

INSTITUTE OF SOCIAL WORK



2022/2023-2023/2024 EXAMINATION REGULATIONS (Printed, 2022)

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ABBREVIATIONS AND ACRONYMS

BHRM	Bachelor Degree in Human Resource Management
BLRPM	Bachelor Degree in Labour Relations and Public Management
BSW	Bachelor Degree in Social Work
BBA	Bachelor Degree in Business Administration
BTCSW	Basic Technician Certificate in Social Work
BTCHRM	Basic Technician Certificate in Human Resource Management
BTCLRPM	Basic Technician Certificate in Labour Relations and Public Management
BTCBA	Basic Technician Certificate in Business Administration
CBET	Competency Based Education Training
CHRM	Certificate in Human Resource Management
CLL	Certificate in Labour Law
CSW	Certificate in Social Work
DR-PFA	Deputy Rector – Planning, Finance and Administration
DR-ARC	Deputy Rector – Academics, Research and Consultancy
HIV	Human Immunodeficiency Virus
ICT	Information and Communication Technology
ISW	Institute of Social Work
ISWOSO	Institute of Social Work Students Organization
KISWOSO	Kisangara Institute of Social Work Students Organization
MSW	Master Degree in Social Work
MoCDGWSGs	Ministry of Community Development, Gender, Women and Special Groups
MVC	Most Vulnerable Children
NACTVET	National Council for Technical and Vocational Education and Training
NTA	National Technical Award
ODHRM	Ordinary Diploma in Human Resource Management
ODSW	Ordinary Diploma in Social Work
ODLL	Ordinary Diploma in Labour Law
ODLRPM	Ordinary Diploma in Labour Relations and Public Management
OVC	Orphans and Vulnerable Children
PGDLMA	Postgraduate Diploma in Law, Mediation and Arbitration
PGDSW	Postgraduate Diploma in Social Work
MLLMA	Master degree in Labour Laws, Mediation and Arbitration
MHRM	Master’s Degree in Human Resource Management
MSW	Master’s in Social Work
PWDs	People with Disabilities
RAAWU	Researchers, Academicians and Allied Workers Union
SHIMIVUTA	Shirikisho la Michezo ya Vyuo Vikuu na Taasisi za Elimu ya Juu Tanzania (Federation of Sports for Higher Learning Institutions)
SIMS	Students Information Management System
TEC	Tanzania Episcopal Conference

FOREWORD

The role of technical education in Tanzania is crucial in the process of social and economic development of the country. Technical education is important because it enables students to acquire knowledge and skills necessary for effective practice. Tanzania, like many other developing countries is experiencing various social and economic challenges, which call for technical expertise intervention at various Level. For example, in different work settings there are different forms of non-compliance with international and national labour standards, which lead to violations of employees' rights at work places and lack of good governance practices. All these inhibit optimal utilization of human resource in many organizations. Moreover, in rural and urban settings Tanzania has been and continues to experience social challenges related to globalization, poverty, HIV/AIDS, unemployment and lack of comprehensive social protection. Therefore, in order to address these challenges, competence in social work, community work, labour relations, public management, business administration and human resource disciplines is required. It is in this context; that the Institute of Social Work offers specialized professional courses, which are aimed at equipping students with the necessary knowledge and skills needed to address the mentioned challenges.

Through Competency Based Education and Training in Social Work, Community Work, Labour Relations; Public Management, business administration and Human Resource disciplines, the Institute of Social Work contributes to the realization of goals of the Tanzania Development Vision 2025, Industrialization Agenda and other development policies aimed at promoting high quality livelihood among the Tanzanians.

The Institute is transforming itself so as to respond to the above needs by equipping students with the necessary knowledge and skills through CBET, which has been designed to focus more on skills acquisition and impartation of specific competences that can make students perform effectively in accordance with their career expectations. The Competency Based Education and Training curriculum assumes that learning to become a professional is a process, and along this path competence represents the points where the learner understands the foundation of his/her skills and has internalized appropriate professional values to work independently and manages his/her own continued professional growth. It is envisaged that the new curriculum will produce graduates who are hands-on in the labour market.

This Prospectus is therefore designed to provide basic information regarding admission requirements and the main contents of the curricula for the different National Technical Awards and Modules. In addition, it provides rules and regulations governing examinations, fieldwork practice and dissertations.

Dr. Joyce E. Nyoni
Rector

SECTION ONE

PART ONE: INTRODUCTION

1.1. **Historical Background of the Institute**

The Institute of Social Work is one of the higher learning institutions in Tanzania. It was established by the National Social Welfare Training Institute Act No. 26 of 1973 (as amended by the Miscellaneous Act No. 3 of 2002) hereinafter referred to as the Act. The Institute was established to prepare qualified human resource for strengthening the social service delivery structure in Tanzania.

The Institute started operating in 1974 in rented buildings of the Tanzania Episcopal Conference at Kurasini before moving to the present premises at Kijitonyama, Dar es Salaam in 1978. The first programme was the Ordinary Diploma in Social Work. In 1977 the Institute began offering the Advanced Diploma in Social Work. This was necessitated by the need to meet social work professional requirements. In 1982 the Institute introduced the certificate course in Labour Studies and later in 1990 an Advanced Diploma in Labour Studies was introduced. The purpose of the course was to train Labour Inspectors and Labour Administrators for the Labour Department.

In 2002 the Institute introduced courses in Human Resource Management at Certificate and Advanced Diploma Level, and Postgraduate Diploma in Social Work. In 2004 Postgraduate Diploma in Law, Mediation and Arbitration was introduced. A major milestone was reached in 2006/07 when the Institute introduced Bachelor Degrees (National Technical Award Level 8) and again in 2007/08 when Ordinary Diploma (National Technical Award Level 6) in all fields of study offered. The Postgraduate Diploma in Health Management Systems and Strategic Human Resource Management were introduced in 2013/14 while the Master Degree in Social Work was introduced in 2014/15 academic year.

In 2016/2017, a training programme in Business Administration and, Labour Relations and Public Management from NTA level 4 to 6 were introduced. Basic Technician Certificate in Community Work with Children and Youth was also introduced in the same academic year. All training programmes offered by the Institute are competency based, aimed at equipping the trainees with requisite professional knowledge, skills and competence in their areas of specialization.

In 2017-2019, the Institute conducted the tracer study. The findings from the study indicated that programmes offered by the Institute were demanded by the market. Many people indicated that they were interested to join into the programmes offered. Unfortunately, the Institute had no enough capacity to accommodate them. It was resolved that the Institute establishes more campuses and programmes. In 2020 the Institute established a campus in Mwanga Kisangara (Institute of Social Work Kisangara Campus). The programme offered in the campus is Social Work at a level of a Certificate and Ordinary diploma. In 2020 and 2021 the Institute established Master's Degree in Strategic Human Resources Management and Master's degree in Labour Laws, Mediation and Arbitration.

- 1.2. **Vision, Mission and Functions of the Institute**
- 1.2.1. **Vision**
To become the leading provider of high quality training, research and consultancy services in social work that are responsive to societal and global needs.
- 1.2.2 **Mission**
To continuously transform individuals' and community's life by conducting high quality training programmes, research and consultancy that lead to socio-economic development of the country.
- 1.2.3 **Functions of the Institute**
The major functions are stipulated in the Act which established the Institute. They entail training, research and consultancy in the fields of Community Development Social Work and other related fields. Hence, currently the Institute conducts training in areas of Social Work, Community Work with Children and Youths, Labour Relations and Public Management, Human Resources Management and Business Administration.
- 1.3 **Location of the Institute**
The Institute has two campuses: Institute of Social Work Kijitonyama, Dar es Salaam campus (main campus) and Institute of Social Work Kisangara, Mwanga campus.
- 1.3.1 **Institute of Social Work Kijitonyama Campus**
The campus is located at the junction of Ali Hassan Mwinyi and Shekilango roads – 10 kilometres from the Dar es Salaam city centre. Access to the Institute is either through Ali Hassan Mwinyi Road or Shekilango Road.
- 1.3.2 **Institute of Social Work Kisangara Campus**
The campus is located in Kisangara, Mwanga district; Access to the campus is through the road stretching to Nyumba ya Mungu dam.
- 1.4 **The Institute Organization Structure**
The Institute is under the Ministry of Community Development, Gender, Women and Special Groups. It has a Board of Governors, which is the overall policy making body, and the Rector who is the Chief Executive and in charge of managing day-today activities.

1.5 Application and definition of terms

1.5.1 Application of the Regulations

These regulations apply to Kijitonyama and Kisangara Campuses

1.5.2 Definition of Terms

- (i) **Abscondment:** Means absenting oneself from either attending regular classes for at least 3 consecutive weeks or sitting for Institute examination(s) without an official notification and approval from Head of Department for cases relating to attendance of classes and; Deputy Rector Academics, Research and Consultancy for cases relating to sitting for Institute Examinations.
- (ii) **Academic Year:** Means a period from July 1st to June 30th in each academic calendar.
- (iii) **Carry Forward Module:** Means a module that a candidate takes after absconding the examination, failing in the continuous assessment or supplementary examinations.
- (iv) **Cheating:** Refers to any form or kind of dishonesty in examinations and continuous assessments. It also includes destruction or falsification of any evidence of irregularity in both semester examinations and continuous assessments. For dissertations and project papers, cheating extends to plagiarism and other means intended to cheat
- (v) **Continuous Assessment (CA):** Denotes tests, assignments, seminar presentations, practical and all assignments conducted at various times during the semester.
- (vi) **Special Examination:** Refers to examination which is done by candidates who did not sit for the regular examination on grounds relating to illness, maternity or any substantial reason as approved by Deputy Rector Academics, Research and Consultancy.
- (vii) **Dissertation:** Means an academic research report written by a Bachelor degree, Postgraduate and Masters students as per Guidelines set by the Institute.
- (viii) **Examination Irregularities:** Means any attempt to cheat or being dishonest, possession and/or use of unauthorized materials, exit from examination room without permission, serious misconduct on the part of students, not complying with instructions given by the invigilator, causing disturbance in the examination room.
- (ix) **Institute Examinations:** Include Continuous Assessment, that is, tests, quizzes, assignments, seminar presentations, practical and oral tests and end of Semester Examinations including oral examinations where applicable.

- (x) **Semester Examination (SE):** Refers to examination which is done by candidates at the end of each semester. It includes ordinary semester examinations, supplementary/special examinations.
- (xi) **Supplementary Examination:** Means examination done by candidates who failed to get the minimum pass test in the first sitting of the semester examination as per regulations governing Institute examinations.
- (xii) **Unauthorized Materials:** Include all materials perceivable by the senses, written or printed materials that are generally or specifically prohibited from being brought into the examination room. These include but not limited to: papers, cellular or mobile phones, radios or other type of cassette player, computers, food, drinks, bags, smart watches or any other material(s) specifically prohibited from being brought in the examination room.
- (xiii) **Absence from examination room:** Includes not reporting for a scheduled examination at the time, day and place specified without prior permission. It also includes going out of the examination room, temporarily or otherwise, or staying out of the examination room without authorization or permission of the invigilator. Should that happen, the candidate shall be deemed to have absconded from sitting for examinations and discontinued.

