



BANK OF TANZANIA ACADEMY

JOINING INSTRUCTIONS

It is a pleasure to inform you that you have been selected to pursue a two-year Ordinary Diploma in Banking Practice and Supervision Programme at the Bank of Tanzania Academy. The Academy has two campuses in Mwanza City being administrative offices and a computer lab located at Capri Point area along Railway Road and classrooms and library located at Nyerere Road.

The following are the necessary conditions for admission:

1. DECLARATION REGARDING COMPLETION OF THE COURSE

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

2. MEDICAL EXAMINATION

Admission into the programme is conditional upon a satisfactory medical report being received by the Academy. Students are therefore asked to undergo a medical examination by registered medical practitioners. Use the enclosed form which should be duly filled and signed and submitted to the Academy during registration.

3. REGISTRATION AND COURSE COMMENCEMENT

Registration will start on **7th October 2024** and the course will commence on **15th October 2024**. If you cannot report on these dates for any reason, please, inform us immediately, otherwise, we shall assume that you have opted not to attend the course and the vacancy will be filled by another candidate.

4. WHAT TO BRING

- (i) Three (3) passport-size photographs taken recently,
- (ii) National certificates for Form Four (Certificate of Secondary Education) and Form Six (Advanced Certificate of Secondary Education) or result slip for those who completed Form six in 2024,
- (iii) Birth Certificate; and
- (iv) Students with **valid health insurance coverage** are required to submit their NHIF identity cards or other company's health insurance cards during registration.

Please Note:

- (a) At the time of registration, all certificates must be original (**plus certified photocopies**). Any candidate without original certificates will not be registered.
- (b) Submission of forged certificates or any false document is a criminal offence and will be dealt with according to the law.
- (c) **Successful registration of a student is upon receipt of TZS 855,400/=**

5. DISCIPLINE

Students joining the Academy are expected to observe and abide by the Students By-Laws of the Academy, Examination Regulations, or any other lawful orders given by the Principal, lecturers, or any other person in authority. Failure to observe or comply with any lawful order may lead to summary dismissal from the Academy.

A. FEE STRUCTURE PAYABLE TO THE ACADEMY

Mode of Payment

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

DIPLOMA - FIRST-YEAR FEE STRUCTURE			
INSTALMENT	ITEMS	CHARGES FOR LOCAL STUDENTS (in TZS)	CHARGES FOR FOREIGN STUDENTS (in US\$)
1 st Instalment	Tuition Fees	500,000.00	500.00
	Research/Field fees	105,000.00	105.00
	Registration Fees	50,000.00	50.00
	Examination Fees	50,000.00	50.00
	NACTE Fees	20,000.00	20.00
	Student Union contribution	20,000.00	20.00
	NHIF Fees	50,400.00	50.00
	Student ID	10,000.00	10.00
	Caution Money	50,000.00	50.00
	Subtotal	855,400.00	855.00
2 nd Instalment	Tuition Fees	500,000.00	500.00
	Subtotal	500,000.00	500.00
	Main Total for Year 1	1,355,400.00	1,350.00

DIPLOMA – SECOND YEAR TWO FEE STRUCTURE			
INSTALMENT	ITEMS	CHARGES FOR LOCAL STUDENTS (in TZS)	CHARGES FOR FOREIGN STUDENTS (in US\$)
1 st Instalment	Tuition Fees	500,000.00	500.00
	Research /Field fees	105,000.00	105.00
	Examination Fees	50,000.00	50.00
	NACTE Fees	20,000.00	20.00
	NHIF Fees	50,400.00	50.00
	Subtotal	725,400.00	725.00
2 nd Instalment	Tuition Fees	500,000.00	500.00
	Subtotal	500,000.00	500.00
	Main Total for Year 2	1,225,400.00	1,225.00

6. ALLOWANCES PAYABLE DIRECT TO STUDENTS

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

A. Books and Stationery Allowance

Item	CHARGES FOR LOCAL STUDENTS(in TZS)	CHARGES FOR FOREIGN STUDENTS (in US\$)
Books and Stationery Allowance	400,000.00	400.00
Production of Project/Field Report	200,000.00	200.00
Accommodation Per Semester	250,000.00	250.00
Meals Per Day	25,000.00	25.00

B. Field Allowances

At least TZS 10,000 per day subject to any variations as may be provided for by the sponsor. Field practical for the Diploma shall be for 10 weeks per year. These are indicative fees which can be negotiated with the sponsor (not directly payable to the Academy).

PLEASE NOTE:

- No student will be admitted into the programme without paying the relevant fees.**
- Fees for the year can be paid in installments as indicated in the fee structure and must be completed within the stated deadline.
- The contribution of TZS 50,400 for NHIF (National Health Insurance Fund) shall be **compulsory** for joining students without medical insurance. However, students with **valid health insurance cover** are required to submit them during registration.

NB: It is expected that every sponsor will adhere to the above payment schedule. **Failure of which will lead to the respective student being barred from attending classes or sitting for tests/examinations.**



BANK OF TANZANIA ACADEMY
STUDENT'S ACCEPTANCE OF ADMISSION AT BANK OF TANZANIA
ACADEMY

Part One

I accept the admission as a student for the year 2024/2025 to pursue the Ordinary Diploma in Banking Practice and Supervision **(ODBPS)**

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

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

I also undertake to produce at the time of admission a medical report, from any government or recognized medical doctor stating clearly that I am fit to undergo the two-year Ordinary Diploma in Banking Practice and Supervision **(ODBPS)**

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

Full Name: _____

Signature: _____

Part Two

Employer's /Sponsor's Certificate

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

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

Name _____

Signature _____

Relationship _____

Address _____

Mobile Number _____

E-mail: _____

Date _____



BANK OF TANZANIA ACADEMY

REQUEST FOR MEDICAL EXAMINATION

PART A:

To: The Medical Officer

From: The Principal

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

MWANZA.

Tel. +255 28 2500709/2500983

Fax: +255 28 2500984

Mr. /Mrs. /Miss (Student) _____

Please examine the above-named student as to his/her fitness for undergoing the two years Diploma Course in Banking Practice and Supervision (**ODBPS**).

Thank you in advance.

PRINCIPAL ACADEMY

PART B:

Medical Certificate

(To be completed by Medical Officer)

A. PERSONAL HISTORY

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

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

B. PHYSICAL EXAMINATION

- | | |
|-----------------------|----------------------------|
| 1. Height_____ | 3. Weight_____ |
| 2. Skin diseases_____ | 4. Eyes: Conjunctivae_____ |
- Pupils_____
- Vision Right_____Left_____
5. Please state conditions with glasses Right_____of ears (if any)

discharge) Any Abnormality_____

Cardiovascular System

Blood pressure Systolic_____Diastolic_____

Heart Any Murmur? _____

Arteries and Veins _____

Abdomen_____Hernia_____

Hydrocele _____

Masses_____

Liver_____

Kidney_____

Rectal _____

Any clinical evidence of hyperacidity or Gastric Duodenal ulcer? _____

C.LABORATORY

1. Urine Albumin _____

Sugar _____

Lucoocytes _____

Bilharzias _____

2. Stool: Special emphasis on Hookworm or Bilharzias

3. Blood Examination: Hb Level_____

(a) Neutrophils _____

(b) Eosinophils _____

(c) Basophils_____

(d) Lymphocytes _____

(e) Monocytes_____

(f) ESR_____

4. Serology: Widal test_____VDRL_____

D. MEDICAL CERTIFICATE

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

Date _____ Signature _____

Station _____ Designation _____

Official Stamp