

Dar es Salaam Institute of Technology (Students' General Welfare, Conduct and Disciplinary Matters)

GOVERNMENT NOTICE No. 218 published on 12/07/2013

THE DAR ES SALAAM INSTITUTE OF TECHNOLOGY ACT
(CAP. 114)

REGULATIONS

THE DAR ES SALAAM INSTITUTE OF TECHNOLOGY (STUDENTS' GENERAL WELFARE, CONDUCT AND DISCIPLINARY MATTERS) REGULATIONS, 2013

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THE DAR ES SALAAM INSTITUTE OF TECHNOLOGY ACT
(CAP. 114)

REGULATIONS

(Made under section 25)

THE DAR ES SALAAM INSTITUTE OF TECHNOLOGY (STUDENTS' GENERAL WELFARE, CONDUCT AND DISCIPLINARY MATTERS) REGULATIONS, 2013

PART I

PRELIMINARY

Citation 1. These Regulations may be cited as the Dar es Salaam Institute of Technology (Students General Welfare, Conduct and Disciplinary Matters) Regulations, 2013.

Interpretation Cap. 114 2. In these regulations, unless the context requires otherwise -
“Act” means the Dar es Salaam Institute of Technology Act;
“administration” means the Principal of the Institute and officers subordinate to him responsible for the day to day running of the Institute and its affairs;
“Baraza” means the Institute’s Students Baraza constituted by Dar es Salaam Institute of Technology students;
“blocks” means Halls of Residence numbered 1 to V and the Chang’ombe hostel or any other students hostels of the Institute;
“Block Superintendent” means any person who is in charge of a given hall or block;
“competent authority” shall have the same meaning as “competent organ”;
“competent organ” includes Board, committee, office or officers 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 as is or referred to in any of the respective provisions of

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these Regulations and any other lawful directions issued from time to time by the Institute, an organ or officer duly authorized in that behalf;

“Council” means the Council of Dar es Salaam Institute of Technology established under section 6 of the Act;

“Dean” for the purposes of these Regulations means the Dean of Students and includes an Assistant Dean of Students;

“disciplinary authority” means a disciplinary authority established by the Council of Dar es Salaam Institute of Technology pursuant to section 9 of the Act;

“disciplinary offence” shall have the meaning ascribed to it under paragraph 25;

“DIT-ASA” means Dar es Salaam Institute of Technology-Academicians Staff Association;

“DITSO” means the Dar es Salaam Institute of Technology Students Organisation referred to in regulation 6;

“GMU” means Gender Management Unit;

“Management” DIT staff responsible for controlling and organizing a department or a section;

“Minister” means the Minister for the time being responsible for Science and Technology;

“misconduct” shall have the meaning ascribed to it under regulation 24;

“Institute” means the Dar es Salaam Institute of Technology established under section 3 of the Act;

“Principal” means the Principal of the Institute appointed under the Dar es Salaam Institute of Technology Act;

“RAAWU” means Researchers, Academicians and Allied Workers Union;

“Registrar” means the officer appointed from time to time by the Council as the Registrar of the Institute in accordance with its establishment;

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“Regulations” means these Regulations or other regulations, rules or instructions duly made by the Institute;

“student” means any person admitted to the Institute as a candidate for a degree, diploma, basic certificate or any other awards of the Institute including short term and vocational;

“Student Disciplinary Committee” means the committee established under regulation 26;

“Student Disciplinary Appeal Committee” means the committee established under regulation 33;

“Vehicles” includes motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land;

“Working days” means Monday to Friday.

Basic
and
general
purpose
of the
Regula-
tions

3. These Regulations are made by the Council in accordance with the section 25 of the Act for the purposes; *inter alia*, of providing for the control, governance and administration of the Institute.

Application
of the
regula-
tions

4.-(1) These Regulations shall apply to any person, who is 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 such 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 and other written instructions issued from time to time by the Institute.

(4) Notwithstanding the provisions of regulation (5) of these Regulations and any other written instruction, it shall not be a defense for any student in relation to any proposed disciplinary measure or measures to claim that these Regulations, other written instructions or part thereof were or have not been brought to his attention by the Institute.

