DIPLOMA IN BANKING MANAGEMENT

(i) Admission Requirements

The Postgraduate Diploma in Banking Management targets applicants who are holders of at least a Bachelor degree acquired from an institution registered, accredited or recognized by NACTVET or TCU.

(ii) Structure of the Programme

The programme comprises of 8 modules that are spread over two semesters in one academic year. A module has to be covered in one semester of fifteen (15) weeks. Therefore, the whole programme has a total of thirty (30) weeks of study for full-time or evening classes 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 inparticular, 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 routeway 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 needto 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

ii. Assessment Methods

 The following assessment methods will be used:
  (a) Assignments

  The object of assignments is to reinforce the learning process by involving the participationof 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.

(c) 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.

(d) Strategic Management Research Project

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.

iii. Management of Assessment

The mode of conduct and management of assessment shall be those approved by the Academy's Advisory Board.

iv. Minimum Credit Requirement

This Programme has 8 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 Financial Management in Banking; and

Offered in the first semester by the Department of Banking may be coded respectively as BKG 09101 where:

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

G Represents the qualification at the respective level "Graduate".

09 Represents the respective University Qualification Framework (UQF) Level 9.

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).

v. Grading System

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

Marks (%)	70-100	60-69	50-59	40-49	0-39
Letter Grade	A	B+	B	C	D
Grade Points	4.5 - 5.0	4.0 - 4.4	3.0 - 3.9	2.0 - 2.9	0 – 1.9
Remarks	Excellent	Very Good	Good	Satisfactory	Weak

vi. Classification of Award

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

Class	Grade	Grade Point Range
First Class	A	4.5 – 5.0
Second Class	B+	4.0 – 4.4
Pass	B	3.0 – 3.9

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

a) She/he must have successfully completed all modules for which the award is to be made; and

b) She/he has achieved the minimum cumulative Grade Point Average (GPA) equivalent to a PASS.

vii. Programme Modules and Scheme of Study
Fundamental Modules

This refers to those modules that provide a range of basic skills, knowledge and appropriate principles.

Code	Module Title	Scheme of Study hours/week				Credit Per Module
		L	T	P	AS	
BKG 09101	Financial Management in Banking	2	1	-	5	12
BKG 09104	Strategic Management Research Project	2	1	4	5	18
BKG 09204	Financial Technology and Innovation	2	1	-	5	12
Sub Total						**42**

Core Modules

Modules associated with core studies provide the development of main themes of the program.

Code	Module Title	Scheme of Study hours/week				Credit Per Module
		L	T	P	AS	
BKG 09102	Financial Institutions and Markets	2	1	-	7	15
BKG 09103	Management and Organization Behaviour	2	1	-	7	15
BKG 09201	Banking Regulation and Supervision	2	1	-	7	15
BKG 09202	Credit and Risk Management in Banking	4	2	-	6	18
BKG 09203	Banking and Microfinance Business	2	1	-	7	15
Sub Total						**78**

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

9.3 Summary of Modules

S/N	Code	Module Name	Semester	
			1	2
1	BKG 09101	Financial Management in Banking	√	
2	BKG 09102	Financial Institutions and Markets	√	
3	BKG 09103	Management and Organization Behaviour	√	
4	BKG 09104	Strategic Management Research Project	√	
5	BKG 09201	Banking Regulation and Supervision		√
6	BKG 09202	Credit and Risk Management in Banking		√
7	BKG 09203	Banking and Microfinance Business		√
8	BKG 09204	Financial Technology and Innovation		√

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 2023/2024.

Table 10: Almanac for the Academic Year 2023/2024

A: SCHEDULE OF THE ADVISORY BOARD AND ITS COMMITTEE MEETINGS
OCTOBER 2023 - SEPTEMBER 2024

Quarter	Day	Date	Meeting
1	Thursday	06/10/2023	- **Academic Planning Committee Meeting** - **Students' Welfare Committee Meeting** - **Finance and Human Resource Committee Meeting**
	Friday	13/10/2023	- **Advisory Board Meeting**
2	Thursday	11/01/2024	- **Academic Planning Committee Meeting** - **Students' Welfare Committee Meeting** - **Finance and Human Resource Committee Meeting**
	Friday	26/01/2024	- **Advisory Board Meeting**
3	Thursday	18/04/2024	- **Academic Planning Committee Meeting** - **Students' Welfare Committee Meeting** - **Finance and Human Resource Committee Meeting**
	Tuesday	30/04/2024	- **Advisory Board Meeting**
4	Thursday	11/07/2024	- **Academic Planning Committee Meeting** - **Students' Welfare Committee Meeting** - **Finance and Human Resource Committee Meeting**
	Friday	26/07/2024	- **Advisory Board Meeting**

