

THE INSTITUTE OF FINANCE MANAGEMENT
FACULTY OF ACCOUNTING, BANKING AND FINANCE
BANKING AND FINANCIAL SERVICES DEPARTMENT

BCBF

BFC 04203: PRACTICAL TRAINING

PROJECT WORK

MARCH, 2016 TO JULY, 2016

The objectives of the project work

1. To conduct an independent study and write a project report
2. Demonstrate and improve personal skills, particularly on areas of time and work management, report writing and general presentation.
3. Integrate the material learnt throughout the academic period, by applying it to an open-ended problem.

Supervisor's responsibilities

What is the role of the supervisor?

It is your report and not your supervisor's. They are there to provide academic guidance, to provide you with feedback on your progress and help you to make necessary changes and correction as your work progresses.

How does the supervision process work?

From the supervisor's point of view, different supervisors may have different approaches or philosophy about how frequently and to what degree they should intervene. Our experience suggests that the number of meetings between supervisor and the student varies from about 3 to 7. With e-mail and electronic interactions, appointments do not have to be face to face and some supervisors may give you detailed written comments and send these by email.

You can expect the following from your supervisor:

- Giving you a reasonable number of appointments at times suitable to both of you.
- Providing academic feedback on your work within a reasonable period of time. Such feedback can be in various forms depending on the supervisor's preference:
 - Verbal feedback and discussion during meetings or telephone
 - Annotated comments on draft chapters
 - Summary written comments in the form of a note.
- Relevant materials to be used by candidate and its sources
- Structure of the report
- Reading the complete draft of your report before submission.
- Marking the final report

REPORT STRUCTURE

- ✓ **COVER PAGE**
- ✓ **ACKNOWLEDGEMENT**
- ✓ **EXECUTIVE SUMMARY**
- ✓ **LIST OF ABBREVIATIONS**
- ✓ **TABLE OF CONTENTS**

CHAPTER ONE

- ✓ Background of the Tanzanian banking industry
- ✓ Brief history about your bank
- ✓ Services/products/functions performed by your bank
- ✓ Mission/vision
- ✓ Future plans/ strategic objectives

CHAPTER TWO

- ✓ Compare and contrast the functions of the central bank and those of commercial banks.
- ✓ Basing on the bank provide to you:

- Explain various types of deposit accounts offered by your bank.
- Explain various documents required before opening a fixed deposit account.
- Describe the way your bank operates fixed deposit account and explain its features.
- Does your bank provide the foreign exchange services? If yes explain the procedures followed by customers in accessing the service.
- Describe the types of exchange rates offered by your bank and explain the importance of exchange rates.
- Explain various electronic services offered by your bank and how are they important to customers.
- Describe methods used by your bank to facilitate fund transfer and describe how efficient are they in terms of cost, speed and safety.

CHAPTER THREE

Conclusion based on services offered by commercial banks and recommendation to banking sector regarding electronic services and to IFM on how the project exercise may be improved

Reference/Appendix

Presentation Layout

General Text: Text should be **1.5** spaced using one side of the page only.

Font selected should be **Times New Roman**, print size **12**.

Page number: centered at the bottom of the page.

Justified: Both left and right.

Headings: chapter heading print size **16** in bold typeface. Sub heading print size **14** in bold typeface.

Note 1: Plagiarism will not be entertained, if it happens all the candidates concerned will be awarded Zero.

NOTE 2: Please note that just because your supervisor had read your draft and asks you to go ahead and submit does not mean that you have passed your Project report.