(5) The Principal of the Institute or any other officer appointed by the Principal shall be responsible to the Council for the enforcement of these Regulations and other written instructions issued from time to time by the Institute.

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- 5.-(1) Every student on enrolment shall be supplied with a copy or copies of these Regulations and of any other Institute's or part of the Institute's regulations or other written instructions for the time being in force and shall accept to be bound by such Regulations and other written instructions.
- (2) Every student accepting admission shall pay the prescribed fees on registration.
- (3) For avoidance of doubt, the prescribed fees shall be such fees as are approved by the Council, and shall include Students Organization membership subscriptions or students union fees as the case may be.

Condition
for
admission

PART II

ADMINISTRATION OF STUDENTS GENERAL WELFARE

- 6.-(1) These shall be established a body to be known as the Dar es Salaam Institute of Technology Students Organization also known in its acronym as "DITSO".
- (2) The composition, organs, functions and responsibilities of DITSO shall be elaborated and provided for in a constitution to be agreed by the students themselves subject to the approval by the Council.
- (3) The Dar es Salaam Institute of Technology Student's Organization shall be responsible for overseeing, monitoring, coordinating, regulating, controlling and facilitating the general conduct and welfare of students on the campus or campuses of the Institute and any other places where the affairs of the Institute in which the students are involved may make place, be conducted or extended or where the residence of students is established, provided, organized or overseen by the Institute.
- 7.-(1) All students may, upon admission and registration as students of the Institute, and depending on the availability of accommodation in the Institute or blocks of residence or any other hostel specified by the Institute, live in any of such blocks of residence or hostel as may be allocated to them having powers to allocate accommodation to students.
- (2) Every student shall, before being granted any accommodation or the right to occupy any room in the blocks of residence, hostel or in any other premises on campus earmarked for student residential purposes,

Establish-
ment
of
DITSO

Condition
for
accomod-
ation

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pay for such accommodation at such full rate as the Institute may from time to time determine.

Power of
the dean
of student

8.-(1) The Dean of Students shall have the power to evict any student who-

(a) has fraudulently or by misrepresentation secured accommodation in any premises of the Institute; or

(b) has secured accommodation without having paid for such accommodation in advance as provided for under sub regulation (2) of regulation 7.

(2) Any student who is evicted from the room by the Dean of Students under sub-regulation (1) shall not be considered again for any accommodation on campus unless the Principal directs otherwise.

(3) The Institute shall have the right and power to determine the number of students who may share any of its rooms in the Blocks of residence, hostel or in any other premises earmarked by the Institute for student residential purposes.

(4) In case where the Institute has not provided accommodation, it shall be the student's own responsibility to bear and meet the costs for his off campus accommodation and for travel to and from the Institute.

Change of
rooms

9.-(1) A student shall not change the room allocated to him without the prior permission of the Dean of Students or any other officer of the Institute acting in that behalf.

(2) Issuance 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.

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

(4) Any students who is entrusted with any property shall report without delay any damage or loss whether accidental or otherwise direct to the appropriate officer-in-charge of the section under whose care such property falls.

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(5) In the event of any dispute as to one's liability under sub-regulations (4), 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 necessary investigation and determination.

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

(7) Where damage or loss of an property is caused by students whose identities are not known, the cost of repair or replacement shall be shared by all the students involved at the time or the place where such damage or loss has occurred.

(8) A student who vacates without handing over the room keys shall be punished as the Management decides.

10. Notwithstanding the provision of regulations 7 and 9, where there is inadequacy of blocks of residence, hostel or any other premises earmarked for students residential purposes by the Institute, priority for residence shall be given to the disabled, foreign students, female students, some DITSO leaders and any other student as the council may decide.

Priority
for
residence
to
disabled
and
female
students

11.-(1) Every student shall be responsible for taking good care of the room he occupies, including daily cleaning of the same.

Care and
sharing
of rooms

(2) No student of the opposite sex shall be allowed to share a room.

12.-(1) A student shall not use the room allocated to him for the residential purposes or any other space in the Block of residence or hostel for any social function.

