

GOVERNMENT NOTICE NO. 511 published on 06/11/2015

THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO ACT
(CAP.405)

REGULATIONS

(Made under section 23)

THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO (STUDENTS'
GENERAL WELFARE, CONDUCT AND DISCIPLINARY MATTERS)
REGULATIONS, 2015

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THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO (STUDENTS'
GENERAL WELFARE, CONDUCT AND DISCIPLINARY MATTERS)
REGULATIONS, 2015

PART I
PRELIMINARY PROVISIONS

Citation 1. These Regulations may be cited as the Institute of
Judicial Administration (Students' General Welfare, Conduct and
Disciplinary Matters) Regulations, 2015.

Applica- 2.-(1) These Regulations shall apply to a person who is
tion admitted and registered as a student of the Institute.

(2) The application of these Regulations to any student
shall cease upon the expiry of the period when that student is
registered as a student of the Institute or upon the happening of
any event which disqualifies one from continuing to be a student
of the Institute.

(3) The Institute through its established mechanisms shall
bring to the attention of the students the existence of these
Regulations.

(4) Notwithstanding the provisions of sub-regulation (3)
of this Regulation every student shall be presumed to be aware of
the existence of these Regulations and any other laws of the
Institute, and it shall not be a defence for any student in relation
to any proposed disciplinary measure that these Regulations were
not brought to his attention by the Institute.

The Principal of the Institute or any other officer appointed by
the Principal shall be responsible to the Governing Council for
the enforcement of these Regulations.

Interpre-
tation

3. In these Regulations, unless the context otherwise requires:

“Act” means the Institute of Judicial Administration Lushoto Act (Cap.405 R.E 2002);

“appropriate authority” means the Principal or any other officer of the Institute acting on his behalf in execution of these Regulations;

“Dean of Students” means any officer of the Institute appointed by the Institute Governing Council responsible for the students' welfare at the Institute;

“Students Welfare Committee” means the committee of the Institute Governing Council responsible for students' general welfare at the Institute;

“disciplinary offence” means any offence under Regulation 12 of these Regulations or any act forbidden under these Regulations or any other Regulations of the Institute;

“Governing Council” means the Governing Council of the Institute established under section 6 of the Act;

“Halls Superintendent” means any officer of the Institute appointed by the Institute's Governing Council responsible for the care of the Students' Halls of Residence;

“illegal meeting” means any meeting or gathering which has not been allowed by an appropriate authority;

“Institute” means the Institute of Judicial Administration Lushoto established under section 3 of the Act;

“IJASO” means the Institute of Judicial Administration Students' Organization;

“Minister” means the Minister responsible for Legal Affairs;

“Principal” means the Principal of the Institute appointed under section 10 of the Act and for the purposes of the National Council for Technical Education (NACTE) includes Rector;

“Registrar” means any officer of the Institute appointed by the governing Council to be responsible for students' admission, registration, examinations and general academic administration and includes any other duly appointed person to act on that behalf;

“social function” means any party or gathering of a social nature

- to be held by students for whatever reason;
- “student” means any person enrolled as such in any programme being offered by the Institute lasting for one academic year or more;
- “Students’ representatives” means a body of students properly elected and constituted to represent students’ interests to the Institute’s authorities.

PART II RESIDENTIAL AND OTHER INCIDENTAL MATTERS

Halls of
Residen-
ce

4.-(1) All students may, upon admission and registration as students of the Institute, and depending on the availability of accommodation in the Halls of Residence or any specified residence on the campus live in the Institute’s Halls of Residence or any such other specified residences as may be allocated to them by the Halls Superintendent or any other officer of the Institute having such powers.

(2) Every student shall before being granted any accommodation or the right to occupy any room in the Halls of Residence or in any other premises on campus earmarked for residential purposes, pay for such accommodation at full rate as the Institute may determine from time to time.

(3) The Dean of Students shall have the power to evict any student who has fraudulently or by misrepresentation secured accommodation in any premises of the Institute, or any student who has been allocated accommodation without having paid for such accommodation in advance as provided for under sub-regulation (2) of this Regulation.

(4) Any student who is evicted from the room by the Dean of Students under sub-regulation (3) of this Regulation shall not be considered again for any accommodation on-campus unless the Principal directs otherwise.