B: SCHEDULE OF MEETINGS, ACTIVITIES, AND EVENTS FROM OCTOBER 2023 TO SEPTEMBER 2024

OCTOBER 2023	EVENT
Monday 2nd	- Release of Admission of Students Verification Results NACTVET
Friday 6th	- Quality Assurance Committee Meeting - End of Field Practical Training for NTA Levels 5 Students
Monday 9th	- TUICO Annual Seminar - Mbeya
Thursday 06th	- **Academic Planning Committee Meeting** - **Students' Welfare Committee Meeting** - **Finance and Human Resource Committee Meeting**
Friday 13th	- **Advisory Board Meeting**
Saturday 14th	- Nyerere Day
Monday 16th – Friday 20th	- Orientation Week for NTA Levels 5 Begins - Beginning of New Academic Year 2022/2023 for NTA Levels 5 & 6 - Registration of selected and verified Students in the Institutional Panel for the Academic Year 2023/2024
Thursday 19th	- Worker's Council Executive Committee Ordinary Meeting - Worker's Council Ordinary Meeting
Monday 23rd – Friday 27th	- Orientation and Registration Week PGDBM Begins - Beginning of the New Academic Year 2022/2023 for PGDBM - Departmental Staff Meeting Week - Management Meeting
Tuesday 31st	- Seminar for Members of the Worker's Council
NOVEMBER 2023	EVENT
Thursday 9th	- TUICO Executive Committee Ordinary Meeting - BASO First Meeting
Monday 13th	- PGDBM Semester Exam week for Block I - BKG 09101 begins
Thursday 16th	- Research Seminar Presentations
Friday 17th	- PGDBM Semester Exam week for Block I - BKG 09101 ends - The 2nd BOT Academy Graduation Ceremony
Saturday 18th	- Student Bonanza and Welcome First Year Bash

Monday 27th	- BOT Academy Staff Meeting
Monday 27th – Friday 30th	- Departmental Staff Meeting Week - NTA Level 5 and 6 Semester I Test One Week - Management Meeting
DECEMBER 2023	**EVENT**
Monday 4th	- PGDBM Semester Exam week for Block I - BKG 09102 begins
Friday 8th	- PGDBM Semester Exam week for Block I - BKG 09102 ends
Saturday 9th	- Independence Day
Monday 18th – Friday 22nd	- Department Staff Meeting Week - Management Team Meeting
Friday 22nd	- PGDBM Semester Exam week for Block II - BKG 09103 ends
JANUARY 2024	**EVENT**
Monday 1st	- New Year's Day
Tuesday 2nd – Friday 5th	- NTA Level 5 and 6 Semester I Test Two Week - PGDBM Semester Exam week for Block II - BKG 09103
Friday 5th	- Quality Assurance Committee Meeting
Monday 8th – Thursday 11th	- Pre-Moderation Week for End of Semester I for NTA Levels 5 & 6 Examinations
Saturday 13th	- BASO Charity Programme
Monday 15th	- Preparation week for Semester I Examinations for NTA Levels 5 & 6 Begins - Deadline for Uploading Course Work for Semester I in SARIS - Examination Regulations and Guideline Awareness Session for NTA Levels 5 & 6
Thursday 11th	- **Academic Planning Committee Meeting** - **Students' Welfare Committee Meeting** - **Finance and Human Resource Committee Meeting**
Monday 22nd	- Commencement of Semester I Examinations for Academic Year 2023/2024
Monday 22nd – Friday 26th	- Departmental Staff Meeting Week - PGDBM Semester Exam week for Block II - BKG 09104 - Management Meeting