Prohibition
to use
rooms for
social
function

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

13. Subject to regulation 11(1), every student shall take good care of the room which he occupies in the Blocks of residence or hostel including daily cleaning of the same and in particular shall not -

Students
to take
care of
their
rooms

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- (a) install oil cloth or linoleum as floor covering without the prior permission of the halls or Blocks Superintendent who shall first consult the Dean of Students;
- (b) use any gummed material or cello tape to affix posters, pictures or any other objects in the rooms or on the walls of the Institute's premises;
- (c) remove furniture from the room to other places or from other places into his room;
- (d) remove any property or fitting of any kind of the Institute from places where they are respectively kept or fixed to other places, whether within or outside the Institute;
- (e) use the balconies and common rooms for washing, drying or airing of bedding, towels, clothing or any washing of any kind;
- (f) cook in blocks or halls of residence, hostel or any other Institute's premises not specified for that purpose;
- (g) use electrical appliances other than reading lamps, personal computers, table fans, electric irons, electric razors, hair dryers, radio cassettes, TV or videos or record players 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 premises or play music in any premises or compound of the institute beyond room sound at any particular time.
- (2) Notwithstanding the provisions of sub regulation (1)(i), the Dean of Students may grant permission to play music or do any other similar activities beyond room sound in any premises of the Institute earmarked for social functions, except that no such permission shall extend beyond the hours of 3.00 a.m.
- (3) In this regulation "room sound" means sound level that does not exceed 10dB (10 deci bel).

Vacation
of
premises

- 14.-(1) All students shall be required to vacate the Blocks of residence, hostel or any other institutes premises specified for that purpose at the end of each semester or term from the date when the Institute closes for vacation.

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(2) Any student who loses any key shall, immediately report to the block or halls Warden or Manager as the case may be, and such lost key shall be replaced at the cost of the student concerned.

(3) Every student, when returning the keys, shall ensure that he signs in the register before the block or hall Warden or manager.

(4) Every student shall return the room key and other furniture at the end of every term or semester and any student who fails to do so commits an offence.

15.- (1) Visitors may be allowed into students rooms between the hours 10:00 a.m. and 06:00 p.m. Visitors

(2) Any person who is neither a student nor a resident of the Institute and who is a party to the breach of sub regulation (1) shall be liable to criminal prosecution for criminal trespass.

(3) For the purposes of this regulation, the term "visitors" means and includes students of the opposite sex and non-students of both sex.

PART III

ACADEMIC AFFAIRS AND CORRESPONDENCE

16.- (1) Every student shall report at the Institute at the beginning of every semester and on prescribed date as the Institute may appoint.

Reporting
at the
institute

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

(3) If the breach specified under sub regulation (2) is repeated more than twice, the defaulting student shall be required to show cause why he should not be suspended from studies for a period not exceeding one academic year or such other punishment as the Students' Disciplinary Committee may determine, and the student concerned shall be informed in writing of the Institute's decision within two weeks of reporting for studies.

17. Any student who secures admission to the Institute and who is registered for a specific or as determined in a programme of study shall not be allowed to change the programme of study for which he is so registered without the prior written consent of his sponsor if he is a

Changing
of
programme
of study

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private student and for public sponsored students, without the prior written consent of the Director of Studies.

Eligibility
for
examination

18. Every student shall be required to attend the minimum time as prescribed by the examination requirement at least 95% of all lectures, tutorials or seminars in order to be eligible for sitting at the end of a particular semester examination as determined by examinations Regulations.

Permissssion
for leave
of
absence

19.-(1) Any student may obtain permission for leave of absence for a period not exceeding five days during term of semester time on application to the Director of Studies and such application shall be accompanied by the written approval of student's Class Supervisor and Head of Department on the prescribed form.

(2) Notwithstanding the provisions of sub-regulation (1), the Dean of Students may, in exceptional circumstances and where good cause is shown, grant leave of absence for a longer period not exceeding ten days.

(3) The Dean of Students shall not grant leave of absence as required under sub-regulation (2) unless he has consulted the relevant Head of Department and the Head of Department has so recommended, and the information has been copied to the Registrar.

