

BANK OF TANZANIA TRAINING INSTITUTE

**STUDENTS' ADMISSION POLICY
2020**

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1. Preamble

This Policy gives an overall structure to the Bank of Tanzania Training Institute admission strategies and methodology.

This approach applies to the admission of all categories of students to accredited programmes of non-degree, under-and postgraduate study at the Bank of Tanzania Training Institute. The Institute focuses on equity in training. Students are selected based on their individual merits, abilities and aptitudes.

The Institute aims to produce competent, innovative, creative and flexible graduates with ethical and moral integrity in banking sector. It is expected that the graduates from the Institute will have aspirations to become professional banking experts. The Institute therefore seeks to attract a wide range of applicants from different social, cultural and educational backgrounds who can demonstrate the academic ability and the skills required to succeed in their chosen studies.

Admission is subjected to the limitation of number of students to be enrolled in that particular year based on meeting the entry requirements of a particular program and the available facilities.

This policy and associated procedures comply with relevant legislation and meet the expectation of the NACTE minimum admission requirements.

2. Terms and Conditions

The Institute's published terms and conditions **apply to all applications** for Ordinary Diploma and Postgraduate Diploma study. The Institute will draw these to the attention of anyone who gets an offer of a place to learn. The terms and conditions shape an agreement between the Institute and every understudy.

3. Roles and Responsibilities

3.1 The Institute is **responsible for setting entry requirements** for the programmes.

3.2 The Institute is in charge of guaranteeing that admission officers are **suitably qualified and experienced** and that the Institute keeps up clear and straightforward admission criteria and procedures.

3.3 The **admission office is dependable** for the benefit of the Institute for supporting admission policies and approaches.

3.4 The **admission office is accountable** for ensuring that systems and strategies concerning understudy enrollment and affirmations are worked sensibly and dependably, and as per the Institute's fundamental focuses and goals.

3.5 Admission officers are expected to **follow Institute admissions policies, procedures and guidance**.

3.6 The Admission officers should cater for the needs of students and other stakeholders. The **range of services** provided by the Unit includes:

- (i) Providing information to prospective and current students;
- (ii) Admitting new students;
- (iii) Registering/changing the registration status for new and returning students;
- (iv) Issuing student letters relevant to students' enrolment/registration status at the Institute (e.g. Offer and Acceptance, Registration, etc.);
- (v) Processing Leave of Absence, Withdrawal, Transfers and Exemptions;
- (vi) Distributing all student forms and other correspondence; and
- (vii) Processing and maintaining students' files.

3.7 Head of Academic Programmes shall be responsible for ensuring full compliance with Admission policies and procedures.

4. Selection

4.1 For all programmes, the **selection procedure** will consider:

- (i) Achieved and pending scholarly capabilities;
- (ii) The scholarly setting in which capabilities have been accomplished;
- (iii) Where pertinent, work or other non-scholarly experience;
- (iv) Academic and additionally proficient references;
- (v) Where required, an applicant's performance at an interview;
- (vi) Where required, an applicant's portfolio or sample of written work;
- (vii) Where required, an applicant's research proposal;

4.2 Every application will be considered on an individual premise by **no less than two individuals** from suitably prepared and qualified officers attempting to concur determination criteria.

4.3 Admissions decisions will be made as quickly as possible. However, in case of large volume of applications, and in order to operate a fair admissions process, in some cases it may take longer for decisions to be reached. For admission to a programme some or all applications from suitably-qualified candidates will be held until the application deadline before decisions are made. ***The Institute aims to keep such delays to a minimum level.***

4.4 Admissions decisions will be communicated to applicants in an ***appropriate and timely manner.*** Any conditions attached to an offer of a programme will be clear and specific.

5. Fraud and Unauthentic Academic Credentials

5.1 The Institute will not admit applicants based on information considered to be either fraudulent or unauthentic. The application will be assessed in the first instance on the basis of standard ***academic and non-academic selection criteria.*** If it is recommended that an offer be made, an investigation of the fraud and authentication will be ***carried-out before the final decision is made.***

5.2 The Institute reserves the right to reject or cancel an application under these circumstances. The Institute may ***terminate a student's registration*** if he/she is found at a later stage to have submitted a fraudulent and/or unauthentic application to the Institute.

6. Applicants with Disabilities

6.1 Applicants with disabilities will be assessed against the Institute's entry requirements on the ***same basis as any other application,*** and will be subject to the same selection process. Any support needs or adjustments which are required will be considered separately, after the admissions decision has been taken.

6.2 If there are overriding health and safety concerns or barriers relating to fitness to practice requirements, the applicant will be involved in discussions to explore options and, if necessary, to find ***suitable alternative Institutes*** offering related programmes.

7. Special Circumstances

7.1 The Institute is not best placed to fairly and consistently take account of any special circumstance ***affecting an applicant's performance*** in pre-entry qualifications. Examples of special circumstances include personal or family illness, or the impact of changes to qualifications, curriculum or the examination system studied.

7.2 The Institute expects **applicants to have taken appropriate action** to ensure that the relevant examination bodies have allowed for such circumstances prior to the announcement of results or following an appeal.

8. Application for Admission

8.1 Applications to all full-time Ordinary Diploma and Postgraduate Diploma Programmes shall be made via the **Institute Online Application System**.