1.6 Examination Regulations

- (i) Students are required to sit for examinations in accordance with the Institutes' regulations.
- (ii) There shall be three categories of Institute examinations as follows:
 - (a) Semester Examinations to be administered at the end of each semester;
 - (b) Special and Supplementary Examinations to be administered once at the end of the second Semester of each academic year;
 - (c) Second supplementary examinations to be administered once after special and supplementary examinations.
- (iii) **Eligibility for Examination**
 - (a) Sitting for examinations is conditional to attendance of all lectures, seminars and doing all continuous assessment tasks.
 - (b) Admission to examinations in any module is conditional to passing the Continuous Assessment and paying the required tuition fee and other fees.
 - (c) A candidate who fails to fulfill requirements as mentioned in paragraph (a), and (b) above in any module but sits for the examination, shall have his/her examination results nullified, and shall be discontinued from studies.
 - (d) A candidate, who fails to pass the Continuous Assessment, shall have to carry forward the module at new costs.
 - (e) No examinations shall be conducted outside the prescribed period; except under special condition as determined by the Deputy Rector Academic, Research and Consultancy.

- (f) Notwithstanding rule 9.2 (iii) (d) above, a candidate who for any genuine and justifiable reason(s), fails to complete Continuous Assessment may at the discretion of the respective module lecturer; be given an opportunity to supplement the Continuous Assessment in question in two weeks before commencement of Semester Examinations.
- (g) Subject to rule 9.2 (ii), a candidate who fails to finish the examinations on reasonable grounds certified by the Deputy Rector Academics, Research and Consultancy, shall be allowed to sit for special examinations. As regards Kisangara campus, certification shall be done by the Head of department.
- (h) A candidate must have both valid Institute Identity and Examination Cards to be allowed to sit for Semester, Special and Supplementary Examinations.
- (i) A candidate, who fails to participate in the study programme because of prolonged hospitalization with permission, shall be required to postpone his/her studies to next academic year after having completed all procedures for postponement of studies.
- (j) In all cases, postponement of studies shall be only for one academic year. However, the permission to postpone studies will be provided subject to the compatibility of the curricula. A candidate who fails to resume studies within time provided shall be deemed to have absconded and shall be discontinued from studies.

(v) **Module Registration**

- (a) Students shall register online for each module taught at the beginning of each semester in their respective departments. A student who fails to register for a particular module(s) shall not be allowed to study the same.
- (b) Students may be allowed to add and /or drop elective modules within the first two weeks of the semester subject to approval of the Head of the Department.

(iv) **Conduct of Examinations**

- (a) Semester Examinations shall be conducted under the coordination of the office of Deputy Rector – Academics, Research and Consultancy.
- (b) All examinations shall be set and marked by Internal Examiners and shall be moderated by External Moderators.
- (c) The Deputy Rector - Academics, Research and Consultancy may issue additional instructions, notes or guidelines to candidates, invigilators and examiners (internal and external) of the Institute, as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations. The guidelines or instructions issued by the Deputy Rector - Academics, Research and Consultancy under this regulation shall form part of the examination regulations. Instructions provided shall be consistent with the Examinations Regulations.
- (d) Instructions on the examination papers and answer booklets are part of the examination regulations and any violation of those instructions shall lead to nullification of the respective examination(s) and the student shall have to redo the examinations

Internal Examiners and External Moderators**(i) Internal Examiners**

- (a) All the Institute's lecturers and part time lecturers shall be internal examiners for their respective modules.
- (b) The internal examiners shall set and mark examinations and shall record and upload examinations results of their respective modules.
- (c) After marking the examination scripts, the Internal Examiners shall prepare and submit to Heads of Department the examinations report.

(ii) External Moderators

- (a) Heads of Academic Departments in collaboration with the Departmental Examination Committee shall propose experienced academicians of the modules taught at the Institute to be external moderators as prescribed by NACTVET procedures. The proposed external moderators shall be approved by the Academic Committee of the Board. The appointed external examiners will serve for the period of three academic years. However, external moderators may be reappointed based on satisfactory performance.
- (b) The External Moderators shall ensure that the examinations are fairly marked. Moderation of examinations by external moderators shall be done by sampling the scripts. Sampling shall be done by the respective external moderator with assistance from the Heads of Departments. The number of scripts to be sampled for moderation shall be 10% of the total scripts for a class of 50 candidates and above. For a class of less than 50 candidates, the moderation shall be done for 20 scripts.
- (c) The External Moderator shall mark the sampled scripts and produce a comprehensive report on fairness of marking and quality of answers as per NACTVET standards.
- (d) Where the External Moderators reveals serious cases of unfairness in marking; the Departmental Examination Committees shall deliberate accordingly and make decisions. In case of serious cases of unfairness in marking, the actions to be taken may include nullification of results, standardization and/or re-marking all the scripts of the respective examination.

1.8 Conduct of Candidates

- (i) A candidate shall be in the examination room thirty (30) minutes before commencement of the examinations. Any Candidate arriving thirty (30) minutes after commencement of examination shall be barred from sitting for that particular examination. Candidate will be informed on the remaining time, thirty minutes prior to the end of examination time. No candidate shall be permitted to leave the examination room until thirty (30) minutes have elapsed and within thirty (30) minutes before the end of the examination.
- (ii) Each candidate should write his/her examination number and sign in the attendance sheet provided in the examination room.
- (iii) Any candidate falling sick during the examination period must report his/her case to the Head of Department and shall be required to follow examination postponement procedures.

- (iv) In case a candidate is ill or has been ill and decides to sit for the said examinations and fails, no appeals against examination results on account of ill health shall be entertained.
- (v) A candidate who absents himself/herself from any examinations without genuine reasons shall be deemed to have absconded and shall be required to carry forward the respective module at new costs.
- (vi) Any misconduct or mischievous behaviour alleged by a student regarding a specific member of academic staff shall be reported to the respective Head of Department before the examination period begins. No allegations concerning a member of the academic staff shall be entertained after the examination results.
- (vii) A candidate who fails to write his/her examination number correctly shall have his/her examination results of the respective module(s) nullified, and shall be required to carry forward the respective module(s) at new costs
- (viii) No candidate shall be allowed to write anything on the question papers. Writing on the question papers amounts to an examination irregularity. A candidate shall have his/her examination nullified and shall be required to carry forward the respective module at new costs.
- (ix) Where a candidate destroys evidence or refuses to be inspected by the invigilator, it shall be taken as an act of dishonesty on the part of the candidate and it shall result in the nullification of his/her all examination results of the respective semester and the candidate shall be discontinued from studies
- (x) Any proved act of dishonesty or cheating in any part of the Institute Examination shall result in the nullification of the examination results of the respective module, and the candidate shall be discontinued from studies.
- (xi) A candidate found guilty of causing disturbance in/or around examination room(s) shall be deemed to have committed an examination irregularity. The said candidate shall be expelled from the examination room; his/her examination results of the respective semester shall be nullified and shall be discontinued from studies
- (xii) Any candidate found guilty of committing an examination irregularity and is aggrieved by the decision of the Academic Committee of the Board of Governors may further make an application to the Academic Committee of the Board to make a review of its previous decision.
- (xiii) An authorized exit from the examination room by the candidate shall not exceed 5 minutes otherwise the candidate shall not be allowed to continue with the examination. Any candidate, who exits from examination room without permission of the invigilator, shall be deemed to have committed an irregularity and barred from continuing with the respective examination. His/her examination results of the respective module shall be nullified and he/she will be required to carry forward the respective module.

- (xiv) A candidate is allowed to defer examination(s) on medical and other grounds. Financial problems are not a ground for deferring examinations. A candidate wishing to defer examination(s) shall have to obtain approval from the Deputy Rector Academics, Research and Consultancy by filling in Form No. 1 appended to these regulations. In the case of Kisangara campus approval shall be granted by the Coordinator. Any candidate who absents him/herself from examination(s) without complying with this rule shall be deemed to have absconded and shall be required to carry forward the respective module(s) at the new costs.
- (xv) A candidate failing in any module shall be allowed to sit for supplementary examinations. Where a student fails the supplementary examination of any module he/she shall be allowed to carry forward the respective module and; where a candidate fails in a carry forward module he/she shall be allowed to carry it forward again until he passes the same.
- (xvi) Notwithstanding conditions imposed by rule 9.4 (xvi) every student is supposed to complete his/her study program within five years from the date of his/her registration into a program. A student who fails to complete his/her study within a period of five years shall be discontinued from studies.

1.9 Conduct of Invigilators

- (i) Invigilator(s) must be present in the examination room thirty (30) minutes before commencement of the examination.
- (ii) Invigilator(s) must ensure that only one examination answer booklet is provided to each candidate. The examination booklet must be filled up before any additional answer booklet is provided.
- (iii) During the examination, the invigilator should ensure that candidates are provided with additional materials (e.g. booklets, papers, tables etc.) when needed. Candidates may be permitted to do rough work on the back pages of the booklet on the understanding that, this is crossed out at the end of the examination.
- (iv) There shall be two invigilators in each examination room for small classes and three invigilators for big classes. One of the invigilators shall be the chief invigilator and shall be responsible for collecting the examination from the Head of Department and bring it to the examination room.
- (v) Invigilators shall be vigilant throughout the examination and shall not be engrossed with conducting other business e.g. reading newspapers/books, chatting, making phone calls, and marking.
- (vi) When the invigilator observes an act of dishonesty, he/she shall have to get hold of the evidence. The student concerned shall be required to give signed statement/explanations immediately and will be allowed to continue with examination. The invigilator shall immediately submit a report to the Head of Department who will forward the case to the Deputy Rector - Academics, Research and Consultancy. The Deputy Rector - Academics, Research and Consultancy shall convene the Examination Appeals and Irregularity Committee which shall entertain the matter under these regulations. In the

case of Kisangara campus, the report in respect of the irregularity shall be submitted to the Coordinator. The Coordinator shall convene the Examination Appeals and Irregularity Committee which shall entertain the matter under these regulations.

- (vii) Invigilators shall hand over all examination booklets used, as well as duly signed attendance sheets to the Head of the Department. Unused answer booklets are to be handed over to the examination officer.

1.10 Assessment Procedures

- (i) Assessment of the students shall be through all Institute examinations.
- (ii) A candidate must pass all Institute examinations.
- (iii) A candidate failing Continuous Assessment shall not be allowed to sit for end of semester examinations for that particular module. Tables 9.1 and 9.2 provide pass marks for Continuous Assessment and Semester Examination for the different training programmes offered by the Institute.

Table 1.1: Scores for Continuous Assessment

Programme	Continuous Assessment		
	Total Marks	% Needed for Pass Mark	Scores
Basic Certificate (NTA Level 4)	40	50%	20
Technician Certificate (NTA Level 5)	40	50%	20
Ordinary Diploma (NTA Level 6)	40	45%	18
Bachelor Degree (NTA Level 7 and 8)	40	40%	16
Postgraduate Diploma	50	50%	25
Master's Degree (NTA Level 9)	50	50%	25

Table 1.2: Scores for Semester Examination

Programme	Semester Examination		
	Total Marks	% Needed for Pass Mark	Scores
Basic Certificate (NTA Level 4)	60	50%	30
Technician Certificate (NTA Level 5)	60	50%	30
Ordinary Diploma (NTA Level 6)	60	45%	27
Bachelor Degree (NTA Level 7 and 8)	60	40%	24
Postgraduate Diploma	50	50%	25
Master's Degree (NTA Level 9)	50	50%	25

1.11 Special Examinations

- (i) A candidate who has been allowed not to sit for the regular examination due to satisfactory grounds shall be allowed to sit for special examination. Special examination shall be treated as first sitting;

- (ii) A candidate shall be allowed to defer the examination **only** once in the respective academic year.