(5) The Institute shall have the right and power to determine the number of students who may share any of its rooms in the Halls of Residence or in any other premises earmarked for residential purposes.

(6) Provided that where a student has paid rent no rent shall be refunded for the period in which the student was being accommodated.

(7) It shall be the students own responsibility to bear the costs for off-campus accommodation.

Students
rooms

5.-(1) No student shall change the room allocated to him without the prior permission of the Halls Superintendent or any other officer of the Institute acting in that behalf.

(2) A student who voluntarily vacates a room allocated to him shall not be refunded by the Institute.

(3) The issuing of any item by the Institute to any student either for the latter's use in his room or in connection with any activity of the Institute shall be made in writing by using specified forms or any other form of writing that the Institute may consider proper and in any case, the student shall enter his signature.

(4) Every student shall at the end of each semester, hand back to the relevant authorities the room keys and all other items the Institute might have issued him either for use in the rooms allocated to him or in connection with any activity of the Institute.

(5) Every student shall report without delay any damage to property whether accidental or otherwise direct to the appropriate officer in-charge of the section under whose care such property was kept.

(6) In the event of any dispute as to one's liability under sub-regulation (5) of this Regulation, the officer in-charge of the section shall refer the matter to the Dean of Students who shall report the same to the Students' Disciplinary Committee for determination.

(7) Any damage to or loss of any property of the Institute by any student shall be made good by the student and the cost of making good the damage or replacing the lost item shall be borne by the student concerned.

(8) Where damage or loss is caused by students whose identities are not known, the cost of repair or replacement shall be shared by all the students who were involved or who were at the place where damage or loss occurred and could not report the same.

(9)Any student who remains for whatsoever purpose during vacation may be permitted to live on campus and in the Halls of Residence, and in such case he shall pay residential

charges at the prevailing rate set and charged by the Institute.

Sharing
rooms

6. No students shall share a room with another person of the opposite sex.

Social
functions
in rooms

7.-(1) No student shall use the room allocated to him for the residential purposes or any other space in the halls of residence for any social function.

(2) Any student wishing to hold any social function shall apply to the Dean of Students for permission to hold such function and, the Dean of Students may, on receiving such application grant such permission which shall specify the place and duration for holding such function.

Care of
rooms

8.-(1) Students are enjoined to take good care of the rooms they occupy, and shall be responsible for the daily cleaning of their rooms.

(2) Every student shall take good care of the room he occupies in the halls of residence or in any other premise in the Institute earmarked for residential purposes and, in particular, shall not do any of the following acts:

- (a) install oil cloth or linoleum as floor covering without the prior permission of the Halls Superintendent who shall first consult the Dean of Students;
- (b) use cellotape or any other gummed material to affix posters, pictures of any other objects in the rooms or on the walls of the Institute's premises;
- (c) move furniture from their rooms to other places or from other places into their rooms;
- (d) remove any property or fittings of any kind of the Institute from places where they are respectively kept or fixed to another place, whether in the Institute or outside the Institute;
- (e) use the balconies and common rooms for drying or airing of beddings, towels, clothing or washings of any kind;
- (f) cook in the halls of residence or in any other premises not specified for that purpose;
- (g) use electrical appliances other than reading lamp, personal computer, table fan, electric iron, electric

razor, hair dryer, radio cassette, video or record player without the prior permission in writing from the Dean of Students;

(h) interfere with any electrical installation or any other service installed in the Institute;

(i) use any musical instrument in the Institute premises or play music in any premises or compound of the Institute beyond room sound at any particular time.

(3) Notwithstanding the provisions of Regulation 8(1) (i) of these Regulations, the Dean of Students may grant permission to play music or do any other similar activity beyond room sound in any premises of the Institute earmarked for social functions except that no such permission shall extend beyond 00.00 a.m.

Visitors

9.-(1) Visitors may be allowed into students' room between the hours 10.00 a.m. and 8.00 p.m provided that no visitor shall stay in the room for more than two hours.

(2) No visitors shall be allowed to remain in the students' room without the approval of all room residents.

(3) For the avoidance of doubt the term "visitors" include students of the opposite sex and non-student of either sex.

(4) A student who allows a visitor contrary to this Regulation shall be guilty of a disciplinary offence.

