1) Discuss features of various types of deposits and loan products your selected bank offers.

2) Using examples of your respective banks explain the role of mobile banking services offered in Tanzania.

3). Explain the relationship that between bank and customer using banking services in the respective banks allocated.
GUIDELINES FOR WRITING PROJECT REPORT

THE INSTITUTE OF FINANCE MANAGEMENT

FACULTY OF ACCOUNTING, BANKING AND FINANCE
DEPARTMENT OF BANKING AND FINANCIAL SERVICES
ORDINARY DIPLOMA IN BANKING AND FINANCE
YEAR II
2017/2018

A PROJECT REPORT ON XXXXXXXXXXXXXXXX

NAME : XXXXXXXX
REG. NO : XXXXXXXX
ACADEMIC YEAR: XXXXXXXX
SUBMISSION DATE: XXXXXXXX
GUIDELINES FOR WRITING PROJECT REPORT

TITLE (COVER) PAGE – (See format above)
The report should have a title page (see sample in the end of the guideline)

PRELIMINARY PAGES
• Begin each part on a separate page
• Headings must appear at the top of the page, positioned at the centre, in capital letters and in bold text.
• Presentation of the preliminary pages takes the following sequence which involves some or all of the following parts:
  • Dedication
  • Acknowledgement
  • List of acronyms
  • List of Table, figures, if any.
  • Executive Summary (provide a summary answering the following questions: what were the objectives/requirements of undertaking the project, which methods/approaches have you used to achieve the objective, explain the key findings/results and what is your comments ½ to ¾ of a page )
  • Table of contents

CHAPTER ONE: INTRODUCTION (2-3 pages)
• Set the context by introducing the topic of your project
• Provide a clear expression of the purpose of which your report is expected to assert, explain, support or defend clearly state problem/issue of interest objectives and study questions for this project. Broadly speaking, summarize the main idea of a project and make the idea explicit to the readers.
• Finally, provide a short outline of how you are going to handle/address the aspects of your project in the rest of your paper (explain how the rest part of your project has been organized)

CHAPTER TWO: OVERVIEW OF THE INDUSTRY/SECTOR (4-5 pages)
• Provide a clear description of the basic components of the sector
• Provide a clear explanation on how the sector is being financed
• Provide a clear description about the coverage of the sector in terms of benefits offered and the people covered

CHAPTER THREE: PRESENTATION OF ANALYSIS AND FINDINGS (3-4 pages)

• Present the results you obtained in line with the study objectives
• Make sure that you present your results logically and follow the order of the objectives as listed in your project question
• Measures taken to improve the performance of the Institute(s) should be included under this chapter

CHAPTER FOUR: CONCLUSION AND RECOMMENDATION (2-3 page)

Conclusion

• Provide the objectives (requirements) of the project in summary form
• Provide an effective conclusion which gives the answer to the main questions/objectives of the project
• Your conclusion should provide a summary of what argued in before in the texts, answer the main questions and incorporate your personal view.
• Identify if there is any challenges in your analysis

Recommendations

• In line with what you observed in your analysis, give your advice to the respective authority addressing the needs of your project and the challenges, if any.

REFERENCE/ BIBLIOGRAPHY

• Use either reference or bibliography as your heading for this section.
• You list the sources that you have used in your work. Don’t list sources just for the sake of adding materials to this section
• Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging indent and 1.5 lines spacing between.
• No numbering for your list

APPENDICES (if any).

• Attach all supporting files/materials you used in your project, if any.
FORMATTING

- Font: Times New Roman, size 12.0
- Line spacing 1.5
- Alignment: Justified
- Number of words on the report should not exceed more than 3,500 words including references.
- Binding: One hand bounded of the project report/Field work report is to be collected on 25th of January, 2018.

NOTE:

- Please follow the structure of the project as indicated above.
- You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission
- Finally, PLAGIARISM is not accepted.