Payment
use of
telephone

20.-(1) The Institute's office telephones shall not be used for student's private calls except by special permission from the Office Supervisor, in which case the student concerned shall meet the cost by paying to the Institute's Cashier the appropriate amount and shall be issued with a receipt.

(2) Official correspondence outside the Institute by any student concerning any issue that involves the Institute shall be routed through the Dean of Students and the Principal.

(3) Official letters to the press reflecting the interests of the students community at the Institute shall first be approved by the students government and the Dean of Students, and shall bear the emblem or logo of the Students' Organization and be copied to the Institutes Public Relations Officer.

(4) Any letters to the press from other registered students societies which do not reflect the interest of the student community as a whole shall bear addresses of their own respective societies.

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

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

Meeting outside the institute

(2) The notice required to be given under sub-regulation (1) 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.

22.-(1) No student shall be allowed to hold or participate in a Students Baraza inside or outside the Institute without prior written permission from the Dean of Students or, if it is to be held during the time when classes are due to be held, from the Deputy Principal, Academic, Research and Consultancy.

Students baraza

(2) Permission to hold a Students Baraza shall be preceded by a written application from the President of the Students Organization or Speaker of the Institute Representative Council to the Dean of Students or, as the case may be the Deputy Principal, Academic, Research and Consultancy showing the agenda to be discussed and any other necessary attachments due to be discussed by the Students Baraza.

23.-(1) Every student shall enjoy the services of the Institute's Library, except for those students who, for any good cause have been banned from use of such services and those services shall be available to all students at such hours as the management may prescribe.

Library services

(2) Any student borrowing books, periodicals, magazines or any document from the Library shall personally be responsible for their care and safety and shall return the same to the issuing officer or Librarian on the specified or agreed date.

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PART IV
STUDENTS' GENERAL CONDUCT

Prohibition
of any
kind of
misconduct

24. Any kind of misconduct by students, or any group of students, which has the effect of tarnishing the good name and image of the Institute, both on and off campus, is prohibited.

Disciplinary
offences

25. Without prejudice to any other provisions in these Regulations, the following acts shall constitute disciplinary offences-

- (a) conduct which does or is likely to cause damage, defacement or violence to any person or property within the Institute;
- (b) 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;
- (c) to instigate or participate in any mob action, strike, the boycott of classes or any civil commotions;
- (d) using force or violence against or striking a fellow student, an officer or any person at the Institute's Campus or outside the Institute's Campus;
- (e) to willfully organize, participate or convene any illegal meeting;
- (f) drunkenness or any disorderly conduct or unbecoming behavior by any student of the Institute, both on and off-campus;
- (g) to behave in any manner which does or is likely to cause damage to the property of the Institute or another student or any other member of the community within the Institute;
- (h) maliciously damaging, defacing or destroying any wall, gate, fence, post or any other item or property of the Institute whether or not such property at the time of such occurrence has been leased to any public or private company person;
- (i) to behave in any manner which is likely to encourage or institute violence among students towards the property or any member or employee of the Institute, regardless of whether such behaviour occurs on off campus;
- (j) to do any act which is likely to cause physical or psychological harm to any other student, employee of the Institute or any other member of the Institute or community within the Institute;

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- (k) to abuse, sexually abuse or harassment of any member or staff of the Institute or their family members or any fellow student at the Institute;
- (l) to litter the rooms, Blocks or Halls of residence, hostel or any other compound of the Institute with waste papers, unwanted material or any other kind of rubbish;
- (m) to do any conduct which obstructs or frustrates or is likely to obstruct or frustrate the carrying out of any instructional or lawful activities scheduled to take place in the Institute;
- (n) to give false information, fail to identify oneself or fail to produce an identity card or document 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 identity card to document in the execution of his lawful functions;
- (o) to willfully, maliciously or negligently destroy trees, hedges, flower beds, fences of any kind, lawns or any other physical features maintained and cared for by the Institute;
- (p) to invite, entertain or accommodate any criminal, fugitive or any person banned from entering the Institute's campuses or premises;
- (q) to willfully obstruct or cause obstruction to any work or proceeding of any lawfully established organ of the Institute;
- (r) to use the services of the Institute either in a private or official capacity without prior authorization of the officer-in-charge under which such services are rendered or that of the Dean of Students where such authorization is to be obtained through the Dean of Students;
- (s) any fraudulent collection of money from fellow students, or any other person;
- (t) to unlawfully posses and use any dangerous weapon both within and outside the Institute;
- (u) to keep in possession of any kind of illegal drugs or use, engage in any business or transaction or peddling of illegal drugs;
- (v) to administer any illegal drugs to oneself or any other person for whatever reason;