(5) Any person who is neither a student nor a resident of the Institute who is a party to the breach of Regulation 9(1) of these Regulations shall be dealt with according to law.

PART III

PROVISION RELATING TO CAFETERIA SERVICES

Cafeteria
services

10.-(1) The Institute catering services shall be privatized.

(2) Students shall observe such behaviour and regulations as may be set out by the cafeteria operators.

(3) Notwithstanding the provisions of sub-regulation (2), students shall observe the rules set out under Part IV of these Regulations and Students' General Code of Conduct.

(4) Comments or complaints about cafeteria services shall be made in the first instance to the Student Government

leader responsible for cafeteria or any other person acting in that behalf, who shall settle the matter in accordance with the established procedures of the Institute.

**PART IV
STUDENTS GENERAL CONDUCT**

Misconduct by Students

11. Any kind of misconduct by a student which has the effect of tarnishing the good name of the Institute is prohibited.

Disciplinary offences

12. Without prejudice to any other provision in these Regulations , the following acts shall constitute disciplinary offences for the purposes of these Regulations:

- (a) to make noise or disturbance or mobilize other students or people to make noise or disturbance of any kind in any premises or compound of the Institute;
- (b) to instigate or participate in any mob action, strike, the boycott of classes or any civil commotions;
- (c) to wilfully organize and or participate or convince others to organize and, or participate in any illegal meeting;
- (d) drunkenness or any disorderly conduct or unbecoming behaviour by any student of the Institute, both on and off campus;
- (e) to behave in any manner which does or is likely to cause damage to the property of the Institute or of another student or any other member of the Institute community;
- (f) to behave in any manner which is likely to encourage or instigate violence among other students towards the property or any member or employee of the Institute, regardless of whether such behaviour occurs on or of-campus;
- (g) to do any act which causes or is likely to cause physical or psychological harm to any other student, employee of the Institute or any other member of the Institute's community;
- (h) to abuse or harass any member of staff of the

- Institute, their families or any fellow student;
- (i) to litter the rooms, halls of residence or any other compound of the Institute with waste papers or any other kind of rubbish;
 - (j) any conduct which obstructs or frustrates or is likely to obstruct or frustrate the carrying out of any instruction of lawful activities scheduled to take place in the Institute;
 - (k) to give false information or fail to identify oneself or produce an identity card when called upon to do so by any authorized officer of the Institute or any other officer lawfully empowered to demand any such information or identify in the execution of his lawful functions;
 - (l) to wilfully, maliciously or negligently destroy trees, hedges, flower beds, fences of any kind, lawns or any other physical features maintained and cared by the Institute for whatever purpose;
 - (m) to invite, entertain and, or accommodate a criminal fugitive or any person banned from entering the Institute's compound or premises;
 - (n) failure or refusal to abide by any lawful order issued under any laws of the Institute or any lawful decision or directive passed by any appropriate organ of the Institute;
 - (o) any unauthorized possession of the Institute's property;
 - (p) to wilfully obstruct or cause to be obstructed any work or proceedings of any lawfully established organ of the Institute;
 - (q) to use the services of the Institute either in a private or official capacity without prior authorization of the officer-in-charge of the section or department under which such services are rendered which shall be obtained from the Dean of Students;
 - (r) any fraudulent collection of money from fellow students or any other person;
 - (s) to unlawfully possess and or use any dangerous weapon both within and outside the Institute;
 - (t) to keep in possession any kind of illicit drugs and or

engage in any business or transaction which involves illicit drugs;

- (u) to administer any illicit drugs to oneself or to any other person for whatever reason;
- (v) to wilfully associate with any person or group of persons who for one reason or another are involved in illegal drugs transactions or business, or any other criminal undertaking;
- (w) to assault a fellow student or any member of the Institute's community;
- (x) to threaten a fellow student or any member of the Institute's community with death for whatever reason;
- (y) any act declared to be a disciplinary offence under these Regulations or any Regulations of the Institute.

Criminal offences

13.-(1) The Institute shall suspend any student charged with any criminal offence in any court of law.

(2) Where a student is suspended under the provisions of sub-regulation (1) of this Regulation, he shall not be reinstated as a student until he produces the judgment of a court acquitting him.

