



BANK OF TANZANIA ACADEMY

PROSPECTUS 2024/2025

PURPOSE

The Bank of Tanzania Academy Prospectus provides information on the Academy's main activities, members of staff, tuition fees, programmes, curriculum, and guidelines for continuous assessment and examinations. It is reviewed each academic year to provide users with updated information about the Academy. The information provided herein is for the academic year 2024/2025.

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

© BOT Academy, July 2024.

Table of Contents

PURPOSE	i
CHAPTER ONE.....	1
1.1 Introduction	1
1.2 Vision	2
1.3 Mission.....	2
1.4 Core values	2
1.5 Status of the Academy	2
1.6 Members of the Advisory Board.....	2
1.7 Management Team	4
1.8 Departments.....	4
CHAPTER TWO	7
ACADEMIC PROGRAMMES	7
2.1 Introduction	7
2.2 Details of Academic Programmes	7
2.2.1 Technician Certificate in Banking Practice and Supervision	7
2.2.2 Ordinary Diploma in Banking Practice and Supervision.....	12
2.2.3 Postgraduate Diploma in Banking Management.....	15
CHAPTER THREE.....	19
Almanac.....	19
CHAPTER FOUR	27
Examination Regulations.....	27
4.0 Introduction	27
4.1 Forms of Examinations.....	27
4.2 Conduct of Examinations.....	27
4.3 Dates of Examinations.....	28
4.4 Eligibility for Examinations	28
4.5 Absence from Examination	29
4.6. Specific Examination Regulations for Candidates.....	30
4.7. Examination Leakage	32
4.8. Examination Irregularities	32
4.9. Proceedings of the Examination Irregularities.....	33
4.10. Assessment Criteria and its Weights for Various Components of Examinations	33
4.10.1 Diploma Courses.....	33
4.11. Postgraduate Diploma Courses.....	34

4.12.	The repeat module(s) grading shall be the same as for the first seating	34
4.13.	Grading System.....	35
4.14.	Classification of Award for Programmes without B+	36
4.15.	Classification of Award for Programmes with B+.....	36
4.16.	Postgraduate Diploma	37
4.17.	Classification of Postgraduate Diploma Award	37
4.18.	Grade Point Average (GPA).....	37
4.19.	Computation of Grade Point Average (GPA)	38
CHAPTER FIVE.....		39
PROCEDURES FOR APPLICATION, SELECTION, REGISTRATION AND FEE STRUCTURE.....		39
5.1	Application Procedures.....	39
5.2	Selection Process.....	39
5.3	Registration	39
5.4	Fee Structure	40
5.4.1	Ordinary Diploma in Banking Practice and Supervision.....	40
5.4.2	Postgraduate Diploma in Banking Management.....	40
5.5	Allowances Payable to Students.....	40
5.5.3	Field Allowances.....	41
5.5.4	Accommodation	41
5.5.5	Indicative Rentals.....	41
5.5.6	On-campus meals (per day)	41
5.6	Payment Procedures and Refund Policy	41
5.6.2	Refund of Fees.....	41
CHAPTER SIX.....		42
LIBRARY SERVICES		42
6.1	Introduction	42
6.2	Capacity/Space:.....	42
6.3	Users.....	42
6.4	Opening and Closing Hours.....	42
6.5	Borrowing and Lending Services	42
6.6	Overdue Books.....	42
6.7	Misplaced, Lost and Damaged Books/Library Materials.....	42
Bank of Tanzania Academy Address		43

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, the roles of the Bank have expanded considerably to include the promotion of integrity and stability of the financial system in addition to maintaining price stability. The Bank has also entered regional arrangements with other Central Banks in the East African Community (EAC) and Southern Africa Development Community (SADC) to ensure that these central banks have a 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, the 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, and reputational risk for the banking sector. 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 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 an Ordinary Diploma in Banking Practice and Supervision which is conducted at BOT Academy Mwanza, and a Postgraduate Diploma in Banking Management at the BOT Sub-head office Dar es Salaam.

