

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

BBF II

RM 742: PROJECT WORK

20TH AUGUST, 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 (either on hardcopy or on softcopy)
 - 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

- ✓ **ACKNOWLEDGEMENT**
- ✓ **EXECUTIVE SUMMARY**
- ✓ **TABLE OF CONTENTS**

CHAPTER ONE

1.1 Brief history about your bank

1.2 Mission/vision

1.3 Ownership structure

1.4 Organization structure

1.5 What were the objectives of the privatization of commercial banks in Tanzania?
How far have these objectives been achieved so far?

CHAPTER TWO

BASED ON THE BANK ALLOCATED TO YOU

2.1 Explain the meaning of financial statements and explain basic three types of financial statements and objectives for each

2.2 Pick three balance sheets of previous years (2010- 2013) and describe different basic components of bank' balance sheet and how a bank balance sheet differs from that of a non-bank

2.3 Basing on the same period above, describe the principle trends in the categories of bank assets and liabilities.

2.4 Describe why financial statement disclosure is important especially in banking sector.

CHAPTER THREE

BASED ON THE BANK ALLOCATED TO YOU

3.1 Describe the concept of ALCO

3.2 Explain types of risks facing your bank

3.3 Identify ways used by the bank to hedge financial risks as explained above

3.4 Relate treasury functions and risk management functions as undertaken by your bank.

3.5 How does the volatility of interest rates in the market influence your bank performance?

3.6 How does the exchange rate movement influence economic stability and your bank performance?

CHAPTER FOUR

Conclusion and recommendation

Reference - Use the Harvard citation style

A full bibliographic record (reference) for all the materials (i.e. books, internet sites, papers, thesis & dissertations, etc.) used must be placed in this section. Such a full and proper citation should include the full name of all the authors; the full title of the book or article; the title of the journal, if appropriate; place, publisher and date of publication. The following website might be helpful in providing further insights about the Harvard referencing style.

- <http://libweb.anglia.ac.uk/referencing/harvard.htm>.
- <http://efn.hud.ac.uk/studyskills/referen.html>
- <http://www.shef.ac.uk/library/libdocs/hsl-dvc1.pdf>

Appendix – Attach all relevant documents (e.g. policies, brochures, etc.) collected from the allocated bank.

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.