1.12 **Publishing Examination Results**

- (i) Provisional Examination results shall be published by the DR-ARC immediately after the provisional approval by the Academic Committee of the Board of Governors.
- (ii) The provisional examination results shall be published on the Students Information Management System (SIMS), or any other format as determined by the Institute.
- (iii) All problems relating to published examination results shall be reported to the Head of Department within one (1) week from the date of publication. Thereafter, no case of published examination results shall be entertained.
- (iv) Each candidate shall access his/her published examination results by using his/her user name and password. The Institute is not responsible for keeping (or any loss of) the student user name and/or password.

1.13 **Appeals against Examination Results**

- ##### 1.13.1 **Composition of the Institute Examination Appeals and Irregularity Committee**
- There shall be the Institute Appeals and Irregularity Committee. The Committee shall deal with all appeals lodged against examination results and irregularities. It shall be composed of the following members:

- a) Deputy Rector – Academics, Research and Consultancy (Chairperson)
- b) Senior Examinations Officer (Secretary)
- c) Deputy Rector-Planning Finance and Administration
- d) Registrar
- e) The Head of Quality Assurance department
- f) Heads of all Academic Departments
- g) One Senior Academic staff appointed by Rector.

1.13.2 **Duties the Committee**

- (i) The Institute Examination Appeals and Irregularity Committee shall not entertain an appeal from a candidate unless the appeal is based on grounds recognized by the Institute's regulations pertaining to appeals. Such grounds include: prejudice, violation of principles of natural justice and sufficient credible evidence of substantive irregularities in the conduct of the examination.
- (ii) Decisions of the Institute Examination Appeals and Irregularity Committee shall be tabled to the Academic Committee of the Board of Governors for further action/approval.

For the case of Kisangara campus, there shall be Campus Examination Appeals and Irregularity Committee. It shall be composed of

- a) The Coordinator (Chairperson)
- b) Campus Examination Officer (secretary)
- c) Three academic staff appointed by the Principal

The duties of the Committee are as stipulated in rule 9.92 (i).

1.13.3 **Procedures of Appeals**

- (i) A candidate who is not satisfied with his/her examination results, shall appeal to the Deputy Rector – Academics, Research and Consultancy in writing by filing in form No. 2 **Appended to these regulations** and paying the prescribed fee.

For the case of Kisangara Campus the appeal shall be made to the Coordinator of the campus in writing by filing in form No. 2 **Appended to these regulations** and paying the prescribed fee.

- (ii) All appeals should be made within two (2) weeks from the date of publication of the examination results. Each appeal shall be attached with evidence of having paid the prescribed fee.
- (iii) The appeals shall be lodged to the Deputy Rector – Academics, Research and Consultancy who shall present them to the Institute Examination Appeals and Irregularity Committee which will review and forward its recommendations to the Academic Committee of the Board. In the case of Kisangara campus, the appeal shall be lodged to the Coordinator. The Coordinator shall present them to the Campus Examination Appeals and Irregularity Committee which will review and forward its recommendations to DRAC for final decision of submitting/not submitting the same to the Academic Committee of the Board.
- (iv) In reviewing the appeals, the Committee has discretion to call any witness, including the appellant and to receive any evidence from any credible source as committee deems appropriate.
- (v) The appellants shall be notified of the status of their appeals immediately after the decision of the Academic Committee of the Board.

1.13.4 **Procedures for handling examination irregularities**

- (i) All cases of alleged examination irregularities shall be referred immediately to the Deputy Rector - Academics, Research and Consultancy by the Head of the respective department. The DR-ARC shall submit a report of the findings of the alleged possession of unauthorized materials in the examination room, dishonesty, destruction or falsification of any evidence of irregularity or cheating and recommendations to the Institute Examinations Appeals and Irregularities Committee. For the case of Kisangara, the alleged irregularity shall be lodge to the Coordinator who will act in compliance of this rule. The findings on the irregularity shall be submitted to the Campus Examinations Appeals and Irregularities Committee.

- (ii) The Institute Examination Appeals and Irregularities Committee (or Campus Examinations Appeals and Irregularities Committee for the case of Kisangara campus) shall discuss the irregularity report(s), call the alleged candidate(s) and may summon the witness (es) on the allegations in order to arrive at a rational decision. The alleged candidate(s) shall have right to call witness (es) for purposes of defense.
- (iii) The decision and recommendations of the Institute Examination Appeals and Irregularities Committee shall be submitted to the Academic Committee of the Board for further action. For the case of Kisangara campus, the decision and recommendations of the Institute Examination Appeals and Irregularities Committee shall be submitted to DRAC for further action.

1.14 **Institute Examinations Organs**

There shall be Departmental Examiners Committee, Institute Examination Appeals and Irregularity Committee, Faculty Examination Committee, Institute Examination Committee, Academic Committee of the Board, and the Board.

1.14.1 **Departmental Examiners Committee**

(i) **Composition**

The Departmental Examiners Committee shall consist of Head of Department (Chairperson), Departmental Examinations Officer (Secretary), and all department internal and external examiners.

(ii) **Roles and Responsibilities**

- a) To review examinations results
- b) To discuss the general performance of students
- c) To review the marking process.
- d) To discuss problems of invigilation, marking, moderation and other matters related to examinations process.
- e) To report observations and recommendations from external moderators to the Faculty Examination Committee.
- f) To deliberate on the External moderator's report.

1.14.2 **Faculty Examinations Committee**

(i) **Composition**

This shall consist of the Deputy Rector – Academics, Research and Consultancy (Chairperson), Senior Examination Officer (Secretary), Deputy Rector-Planning Finance and Administration, the Registrar, Head of Quality Assurance Unit, Heads of Academic Departments and Members of Departmental Examination Committees.

(ii) **Roles and Responsibilities**

- (a) To review examination results submitted by all academic departments.
- (b) To discuss the general performance of students
- (c) To deliberate on the quality assurance's report

- (d) To deliberate on examination processes, challenges and strength.
- (e) To discuss observations and recommendations on external examinees report made by the department
- (f) To recommend examination results to the Institute Examinations Committee for further action.

1.14.3 **Institute Examinations Committee**

(i) **Composition**

This shall consist of the Rector (Chairperson), Examination Officer (Secretary), Deputy Rector – Academics, Research and Consultancy, Deputy Rector Planning Finance and Administration, Heads of Academic Departments, Registrar, Head of Quality Assurance Unit, Principal of Kisangara Campus, ISWOSO president, ISWOSO Minister for Education, one representative from each session of the study program and Members of Departmental Examination Committees

(ii) **Roles and Responsibilities**

- (a) To review student examination results submitted by the Faculty Examination Committee.
- (b) To recommend the examination results to the Academic Committee of the Board for provisional approval.
- (c) To deliberate on examination processes, challenges and strength.

1.14.4 **Academic Committee of the Board**

(i) **Composition**

The committee shall consist of all members of Academic Committee of the Board.

(ii) **Roles and Responsibilities**

- (a) To review examination results submitted by the Institute Examination Committee.
- (b) To review appeals results/decisions submitted by the Institute Examinations Appeals and Irregularity Committee.
- (c) To grant provisional approval of examination and appeals results.
- (d) To recommend to the Board of Governors examination and appeals results for final approval.

1.14.5 **The Board of Governors**

(i) **Composition** All board members.

(ii) **Roles and Responsibilities**

To approve appeals and examination results submitted by the Academic Committee of the Board.

1.15 **Classification of Awards as per NACTVET Standards (NTA Level 4 -9)**

Table 9.1 provides the classification of Awards for all NTA Level by range of marks, letters and points.

Table 1.3: Classification of Awards for NTA Level by Range of Marks, Grades and Grade Points

NTA level	Range of Marks	Grade	Grade Points	Definition
NTA Level 4 and 5	80 – 100	A	4	Excellent
	65 – 79	B	3	Above Average (Good)
	50 – 64	C	2	Average (Satisfactory)
	40 – 49	D	1	Below Average (Poor)
	0 – 39	F	0	Failure
		I		Incomplete
NTA Level 6	75 – 100	A	5	Excellent
	65 – 74	B+	4	Well Above Average (Very Good)
	55 – 64	B	3	Above Average (Good)
	45 – 54	C	2	Average (Satisfactory)
	35 – 44	D	1	Below Average (Poor)
	0 – 34	F	0	Failure
		I		Incomplete
NTA Level 7 and 8	70 – 100	A	5	Excellent
	60 – 69	B+	4	Well Above Average (Very Good)
	50 – 59	B	3	Above Average (Good)
	40 – 49	C	2	Average (Satisfactory)
	35 – 39	D	1	Below Average (Poor)
	0– 34	F	0	Failure
		I		Incomplete
NTA Level 9	70 – 100	A	5	Excellent
	60 – 69	B+	4	Well Above Average (Very Good)
	50 – 59	B	3	Above Average (Good)
	40 – 49	C	2	Below Average (Poor)
	35 – 39	D	1	Very Poor
	0– 34	F	0	Failure

1.16 Grading System for Postgraduate Diploma

The computation of G.P.A for Postgraduate Diploma will be based on average performance for first and second semester results. Table 9.2 provides classification of awards by marks, letters, points and remarks.

Table 9.2: Classification of Awards by Range of Marks, Grades and Grade Points for Postgraduate Diploma

Range of Marks	Grade	Grade Points	Definition
75 – 100	A	5	Excellent
61 – 74	B+	4	Well Above Average (Very Good)
50 – 60	B	3	Above Average (Good)
Below 50	C	2	Below Average (Poor)

1.17 Procedure for Classification of Degrees

Computation of G.P.A for all NTA Level is based on average performance of all modules studied. Table 9.3 provides classification of awards for all programmes by points.

Table 1.4: Classification of Awards

(a) NTA Level 4 – 5	
Class of Awards	Cumulative GPA
First Class	3.5 - 4.0
Second Class	3.0 – 3.4
Pass	2.0 – 2.9
(b) NTA Level 6-8	
Class of Awards	Cumulative GPA
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second Class	2.7 – 3.4
Pass	2.0 – 2.6
(c) NTA Level 9	
Class of Awards	Cumulative GPA
First class	4.4 – 5.0
Upper second class	3.5 – 4.3
Lower second class	3.0 – 3.4
(d) Postgraduate Diploma	
Class of Awards	Cumulative GPA
First class	4.4 – 5.0
Second class	3.5 – 4.3
Pass	3.4 – 2.7

1.18 Computation of the Cumulative GPA (CGPA)

The computation of the Cumulative GPA (CGPA) will be based on the following

$$\text{Formula: CGPA} = \text{Avg GPA} = \frac{\text{GPA FOR SEMESTER I} + \text{GPA FOR SEMESTER II}}{2}$$

WHERE GPA for a Given Semester = $\frac{\sum (\text{Grade points} \times \text{Credit})}{\sum \text{Credit}}$

$\sum \text{Credit}$

(a) Grade Points Computation for NTA Level 4-5

Range of Marks	Grade	Grade point	Equation for the Grade Point
80 – 100	A	4.0	$\frac{\sum (\text{Letter Grade points} \times \text{Credit})}{\sum \text{Credits}}$
65 – 79	B	3.0	
50 – 64	C	2.0	
40 – 49	D	1.0	
0 – 39	F	0	

(b) **Grade Points Computation for NTA Level 6**

Range of Marks	Grade	Grade point	Equation for the Grade Point
75 – 100	A	5.0	$\frac{\Sigma (\text{Letter Grade points} \times \text{Credit})}{\Sigma \text{Credits}}$
65 – 74	B+	4.0	
55 – 64	B	3.0	
45 – 54	C	2.0	
35 – 44	D	1.0	
0 – 34	F	0	

(c) **Grade Points Computation for NTA Level 7-9 and Postgraduate Diploma**

Range of Marks	Grade	Grade point	Equation for the Grade Point
70 – 100	A	5.0	$\frac{\Sigma (\text{Letter Grade points} \times \text{Credit})}{\Sigma \text{Credits}}$
60 – 69	B+	4.0	
50 – 59	B	3.0	
40 – 49	C	2.0	
35 – 39	D	1.0	
0– 34	F	0	

1.19 **Progress from one Academic Year/Semester to the next**

A candidate shall be allowed to proceed to the next NTA level subject to passing all modules taken in the previous NTA level. However, a candidate at NTA level 7(first year) who fails in either continuous assessment or supplementary examinations but has a cumulative annual GPA of not less than 2.0 shall be allowed to proceed to NTA level 7(second year) while carrying forward the failed modules.