In supporting the efforts of enhancing professionalism and ethics, the BOT Academy offers the following certification programmes; Certified Currency Management Professional, Microfinance Certification, Financial Educators Certification, and Agro-finance Certification in collaboration with the Tanzania Agricultural Development Bank (TADB) programme. Further, the Academy is in the final stage of developing Credit Analyst certification to support lending business and One Bank curriculum for Central Bank

1.2 Vision

“A world-class training Academy for competency-based capacity building on Central Banking and financial sector development”.

1.3 Mission

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

1.4 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 responding to the needs of the stakeholders.
- (iii) **Integrity:** upholding high ethical and moral standards in their conduct reflected by honesty, sincerity, fairness, truthfulness, and confidentiality in the execution of the Academy’s mandate.
- (iv) **Inclusiveness:** embracing broad participation and teamwork to harness the skills and experiences of members for the effective discharging of the Academy’s objectives.
- (v) **Professional conduct:** upholding the highest standards of conduct and behaviour both at the workplace and outside the workplace to promote the goodwill of BOT and the image of the Academy.

1.5 Status of the Academy

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

1.6 Members of the Advisory Board

The Academy has an Advisory Board that 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 1968, 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, Dodoma.	Member

1.7 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)
10	Assistant Manager Estate and Facilities Management	Mr. Kassim Bakuu	B. Civil Engineering

1.8 Departments

1.8.1 Office of The Principal

SN	POSITION	NAMES	QUALIFICATIONS
1.	Principal	Dr. Nicas Yabu	PhD Economics, MA Economics, BA Economics-UDSM, CTP (ARTDO)
2.	Manager Quality Assurance	Dr. Genuine Martin	PhD (Economics)-Northern Illinois University (USA), MA Economics, B. Com-(UDSM)
3.	Head of Procurement Unit	Mr. Onesmo Mbise	Bachelor Procurement and Supply Chain Management, CPSP
4.	Head of Information Technology	Mr. Gibson Mwampamba	Diploma in Computer Engineering
5.	Head Internal Security	Mr. Emmanuel Maige	B. Com HRM
6.	Head Communication and External Link	Ms. Asumpta M. Muna	MSc F& I (Coventry University), ADA – IFM, ACPA (T)
7.	Procurement Officer	Mr. Baraka Mageche	Bachelor of Procurement and Supply Chain Management
8.	Office Management Assistant	Ms. Agnes Mkandawile	Diploma in Secretarial Studies
9.	Security Guard	Mr. Ally Mashaka	B. Acc
10.	Security Guard	Mr. Emmanuel Maige	B. Com HRM
11.	Security Guard	Mr. Barnaba Mataro	BA-PA
12.	Security Guard	Mr. Sacka Nyashimo	ACSEE
13.	Security Guard	Mr. Omar Omar	ACSEE
14.	Security Guard	Mr. Bashiru Msinden	ACSEE
15.	Security Guard	Mr. Allen Chuma	CSEE

16.	Security Guard	Mr. Godfrey Ndoshi	STD 7
17.	Security Guard	Mr. Benjamin Lusegeneja	ACSEE
18.	Security Guard	Ms. Prisca Madinda	CSEE