(3) Any student who has been reinstated under sub-regulation (2) of this Regulation shall be re-suspended where an appeal has been preferred against him in the case he was facing and, such suspension shall continue until the final determination of the appeal.

(4) A student whose suspension period exceeds two consecutive academic years shall cease to be a student of the Institute.

(5) Any student who is convicted of any criminal offence shall cease immediately upon such a conviction to be a student of the Institute.

Students' General Code of Conduct

14. Every student shall observe the provisions of Students' General Code of Conduct set out in the schedule to these Regulations.

PART V

ACADEMIC AFFAIRS AND CORRESPONDENCE

Date of reporting

15.-(1) Every student shall report at the Institute at the beginning of each semester and on the prescribed date as the Institute may appoint from time to time.

(2) Any student who fails to report on the prescribed date but not later than seven days from the date of reporting and without any reasonable cause, shall be liable to a written warning from the Registrar.

(3) If the breach mentioned under sub-regulation (2) is the second or third, it shall be followed by a severe written warning and suspension from the studies respectively for a period not exceeding one academic year.

Change of programme

16. A student who secures admission into the Institute and who is registered for a specific programme shall not be allowed to change the programme into which he is registered without the prior written consent of his sponsor.

Eligibility for examination

17. In order to be eligible for sitting the end of a particular semester examination a student shall be required to attend at least 80% of all lectures and seminars.

Leave of absence

18.-(1) A student may obtain leave of absence for a period not exceeding five days during semester time on application to the Head of Department of Judicial and Legal Studies and such an application shall be accompanied by written approval of the student's class supervisor and the Dean of Students on the prescribed form.

(2) Notwithstanding the provisions of sub-regulation (1) of this Regulation, the Head of Department of Judicial and Legal Studies may, in exceptional circumstances and where good cause is shown, grant leave of absence for a longer period not exceeding ten days.

Correspondence

19.-(1) The Institute's office telephones shall not be used for students' private calls except by special permission from the office supervisor.

(2) Official correspondence outside the Institute by any

student concerning any issue that involves the Institute shall be routed through the Dean of Students.

(3) External correspondence reflecting the interest of the student community at the Institute shall first be approved by the students' government and shall bear 'IJASO' as its origin and not the "Institute of Judicial Administration".

(4) External correspondence from registered students' societies which do not reflect the interest of the student community as a whole shall bear the address of their own.

(5) Letters to the press from individual students which have not been approved by the students' government shall bear their own names and addresses of their respective Halls of Residence.

(6) It shall be an offence under these Regulations for any student to interfere with any communication media, system or air waves for whatever purpose and, in particular, securing hidden identity for the transmission of any message to other students, members of the Institute's community and, or outside the Institute, with a view of achieving anything unlawful.

Meetings
outside
the
Institute

20.-(1) Meeting of any kind between any student and any authority outside the Institute in which any problem about the Institute is to be discussed shall be preceded by a written notification two days before such meeting to the Dean of Students showing the intention to hold such meeting, and the notice so given shall specify the authority with whom the meeting will be held, the problem to be discussed and the time and place for such meeting.

(2) The notice to be given as required under sub-regulation (1) of this Regulation shall, in the case of a single student, be given by the student himself or, in the case of a group of students, by its representative or any individual student in that group.

Library
services

21.-(1) Save for those students who for any good reason have been banned from enjoying the services of the Institute's library, every student shall be entitled to the services of the Institute's library.

(2) Library services at the Institute shall be available to

students at specific operating hours as the Institute's Management may determine from time to time.

(3) Students borrowing books, periodicals, magazines or any document or facility of the Institute's library shall personally be responsible for their care and safety and shall return intact the borrowed item to the issuing officer on the date specified or agreed for the return of such item.

PART VI DISCIPLINARY MATTERS

Students'
Disciplinary
Committee

22.-(1) There is hereby established a Committee to be known as a Students' Disciplinary Committee.

(2) The Students' Disciplinary Committee shall be composed of the following members:

- (a) Registrar, who shall be the Chairperson;
- (b) Dean of Students, who shall be the Secretary;
- (c) one student representative responsible for students' welfare;
- (d) Human Resource Manager;
- (e) one academic staff appointed by the Principal.

(3) Members of the Students' Disciplinary Committee as specified under items (c) of sub-regulation (2) shall be appointed by students' organisation body.