8.2 The Institute shall have published information relating to its selection criteria and procedures on its **website**.

8.3 Academic and non-academic entry criteria for Ordinary Diploma and Postgraduate Diploma Programmes shall be described in the **Institute Prospectus** and online through the Institute website.

8.4 All applications received prior to the relevant application deadlines shall be given full and equal consideration. No preference shall be given to applications submitted early. **Late applications shall be considered at the discretion of NACTE**.

8.5 Applications for **deferred entry** shall be considered on a case-by-case basis.

8.6 Applications to all full-time Ordinary Diploma Programme shall be **enrolled for a period of two years**. However, if a student fails to complete within two years, shall be given an extra year to complete any carry over(s).

8.7 Applications to all full-time Postgraduate Diploma Programme shall be **enrolled for a period of one year**. However, if a student fails to complete within one year, shall be given an extra year to complete any carry over(s).

9. Admission Application Feedback

9.1 The Institute is responsible for making **selection decisions** on all applications to its programmes. The decision notice shall be published in the Institute website.

9.2 **Only names of successful applicants** will be published in the Institute website and a formal admission letter containing admission number will be collected from the Institute's

admission office.

9.3 The **joining instructions** for selected applicants will be available on the Institute's website for self downloading and printing; and will be returned dully filled to the Institute upon reporting.

9.4 **Unsuccessful applicants** may reasonably expect to receive a written feedback on their application on request. The office responsible for the admissions decision shall provide this feedback. Whilst the Institute aims to provide informative feedback that is helpful to applicants, it may not always be possible to provide highly specific or tailored advice.

9.5 The Institute shall only give feedback to a **third party** (e.g. a parent, guardian, advisor or agent) for unsuccessful applicants with the written consent of the applicant.

9.6 The following **procedure** shall be used to request feedback regarding an unsuccessful application to the Institute:

- (i) Requests for feedback should be made in writing to the admissions office, within 20 working days following notification of the original admissions decision. Email of the applicant can be used;
- (ii) Applicants should include their full name and the programme applied to. Whilst admissions officer is able to provide general advice and information to candidates over the telephone, it is not always possible to provide detailed feedback by telephone; and
- (iii) The admissions office will respond in writing (usually by email) to each request for feedback within 20 working days of receipt of the request.

10. Complaints and Appeals for Unsuccessful Applications

10.1 If a complainant will request for a selection decision to be reviewed, an appeal will only be considered where there are **adequate grounds**, as set out below:

- (i) Where there is substantial new information, which for good reason was not made available either on the original application or during the selection procedure, and where that new information is significant and directly relevant to the original decision. It should be noted that the new information must relate directly to the original application and cannot include activities or achievements which have taken place or been ratified subsequently; and

- (ii) Where there is evidence that the Institute's published Admissions Policy has not been followed.

10.2 The following **procedure** should be followed if an applicant believes, in line with the above guidance; he/she has grounds for appeal against an admissions decision.

- (i) An applicant should seek feedback from the admission office before deciding whether or not he/she has grounds to appeal the admissions decision. An appeal will not be considered until after an applicant has received formal feedback;
- (ii) Appeals must be received within 20 working days following the provision of feedback from the Institute admissions office;
- (iii) An appeal should be submitted in writing to the Head of Admissions or by email stating clearly the grounds for appeal (as above) and outlining the case in full;
- (iv) If an appeal is to be heard and additional information is required, the applicant will be informed in writing and provided with an appropriate deadline by which to submit the information;
- (v) The applicant will be informed in writing of the outcome of the appeal and given an explanation for the decision which has been reached. The decision of the Appeals Panel is final and conclusive; and
- (vi) No applicant will be discriminated against in any future application on the basis of appealing a previous admissions decision.

10.3 It should be noted that the Institute will **not consider appeals** that are based on errors made by external organizations, agencies or individuals. For example, inaccurate predictions of future grades; disputes about the grading of formal examinations; comments made by referees or agents. Also, the Institute will not consider appeals based on special circumstances affecting an applicant's performance in pre-entry qualifications. Examples of special circumstances include personal or family illness.

11. Admission Regulations

- (i) It is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted forged certificates or any other false information will not be considered and appropriate legal action will be taken against them.

- (ii) All new students are required to report for the orientation programme that normally takes place during the week preceding the beginning of the new academic year.
- (iii) Successful applicants will be registered only after they have fully paid the requisite Institute fees.
- (iv) Generally fees paid will not be refunded (except on special cases as will be determined from time to time in the refund policy).
- (v) All students, if accepted, are expected to conform strictly to the Institute's regulations.
- (vi) The deadline for registration of first year students will be two weeks, from the first day of the orientation week, while for continuing students it will be the Friday of the second week after the beginning of the first semester.
- (vii) Students discontinued from studies because of examination irregularities will be considered for re- admission after they have been away for three years. They will be required to apply and compete with other applicants for admission into first year.
- (viii) No change of names by students will be entertained during the course of study at the Institute and they will only be allowed to use names appearing on their certificates.
- (ix) No student will be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement and written approval from the sponsor. Special circumstances shall include: (a) Sickness; (b) Serious social problems (each case to be considered on its own merit); and (c) Severe sponsorship problem.

12. Monitoring and Review

This policy will be **reviewed annually** by the Examination and Registration Office and revised in light of changes in legislation, Institute regulations and strategic objectives or earlier as may be determined by NACTE guidelines.