- (i) A candidate in NTA Level 4, 5, 6, 7(second year) and 8 shall be allowed to proceed to the next NTA level subject to passing all modules taken in the previous NTA level.

1.19.1 **Supplementary Examinations**

- (i) A candidate who fails any modules in the academic year shall be required to supplement the failed modules and pass before being allowed to proceed to the next NTA level
- (ii) A candidate failing in a continuous assessment (CA) shall be required to carry forward the failed module.
- (iii) A candidate failing in a supplementary examination shall be required to carry forward the failed module.
- (iv) The highest grade for NTA Level 4-8 supplementary examinations shall be the lowest pass mark of “C” and “B” for NTA Level 9.

1.19.2 Progress from one Award Level to the next

- (i) A candidate shall be allowed to proceed to the next level of award after passing all prescribed modules at the lower level. However, a candidate at NTA level 7(first year) who fails in either continuous assessment or supplementary examinations but has a cumulative annual GPA of not less than 2.0 shall be allowed to proceed to NTA level 7(second year) while carrying forward the failed modules.
- (ii) A candidate who does not meet requirements for level progression may be recommended for a lower level of award for which has fulfilled the **requirements for the award.**

1.19.3 Special Examinations (First Sitting)

- (i) Candidates permitted to sit for special first sitting examinations shall do so as directed by the Deputy Rector Academic Research and Consultancy.

1.19.4 Postponement of Studies

- (i) Permission for postponement of studies on compelling grounds shall be granted by the Deputy Rector Academic Research and Consultancy with a recommendation from the respective Head of Department. For the case of Kisangara campus the permission shall be granted by the Principal
- (ii) The maximum duration for postponement of studies for whatever reasons shall be one academic years.
- (iii) No one shall be allowed to postpone more than once in one level of award except for compelling medical grounds.

1.20 Approved Institute Awards

Upon completion of studies, the Institute shall award successful candidates the following Institute awards as approved by the National Council for Technical Education (NACTVET) and the Board:

- (i) NTA level 4 – Basic Technician Certificate
- (ii) NTA level 5 – Technician Certificate
- (iii) NTA level 6 – Ordinary Diploma
- (iv) NTA level 7 – Higher Diploma
- (v) NTA level 8 – Bachelor Degree
- (vi) NTA level 9 – Master Degree
- (vii) Postgraduate Diploma

Award of Higher Diploma (NTA Level 7)

A candidate pursuing a Bachelor Degree programme, and who for any reason other than disciplinary grounds, is unable to proceed to NTA level 8 may be awarded a Higher Diploma provided that he/she has successfully completed the first and second year. The same award can be awarded to a candidate who passed all prescribed modules in his/her first and second years but failed in his/her third year and is not willing to carry forward the failed modules.

1.21 Certificates, Transcripts and Provisional Statement of Results

(i) Issuing of Certificates

The Institute shall issue certificates for all programmes offered by the Institute.

(ii) Issuing of Transcripts

Any graduate of the Institute of Social Work desiring to be issued with a transcript, shall submit his/her application in writing together with a duly filled clearance form, one passport size photographs and payment receipt of TShs. 5,000/-. Transcripts shall be issued once examination results are approved.

(iii) Issuing Copies of Certificates

- (a) The Institute may issue another copy in case of loss of the original Certificate on condition that the applicant produces Police Loss Report that the Certificate is lost.
- (b) The Certificate so issued shall be marked "COPY" across it and a fee of TShs. 50,000/= in respect of Tanzanian students or USD 50.00 in Money Order in respect of foreign students or such other fee as may be prescribed from time to time by the Board of Governors shall be charged for a copy of the Certificate issued.

(vi) Provisional Statement of Results

- (a) Any candidate desiring to be issued with provisional statement of results shall apply in writing to the respective Head of Department provided that the student had paid for provisional statement of results in his/her tuition fee.
- (b) Provisional Statement of Results shall be issued two (2) weeks after the publication of examination results.

1.22 Amendments

Amendments on examinations regulations maybe done from time to time as deemed necessary by the Institute Academic Committee of the Board of Governors.

Application to Defer Examinations

This form must be filled by student(s) wishing to defer Examination(s) and submitted to the Head of Department.

1. Students particulars

Names

Reg. No.

Department..... (SW, LS, HRM)

Course (NTA Level 4, 5, 6, 7, 8, 9 and PGD) Year of study.....

2. (a) Module(s) to be deferred (indicate the codes and names of modules)

Module(s)	Code	Name of module
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.....
-------	-------	-------

(a) Reasons for deferring examination (tick whichever applicable)

i. Medical grounds () ii. Individual problem but not financial problem ()

(b) A brief statement of particulars of the reason(s) indicated above

.....

.....

.....

3. Amount paid for deferring examination TShs. Receipt number

..... (attach the original receipt)

This form has been submitted today(day).....(month).....
(year) Signed

.....

FOR OFFICIAL USE

Accounts office

Outstanding debt of TShs

Signature of the accounts officer

Recommendation by the Head of Department

.....

.....

.....

.....

Decision by Deputy Rector Academic Research and
 Consultancy/Principal

.....

.....

.....

Appeal Against Examination Results

This form must be filled by student(s) wishing to appeal against examination results.

4. Students particulars

Names

Reg. No.

Examination No.

Department (SW, LS, HRM)

Course (NTA Level
4,5,6,7,8, 9 and PGD) Year of
study.....

5. Examination results information

- (a) Number of modules passed ()
- (b) Number of modules supplemented ()
- (c) Number of modules deferred ()
- (d) Status: Supplementary (), Discontinuation (), Repeat module/incomplete ()
(tick whichever applicable)

6. (a) Module(s) appealed against (indicate the code(s) and name(s) of module(s))

Module Code	Module Name
.....

(b) Reasons for appealing against examination (tick whichever applicable)

- i. Prejudice ()
- ii. Irregularities in the conduct of examination ()
- iii. Violation of the principles of natural justice (right to be heard, right to know the reason for a decision) ()
- iv. Other reason ()

(c) A brief statement of particulars of the reason(s) indicated above

.....

.....

.....

.....

7. Relief/remedies sought

- i. Remarking ()
- ii. Re-counting ()
- iii. Nullification of the examination ()
- iv. Re-doing the examination ()

Application to Postpone Studies

This form must be filled by student(s) wishing to postpone studies.

1. Students particulars

Names

Reg. No.

Department..... (SW, LS, HRM)

Course (NTA Level
4,5,6,7,8, 9 and PGD)

Year of study.....

2. (a) Reasons for postponement (tick whichever applicable)

i. Medical grounds () ii. Individual problem () iii. Financial problem ()

(b) A brief statement of particulars of the reason(s) indicated above

.....

.....

.....

.....

.....

3. Expected year of resuming studies**4. Amount paid for postponement Tshs. 150,000/- Receipt number**
(attach the original receipt)**5. This form has been submitted**
today.....(day).....(month).....(year)

Signed

FOR OFFICIAL USE (recommendation of the Head of Department)

.....

.....

.....

.....

Decision of DRAC

.....

BEST STUDENTS' ACADEMIC AWARDS

Name of the Award	Beneficiary	Amount (TShs)
Institute Prize	Best Students in each level per programme (NTA Level 4 – 9 and Postgraduate Diploma)	30,000.00

RULES AND REGULATIONS FOR CONDUCT OF STUDENTS

SECTION ONE

PART I: PRELIMINARY

Appendix H: Rules and Regulations for Conduct of Student

PREAMBLE

Whereas the Institute was established by Act No. 26 of 1973 Section 3 and exists for the pursuit of learning

AND

Whereas the Institute's fundamental purpose can be achieved only if its members can work peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other person's.

NOW THEREFORE

These By-laws are promulgated, and made to maintain these conditions and protect the Institute from actions which would damage its academic reputation or the standing of the Institute and its members.

SECTION TWO

PART I: PRELIMINARY

1.1 Citation:

These by-laws shall be cited as the **Institute of Social Work Student's 'By-Laws' (2008)** and shall come into force on such a date as the Board may approve.

- 1.2 These By-Laws are made by the Board of Governors in accordance with the provision of **Section 3 of the Institute of Social Work Act No. 26 of 1973** as amended in 2002 Miscellaneous Amendment Act, whose objective is to provide for the control, governance and administration of the Institute.

1.3 Definitions:

In these By-Laws, unless the context otherwise requires:

“**The Act**” means the Institute of Social Work Act No. 26 of 1973 as amended from time to time.

“**Appeal**” means the act or process of requesting the review of a decision made.

“**Admission Offence**” means an act, omission and conduct that contravene admission regulations.

“**Academic Dishonesty**” means an act of dishonesty on academic matters.

“**The Board**” means the Board of Governors of the Institute of Social Work.

“**Complaint**” means a written and signed statement of dissatisfaction as a result of which proceedings may be instituted.

“**Competent Organ**” include such Board, Committee, Office or Officer of the Institute vested with express or implied legal powers to do or to disallow or to order the doing or disallowance of such act or acts as is or are referred to in any of the respective Provisions of these By-Laws.

“Competent Authority” shall have the same meaning as “Competent Organ” with powers to make decisions.

“Dean of Students” means the Officer appointed by the Board of Governors to deal with Students’ matters.

“Disciplinary Authority” means any officer or committee of the Institute which is vested with Power to deal with students’ discipline.

“The Disciplinary Appeals Committee” means the Appeals Committee dealing with reviewing the decision made by a previous committee.

“Disciplinary Offence” shall mean an offence committed by a student as against these regulations which is punishable under these regulations.

“Eviction” means to force a student to vacate the Institute hall

“Fee” refers to a total amount of payment in terms of cash, money transfer, money order or a cheque made by student to the Institute through the Institute’s bank account to cover

Registration, Student’s identity card, caution money, student handbook, tuition, essential **Lethal weapons**” means objects such as knives, guns, spears, arrows, machetes, axes, sticks, etc. that are used for fighting or attacking.

“Natural Justice” shall include the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and specified law alleged to have been violated; the right to tender defence and the right to appeal.

“Proper Notice” means notice given within a specific period of time from the date of commission of a neglect offence or in the case of a continuance of injury or damage within 15 days next to its cessation.

“Student” means any person admitted to the Institute as a candidate for a postgraduate diploma, degree, diploma, certificate and other award of the Institute.

“The Student’s Organization” means the formally constituted student’s government as per their constitution.

“Vehicle” means motor cars, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land.

“Penalty” means punishment for breaking Institute By-laws.

“Rustication” means removal of a student from the Institute until such acts causing the problem (s) are solved.