1.8.2 Department of Academic, Research and Consultancy

SN	POSITION	NAMES	QUALIFICATIONS
1.	Deputy Principal Academic, Research and Consultancy	Dr. Ephraim Mwasanguti	PhD Economics - OUT, MBA UDSM, B. Com (Accounting)-UDSM, CTP (ARTDO)
2.	Instructor	Dr. Nicas Yabu	PhD Economics, MA Economics, BA Economics-UDSM, CTP (ARTDO)
3.	Instructor	Dr. Genuine Martin	PhD (Economics)-Northern Illinois University (USA), MA Economics, B. Com-(UDSM)
4.	Instructor	Mr. Omary Ally	ADA - TIA, PGD Management - Cardiff (UK), MBA - Cardiff (UK), CTP (ARTDO)
5.	Instructor	Ms. Tulla Mwigune	MSc Accounting & Finance (IFM), B. Com (Accounting) UDSM, CPA (T), CTP (ARTDO)
6.	Instructor	Ms. Agnes Chihoma	Masters of International Trade (UDSM), Bachelor in Banking and Finance (IFM), CTP (ARTDO)
7.	Instructor	Ms. Asumpta M. Muna	MSc Finance and Investment (Coventry University), ADA – IFM, ACPA (T)
8.	Instructor	Mr. Antony Nicholaus	Master of Arts in Revenue Law & Administration (UDSM), Bachelor in Banking and Finance (IFM), CTP (ARTDO)
9.	Instructor	Mr. Mukrim Ramadhan	Master of Finance & Investment (IFM), Bachelor in Banking and Finance (IFM), CPA (T)
10.	Instructor	Mr. Daniel Costantino	Bachelor in Banking and Finance (IFM)
11.	Examination Officer	Ms. Beatha Rwimo	Bachelor of Arts with Education (UDSM)
12.	Librarian	Ms. Aziza Chubi	Bachelor of Arts in Library and Information Studies(UDSM)
13.	Principal Office Management Assistant	Ms. Edwardina Paul	LLB
14.	Programmes Coordinator	Ms. Hellen Ozzy	BHRM

1.8.3 Department of Planning, Finance and Administration

SN	POSITION	NAMES	QUALIFICATIONS
1.	Deputy Principal Planning, Finance and Administration	Mr. Pascal Emil	MSc. Acc & Fin, PGD-Acc, NAD, CPA (T)
2.	Assistant Manager Finance	Mr. Twalib Kissima	MIT
3.	Assistant Manager Human Resources and Administration	Ms. Juliana Kyando	BHRM
4.	Accountant	Mr. Deogratius Ngongoseke	ADA
5.	Accountant	Mrs. Janiphar Rutayebesibwa	BBA
6.	Administrative Officer	Mr. Abadi Isango	BA (PSPA) -UDSM, MBA (SAUT)
7.	Artisan	Mathew Singano	CSEE

8.	Messenger	Priscus Kubingwa	CSEE
9.	Senior Principal Accountant	Jumanne Masegesse	ADA
10.	Registry Assistant	Mr. Zick Bulwaye	CSEE
11.	Receptionist	Ms. Grace Ukwaju	CSEE
12.	Driver	Mr. Hassan Hussein	CSEE
13.	Driver	Mr. Ally Samwix	CSEE
14.	Driver	Mr. Mtesigwa Mtebe	CSEE

CHAPTER TWO

ACADEMIC PROGRAMMES

2.1 Introduction

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

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

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

It is, therefore, expected that the graduates of these programmes will aspire 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 for 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 from an accredited institution; 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 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 the 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.

Classroom 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 in the first semester by the Department of Banking may be coded respectively as BKT 05101 and BKT 05102 where:

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

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

1 Indicates the first semester in which the module is conducted

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

Grading System

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

Table 2: Grading System for NTA Level 5

S/N	Score Range	Grade	Definition
	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 the effective study of the main theme of the Technician Certificate in Banking Practice and Supervision programme. Hence, the fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum, the fundamental modules are provided in the Table hereunder:

Table 4: Fundamental Modules

Module Code	Module Title	Scheme of Study				Credit Module	Per
		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 Module	Per
		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	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

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.

Structure of the Programme

The programme comprises thirteen (13) modules 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 program has thirty-four (34) weeks of study for full-time attendance mode.

Assessment

Assessment is an integral part of the learning process and must support and complete the learning strategies 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 the studying year, with increasingly more

complex methods being associated with higher order skills.