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- (w) to willfully associate with any person or group of persons who, for one reason or another, are involved in illegal drugs peddling, transaction or business, or any other related criminal undertaking;
- (x) to assault or threaten to use violence against any fellow student or any member of the Institute;
- (y) any unauthorized possession of the Institute's property;
- (z) failure, neglect or refusal to abide any lawful order issued under any laws of the Institute or any lawful decision or directive passed by appropriate organ of the Institute; and
- (aa) to do all other acts of commission or omission which, in the opinion of the Students' Disciplinary Committee, constitute a disciplinary offence under these Regulations or any other written instructions or regulations of the Institute.

PART V

DISCIPLINARY MATTERS

Students
disciplinary
committee

- 26.-(1) There is hereby established a committee to be known as the Students' Disciplinary Committee of the Institute.
- (2) The Students' Disciplinary Committee shall be composed of the following-
- (a) the Director of Studies who shall be a Chairperson;
 - (b) the Dean of Students who shall be an ex-official member;
 - (c) one representative from RAAWU;
 - (d) two students appointed by the Students' Organization (DITSO);
 - (e) the Head of Department of which the charged student belongs;
 - (f) one representative appointed by the Academic Staff Association (DIT-ASA) who shall be the Secretary; and
 - (g) GMU Coordinator.

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

Tenure of office

(2) Notwithstanding the provisions of sub-regulation (1), members whose terms have lapsed may be re-appointed or re-elected, as the case may be, for one further term of the same duration.

28.-(1) The Students' Disciplinary Committee shall meet at least once in a semester except that, whenever circumstances so demand, an extra-ordinary, emergency or special meeting may be called by the chairman at any time.

Meeting of the students disciplinary committee

(2) One half of the members of the Committee shall constitute a *quorum* at any meeting of the Committee.

(3) All decisions at a meeting of the Committee shall be made 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.

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

Functions and powers of the student's disciplinary committee

(a) to receive, investigate and deliberate on any matters 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 appointed for that purpose;

(b) to summon and interrogate any student after the student's or students' failure or refusal to show cause as to why any disciplinary action should not be taken against him or them for any alleged misconduct;

(c) to impose after, due investigation and determination of any fault, appropriate penalty or penalties on any student or students for any offence committed under these Regulations or any other By-laws of the Institute in which the conduct of the student is an issue;

(d) to advise the Institute on any matter in which the conduct and discipline of students is an issue and, in appropriate cases, propose measure to be taken for any act of misconduct or indiscipline by any student that occurs on or off the campus or other premises of the Institute; and

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(e) to do any other thing not specifically for in these Regulations for the maintenance and promotion of good discipline among students and the general community within and outside the Institute.

(2) Notwithstanding the provisions of sub-regulation (1)(c), no penalty shall be imposed on any student without first being required to show cause within a specified period why the intended penalty should not be so imposed.

(3) It shall be the duty of the Committee through its Chairman to inform the Principal, Dean of Students, Director of Studies or any other person who is required to be informed of any decision passed by the Committee against any student under the Regulations or any other relevant law and the Committee shall not enforce any such decision against any student before the Principal is so informed as such decision in writing within forty eight hours of passing the same.

(4) Any matter that has been decided by the Committee shall not be referred to it again and any student who is or are not satisfied with the decision of the Committee and may appeal to the Students' Disciplinary Appeals Committee established under regulation 33 of these Regulations.