Friday 26th	- **Advisory Board Meeting**
	- Commencement of Quality Assurance Training Session
Monday 29th	- Commencement of PGDBM Strategic Research Project Supervision
Tuesday 30th	- TUICO Executive Committee Ordinary Meeting
Wednesday 31st	- End of Semester I Examinations for Academic Year 2023/2024
FEBRUARY 2024	**EVENT**
Thursday 1st	- Beginning of Holiday for NTA levels 5 & 6 Students
Thursday 1st – Friday 9th	- Marking of Semester I Examinations for Academic Year 2023/2024
Monday 12th – Friday 16th	- Post Moderation for NTA Levels 5 & 6 Semester I Examinations
Wednesday 21st	- Departmental Admission and Examination Committee Meeting
	- Release of Provision Results for NTA Levels 5 & 6 Semester I Examination Results
Friday 23rd	- Quality Assurance Training Session for QA Officers
Monday 26th	- PGDBM Semester Exam week for Block III - BKG 09201 begins
Monday 26th – Thursday 29th	- Departmental Staff Meeting Week - Management Meeting
Thursday 29th	- BOT Academy Staff Meeting
MARCH 2024	**EVENT**
Friday 1st	- Beginning of Submission of Updates through the Institution Panel on the Students Admission Guidebooks for the Academic Year (2024/2025)
	- PGDBM Semester Exam week for Block III - BKG 09201 ends
Monday 4th	- Commencement of Semester I Supplementary/Special Examinations for Academic Year 2023/2024
Friday 8th	- End of Semester I Supplementary/Special Examinations for Academic Year 2023/2024
	- End of Holiday for NTA levels 5 & 6 Students
Monday 11th – Friday 15th	- Marking of Semester I Supplementary/Special Examinations for Academic Year 2023/2024
Monday 11th	- Beginning of Semester II for NTA Levels 5 & 6
Friday 15th	- BASO Second Meeting
Monday 18th	- PGDBM Semester Exam week for Block III - BKG 09202 begins
Monday 18th – Friday 22nd	- Management Team Meeting

	- Post Moderation for NTA Levels 5 & 6 Supplementary/ Special for Semester I Examinations - Management Meeting
Wednesday 20th	- Worker's Council Executive Committee Ordinary Meeting - Worker's Council Ordinary Meeting - Opening of NACTVET window for uploading of Semester I Examination Results
Friday 22nd	- PGDBM Semester Exam week for Block III – BKG 09202 ends
Saturday 23rd	- BASO Second Student Bonanza
Monday 25th	- Department Admission and Examination Committee Meeting - Release of Provision Results for NTA Levels 5 & 6 Semester I Supplementary/Special Examination Results - Opening of NACTVET Verification of Uploaded Examination Results
Monday 25th – Thursday 28th	- Departmental Staff Meeting Week
Wednesday 27th	- Uploading of Semester I Examination Results for 2023/2024 in NACTVET Institutional Panel - Submission of hard copies of Examination Results to NACTVET
Saturday 30th	- End of Submission of Updates through the Institution Panel on the Students Admission Guidebooks for the Academic Year (2024/2025)
APRIL 2024	**EVENT**
Thursday 4th	- TUICO Executive Committee Extra-Ordinary Meeting for May Day Preparations
Sunday 7th	- Karume Day
Tuesday 9th	- Quality Assurance Committee Meeting
Monday 15th – Friday 19th	- NTA Level 5 and 6 Semester II Test One Week - PGDBM Semester Exam week for Block IV - BKG 09203
Tuesday 16th – Thursday 25th	- Submission of corrections/improvement in the Draft of Students Admission Guidebooks
Thursday 18th	- TUICO Executive Committee Ordinary Meeting - **Academic Planning Committee Meeting** - **Students' Welfare Committee Meeting** - **Finance and Human Resource Committee Meeting**
Monday 22nd	- BASO General Election
Monday 22th – Thursday 25th	- Department Staff Meeting Week - Management Meeting
Friday 26th	- Union Day