“Stern warning” means serious and disapproving warning.

“Strike” means refusal to perform scheduled activities.

“Suspension” means removal of a student from the Institute for a period of not more than three (3) weeks.

“Visitor” means somebody who is not a Student or the employee of the Institute.

“Warden” means an officer dealing with management of halls of residence.

“Unlawful act” means any act that is forbidden in these by laws and/or any other laws enforce.

“Criminal Act” Is the same as unlawful act reading texts and examination fees.

“Institute” means the Institute of Social Work established by Section 3 of Act no. 26 of 1973.

Initial Order means an order entered by the Disciplinary Authority after conducting hearing on entire dispute.

- 1.4 Where it appears in these By-Laws a singular, shall include a plural form and vice-versa.

PART II: GENERAL REGULATIONS

These general regulations are made in accordance with the desire to enable the Institute perform its duties and functions as proclaimed in the establishment act and other instructions and regulations as instructed by Board of Governors from time to time. Among other things, these regulations require unless it is stated otherwise:

- 2.1 Payment of fees within the prescribed payment schedule shall be a condition for registration to pursue and /or continue with studies at the Institute, provided that the manner of payment shall be in accordance with instructions enunciated from time to time by the Board of Governors.
- 2.2 Any student who has outstanding debts to the Institute out of either credit loss or damage of property of the Institute shall not be allowed to register for classes or sit for end of Semester examination.
- 2.3 All official correspondence by students or by officials of the Students' Organization or officials of recognized student societies to Government Ministries, Parastatals, Non-governmental organizations, etc. shall be routed through the Dean of Students, the Deputy Rector - Academics, Research and Consultancy, and Rector as the case may be.
- 2.4 Application for permission to make general collection of money, within the Institute, other than students' organization subscriptions or entrance fees for film shows and other functions shall be made to the Dean of Students through the students' organization. Collectors shall be required to submit to the Dean of Students a receipt in lieu of the collection, a statement of money received and show how the money has been or is to be expended.
- 2.5 Every student on enrolment shall be supplied with a copy of these By-Laws or part of the Institute regulations for the time being in force. Acceptance of a place in the Institute is conditional upon agreement by the student to abide by the By-Laws. The operation and application of the By-Laws is without prejudice to the constitution and the general laws of the United Republic of Tanzania.
- 2.6 Classroom will be open for use from 6.00 am to 22.00 hours and not otherwise. Any student who will contravene this by-law will be charged and fined to pay not less than fifty thousand Tanzania shillings to subsidize for power bills.
- 2.7 All students' vehicles should be parked outside the Institute's premises. They have to take care of their own vehicles once parked and management will not be responsible for any damage or loss.

- 2.8 Any student who wishes to bring a vehicle to the Institute shall comply with the general law of the land governing the driving and parking of vehicles as well as the relevant rules which are in force on the Institute campus and shall register the vehicle with the Dean of Students upon the production of the following documents:
- a) The vehicle registration card
 - b) The current certificate of insurance
 - c) A current driving license in the applicants' name.
- 2.9 Such registration shall be renewed at each academic year. Any student who fails to meet any of the above conditions shall not be allowed to register his/her vehicle and therefore shall not enter the Institute premises with a vehicle.

PART III: RESIDENCE/ACCOMODATION

- 3.1 At the beginning of the academic year, all students will be required to produce evidence of payment of hostel fee to warden so as to be given hostel's key. Students who fail to do so shall be barred from staying in the hostel. Upon payment, student will be issued with an account (user name and password) in the Student Information Management System (SIMS) to create invoice for hostel payments and get control number. The Institute officials at ICT unit and Account Department will guide students on how to use SIMS account.
- 3.2 Those allocated rooms shall be required to sign a contract at the beginning of the academic year. The occupants shall be required to sign for all properties found in their room at the beginning of each semester and sign off at the end of a semester. The Occupants shall ensure that they sign off at the end of semester otherwise they will be charged for the property not handed in.
- 3.3 Occupants are not allowed to remove permanent fittings in the rooms and are responsible for the proper care of all property and any damage to or loss must be reported to the warden immediately.
- 3.4 Students shall be responsible to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms.
- 3.5 Cooking is not allowed in the Hostels. Cooking includes: frying, roasting, baking and boiling (except boiling water) by use of any source of energy.
- 3.6 No electric devices other than reading lamps, table fan, electric iron, electric razor, electric hair dryer, electric kettle, radio, record player or video shall be used in students' rooms or in any other unauthorized place or space.
- 3.7 Students shall not interfere with or transfer furniture or fittings of any kind from any part of the Institute building without prior written permission from the office of the Dean of Students or Wardens of the Hostel as the case may be.

- 3.8 Notwithstanding the generality of the above paragraph, any student wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the office of the Dean of Students.
- 3.9 Electric lights MUST be switched off during daytime or when occupants are not in the room.
- 3.10 Musical appliances and instruments, such as record players, radio set, video and other noise making instruments may be used provided that music shall not be played at noise level that causes nuisance and annoyance to other students in the Hostel.
- 3.11 For specific official students' functions permission to extend music performance in specified places within the Institute may be granted by the Dean of Students until but not beyond midnight.
- 3.12 Drunkenness behavior is strictly prohibited. Any student found drunk and if his/her drinking behavior is likely to cause disturbance of peace, drastic disciplinary action will be taken which may include expulsion.
- 3.13 No student shall be allowed to entertain visitors of either sex in his/her room beyond 12:00 midnight.
- 3.14 Students shall not be allowed to live with any unauthorized person or fellow student in their rooms, including their children or other relatives.
- 3.15 Students shall be expected to live peacefully with one another in their allocated rooms; if at all one student is found to be misbehaving towards his/her room-mate the misbehaving student may be ordered out of the room or may be given a probationary period of good behaviour of up to 10 weeks or one semester, whichever is the longer.
- 3.16 All students shall be required to vacate the Hostel at the end of each semester when the Institute closes for vacation.
- 3.17 Loss of Keys by students must be reported immediately to the Dean of Student's or the Hostel Warden. The key will be replaced on payment of the cost of a new key or new lock by the student responsible for its loss or for its safe custody. Keys must be returned to the Warden at the end of each semester. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the key is returned, plus cost of replacement. Each key holder must ensure that he/she signs in the key book when the key is returned to the Dean of Student or Warden.
- 3.18 Students utilizing the Institute catering system are required to observe cafeteria regulations. Failure to observe any of the following rules shall constitute a disciplinary offence.
- i) The kitchen shall be out of bounds to all students except for student leaders appointed to oversee cafeteria matters.

- ii) The kitchen shall be out of bounds to all students except for student leaders appointed to oversee cafeteria matters
- iii) Smoking is not allowed in the Cafeteria and other public places including the library, classrooms and at any other gathering of more than one person.
- iv) Except with the permission of the catering superintendent or his deputy students may not take any equipment such as crockery, glasses, cutlery, etc. from the cafeteria.
- v) Any criticism of or complaint about cafeteria service shall be made through students' organization leaders to the catering superintendent through the Dean of Students

PART IV: STUDENTS' CODE OF CONDUCT

4.1 Students Code of Good Conduct

Admission to the Institute carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe good conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. That responsibility includes, but is not limited to:

- i) Practicing high standards of academic and professional honesty and integrity;
- ii) Respecting the rights, privileges and property of other members of the academic community and visitors to the campus, and refraining from any conduct that would interfere with Institute functions or endanger the health, welfare or safety of other persons;
- iii) Complying with the rules, regulations, procedures, policies, standards of conduct, and orders of the Institute and its directorates and departments

4.2 Misconduct

Specific instances of undesired misconduct include, but are not limited to:

- i) Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the Institute campus and is not constitutionally and/or legally protected;
- ii) Physical abuse of any person, or conduct intended to threaten imminent bodily harm or to endanger the health or safety of any person on and outside the Institute premises.
- iii) Conduct on the Institute campus constituting a sexual offence, whether forcible or no forcible, such as rape, sexual or sexual harassment and other criminal offence amounting to criminal proceedings.
- iv) Malicious damage or malicious misuse of Institute property, or the property of any person where such property is located on the Institute premises;
- v) Refusal to comply with any lawful order given by relevant authority.
- vi) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the Institute campus.

- vii) Unlawful possession, use distribution or manufacture of alcohol or controlled substances such as drugs on and outside the Institute campus.
- viii) Intentionally inciting others to engage in any unlawful activity.
- ix) Falsely reporting a violation of the Students' Code of conduct.
- x) Engaging in unlawful demonstration

4.3 **Powers of Instructors**

The instructor has the authority to exclude a student from any class session in which the student is disorderly or disruptive. If the student persists in the disorderly or disruptive conduct, the instructor should report the matter to the Head of the Department for disciplinary measures.

4.4 **Dress Code**

The Institute of Social Work is preparing professionals who will contribute to the development of public sectors such as Social Work, Industrial Relations and Human Resources Management. These professions do not need the expertise skills only but also the ethical behaviour that portrays good character of public servant. *Students will be required to dress as per guidelines provided under appendix "K"*. In this sense, the students of the Institute of Social Work will be governed by the following dress code:

- (a) **Female students are not required:**
 - (i) To put on tight apparels that portrays or depicts the body alignment or those that are short, transparent and slit.
 - (ii) To brand tattoos.
- (b) **Male students:**
 - (i) Are required to put on at least a shirt and trouser.
 - (ii) Are not allowed to put on female apparels, bangles, necklaces, earrings, etc.
 - (iii) Are not allowed to plait their hair.
 - (iv) Are not allowed to brand tattoos.
- (c) **Interaction between Students**
Interactions between male and female students must be kept to the approved minimum (i.e. sharing lecture rooms, library, cafeteria and other approved and supervised academic meetings).
- (d) **Spiritual/Moral Affairs**
Every student must conduct himself/herself in a manner reflecting exemplary moral and spiritual standards. In this respect, every student shall not carry out or participate in any anti- religious activities
- (e) **Identity cards**
At all times when students are at the campus they are required to put on Identity Cards to prove their identities as students of the Institute, failure to comply with this directive will lead to discontinuation from studies.

PART V: GENERAL PROCEDURES FOR DISCIPLINARY SANCTIONS

- 5.1 This section describes the general process under the student code of conduct for enforcing the Institute rules, regulations, procedures, policies, standards of good conduct and orders. In all situations, whether handled formally or informally, basic standards of fairness will be observed in the determination of:
- (a) The truth or falsity of the charges against the student;
 - (b) Whether the alleged misconduct violated this code; and if so,
 - (c) The sanctions to be imposed, if any.
- (i) The criteria for judging student misconduct shall include, but not be limited to, the standards of conduct as stated in these By-Laws. Informal hearings shall use the procedures governing brief adjudicative proceedings. Formal hearings conducted by the Disciplinary Committees shall follow the procedures required for formal adjudicative proceedings. Informal settlements may also be conducted.
 - (ii) Persons who believe that violation of the student code of conduct has been committed should contact the Dean of Students.
 - (iii) The Dean of Students may initiate disciplinary proceedings against a student under this code of conduct. The Deans may delegate the authority to initiate disciplinary proceedings to the Students' Organization Government or may forward the matter to the higher authority as prescribed by these By-laws.
 - (iv) The initiating officer shall begin a disciplinary proceeding by holding, or directing a member of his or her staff to hold an (informal hearing with the student alleged with misconduct.
- Based on this informal disciplinary hearing, the initiating officer shall report the outcome of hearing to the Rector where the final decision such as exoneration, dismissal of the matter, impose an appropriate sanction, and/or refer the matter to the students disciplinary committee. If the initiating officer identifies a potential or existing exceptional circumstance, i.e.
- (a) The sanction of dismissal has been recommended; or
 - (b) The sanction of restitution whose value shall be prescribed from time to time has been recommended; or
 - (c) Suspension has been recommended, the matter shall be referred directly to the faculty appeal board; or
- 5.2 Students have the right to appeal against any sanction imposed at an informal hearing to the student's Disciplinary Committee, except that when such sanction identifies an existing or potential exceptional circumstance as defined, the matter shall be referred directly to the Appeals Committee.
- 5.3 Any decision of the Student's Disciplinary Committee may be appealed to the Appeals Committee. All decisions of the Students Disciplinary Committee identifying existing or potential exceptional circumstances as defined, shall be referred directly to the Appeal Committee. In most cases, the Appeal's Committee shall conduct an administrative review. In certain cases the Appeals Committee shall also conduct a formal hearing.