Assessment Methods

The following assessment methods will be used:

Assignments

The objective 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 requires decision-making. They include tasks given to students apart from written tests and examinations or projects to enhance self-development. Assignments may be administered in the 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.

Classroom Tests

Classroom tests intend 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 institute 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 institute's official supervisors.

Field Practical Training (FPT)

The assessment of this module takes place in the first semester of NTA Level 6 for 10 Weeks.

Project Works

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

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.

Grading System

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

Table 4: Range of Scores for Grades, Grade Points and Definitions

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

Computation of Grade Point Average (GPA)

- (a) A cumulative grade point average (Cum GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number for the award.

$$\text{i.e. Cumulative GPA} = \frac{\text{Sum of (P} \times \text{N)}}{\text{Sum of N}}$$

Where: **P** represent a grade point assigned to letter grade scored by the students on a module.

N represents the Number of Credits associated with the module.

- (b) The Grade Point Average (GPA) shall be computed and truncated into one decimal point.

Classification of Awards

The awards shall be classified on the basis of cumulative GPA as shown in Table 5.

Table 5: Classification of Awards

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 Has achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

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's degree acquired from an institution registered, accredited, or recognized by NACTVET or TCU.

ii. Structure of the Programme

The programme comprises 8 modules 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 in particular, must reflect the required progression and be sensitive to the range of key skills developed.

iv. Principles of Assessment

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

v. Assessment Methods

The following assessment methods will be used:

(a) Assignments

The object of assignments is to reinforce the learning process by involving the participation of the students in finding the solution to a given question or problem which require decision- making. They include tasks given to student apart from written tests and examination or projects, so as to enhance self- development. Assignments may be administered in a form of written work or practical exercises that are done individually or in a group. For each module appropriate assessment methods and instruments will be indicated. Facilitators will decide on a convenient number of assignments for a given module in a semester.

(b) Classroom 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.

vi. Management of Assessment

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

vii. 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;

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).

viii. 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

ix. 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:

- She/he must have successfully completed all modules for which the award is to be made;
- She/he has achieved the minimum cumulative Grade Point Average (GPA) equivalent to a PASS.

x. Programme Modules and Scheme of Study

a. 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

b. Core Modules

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

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

xi. 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 2024/2025.

Table 10: ALMANAC FOR THE ACADEMIC YEAR 2024/2025

A. SCHEDULE OF THE ADVISORY BOARD AND ITS COMMITTEE MEETINGS OCTOBER 2024 - SEPTEMBER 2025

Quarter	Day	Date	Meeting
1	Thursday	10/10/2024	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
	Friday	8/11/2024	- Advisory Board Meeting
2	Thursday	16/01/2025	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
	Friday	31/01/2025	- Advisory Board Meeting
3	Thursday	10/04/2025	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
	Friday	25/04/2025	- Advisory Board Meeting
4	Thursday	10/07/2025	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
	Thursday	31/07/2025	- Advisory Board Meeting

**B: SCHEDULE OF MEETINGS, ACTIVITIES, AND EVENTS FROM OCTOBER 2024 TO
SEPTEMBER 2025**

OCTOBER 2024	EVENT
Monday 2 nd	- Release of Second Round Admission of Students Verification Results NACTVET
Monday 7 th	- Quality Assurance Committee Meeting
Thursday 10 th	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting - TUICO Executive Committee Ordinary Meeting
Friday 11 th	- End of Field Practical Training for NTA Level 5
Monday 7 th – Friday 11 th	- Orientation Week for NTA Levels 5 Begins - Beginning of New Academic Year 2024/2025 for NTA Levels 5 & 6 - Registration of selected and verified Students in the Institutional Panel for the Academic Year 2024/2025
Monday 14 th	- Nyerere Day
Tuesday 15 th – Saturday 19 th	- Orientation and Registration Week PGDBM Begins
Monday 21 st	- Beginning of the New Academic Year 2024/2025 for PGDBM
Friday 25 th	- The 3 rd BOT Academy Graduation Ceremony for Ordinary Diploma in Banking Practice and Supervision and the 2 nd Graduation Ceremony for Postgraduate Diploma in Banking Management
Monday 28 th – Thursday 31 st	- Departmental Staff Meeting Week - Management Meeting Week
NOVEMBER 2024	EVENT
Monday 4 th	- PGDBM Semester Exam week for Block I - BKG 09101 begins
Wednesday 6 th	- TUICO Executive Committee Extra - Ordinary Meeting