(4) The Students' Disciplinary Committee shall have the power, at any time and stage during any of its lawfully convened meetings, to co-opt any person to the Committee for any reason geared at facilitating the better discharge of its functions.

Tenure of
office

23.-(1) The tenure of office for students representatives to the Students' Disciplinary Committee shall be one academic year and for academic staff representatives shall be three years.

(2) Notwithstanding the provisions of sub-regulation (1) of this Regulation, members whose term has come to an end may be re-appointed or re-elected as the case may be for another term of the same duration, provided that no member shall be re-appointed after serving as a committee member for two consecutive periods.

Meetings

24.-(1) The Students' Disciplinary Committee shall meet once in a semester except that, whenever circumstances so demand, an emergency meeting may be called at any time.

(2) One half of the members of the Students' Disciplinary Committee shall constitute a quorum for the meeting provided that in all cases a students' representative is present.

(3) All questions at a meeting of the Students' Disciplinary Committee shall be decided by a majority of the votes of the members present and voting at the meeting.

(4) In the event of equality of votes, the person presiding at the meeting shall have a casting vote in addition to his deliberative vote.

Powers
and
functions
of the
Commit-
tee

25.-(1) The Students' Disciplinary Committee shall have the following powers and functions:

- (a) to receive and deliberate on any matter relating to the conduct of any student of the Institute as may be referred to it by the Dean of Students or any other person;
- (b) to summon and interview any student and demand any evidence relating to any alleged misconduct of such student or any other student;
- (c) to impose an appropriate penalty to students for any offence committed under these Regulations or any other laws of the Institute in which the conduct of the student is in issue;
- (d) to determine and impose any appropriate penalty on any student and for any proven offence relating to the conduct and discipline of such student where the same is not provided for in these Regulations;
- (e) to advise the Institute on any matter in which the conduct and discipline of students is in issue and propose, in appropriate cases, for measures to be taken, for any act of misconduct or indiscipline by any student that occurs on or off the campus of the Institute;
- (f) to do any other thing not specifically provided for in these Regulations for the maintenance and promotion of good discipline among students, between students

and the Institute community and other communities outside the Institute;

(2) Notwithstanding the provisions of items (c) and (d) of sub-regulation (1) of this Regulation no penalty shall be imposed on any student without first providing him with the opportunity to be heard.

(3) The Chairperson of the Students' Disciplinary Committee shall inform the Principal of every decision passed by the Committee on any student under these Regulations and if the student does not appeal in terms of Regulation 30 of these Regulations, the implementation of the decision of the Committee shall be subject to confirmation by the Principal.

Role of
Dean of
Students

26. The Dean of Students shall be responsible for solving non-disciplinary matters reported to him and reporting all disciplinary matters to the Students' Disciplinary Committee within 10 days to the Students' Disciplinary Committee.

Procedure
relating
to
students
conduct
and
discipline

27.-(1) Any authority or organ empowered under these Regulations to handle any matter relating to students' conduct and discipline shall adopt its own procedures as it may consider proper and shall have the power to summon any person to give evidence or information or produce any evidence in connection with any issue which is the subject of its determination.

(2) Subject to sub-regulation (1) of this Regulation no such authority or organ shall adopt a procedure which offends or seeks to offend the principles of natural justice.

(3) The Students' Disciplinary Committee shall have the power to alter its previous decision where the circumstances demand.

Students'
Discipli-
nary
Appeals
Commit-
tee

28.-(1) There is hereby established a committee to be known as the Students' Disciplinary Appeals Committee.

(2) The Students' Disciplinary Appeals Committee shall be composed of the following members:

- (a) The Deputy Principal Academic, Research and Consultancy;
- (b) The Deputy Principal Planning, Finance and Administration;
- (c) The Head of Department of Judicial and Legal Studies;

- (d) Vice President of IJASO;
- (e) One academic staff appointed by the Principal;
- (3) The Deputy Principal Academic, Research and Consultancy shall be the Chairperson and the Head of Department of Judicial and Legal Studies shall be the Secretary of the Students' Disciplinary Appeals Committee.

Commit-
tee's
Power to
Co-opt

29. The Students' Disciplinary Appeals Committee shall have the power to co-opt any person to its lawfully convened meeting at any time and stage during such meeting for the better discharge of its functions.