Tuesday 30th	- **Advisory Board Meeting**
MAY 2024	**EVENT**
Wednesday 1st	- Worker's Day - NACTVET Publication of Students Admission Guidebook for Academic year 2024/2025
Monday 5th	- NACTVET Capacity building to Admission and Examination Officers on admission and examination matters
Monday 13th – Friday 17th	- PGDBM Semester Exam week for Block IV - BKG 09204
Wednesday 15th –Tuesday 21st	- The 3rd NACTVET Exhibitions
Friday 17th	- Worker's Council Executive Committee Ordinary Meeting - Worker's Council Ordinary Meeting - Opening of Students Admission Window for the Academic year 2024/2025 September Intake
Monday 20th – Friday 24th	- NTA Level 5 and 6 Semester II Test Two Week - Management Meeting
Saturday 25th	- BASO Study Tour
Tuesday 21st	- Deadline for uploading of Semester I Examination Results for September in NACTVET database - Submission of hard copies of Examination Results
Saturday 25th	- Closing of NACTVET Verification of Uploaded Examination Results
Monday 27th	- BOT Academy Staff Meeting
Monday 27th – Friday 31st	- Department Staff Meeting Week
JUNE 2024	**EVENT**
Monday 3rd – Friday 7th	- Pre-Moderation Week for End of Semester II for NTA Levels 5 & 6 Examinations
Tuesday 4th	- TUICO Executive Committee Extra- Ordinary Meeting for budget preparation
Monday 10th	- Preparation for Semester II Examinations for NTA Levels 5 & 6 Begins - Deadline for Uploading Course Work for Semester II in SARIS - Examination Regulation and Guideline Awareness Session for NTA Levels 5 & 6
Wednesday 12th	- Worker's Council Executive Committee Extra Ordinary Meeting - Worker's Council Extra-Ordinary Meeting
Monday 17th	- Commencement of Semester II Examinations for Academic Year 2023/2024
Wednesday 26th	- End of Semester II Examinations for Academic Year 2023/2024

Thursday 27th	- Beginning of Marking for Semester II Examinations for NTA Levels 5 & 6 Begins
Wednesday 19th	- TUICO Executive Committee Ordinary Meeting
Thursday 20th	- TUICO members meeting
Monday 24th – Friday 28th	- Department Staff Meeting Week - Management Team Meeting
Friday 30th	- Opening of NACTVET window for uploading of Semester II Examination Results - Submission of hard copies of Examination Results to NACTVET

JULY 2024	EVENT
Friday 5th	- End of Marking for Semester II Examinations for NTA Levels 5 & 6
Sunday 7th	- Saba Saba Day
Monday 8th – Friday 12th	- Post-Moderation for NTA Levels 5 & 6 Semester II Examinations Ends
Thursday 11th	- **Academic Planning Committee Meeting** - **Students' Welfare Committee Meeting** - **Finance and Human Resource Committee Meeting**
Friday 12th	- Quality Assurance Committee Meeting - Worker's Council Executive Committee Extra-Ordinary Meeting - Worker's Council Extra-Ordinary Meeting
Wednesday 17th	- Departmental Examiners Committee Meeting - Publishing of Provisional Results for Semester II Examinations for NTA Levels 5 & 6
Monday 29th	- Commencement of Semester II Supplementary/Special Examinations for Academic Year 2023/2024
Monday 22nd – Friday 26th	- Department Staff Meeting Week - Management Meeting
Friday 26th	- **Advisory Board Meeting**

AUGUST 2024	EVENT
Friday 2nd	- End of Semester II Supplementary/Special Examinations for Academic Year 2023/2024
Monday 5th – Friday 9th	- Marking for Semester II Supplementary/Special Examinations for NTA Levels 5 & 6 Begins
Monday 5th	- Beginning of Field Practical Training for NTA Levels 5 Students