Thursday 7 th	- BASO First Meeting
Friday 8 th	- PGDBM Semester Exam week for Block I - BKG 09101 ends - Advisory Board Meeting
Saturday 16 th	- Student Bonanza and Welcome First Year
Monday 25 th	- PGDBM Semester Exam week for Block I - BKG 09102 begins
Friday 22 nd	- TUICO Member's Seminar
Monday 25 th - Friday 29 th	- PGDBM Semester Exam week for Block I - BKG 09102 ends - Management Team Meeting Week - Departmental Staff Meeting Week - BOT Academy Staff Meeting
DECEMBER 2024	EVENT
Monday 2 nd – Friday 6 th	- NTA Level 5 and 6 Semester I Test One Week
Saturday 9 th	- Independence Day
Monday 16 th - Friday 20 th	- PGDBM Semester Exam week for Block I – BKG 09103 - Management Team Meeting - Department Staff Meeting Week
Wednesday 25 th	- Christmas Day
JANUARY 2025	EVENT
Monday 1 st	- New Year's Day
Tuesday 7 th	- TUICO Executive Committee Ordinary Meeting
Saturday 11 th	- BASO Charity Programme
Monday 13 th	- Quality Assurance Committee Meeting
Thursday 16 th	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
Monday 13 th – Friday 17 th	- NTA Level 5 and 6 Semester I Test Two Week
Monday 20 th – Friday 24 th	- PGDBM Semester Exam week for Block II - BKG 09104 - Departmental Staff Meeting Week - Management Meeting Week

Monday 27 th – Friday 31 st	<ul style="list-style-type: none"> - Pre-Moderation Week for End of Semester I for NTA Levels 5 & 6 Examinations - Preparation week for Semester I Examinations for NTA Levels 5 & 6 Begins
Friday 31 st	- Advisory Board Meeting
FEBRUARY 2025	EVENT
Wednesday 5 th	- Quality Assurance Awareness/Training Session
Monday 3 rd – Friday 7 th	<ul style="list-style-type: none"> - Deadline for Uploading Course Work for Semester I in SARIS - Examination Regulations and Guideline Awareness Session for NTA Levels 5 and 6
Sunday 9 th	- End of PGDBM Strategic Research Proposal Supervision
Monday 10 th	- End-of-Semester I Examinations for Academic Year 2024/2025 begins
Monday 17 th	- End-of-Semester I Examinations for Academic Year 2024/2025 ends
Tuesday 18 th	- Beginning of Holiday for NTA levels 5 & 6 Students
Tuesday 18 th – Monday 24 th	- Marking of Semester I Examinations for Academic Year 2024/2025
Monday 24 th - Friday 28 th	<ul style="list-style-type: none"> - PGDBM Semester Exam week for Block III - BKG 09201 - Management Meeting - Departmental Staff Meeting Week
Wednesday 26 th - Tuesday 4 th	- Post Moderation for NTA Levels 5 & 6 Semester I Examinations begins
Friday 28 th	- Quality Assurance Training Session for QA Officers
MARCH 2025	EVENT
Sunday 1 st	- Beginning of Submission of Updates through the Institution Panel on the Students Admission Guidebooks for the Academic Year (2024/2025)
Tuesday 4 th	<ul style="list-style-type: none"> - Opening of NACTVET window for uploading of Semester I Examination Results 2024/2025 - Uploading of Semester I Examination Results for 2024/2025 in NACTVET Institutional Panel - Submission of hard copies of Examination Results to NACTVET
Thursday 6 th	- TUICO Executive Committee Ordinary Meeting
Friday 7 th	<ul style="list-style-type: none"> - Departmental Admission and Examination Committee Meeting - Release of Provision Results for NTA Levels 5 & 6 Semester I