Appeals

30.-(1) Any party aggrieved by any decision of the Students' Disciplinary Committee under these Regulations may appeal to the Students' Disciplinary Appeals Committee within fourteen days in writing and such application shall set out the grounds of such appeal.

(2) Notwithstanding the provisions of sub-regulation (1) of this Regulation, any party wishing to appeal to the Students' Disciplinary Appeals Committee may apply for extension of time to the Students' Disciplinary Appeals Committee for lodging an appeal, either before or after the time set for appeal under sub-regulation (1) of this Regulation has expired.

(3) The Students' Disciplinary Appeals Committee shall meet within seven working days following the receipt of any appeal.

(4) The quorum for any lawfully convened meeting of the Students' Disciplinary Appeals Committee shall be one half of its members provided that a students' representative is present In determining any appeal under this Regulation the Students' Disciplinary Appeals (5) Committee shall follow the principles of natural justice.

(6) Any decision or act of the Students' Disciplinary Appeals Committee as provided for under sub-regulation (4) of this Regulation shall be referred to the Principal for confirmation and execution.

Stay of
penalty

31. Where an appeal has been lodged with the Students' Disciplinary Appeals Committee execution of any penalty imposed by the Students' Disciplinary Committee shall be stayed pending the determination of such appeal.

GN. No. 511 (contd.)

Conflict of interest **32.** No member shall participate in any proceedings under these Regulations in which he has a conflict of interest.

Appellate powers **33.** In determining any appeal brought before it by any aggrieved person under the provisions of these Regulations, the Students' Disciplinary Appeals Committee shall have the power to confirm, enhance, reduce, set aside or, modify any decision or penalty passed or imposed by the Students' Disciplinary Committee.

PART VII PENALTIES

Powers to Punish **34.** The Students Disciplinary Committee shall have the power to punish any student who commits any offence by imposing any of the following penalties:
(a) simple warning;
(b) severe warning;
(c) fine;
(d) eviction from the Halls of Residence;
(e) suspension; and
(f) dismissal.

Dismissal **35.**-(1) Without prejudice to any other provision in these Regulations, a student may be dismissed where:
(a) he is charged and proved to have committed an offence punishable by suspension and that the same student had previously suffered similar penalty within three years;
(b) he has been suspended and failed to comply with such penalty by either remaining or being seen on campus;
(c) it is established that he has committed a criminal offence;
(d) he has committed an offence not specifically provided for under these Regulations and which, in the opinion of the Students Disciplinary Committee warrants dismissal.
(2) A student who has been dismissed under these Regulations shall not be re-admitted into any programme of the Institute.

Suspension **36.** Where suspension or fine is preferred as a disciplinary penalty under these Regulations, the Students' Disciplinary Committee shall have the power to do the following:

- (a) in the case of suspension, to suspend a student for a period not exceeding one academic year;
- (b) in the case of a fine, to impose a fine of not less than fifty thousand shillings.

Compensation **37.** Notwithstanding any specific penalty provided for in these Regulations any student found guilty of any offence under these Regulations may, in addition to any specified penalty, be required to pay compensation for any loss or damage caused to the Institute's property or property of any member of the Institute's community, or make good any loss resulting from the services of the Institute obtained illegally.

PART VIII MISCELLANEOUS PROVISIONS

Family accommodation **38.** The Institute shall not be obliged to provide separate accommodation to married couples or breast-feeding mothers accompanied by their infants.

Student names **39.** Any certificate to be issued by the Institute to any student on completion of his studies shall bear the name by which such student gained admission to the Institute.

Student vehicles **40.**(1) Any student wishing to keep and drive a motor vehicle or motor cycle on the campus must first register it with the security services and shall comply with all relevant laws relating to owning and operating of motor vehicles.

(2) The Institute shall have the power to refuse permission to any student or withdraw any permission granted to any student to drive on campus whenever it appears to the Institute that such student is a dangerous or reckless driver.

Student to take **41.** Every student shall be responsible for the care and safety of any motor vehicle, motor cycle or any other property of

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GN. No. 511 (contd.)

care of
personal
properties a student and the Institute shall not be responsible for any loss or
damage of such vehicle or property.