Tuesday 6th	- TUICO Executive Committee Ordinary Meeting
Thursday 8th	- Nane Nane Day
Friday 9th	- Seminar for members of the TUICO Executive Committee
Monday 12th – Friday 16th	- Post-Moderation for NTA Levels 5 & 6 Semester II Supplementary/ Special Examinations
Wednesday 21st	- Departmental Admission and Examination Committee Meeting - Publishing of Supplementary/ Special Provisional Results for Semester II Examinations for NTA Levels 5 & 6
Monday 26th	- BOT Academy Staff Meeting
Monday 26th – Friday 30th	- Departmental Staff Meeting Week - Management Meeting
Friday 30th	- Uploading of Semester II Examination Results for September in the NACTVET database - Submission of hard copies of Examination Results
SEPTEMBER 2024	**EVENT**
Wednesday 4th	- Seminar for TUICO members
Sunday 15th	- NACTVET deadline for uploading Semester II and I Examination Results for September Intake in Institutional Panel - NACTVET deadline for submission of hard copies of Examination Results
Monday 23rd – Friday 27th	- Departmental Staff Meeting Week - Management Team Meeting

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 togetherwith other relevant legislation, NACTVET 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 theacademic 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 or course, supplementary and special examinations for each module taught shall be conducted under the Office of the Deputy Principal – Academic, Research and Consultancy.

4.2.2   All end of semester, course, supplementary and special examinations shall be conducted for a duration not exceeding three hours, but not less than two hours.

4.2.3   End-of-semester or course examination shall be administered by an internal and external examiner.

4.2.4   The Academy's continuous assessments including tests, quizzes, case studies, assignments and seminar presentations shall be conducted under the module 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.

4.2.6   The instruction notes or guidelines issued by the Deputy Principal - Academic, Research and Consultancy under regulation 3.5 shall form part of and be as binding as these Regulations.

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 module by attendance. Records of attendance in each lecture/seminar/field practical training shall be maintained by the instructor for each module.

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 module 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 module during the next academic year.

4.4.3   A diploma candidate eligible for FPT (Field Practical Training) as per the diploma programme curriculum 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 FPT supervisor shall be required to retake the FPT in the next academic year.

4.4.4   A postgraduate diploma candidate eligible for Strategic Management Research Project as per the postgraduate diploma programme curriculum, shall be required to

complete the research within three months after completion of the coursework on areas of study focusing on identifying and solving a particular strategic management problem existing in the financial sector.

4.4.5   A candidate who fails to complete the research within the stipulated three months with the permission of the Programme Coordinator or Research Supervisor shall be extended to the maximum of six months from the last date of report submission to complete the research. Failure to complete within the extended time shall result to discontinuation of the candidate from the programme.

4.4.6   For students who fail to submit the report for Strategic Research Management Project without official notification shall be given a maximum grace period of three months from the last date of report submission to officially justify non-completion for the Departmental Examination Committee review and decision. Failure to communicate within the stipulated grace period shall result in the discontinuation of the student from the programme.

4.5   Absence from Examination

4.5.1   A candidate who absents oneself from an end-of-the-semester or course examination including the supplementary and special examination(s), without notifying the Deputy Principal – Academic Research and Consultancy and with compelling reasons, shall be deemed to have absconded from the 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 continuous assessment 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 module assessment plan by the 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 module. 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 the semester or course examination(s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the subsequent special examination session.

4.5.6   Permission for postponement of the end of the semester or course examination(s) shall be granted by the Deputy Principal – Academic, Research and Consultancy after consultation with the Manager of Academic Programmes and where applicable Manager 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 event.

4.5.8 A request a 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 continuous 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 addressed to the Manager of Academic Programmes.

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 should make sure that they have been issued examination numbers and identity cards before examinations begin. Candidates shall be responsible for consulting the Examination Time Tables for any changes.

4.6.3 Candidates shall be required to show examination identity cards at the entry point of the examination room to the Invigilator. Candidates shall not be admitted to the examination room without a valid student identity or written letter from the Manager of Academic Programmes.

4.6.4 Candidates shall be seated 15 minutes before the examination starting time, and no candidate shall be allowed into the examination room thirty minutes after the starting time.

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, smartphones, smart watches, 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 examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to write 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 drinks shall be allowed into the examination room.

4.6.13 Invigilators shall have the power to specify or change the sitting arrangement in the examination room, or to require inspection of a candidate, or to confiscate any unauthorized material brought into the examination room; and shall have the power to expel and report from the examination room any candidate who creates a

disturbance and record the incident to the Manager 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 from 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 unauthorized 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 at the 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 of time, not exceeding ten (10) minutes.

4.6.20 A candidate who walks out of an examination room 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, both the question papers and answer booklets, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave the examination room.