	<ul style="list-style-type: none"> Examination Results - TUICO Officials Seminar
Monday 17 th	<ul style="list-style-type: none"> - Commencement of Semester I Supplementary/Special Examinations for Academic Year 2024/2025 - PGDBM Semester Exam week for Block III - BKG 09202 begins
Friday 21 st	<ul style="list-style-type: none"> - End of Semester I Supplementary/Special Examinations for Academic Year 2024/2025 - PGDBM Semester Exam week for Block III – BKG 09202 ends - End of Holiday for NTA levels 5 & 6 Students
Monday 24 th – Friday 28 th	<ul style="list-style-type: none"> - Marking of Semester I Supplementary/Special Examinations for Academic Year 2024/2025 - Departmental Staff Meeting Week - Management Team Meeting Week
Monday 24 th	<ul style="list-style-type: none"> - Beginning of Semester II for NTA Levels 5 & 6
Friday 28 th	<ul style="list-style-type: none"> - BASO Second Meeting
Sunday 30 th	<ul style="list-style-type: none"> - End of Submission of Updates through the Institution Panel on the Students Admission Guidebooks for the Academic Year (2024/2025)
APRIL 2025	EVENT
Saturday 5 th	<ul style="list-style-type: none"> - BASO Student Bonanza
Monday 7 th	<ul style="list-style-type: none"> - Karume Day
Tuesday 8 th	<ul style="list-style-type: none"> - Quality Assurance Committee Meeting
Thursday 10 th	<ul style="list-style-type: none"> - Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
Tuesday 8 th – Friday 11 th	<ul style="list-style-type: none"> - Post Moderation for NTA Levels 5 & 6 Supplementary/ Special for Semester I Examinations
Monday 14 th - Thursday 17 th	<ul style="list-style-type: none"> - PGDBM Semester Exam week for Block IV - BKG 09203
Wednesday 16 th	<ul style="list-style-type: none"> - Department Admission and Examination Committee Meeting - Release of Provisional Results for NTA Levels 5 & 6 Semester I Supplementary/Special Examination
Wednesday 16 th – Friday 25 th	<ul style="list-style-type: none"> - Submission of corrections/improvement in the Draft of Students Admission Guidebooks
Friday 25 th	<ul style="list-style-type: none"> - Advisory Board Meeting
Friday 18 th – Monday 21 st	<ul style="list-style-type: none"> - Easter Week
Friday 26 th	<ul style="list-style-type: none"> - Union Day