- 5.4 Any decision based on a formal hearing conducted by the Appeals Committee may be appealed to the Rector of the Institute or his/her delegate for a final review. All orders of dismissal shall be reviewed by the Rector or his/her delegate. Orders entered by the Rector or the Rector's delegate shall be subject to approval by the Board of Governors.
- 5.5 The Rector or his/her delegate may take emergency disciplinary action when a student(s) conduct threatens the health, welfare or safety of the Institute community or members thereof and/or damage to property.
- 5.6 When questions of mental or physical health are raised in misconduct cases, the Deputy Rector – Academics, Research and Consultancy, the Dean of students, their delegates, the Student Disciplinary Committee, or the appeal Committee may request the student(s) to appear for examination before two physician-consultants designated by a medical officer approved by the Institute. If the student agrees, the physician-consultants may call upon the approved Institute health facilities or any other professional assistance they deem necessary. After examining the student, the physician -consultants shall make a recommendation to the Deputy Rector - Academics, Research and Consultancy, , the Dean of students, their delegates, the Students Disciplinary Committee, or the Appeals Committee as to whether the case should be handled as a disciplinary matter or as a case for medical or other treatment. Any decision made based upon the recommendation of the physician – consultants may be appealed in accordance with these provisions.
- 5.7 The following persons conducting proceedings under these regulations shall have the authority to issue protective orders and subpoenas: Deputy Rector - Academics, Research and Consultancy, , the Dean of Students, the chairperson of the Students Disciplinary Committee, the chairperson of the Appeal Committee and the Rector or his/her delegate.
- 5.8 In a case involving an allegation based on sexual offence, the criminal act shall be immediately forwarded for criminal prosecution.
- 5.9 Any final order resulting from a disciplinary proceeding shall become a part of the student's disciplinary record, unless the student is exonerated.
- 5.10 In accordance with the constitutional rights on privacy, all hearings conducted under these regulations generally shall be held in closed session out of respect for the privacy of all the students involved. However, the students involved may waive this requirement in writing and request a hearing in open session, and the initiating or presiding officer shall conduct the hearing in a room that will accommodate a reasonable number of observers. The initiating or presiding officer may exclude from the hearing room any persons who are disruptive of the proceedings and may limit the number who may attend the hearing in order to afford safety and comfort to the participants and orderliness to the proceedings.
- 5.11 **Informal Disciplinary Hearings**
The Deputy Rector - Academics, Research and Consultancy, the Dean of Students or his/her delegate may initiate a disciplinary proceeding by conducting, or directing a member of his/her staff to conduct, an informal hearing with the student accused of misconduct. This informal disciplinary hearing may be nothing more than a face-to-face meeting between the initiating officer or staff and the student, and no special notice of the meeting is required. The purpose of this informal disciplinary hearing is to provide an opportunity for the student to respond to allegations of misconduct before disciplinary action is taken, and the student waves any rights to an informal hearing by his or her failure to attend.

- 5.12 **Informal Disciplinary Hearings**
During an informal disciplinary hearing, the student must be provided with the following information.
- (a) The alleged misconduct and the reasons for the Institute's belief that the students engaged in the misconduct;
 - (b) The specific section (s) of the Student Conduct Code allegedly violated; and
 - (c) The possible sanctions that may be imposed.
- 5.13 Based on the findings of an informal hearing, the initiating officer shall enter in writing one of the following orders:
- a) An order exonerating the student or dismissing the disciplinary proceeding if it appears that there has been no misconduct with a copy to the disciplinary focal point.
 - b) An initial order imposing a disciplinary sanction;
 - c) An order referring the matter to the Students Disciplinary Committee; or
 - d) An order referring the matter directly to the Department Appeals Board in case of exceptional circumstances as prescribed in this by-laws.
- 5.14 If the order imposes a sanction and exceptional circumstances exist as defined in these regulations, the matter shall be referred directly to the Appeals Committee and the student shall be informed that he/she has the right to request a formal hearing according to the procedures set forth in these By- Laws. If the order imposes a sanction but exceptional circumstances do not exist, then the student must be informed that he or she has two (2) days from the date of the order or five (5) days from the date of notification of the initial order to request a hearing before the students Disciplinary Committee. If the student chooses not to appeal, the order becomes the final order.
- 5.15 Within five (5) days of the conclusion of the hearing and any associated investigations, the student shall be provided with a written order which shall include a statement of the decision. No unfavourable action may be taken against the student until the student has been given such notice and information.
- 5.16 The official record of this informal hearing shall consist of all documents prepared or considered by the Heads of Departments or the Dean of Students with regard to the dispute at hand.
- 5.17 **Appeals**
- (i) Any initial order may be appealed by timely submission of a written petition to the appropriate body. An order only referring a matter from one hearing body to another, not determining in matter on its merits, is not an initial order.
 - (ii) If a student does not appeal to the appropriate body within two (2) days of the initial order or within five (5) days of the date when the Institute notified the initial order to the student), the right to appeal is waived and the order becomes final.
 - (a) All initial orders shall be hand delivered or delivered by registered mails;
 - (b) Any student involved in a disciplinary hearing is required to provide his/her current and accurate address to the Office of the Dean of Students.
- 5.18 All petitions for appeal shall be made in writing to the appropriate authority (the chairperson of the Students' Disciplinary Committee, the chairperson of the Appeal Committee, or the Rector). The petition shall state the reasons for the appeal and indicate points of disagreement with the initial order and the Appeals Committee shall make any inquiries necessary to ascertain whether the proceeding must be converted to a formal disciplinary hearing.

- 5.19 After conducting the appropriate review, the appeals body or the Rector may sustain, reduce or vacate the sanction imposed by the initial order, except if that review is in the form of a formal hearing before the Appeals Committee, that the Board of Governors may increase any sanction.
- 5.20 Only the Rector or his/her delegate may issue a final order of dismissal subject to approval by the Board of Governors.
- 5.21 Sanctions, if any will be imposed only after an order becomes final.
- 5.22 **Establishment and functions of Student's Disciplinary Committee**
There shall be a Student's Disciplinary Committee that among other things shall be vested with powers to discharge the following functions:
(i) To conduct hearing on disputes presented before the committee.
(ii) To receive and investigate in various allegations as brought before the committee
- 5.23 **Committee's Tenure of Service**
(i) Members of the Students Disciplinary Committee shall begin their terms on the first day of the academic year except that cases in progress shall be continued until a decision is reached.
(ii) The new panels of committee members shall be identified by the outgoing chairperson or by the designate/person through procedures established by the chairperson.
- 5.24 **Composition of Student's Disciplinary Committee**
The Student's Disciplinary Committee shall consist of a non-voting chairperson, five voting Heads of Departments, Dean of students and two voting student members preferably the Minister responsible for the Constitution and Legal Affairs and the Prime Minister, and one non-voting academic staff preferably a Lawyer. The committee shall be maintained for the purpose of providing hearing for disciplinary actions that have been initiated by the Dean of Students and Heads of Departments. The committee shall discharge its duties with full capacity when it is convened with at least three voting Heads of Department, chairperson and one student member.
- 5.25 **Appointment of Committee Chairperson**
The Rector shall designate a member of the Academic Department or Administration Department based on the nature of the dispute to serve as chairperson of the Students Disciplinary Committee.
- 5.26 **Powers and functions of the Chairperson**
(i) The chairperson shall ensure that all procedural safeguards and guidelines are properly followed.
(ii) The chairperson shall address all procedural questions that arise in relation to hearings, including ruling on evidence (as defined by this By-Laws) and challenges to the impartiality of committee members.
(iii) The chairperson shall have the discretion to regulate all aspects of the proceedings.
(iv) The Chairperson shall take whatever steps deemed necessary to ensure that hearings are conducted in a safe and orderly manner.
(v) The chairperson may relieve in writing a member of the Students Disciplinary Committee from serving on that committee for a particular case, for a specific period of time based on valid reasons as submitted to the chairperson in writing by any interested parties in a particular dispute.

5.27 **Disqualification of Members.**

Committee members may be relieved from discharging duties and functions vested on committee by submitting a written statement to the committee chairperson stating reasons for the disqualification under the following circumstances:

- (i) When there is conflict of interest on subject matter or any other reason which may prevent him/her from serving as an impartial judge of the matter before the committee.
- (ii) When there is a written submission challenging the impartiality of a particular committee member and the chairperson is satisfied that the reason submitted is/are fair.
- (iii) Any person who has been delegated the authority to initiate disciplinary proceedings is disqualified from serving as a member of the Students Disciplinary Committee

5.28 **Hearing before the Students' Disciplinary Committee**

The purpose of a hearing before the Students Disciplinary Committee is to provide all parties with an opportunity to present evidence and argument before disciplinary sanctions are imposed on a student. Based on the evidence presented at this hearing, the committee shall determine whether the student has engaged in the alleged misconduct. If there is a finding of misconduct, the committee shall then determine the appropriate sanction to be imposed based on prescribed penalties. Procedures for hearing shall be as follows:

- (i) When a hearing is scheduled before the Student's Disciplinary Committee, the chairperson of the committee shall provide the student with written notice on the following information:
 - (a) The time and place of the hearing;
 - (b) The allegations of misconduct against the student(s)
- (ii) The chairperson of the committee shall adhere to the following procedures at all disciplinary hearings:
 - (a) The student shall be provided with a reasonable opportunity (at least two days) to gather evidence, contact witnesses and prepare a defence for the hearing.
 - (b) May be accompanied by an advisor of the student's choice.
 - (c) The student is entitled to hear all testimony and examine all evidence that is presented at the hearing. In response, the student may present evidence and witnesses on his/her own behalf and may question any of the witnesses.
- (iii) The initiating officer (Dean of Students, or his/her delegate) must prove by a preponderance of the evidence presented at the hearing that the student has engaged in the alleged misconduct. The committee shall base its factual determination solely on the evidence presented at the hearing.
 - (a) Decisions of the Students Disciplinary Committee will be made based on a simple majority vote of the committee.
 - (b) If the Students Disciplinary Committee cannot reach a decision by simple majority vote, an order shall be entered referring the matter to the Appeals Committee. Where exceptional circumstances exist, the student shall be notified of the right to request formal hearing, otherwise, the Appeals Committee shall conduct an administrative review.