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 The Deputy Principal – Academic, Research and Consultancy shall set up a committee to investigate the circumstance surrounding the suspected leakage.

4.7.5 The investigating committee shall submit its findings to the Deputy Principal who shall in turn table them before the Academic Planning Committee.

4.7.6 The Academic Planning Committee shall then take appropriate action, and if need be, make appropriate recommendations to the Advisory Board.

4.7.7 Where it is established that an examination leakage has taken place appropriate disciplinary action shall be taken against those found responsible for the leakage.

4.7.8 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:

4.8.2 "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, smartphones, smart watches, handbags, clipboards, purses, papers, magazines, radios, radio cassettes 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;

4.8.3 "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;

4.8.4 "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 Manager 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 shall 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 of 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
4.11. Diploma Courses

The assessment of modules except for field practical training shall be done as follows:

4.11.1 Group and individual assignments shall be given at appropriate stages during the semester session and carry 15% of total marks for course work;

4.11.2 Tests and quizzes shall be given at appropriate stages during the semester session. Two tests and one quiz shall be conducted that carry 20% and 5% of the course work, respectively. Each test will carry 10%.

4.11.3 For a student to qualify to seat for the end-of-semester examination, pass mark coursework for all modules except Practical Field Attachment shall be 16 out of 40, below which a student shall be required to repeat the respective module in the succeeding academic year;

4.11.4 Examination for the repeat module shall be administered only once. The student with repeat modules shall not qualify to continue with the next level of studies;

4.11.5 Should the student fail to attain a minimum GPA of 2.0 in the overall assessment after the repeat module(s), it shall amount to discontinuation from the programme;

4.11.6 For student who fails to clear the repeat module in the succeeding academic year, shall result in discontinuation of the student from the programme; and

4.11.7 The end-of-semester written examination shall carry 60% of the assessment with a minimum pass mark of 20%, below which a student shall be required to sit for a supplementary examination (Technical Supplementary).

4.12. Postgraduate Diploma Courses

4.12.1 Individual and group assignments that shall be given at appropriate stages during the semester session and shall each carry 15% of the assessment, to make a total of 30% of the course work.

4.12.2 One test that shall be given at an appropriate stage during the semester session that shall carry 20% of the course work.

4.12.3 For a student to qualify to seat for the end-of-semester examination, pass mark coursework for all examinable modules shall be 25 out of 50, below which a student shall be required to repeat the respective module in the succeeding academic year.

4.12.4 The repeat module(s) shall be examined alongside the routine coursework, end-of-semester and special/supplementary examinations and failure to clear the module(s) shall amount to discontinuation from the programme.

4.12.5 Should the student fail to attain a minimum GPA of 3.0 in the overall assessment, that shall amount to discontinuation from the programme.

4.12.6 The end-of-semester examinations shall carry 50% of the total marks of the assessment with the minimum pass mark of 25%, below which a student shall be required to seat for a supplementary examination (Technical Supplementary).

4.13. Assessment of courses which have only field practical training or Research Projects during the course but not the end-of-semester examination shall carry 100% of the assessed student's reports.

4.14. The repeat module(s) grading shall be the same as for the first seating.

4.15. Grading System

4.15.1 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

4.15.2 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

4.16. Classification of Award for Programmes without B+

4.16.1 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

4.16.2 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

4.17. Classification of Award for Programmes with B+

4.17.1 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

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

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

4.18. Postgraduate Diploma

Marks for modules of the Postgraduate Diploma shall be awarded out of 100 percent. The marks so obtained from different assessment components shall be graded as per **Table below**:

Grading System

S/N	Score Range	Grade	Definition
1	70 – 100	A	Excellent
2	60 – 69	B+	Very Good
3	50 – 59	B	Good
4	40 – 49	C	Satisfactory
5	0 – 39	D	Weak

4.19.   Classification of Postgraduate Diploma Award

Grade Points

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

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

4.20.   Grade Point Average (GPA)

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

Grade Points Average for Postgraduate Diploma Award

Class of Award	Cumulative GPA
First class	4.5 – 5.0
Second class	4.0 – 4.4
Pass	3.0 – 3.9
Fail	Below 3.0

4.21.   Computation of Grade Point Average (GPA)

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:

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

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.