Monday 28 th	<ul style="list-style-type: none"> - BASO General Election - TUICO Executive Committee Ordinary Meeting
Wednesday 30 th	<ul style="list-style-type: none"> - TUICO Members' Meeting
Monday 28 th – Friday 2 nd	<ul style="list-style-type: none"> - Department Staff Meeting Week - Management Meeting
MAY 2025	EVENT
Thursday 1 st	<ul style="list-style-type: none"> - Worker's Day - NACTVET Publication of Students Admission Guidebook for Academic year 2024/2025
Monday 5 th – Friday 9 th	<ul style="list-style-type: none"> - NTA Level 5 and 6 Semester II Test One Week
Wednesday 14 th	<ul style="list-style-type: none"> - TUICO Executive Committee Ordinary Meeting
Monday 12 th – Friday 16 th	<ul style="list-style-type: none"> - PGDBM Semester Exam week for Block IV - BKG 09204
Friday 23 rd	<ul style="list-style-type: none"> - Deadline for uploading of Semester I Examination Results for September intake in NACTVET database - Submission of hard copies of Examination Results
Saturday 25 th	<ul style="list-style-type: none"> - BASO Study Tour
Saturday 24 th – Friday 30 th	<ul style="list-style-type: none"> - The 2nd National Education, Skills and Innovation Week (NESIW) - The 2025 National Education, Skills, and Innovation Conference
Saturday 25 th	<ul style="list-style-type: none"> - Closing of NACTVET Verification of Uploaded Examination Results
Monday 26 th - Friday 30 th	<ul style="list-style-type: none"> - BOT Academy Staff Meeting - Department Staff Meeting Week - Management Meeting
Wednesday 28 th	<ul style="list-style-type: none"> - Opening of Students Admission Window for the Academic year 2025/2026 September Intake
JUNE 2025	EVENT
Monday 2 nd – Friday 6 th	<ul style="list-style-type: none"> - NTA Level 5 and 6 Semester II Test Two Week
Monday 9 th – Friday 13 th	<ul style="list-style-type: none"> - Pre-Moderation Week for End of Semester II for NTA Levels 5 & 6 Examinations
Monday 16 th – Friday 20 th	<ul style="list-style-type: none"> - 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
Monday 23 rd	<ul style="list-style-type: none"> - Commencement of Semester II Examinations for Academic Year 2024/2025

Tuesday 24 th	- TUICO Executive Committee Extra - Ordinary Meeting
Monday 23 th – Friday 27 th	- Department Staff Meeting Week - Management Team Meeting
Monday 30 th	- End of Semester II Examinations for Academic Year 2023/2024 ends - Opening of NACTVET window for uploading of Semester II Examination Results - Submission of hard copies of Examination Results to NACTVET
JULY 2025	EVENT
Tuesday 1 st – Friday 4 th	- Marking for Semester II Examinations for NTA Levels 5 & 6
Monday 7 th	- Saba Saba Day
Wednesday 9 th	- TUICO Executive Committee Ordinary Meeting
Tuesday 8 th – Friday 11 th	- Post-Moderation for NTA Levels 5 & 6 Semester II Examinations Ends
Monday 14 th	- Beginning of Field Practical Training for NTA Levels 5 Students
Tuesday 15 th	- Departmental Examiners Committee Meeting - Publishing of Provisional Results for Semester II Examinations for NTA Levels 5 & 6
Wednesday 16 th	- Quality Assurance Committee Meeting
Thursday 17 th	- TUICO Member's Meeting
Tuesday 22 nd	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
Monday 21 st – Friday 25 th	- Department Staff Meeting Week - Management Meeting
Thursday 31 st	- Advisory Board Meeting
AUGUST 2025	EVENT
Monday 4 th	- Commencement of Semester II Supplementary/Special Examinations for Academic Year 2024/2025
Thursday 7 th	- End of Semester II Supplementary/Special Examinations for Academic Year 2024/2025
Thursday 8 th	- Nane Nane Day
Monday 11 th – Friday 15 th	- Marking for Semester II Supplementary/Special Examinations for NTA Levels 5 & 6 Begins
Monday 18 th – Friday 22 nd	- Post-Moderation for NTA Levels 5 & 6 Semester II Supplementary/ Special Examinations
Wednesday 27 th	- Departmental Admission and Examination Committee Meeting - Publishing of Supplementary/ Special Provisional Results for Semester II Examinations for NTA Levels 5 & 6
Monday 25 th	- BOT Academy Staff Meeting

Monday 25 th – Friday 29 th	<ul style="list-style-type: none"> - Departmental Staff Meeting Week - Management Meeting
Friday 29 th	<ul style="list-style-type: none"> - Uploading of Semester II Examination Results for September in the NACTVET database - Submission of hard copies of Examination Results
SEPTEMBER 2025	EVENT
Friday 5 th	<ul style="list-style-type: none"> - 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
Tuesday 16 th	<ul style="list-style-type: none"> - TUICO Executive Committee Ordinary Meeting
Monday 22 nd – Friday 26 th	<ul style="list-style-type: none"> - Departmental Staff Meeting Week - Management Team Meeting
Friday 26 th	<ul style="list-style-type: none"> - End of Field Practical Training for NTA Levels 5 Students

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 semesterexaminations. 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.