Disciplinary proceedings and procedure

30.-(1) Without prejudice to any specific penalties provided for under these Regulations, any disciplinary breach under these Regulations shall be reported first to the Dean of Students or any other person authorized in that behalf who, in appropriate cases, shall attempt to solve the matter before reporting the same to the Students' Disciplinary Committee.

(2) Where a student is not satisfied with any warning, reprimand or any other directive by the Principal he may appeal to the Student Disciplinary Committee.

(3) The Dean of Students or Director of Studies under the provisions of these Regulations shall ask the student in writing to report the matter to the Students' Disciplinary Committee and the Dean of Students, Principal or any other person authorized so to do shall, upon such request, report the matter to the Students Disciplinary Committee.

Procedure relating to students discipline

31.-(1) The Students' Disciplinary Committee shall adopt its own procedures as it may consider proper and shall have the power to summon any person within the Institute to give evidence, information or produce

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any evidence in connection with any issue which is the subject of its investigation and determination.

32.-⁽¹⁾ Subject to the provisions of regulations 28, any authority or organ empowered under these Regulations to handle any matter or matters 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 to its investigation and determination.

Power of
the
authority
to handle
matters

⁽²⁾ The authority or organ referred to in sub-regulation (1) shall not adopt a procedure which offends, tends or seeks to offend the principles of natural justice.

⁽³⁾ For the avoidance of doubt, the Student's Disciplinary Committee shall not adopt a procedure which contravenes, tends or seeks to contravene the principles of natural justice.

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

Students
disciplinary
appeals
committee

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

- ^(a) the Principal who shall be the Chairperson;
- ^(b) the Registrar who shall be the Secretary;
- ^(c) one Council member;
- ^(d) the President of DITSO;
- ^(e) the Vice President DITSO; and
- ^(f) One member appointed from outside the Institute with experience in the running of institutions of higher learning.

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

Power to
co-opt

35.-⁽¹⁾ Any student aggrieved by any decision of the Students Disciplinary Committee under these Regulations may appeal within ten working days from the date when such decision was passed to the Students Disciplinary Appeals Committee after payment of the prescribed fee.

Appeals

Dar es Salaam Institute of Technology (Students' General Welfare, Conduct and Disciplinary Matters)

G.N. No. 218 (contd.)

(2) Any appeal lodged with the Students Disciplinary Appeals Committee shall be in writing and shall set out the grounds of such an appeal.

(3) Notwithstanding the provisions of this regulation, any aggrieved student wishing to appeal to the Students' Disciplinary Appeals committee may apply for and be granted an extension of time by this Committee:

Provided that any such application shall be made in writing either before or after the time set for appeals has expired and copies to respective Head of Department, Dean of Students and DITSO.

(4) The Students Disciplinary Appeals Committee shall meet within five working days following the receipt of any appeal.

(5) The quorum for the lawfully convened meeting of the Students' Disciplinary Appeals Committee shall be one half of its members.

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

37.-(1) Notwithstanding the provisions of regulation 36 at the hearing of an appeal, all the parties concerned shall be entitled to be present and to be heard.

(2) At the hearing of a person in defense of or if representative capacity for the aggrieved student, the Institute or a member of the Students Disciplinary Appeals Committee who took part in the decision which has been appealed against and brought before it shall be allowed to appear before and take part in the proceedings of the Students Disciplinary Appeals Committee as a member of the Committee:

Provided that more appearance at the opening of the hearing by a representative of the Institute or a member of the Students' Disciplinary Committee for the purpose only of providing the background and or clarification of issues, followed by his immediate withdrawal from the meeting place shall be considered prejudicial to the appellate process.

38. In determining any appeal brought before it by any aggrieved student under the provisions of these Regulations, the Students' Disciplinary Appeals Committee after due investigation and hearing shall have the power to confirm, enhance, reduce, vary, set aside or modify

Stay of execution of penalties
Parties right to be heard
Powers to vary or set aside decision

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any decision or penalty passed or imposed by the Students' Disciplinary Committee.

PART VI

APPEALS TO THE COUNCIL

39.-**(1)** Where a student is or dissatisfied with the decision or decisions of the Students' Disciplinary Appeals Committee in respect of an appeal made against any penalty imposed under the Regulations shall be entitled, after paying the prescribed fee, to appeal to the Council within ten working days from the date of being notified in writing of the determination of his appeal.