5.1 Application Procedures

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

i. They shall give full particulars of the personal information, contacts, and educational background information.

ii. Postgraduate applicant is required to attach/enclose photocopies of relevant academic certificates, transcript and other relevant documents.

iii. For Postgraduate applicant, must pay a non-refundable application fee of TZS. 20,000/. 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 Academy and NACTVET 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 entryrequirements specified in this prospectus.

5.2.2 Only names of selected applicants will be published in the Academy website and a formal admission letter and joining instructions will be collected from the Academy's admission office or emailed to the respective applicant.

5.2.3 Further, selected applicant may access joining instructions on the Academy's website for self-downloading and printing; and will be returned dully 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 (colored with sky blue background) 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.

c) Prospectus.

d) Examination Regulations. 20

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 13**:

Table 13: Fee Structure

Ordinary Diploma in Banking Practice and Supervision

Description	Year 1	Year 2
Direct Costs		
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	105,000.00	105,000.00
Caution Money	50,000.00	-
NACTE Fees	15,000.00	15,000.00
Student Union Contribution	20,000.00	-
NHIF	50,400.00	50,400.00
Student Identity Card	10,000.00	-
Graduation Fees	-	-
Total Cost	**1,350,400.00**	**1,220,400**

Postgraduate Diploma in Banking Management

INSTALMENT	ITEMS	LOCAL (TZS)	FOREIGN (USD)
1st Instalment	Tuition Fees	800,000.00	800.00
	Application Fees	200,000.00	200.00
	Registration Fees	50,000.00	50.00
	Examination Fees	100,000.00	100.00
	Student ID	10,000.00	10.00
	Caution Money	200,000.00	200.00
	Subtotal	**1,360,000,00**	**1360.00**
2nd Instalment	Tuition Fees	800,000.00	800.00
	Research/Field Fees	190,000.00	190.00
	Graduation Fees	150,000.00	150.00
	Subtotal	**1,140,000.00**	**1,140.00**
	Total	**2,500,000.00**	**2,500.00**

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

(i) Diploma students: TZS 400,000 per annum.

(ii) Postgraduate Diploma TZS 400,000 per annum.

5.5.2 Production of Project/Field Report

(i) Diploma students: TZS. 200,000 per annum.

(ii) Postgraduate Diploma TZS. 200,000 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 Accommodation

Currently, the Academy does not offer accommodation services for students. However, the Academy facilitate access of accommodation services by helping students to enter into tenancy agreements with service providers.

5.5.5 Indicative Rentals

(a)   Single occupant room (per semester):

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

(ii) US$ 1,000 per occupant – Non EAC and SADC students

(b)   Double occupant rooms (per semester):

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

(ii) US$ 720 per occupant – Non EAC and SADC students

5.5.6 On-campus meals (per day)

Meals include breakfast and lunch are available at the Academy's cafeteria at a total cost of TZS 25,000/- per day subject to any variations as may be provided for by the sponsor.

5.6 Payment Procedures and Refund Policy

5.6.1 Payment procedures

Successful applicants will be registered only after they have paid the fees and other direct cost payable to the Academy for the respective semester. Fees are to be paid directly to the Academy through control number 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 fees to cover administrative cost. Once tuition fees are paid to the Academy are non-refundable.

CHAPTER SIX

LIBRARY SERVICES

6.1 Introduction

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

6.2 Capacity/Space:

The library facility is located at the Nyerere Road premises (former BOT Mwanza branch) with a capacity to accommodate 200 users at a time.

6.3 Users

The library is open for students, BOT staff and part time instructors. Other visitors such as researchers, consultants, and professionals who seek higher education or research information and references are allowed to visit the Academy's library facility. The visitors will have access to the library upon obtaining permission from the Head of Academic Research and Consultancy before using the Academy's library resources.

6.4 Opening and Closing Hours

The Academy's library shall be open from Monday through Friday from 8:30 am to 9:30pm.

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, BOT staff and part time instructors only.

6.6 Overdue Books

Text books, journals and other information resources are property of the Academy Library. Users who borrow 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 lent 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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