- (iv) If at any time after a matter has been referred to the Students Disciplinary Committee the chairperson determines that the matter should properly be before the Appeals Committee, he/she may refer the matter to the Appeals Committee and shall provide the student with written notice of the referral and of the opportunity to request a formal hearing if exceptional circumstances exist.
- (v) If the committee determines that the student has violated the Institute's rules, regulations, procedures, policies, standards of good conduct or orders, the appropriate sanction shall be determined based on adduced evidence and the committee shall evaluate the evidence presented at the hearing against the student's past record of conduct at the Institute
- (vi) The chairperson of the Students' Disciplinary Committee shall provide the student with a written statement of the committee's decision within two (2) days of the conclusion of the hearing. This written statement shall include the committee's factual findings, the conclusions that have been drawn from those findings, the reasons for those conclusions and the sanctions, if any, to be imposed . If sanctions are imposed, the student must also be informed of the appropriate procedures for appealing the committee's decision to the Appeals' Committee.
- (vii) This written statement of the committee's decision shall be the committee's initial order. If the student chooses not to appeal, the initial order of the Students Disciplinary Committee becomes the final order at the end of the appeal period set forth in these regulations, except orders of dismissal shall be referred to the Rector.
- (viii) An adequate summary of the proceedings will be kept. Such a summary shall include all documents that were considered by the committee and may include audio recording of the testimony and any other documents related to the hearing..

5.29 **The Appeals' Committee**

There shall be an Appeals Committee with powers to discharge the following functions:

- (a) To conduct either administrative reviews or formal hearings on appeals as presented by parties.
- (b) To conduct an administrative review when exceptional circumstances do not exist or the student has not requested a formal hearing in writing.
- (c) The Committee shall enter an initial order which shall be served in writing on the student within fifteen (15) days after conclusion of the hearing or after submission of memos, briefs, or proposed findings, whichever is later, unless the period is waived or extended for a valid reason.
- (d) If the student does not appeal against the committee initial order within the time set out in these regulations, the initial order of the Committee shall become the final order, except all orders of dismissal shall be reviewed by the Rector or his/her delegate.

5.30 **Composition of the Appeals Committee.**

The Appeals Committee shall be composed of seven members as follows:

- (a) Deputy Rector - Academics, Research and Consultancy who shall be the Chairperson,
- (b) president of the Students government,
- (c) Three Staff appointed by the Chairperson.
- (d) One members of the community invited by the chairperson and.
- (e) Institute's Lawyer (who should be the secretary of the Committee).

5.31 **Powers and functions of Chairperson of Appeals Committee**

The chairperson of Appeal Committee shall have powers to discharge the following functions:

- (i) To maintain records of all administrative reviews conducted by the Appeals Committee. Such records shall include all documents that were considered by the Committee and may include audio recording of all testimony and all other documents related to the review.
- (ii) To determine whether investigation is required and, if so, shall determine terms of such investigation as deemed fit. In exercising such discretion, the chairperson shall consider:
 - (a) Whether undue expense or delay in bringing the case to a hearing will result;
 - (b) Whether the sue of discovery will promote the orderly and prompt conduct of the proceedings; and
 - (c) Whether the interest of justice will be promoted.

5.32 **Disqualification of members of Appeals the Committee**

The appeals Committee members may be disqualified from a particular formal hearing for the bias, prejudice, conflict of interest, or for the reasons as provided for under S.3.28 of these By-laws or any other reasons which may prevent them from serving as impartial judges of the matter before the Committee.

5.33 **Procedures for conducting appeals**

The Appeals Committee shall inform all the parties on procedures for appealing before conducting the appeal. The procedures to be used by the Appeals Committee shall depend on the nature of the appeal before the committee. Cases may be heard by the entire Committee of no fewer than three Committee members. The Appeals Committee shall conduct a formal hearing when:

- (i) The student requests formal hearing before the Appeals Committee in writing setting forth the exceptional circumstances that exist and;
- (ii) The chairperson reviews the student's written request and determines that exceptional circumstances do exist. Additionally, the Appeal Committee may conduct a formal hearing in other circumstances, as the committee deems appropriate.
- (iii) If the Appeals Committee does not conduct a formal hearing, it shall conduct an administrative review of the prior decision.
- (iv) If the Appeals Committee decides not to grant a student's written request for formal hearing, the chairperson shall provide the student with a written copy of the Committee's decision and a brief statement of the reasons for denying the petition within seven (7) days as specified in these regulations.
- (v) Formal hearings conducted by the Appeals Committee shall be according to the procedural guidelines set forth in these bylaws.
- (vi) At the conclusion of the formal hearing, the Appeal Committee shall enter an initial order based on the finding of that hearing. That initial order shall include a written statement of the Committee's decision and the basis for that decision, including procedures for appealing that decision to the Rector or his/her delegate. The initial order shall be provided to the student within seven (7) days of the conclusion of the hearing.
- (vii) The record in cases in which the Appeal's Committee conducts a formal appeals hearing shall be as specified in these By-laws.

5.34 Administrative Review by the Appeals Committee

The Appeals Committee may conduct administrative review when exceptional circumstances do not exist or the student has not requested a formal hearing. When the Appeals Committee determines that administrative review is appropriate, the chairperson shall notify parties of that decision. The notice to the parties shall include a statement of;

- (a) The allegations of misconduct against the student;
- (b) The sanctions that were recommended by the initiating officer or the Students Disciplinary Committee, if any;
- (c) A date by which any voluntarily written briefs or statements must be submitted.

5.35 Procedure for conducting Administrative Review

When the Appeals Committee conduct's an administrative review, it may base on:

- (a) All documents and any recordings considered by the initiating officer or the Students Disciplinary Committee; or
- (b) Oral and or written argument of both parties; or
- (c) Additional evidence
- (d) At the conclusion of its review, the Appeals Committee shall enter an order, an initial order may be appealed but a final order may not be appealed, except where the entire is an order of dismissal, and it shall be provided with a written order which shall include a written statement of the Board's decision within two (2) days of the conclusion of the review and information on rights of appeal, if any.

5.36 Formal Hearing before the Appeals Committee

- (i) The Appeals Committee shall conduct a formal hearing when exceptional circumstances exist and the student has requested in writing a formal hearing. Additionally, the Appeal's Committee may conduct a formal hearing in other circumstances as the Committee deems appropriate.
- (ii) Within fifteen (15) days after receipt of a written petition for a formal hearing before the Appeals Committee, the Committee shall notify the requesting party of any obvious errors or omissions in the party's petition, request any additional information the Committee wishes to obtain and is permitted by law to telephone number of an office or person who may be contacted regarding the formal hearing.
- (iii) Within fifteen (15) days after receipt of a written petition of formal hearing or within fifteen (15) days after the party's response to a timely request from the Committee as provided in these regulations, the Committee shall either deny the formal hearing or commence the formal hearing.
- (iv) Once the Committee decides to conduct a formal hearing, the chairperson of the Appeals Committee shall schedule the time and place of the hearing and give not less than two (2) days advance written notice of the hearing to all parties.
- (v) At appropriate stages of the hearing, the chairperson may give all parties an opportunity to submit and respond to briefs, proposed findings of fact and proposed initial or final order. To the extent necessary for a full disclosure of all relevant/facts and issues, the chairperson shall afford both parties the opportunity to respond, present evidence and argument, conduct cross examination, and submit rebuttal evidence. A party filing a pleading, brief, or other paper with the chairperson shall service copies on all other parties.
- (vi) Evidence, including hearsay evidence, is admissible if it is the kind of evidence on which reasonably prudent persons are accustomed to rely in the conduct of their affairs. Evidence is not admissible if it is excludable on constitutional or statutory grounds or on the basis of evidentiary prelude. The chairperson shall decide rulings on the admissibility of evidence

- (vii) All testimony of parties and witnesses shall be made under oath or affirmation.
- (viii) The Appeals Committee may appoint an Inquiry Officer to conduct the actual hearing. The decision to use an Inquiry Officer requires the approval of a majority for the Committee members. The Inquiry Officer will then conduct the hearing and submit a detailed report to the Appeals Committee according to the provisions of this section.
- (ix) If the Inquiry Officer conducts the hearing, an audio recording of the hearing must be kept, and the recording and any transcription thereof must be provided to the committee.
- (x) The Appeals Committee may, at its opinion, request the Inquiring Officer to provide recommendations as to findings, conclusions, and decisions, but those recommendations shall not be binding on the Committee. The Inquiry Officer shall transmit to the Committee the full and complete record of the hearing and the Committee shall make its own findings, conclusions and decisions based on the records.
- (xi) The Inquiry Officer will make initial rulings on the use of discovery, the admissibility of evidence, and procedures for the hearing.
- (xii) The Inquiry Officer must be a member of legal counsel. Any member of the Appeals Committee who is also a member of a legal counsel, including the chairperson, may serve as an Inquiry Officer.
- (xiii) The chairperson of the Appeals Committee may issue subpoenas and enter protective orders.
- (xiv) Members of the Appeals Committee shall avoid *ex parte* communications with any party involved in the hearing regarding any issue other than communications necessary to maintaining an orderly procedural flow to the hearing. *Ex parte* communications received by members of the board must be placed on the records, and the other party must be informed of the *ex-part* communication and given an opportunity to respond on the record.
- (xv) Findings, conclusions and decisions by the Appeals Committee shall be based exclusively on the evidence of record from the hearing and matters officially noted in the record.

5.37

Reviews by the Rector

Any order of the Appeals Committee that is based on the findings of a formal hearing may be appealed for final review to the Rector or his/her designate. The student must submit the appeal in writing within seven (7) days of service of the committee order, or ten (10) days of notifying the order, unless the order specifies a different time limit. Any appeal shall specify the portion of the Committee's order to which exception is taken and shall refer to the evidence of record which is relied upon to support the petition. However, the Rector or his/her delegate shall review all orders of dismissal, regardless of whether the student appeals.

- (i) The Rector or his/her delegate shall consider the entire record of the disciplinary proceeding or such portion as may be cited by the student. At the Rector's or his/her delegate's discretion, the parties may also supplement the record with additional evidence.
- (ii) The parties may present their arguments to the Rector or his/her delegate in writing, and may, at his or her discretion, afford each party an opportunity for oral argument.
- (iii) In a case involving an alleged sexual offence, both the accuser and the accused shall be informed of the outcome of the review.

5.38 Reconsideration of Final Orders

- (i) Within two (2) days of the service of a final order from the Rector or his/her delegate, the student may file a request for reconsideration, stating in writing specific reasons for the request. The request shall be directed to the Rector or his/her delegate.
- (ii) A request for reconsideration is only intended to correct obvious mistakes in the judgment or order and should not be used to reargue the case. Filing a request for reconsideration is not a prerequisite for obtaining judicial review, and denial of the request is not subject to judicial review.
- (iii) The request for reconsideration shall be promptly considered. If within seven (7) days from the date the request is filed, the Rector or his/or her delegate does not either (a) dispose of the request, or (b) serve the student with a written notice specifying the date by which the request will be acted upon, the request is deemed to be denied.

5.39 Emergency Authority of the Rector

If a student's conduct represents a threat to the health, property, safety, or welfare of the Institute or any member of the Institute community, the Rector or his/her delegate may suspend that student(s) from participation in any or all Institute functions or privileges.