Appeal to
the
council

(2) Appeal to the Council shall be in writing and the appellant student shall set out the grounds for his appeal.

(3) In determining any appeal by any aggrieved student under these Regulations, the Council shall adopt its own procedure and in so doing may require the presence at the hearing of any of the parties involved in the dispute or any other person it considers necessary for the disposal of such an appeal.

(4) In determining any appeal made under this Regulation a procedure shall not be adopted by the Council which shall offend, tend or seek to offend the principles of natural justice.

(5) In the exercise of its appellate jurisdiction, the Council shall have all the power vested in any authority or organ under these Regulations to summon any person, call for evidence, investigate, decide by way of confirming, varying, setting aside the decision of a junior body or enhancing the penalties so imposed by the junior body and may further do other things not expressly provided for under these Regulations for the effective maintenance of students' healthy, welfare, conduct and general discipline within the Institute.

(6) Any decision or act of the Council as provided for under sub-regulation (5) shall be final and conclusive.

PART VII
KITCHEN AND CAFETERIA SERVICES

40.-**(1)** The Institute shall serve meals to students in the cafeteria upon payment of the necessary fees.

Meals

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G.N. No. 218 (contd.)

(2) Meals shall be provided on the basis of reasonable menus as determined from time to time by the Institute.

(3) No student shall enter the Institute's kitchen without the permission of the Dean of Students or any other person acting in that behalf.

(4) Notwithstanding the provisions of sub-regulation (3), any students' leader may, after consultation with the Catering Superintendent and the Dean of Students, enter the Institute's kitchen for the purposes of inquiring, investigating or ascertaining such matter as may be lawfully required of him pursuant these Regulations or the Constitution of DITSO, as the case may be, and which is or are associated with the student's general welfare.

(5) The comments or complaints about cafeteria services shall be made in the first instance to the Catering Superintendent through the students' leader responsible for cafeteria matters or any other person acting in that behalf, who shall consider and settle the matter in accordance with the established procedure of the Institute.

Food and equipment shall not be taken out of the cafeteria

41. Except with the permission of the Dean of Students or the superintendent acting in that behalf, a student shall not-

- (a) be allowed to take away food or any equipment or piece of furniture or crockery such as glasses, cutlery, chairs, tables, etc, from the dining halls; and
- (b) be allowed to enter the dining halls wearing sports clothes, shorts, jersey, overall, any other form of sports gear or overnight dresses.

Special diet

42. Provision of special diet shall not be the responsibility of the Institute.

Keeping vehicles

43.-(1) Any student wishing to keep and operate any vehicle such as motor vehicles, motor cycles, bicycles and other similar vehicle on the Institute campus shall register the same with the Dean of Students or any other person authorized in that behalf.

(2) Any Student's privilege to bring and operate a vehicle on the Institute's campus may be withdrawn without prior notice on account of any recklessness.

(3) Any student owing a vehicle shall park his car at the Institute's main parking areas and nowhere else.

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(4) The registration of motor vehicles and motor cycles at the Campus as provided for under this regulation shall be done annually upon the production of the following documents-

- (a) registration card;
- (b) a valid certificate of insurance;
- (c) a valid driving license; and
- (d) a certificate of road worthiness, where it is necessary, or any other document as the Institute may, from time to time decide.

(5) The Institute shall have the power at any time 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.

(6) Notwithstanding the permission granted to any student to bring and operate any vehicle on the campus, the Institute shall not be answerable or liable for the care and safety of any such vehicle, or any other property of a student in the event of damage to or loss of the same by whatsoever cause.

PART VIII

PENALTIES

44.-(1) Subject to the provisions of these Regulations any disciplinary authority provided for herein shall have power to punish any student who commits an offence under the provisions of these Regulations after due investigation and determination of the offence alleged to have been committed.

Powers to
punish

(2) The penalties provided for under the provisions of these Regulations shall vary from warning, severe warning, compensation fine, eviction, suspension, rustication dismissal or any other form of punishment as the disciplinary authority may deem fit.