Students
debts **42.**-(1) The Institute shall have the power to exclude any
student from studies and examinations if such student has any
outstanding debts to the Institute arising from fees,
accommodation charges or any other lawful arrangement
involving the very student and the Institute.

(2) A student who is excluded from studies for reasons
specified under subregulation (1) of this Regulation may be re-
admitted at the Institute when all the outstanding debts have been
settled.

Complain-
ts against
Institute's
Staff **43.**-(1) Any complaint by any student against any
member of staff of the Institute shall be reported to the Dean of
Students or any other member of staff and the Dean of Students
or such other member of staff shall, on failure to settle the
matter, refer it to the appropriate higher authority next in
command within five working days.

(2) If the complaint is not resolved in an informal way,
or where the gravity of the complaint warrants it, the student
shall lodge the application in writing to the officer-in-charge or
department in which such member of staff belongs.

Accomm
odation
upon
suspen-
sion **44.** Any student suspended from studies shall, unless
permitted by the Principal or any person acting on his behalf,
stay off-campus.

Students
to bear
any costs
of
suspen-
sion **45.** Any student who resumes studies at the Institute after
being suspended under any of the provisions of these Regulations
or any other law in force applicable to such student shall
personally bear all the costs and other consequences of such
suspension.

Commence
ment of
complaints **46.** Students' complaints of any nature shall first be
handled by the Institute's established mechanism for handling
students' complaints after such complaints have been presented
to the Dean of Students by the students' government leadership.

GN. No. 511 (contd.)

Penalties
to be
recorded **47.** Any penalty imposed on any student by any authority
under these Regulations or any other law in force and applicable
to such student shall be recorded or caused to be recorded in the
personal file of the student concerned.

Smoking **48.** No student shall smoke in a public place.

**PART IX
FINAL PROVISIONS**

Amendm
ent of
Regulations **49.** The Governing Council shall have the power to
amend these Regulations at any time it deems necessary

Disputes **50.** Where any dispute arises out of the application of
these Regulations, the dispute shall be placed before the
Academic Planning and Examinations Committee of the
Governing Council for determination or further directive and, if
need arise, before the Governing Council whose decision shall be
final.

Revoca-
tion
GN No.
233
of 2000 **51.** The Institute of Judicial Administration Lushoto
(Students General Welfare Conduct and Disciplinary Matters)
By-Laws, 2000 are hereby revoked.

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SCHEDULE
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(Under Regulation 14)

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STUDENTS' GENERAL CODE OF CONDUCT

1. Admission to the Institute carries with it the presumption that a student shall conduct himself as a responsible member of the academic community. As a condition of enrolment, every student assumes responsibility to observe good conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community.

2. The Institute prepares professionals who will contribute to the development of the judiciary and other related professions in the administration of justice. Students should therefore demonstrate high ethical standards

*Institute of Judicial Administration Lushoto (Students' General Welfare,
Conduct And Disciplinary Matters)Regulaton*

GN. No. 511 (contd.)

3. It is the responsibility of every student to:
 - (i) practise high standards of academic and professional honesty and integrity;
 - (ii) respect 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) comply with the rules, regulations, procedures, policies, standards of conduct, and orders of the Institute and its directorates and departments.

4. Every student of the Institute shall be governed by the following dressing code:
 - (i) A student shall dress decently in special attire during classes and on other formal occasions.
 - (ii) Ripped, tattered or torn clothing is prohibited.
 - (iii) A female student shall not put on short shorts, spaghetti straps, exposed undergarments, tube tops or tops that reveal the navel or stomach.
 - (iv) The Management reserves the right to determine what is too short or too low cut.
 - (v) A male student shall not put on a muscle shirt, a female apparel, bangles, necklaces, earrings and similar ornaments, plait his hair.
 - (vi) A male student shall not put on sagging pants with the buttocks exposed revealing underwear or athletic shorts.

5. A student shall not colour his or her hair, or compose himself or herself in a manner contrary to public morals.

6. Interaction between a male and a female student shall be on the basis of decent professional and moral distance, and respect privacy of others.

7. Every student must conduct himself or herself in a manner reflecting exemplary moral and ethical standards.

Dated thisday of2015

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Chairman of the Council

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Secretary to the Council

I APPROVE

Dar es Salaam,
....., 2015

*ASHA-ROSE MIGIRO,
Minister of Constitutional
and Legal Affairs*