- (i) In such an emergency situation, the Rector or his/her delegate shall issue a written order to be served upon the student(s) describing the terms of the emergency suspension and the reasons for imposing the suspension. The order shall be effective immediately.
- (ii) The Rector or his/her delegate shall then refer the matter to the Dean of Students or his/her delegate, who shall proceed as quickly as feasible to complete any proceedings that would be required if the matter did not involve an immediate danger

5.40 Recording and Maintenance of Records

- (i) The Dean of Students shall keep records of all disciplinary actions reported to his or her office. Disciplinary records shall be kept separate from academic records, and transcripts of a student's academic records shall contain no notation of any disciplinary action.
- (ii) The Chairperson of any Committee, initiating disciplinary action shall report in writing to the Office of the Dean of Students all cases in which disciplinary action is taken. The dean shall also inform the Deputy Rector - Academics, Research and Consultancy of any action affecting a student's official standing in the Institute. The Office of the Dean of Students shall notify the Head of Department, in which the student is enrolled of any disciplinary action affecting a student's standing in the Institute.
- (iii) Disciplinary records of students not exonerated shall be maintained by the Deputy Rector - Academics, Research and Consultancy, Dean of Students and the Deputy Rector – Academics, Research and Consultancy for three years after disciplinary action has been taken and/or after the administrative purpose has been served.
- (iv) Disciplinary records of exonerated students shall not be maintained.
- (v) Notwithstanding any other provision of these bylaws the Dean of Students, at his/her discretion, upon written request by the student, may expunge the student's disciplinary record.

5.41 Disciplinary Procedures, Powers and Appeals

Disciplinary proceedings powers and appeals shall be conducted in accordance with procedures, provided for in the students' code of conduct.

PART VI: DISCIPLINARY OFFENCES AND PENALTY

- 6.1 For the purposes of these By-Laws, upon breach of any of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose penalties including warning, reprimand, fine, compensation, exclusion from the hostel, suspension, rustication, and expulsion from the Institute as herein under provided

PART VII: MISCELLANEOUS PROVISION

- 7.1 When there is an emergency need for operations of security officials or Policemen amidst students, in student compounds, the students' organization will be informed as early as possible of such presence.
- 7.2 These By-Laws are not exhaustive of rules and regulations governing students conduct at the Institute and do not exclude the application of special regulations applicable in specific organs of the Institute such as the Institute Library, etc.
- 7.3 For the purpose of minimizing risks and theft, the students are advised to have a bank account for safety of their money.

LIBRARY REGULATIONS

1. Library staffs are authorized to take appropriate action to ensure that all Library users comply with these regulations. Users are required to comply with directions from library staff. Users are required to co-operate fully with any requests made by any member of the Library staff to allow the items in the possession of the user to be inspected, and failure to render such co-operation will be regarded as a serious offence.
2. All staff and students of the Institute are entitled to use library services. Other categories of users may be admitted according to the Institute library policy on external readers. The Institute reserves the right of admission of readers from outside the Institute.
3. All users must have a valid Institute identity card and library card, which must be produced when borrowing library materials, and at any other time on request.
4. A person registered on the ID card or library card is responsible for all material borrowed on the card. ID cards and library cards are not transferable. Lost or stolen cards should be reported immediately to the relevant authority.
5. All materials borrowed from the Library must be returned by the due date and time. Borrowers with overdue material may not be permitted to borrow additional items, or renew other items until such time as all overdue items are returned. Fines may be levied on overdue items.
6. Users are liable for the cost of replacement or repair of all material lost; damaged or defaced by them while in their possession or while on loan to them.
7. Unauthorized removal or attempted removal of any item from the library will be regarded by the Institute as theft and therefore to be reported for prosecution.
8. Library users must refrain from behaviour which would cause a disturbance to other users. The library is a study area and noise must be kept to a minimum.
9. Smoking, eating and drinking in the library are forbidden, and users should not bring food and/or drink into the library.
10. Mobile phones, personal stereos etc., must be switched off and may not be used, within the library.
11. All users of the Institute photocopying equipment are required to comply with the provisions of the copyright laws when making photocopies from material which enjoys copyright protection. Failure to comply may expose the person to potential civil liability and to the Institute's disciplinary procedures.
12. Library Opening Hours shall be as follows: Monday - Fridays from 7.30am - 9.00pm and on Saturdays from 8.00am - 1.00pm. On Sundays and public holidays services are not provided.

DISCIPLINARY OFFENCES AND PENALTY

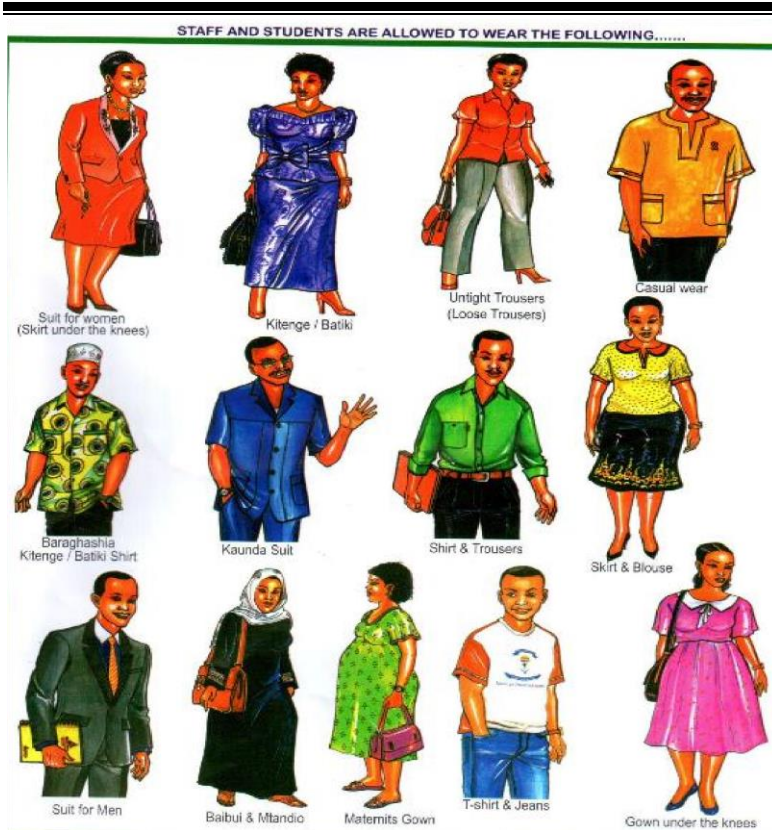
For the purposes of these By-Laws, upon breach of any of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose penalties including warning, reprimand, fine, compensation, exclusion from the hostel, suspension, rustication, and expulsion from the Institute as herein under provided.

S/N	Disciplinary Offence	Penalty
i	Using force or offering violence against or striking a fellow student, an officer or any member of the Institute community.	Suspension one semester
ii	Maliciously damaging, defacing or destroying a wall, gate, fence, notice boards, post or any other item of property of the Institute within or outside the Institute's premises.	Replacement or compensation
iii.	Act or conduct which is likely to obstruct or to frustrate the holding of: a) Any lecture, examination, class sessions, research or other instructional activity authorized by the Institute; b) Any meeting, function or lawful activity authorized by the Institute.	Suspension one semester
iv	Unauthorized use of, or interference with, any technical, electrical or other service or installation of the Institute/hostel.	Fine not less than 20,000/=
v	Where a student is charged and convicted with criminal offence under the law.	Discontinuation from studies
vi	Unauthorized possession of a key/Institute property.	Discontinuation from studies
vii	Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on behalf of the Rector or under an order from any competent organ of the Institute.	Discontinuation from studies
viii	Use of slanderous, abusive, obscene or threatening language by any student against any other student or against any officer or employee of the Institute.	Suspension one semester
ix	Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, Institute, or any other institution whether in cash or otherwise;	Discontinuation from studies
x	Knowingly inviting or entertaining a student in the Institute whose name appear on the Institute Notice Board as having been barred or otherwise known to have been barred from Institute premises by a competent authority.	Stern warning or reprimand

S/N	Disciplinary Offence	Penalty
xi	Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent organ of the Institute when summoned to do so by a proper written notice by such authority or organ.	Discontinuation from studies
xii	Willingly obstruction of the work of or proceedings conducted by the Disciplinary Authority, Advisory Disciplinary Panel or any other competent organ of the Institute or interference with witnesses in disciplinary proceedings conducted under these By-Laws.	Suspension for two semesters (i.e. one academic year)
xiii	Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary authority or any other competent authority of the Institute.	Discontinuation from studies
xiv	Unauthorized holding of students election and general meeting	Suspension one semester
xv	Found within the Institute premises without written permission while serving a disciplinary punishment.	Discontinuation from studies
xvi	Inviting outsiders as guest speakers and/or social entertainers without the permission of the Rector.	Suspension based on the discretion of the disciplinary authority.
xvii	Without derogating the right to freedom of expression, willingly writing of defamatory literature and or uttering insults or obscene language by any student or group of students against any other student or group of students or any employee of the Institute, or against the Institute, government or any civil leader.	Suspension one semester
xviii	Sexual harassment of whatever kind. For avoidance of doubt, sexual harassment may be physical and/or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical gesture, sexual advances; or sexually explicitly derogatory statements or sexually discriminatory remarks made by a student of the Institute which are offensive or may be reasonably interpreted as offending to a fellow student (victim) involved; or which cause the student (victim) to feel threatened; humiliated; patronized or harassed or which interfere with the student's smooth and peaceful pursuance of his/her studies or which undermine ones general feeling of security or creates a threatening or intimidating study environment.	Discontinuation from studies
xix	Rape or indecent assault;	Discontinuation from studies
xx	Mismanagement and or embezzlement of student's organization funds and/or of any other recognized student society established under the auspices of the students organization in accordance with the relevant provisions of the students organization's constitution for the time being in force;	Refund/Police referral
xxi	Collecting or charging money from students without prior permission of the Dean.	Refund/Suspension one semester

S/N	Disciplinary Offence	Penalty
xxii	Unauthorized carrying of lethal weapons within the campus which is likely to jeopardize peace.	Discontinuation from studies
xxiii	Illegal entry into another student' room and illegal accommodation of a fellow student or any other person in a room.	Suspension one semester
xxiv	Nonpayment of : a). Tuition fees at the beginning of each semester. b). Accommodation fees at the beginning of each semester. c) Any other fees as specified by the Board.	Restriction from registration for attending classes and sitting for examinations and also eviction from the hostel room.
xxv	Smoking marijuana and use of other substance (i.e. drug abuse).	Discontinuation from studies
xxvi	Violating dress code and failure to put on ID card	Suspension one semester
xxvii	Use of mobile phones and other multimedia devices during lecture and seminar sessions.	Suspension one semester
xxviii	Writing anything on the question papers in the examination room.	Nullification of Examination and carrying forward the respective module.
xxix	Destroying evidence or refusing to be inspected by the invigilator.	Nullification of all examination results of the respective semester and discontinuation from studies
xxx	Causing disturbance in examination room(s).	Expulsion from the examination room; Nullification of examination results of the respective semester and discontinuation from studies.
xxxi	Communicating in any form (verbal/written or non-verbal)	Discontinuation from study
xxxii	Possession of unauthorized Materials such as papers, cellular or mobile phones, radios or other type of cassette player, computers, food, drinks, bags, smart watches or any other material(s) specifically prohibited from being brought in the examination room.	Nullification of the examination results of the respective module, and discontinuation from studies.
xxxiii	Exit from the examination room without permission of the invigilator.	Not being allowed to continue with the respective exam/ nullification of results and carrying forward the respective module.
xxxiv	Impersonation in the examination room	Discontinuation from studies

Dress Code for Staff and Students



ALONG SIDE PUBLIC SERVICE CIRCULAR NO 3, 2007 ON DRESS CODE,
STAFF AND STUDENTS ARE STRICTLY NOT ALLOWED TO WEAR THE FOLLOWING.....