- 4.25 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.
- 4.26 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 timetable excluding Public Holidays.
- 4.3.5 Deputy Principal Academic, Research and Consultancy shall have power to suspend examinations at any day of the week 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 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 Timetables 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 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, not exceeding ten (10) minutes.
- 4.6.20 A candidate who walks out of an examination room in protest shall be disqualified from that 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

4.10.1 Diploma Courses

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

- 4.10.1 Group and individual assignments shall be given at appropriate stages during the semester session and carry 15% of total marks for course work.
- 4.10.2 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%.
- 4.10.3 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.
- 4.10.4 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.
- 4.10.5 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;
- 4.10.6 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
- 4.10.7 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).

4.11. Postgraduate Diploma Courses

- 4.11.1 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.
- 4.11.2 One test that shall be given at an appropriate stage during the semester session that shall carry 20% of the course work.
- 4.11.3 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.
- 4.11.4 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.
- 4.11.5 Should the student fail to attain a minimum GPA of 3.0 in the overall assessment, that shall amount to discontinuation from the programme.
- 4.11.6 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).
- 4.11.7 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.

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

4.13. Grading System

4.13.1 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

4.13.2 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

4.14. Classification of Award for Programmes without B+

4.14.1 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

4.14.2 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

4.15. Classification of Award for Programmes with B+

4.15.1 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

4.15.2 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

4.16. 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

4.17. 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

4.18. 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

4.19. 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:

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

CHAPTER FIVE

PROCEDURES FOR APPLICATION, SELECTION, REGISTRATION AND FEE STRUCTURE

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

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 entry requirements specified in this prospectus.
- 5.2.2 Only names of selected applicants will be published in the Academy website and a formal admission letter 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 (coloured 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.

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

5.4.1 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	20,000.00	20,000.00
Student Union Contribution	20,000.00	-
NHIF	50,400.00	50,400.00
Student Identity Card	10,000.00	-
Graduation Fees	-	-
Total Cost	1,355,400.00	1,225,400

5.4.2 Postgraduate Diploma in Banking Management

INSTALMENT	ITEMS	AMOUNT (TZS) ¹
1 st Instalment	Tuition Fees	800,000.00
	Application Fees	200,000.00
	Registration Fees	50,000.00
	Examination Fees	100,000.00
	Student ID	10,000.00
	Caution Money	200,000.00
	Subtotal	1,360,000.00
2 nd Instalment	Tuition Fees	800,000.00
	Research/Field Fees	190,000.00
	Graduation Fees	150,000.00
	Subtotal	1,140,000.00
	Total	2,500,000.00

5.5 Allowances Payable to Students

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

¹ Foreign students may pay in local currency (Tanzania Shillings) or in foreign currency equivalent to Tanzanian Shillings at the prevailing exchange rate.

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 Rentals²

- (a) Single occupant room (per semester):** TZS 720,000 per occupant.
- (b) Double occupant rooms (per semester):** TZS 500,000 per occupant.

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.

² Foreign students may pay in local currency (Tanzania Shillings) or in foreign currency equivalent to Tanzanian Shillings at the prevailing exchange rate.

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, textbooks 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

Textbooks, 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 textbooks, 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 textbooks, journals and other materials under their custodianship. The users will be required to pay for replacement of lost/damaged textbooks 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 textbook, journal or any other library materials so that others cannot find it for a personal use.

Bank of Tanzania Academy Address

Principal

Bank of Tanzania Academy

47 "W" Railway Road Capri-Point,

P. O. Box 131

Nyamagana

MWANZA

Tel. +255 28 2500709/2500983, +255766222541

Fax: +255 28 2500984

Email: academy@bot.go.tz

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