45. Without prejudice to any other provision under these Regulations, student may be discontinued and dismissed from the Institute for breach of discipline involving any or a combination of the following events, that is, if-

Dismissal

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G.N. No. 218 (contd.)

- Fine, suspension of rustication
- (a) he is charged and proved to have committed an offence punishable by suspension and that the same student had previously suffered the same penalty within the same academic year;
 - (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 involving moral turpitude; or
 - (d) he has committed an offence not specifically provided for under these Regulations and which, in the opinion of the disciplinary authority, warrants the penalty of discontinuation and dismissal from the Institute.

46. Where a fine, suspension or rustication is preferred as a penalty under these Regulations, the disciplinary authority shall have the powers to do the following-

- (a) in the case of suspension, may suspend a student for a maximum period of three weeks; and
- (b) in the case of rustication, may rusticate a student for a maximum period of nine months or one academic year.

Compensation

47. Notwithstanding any specific penalty provided for under these Regulations, any student found guilty of an offence, may be required in addition to any specified penalty, to pay compensation for any damage to or loss caused to the Institute's property or property of any member of the Institute's community or of a fellow student or to make any loss resulting from use of the services of the Institute obtained by the student without proper authorization by the Institute.

PART IX

MISCELLANEOUS PROVISIONS

Married couples family not catered for

48. The Institute shall not provide accommodation to married couples or breast feeding mothers and their infants.

Certificate and change of Name

49.-(1) A certificate issued by the Institute to any student upon completion of his studies shall bear the name by which such student gained admission to the Institute.

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G.N. No. 218 (contd.)

Article 49(2) An Institute certificate shall be issued in a different name where there is sufficient evidence submitted by a student for the purpose to show a change of name due to-

- (a) marriage;
- (b) change of religion;
- (c) divorce; or
- (d) any other circumstance(s) as the Institute may deem reasonable.

50. Any person who commits an offence shall be punished in the manner set out in the Schedule to this Act.

51. The Dar es Salaam Institute of Technology (Students' General Welfare, Conduct and Disciplinary Matters) Regulations, 2004 is hereby revoked.

Offence

Revocation
of G.N.
No. 165
of 2004

SCHEDULE

(Made under section 47)

S.No.	<i>Disciplinary Offences</i>	<i>Disciplinary measures Penalties</i>
1.	Conduct which does or is likely to cause damage, defacement or violence to any person or property within the Institute.	Give warning, severe warning, eviction or compensation
2.	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.	Give warning, severe warning, eviction or compensation
3.	To behave in any manner which is likely to encourage or institute violence among students towards the property or any member or employee of the Institute, regardless of whether such behaviour occurs on or off campus.	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction
4.	To litter the rooms, Blocks Halls of residence, hostel or any other compound of the Institute with waste papers, unwanted material or any other kind of rubbish.	Give warning, severe warning, eviction or compensation

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5.	To give false information, fail to identify oneself or fail to produce an identity card or document 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 identity card to document in the execution of his lawful functions.	Give warning, severe warning, eviction or compensation
6.	To willfully, maliciously or negligently destroy trees, hedges, flower beds, fences of any kind, lawns or any other physical features maintaining and cared for by the Institute.	Give warning, severe warning, eviction or compensation
7.	Using 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 or where such authorization is to be obtained through the Dean of Students.	Give warning, severe warning, eviction or compensation
8.	Any unauthorized possession of the Institute's property.	Give warning, severe warning, eviction or compensation
9.	Any other acts of commission or omission which, in the opinion of the Students' Disciplinary Committee, constitute a disciplinary offence under these Regulations or any other written instructions or regulations of the Institute	Give warning, severe warning, eviction or compensation
10.	To instigate and or participate in any mob action, strike, the boycott of classes or any civil commotions.	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction
11.	Using force or offering violence against or striking a fellow student, an officer or any person at the Institute's Campus or outside the Institute's Campus.	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction
12.	To willfully organize and or participate or convene any illegal meeting.	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction
13.	Drunkenness or any disorderly conduct or unbecoming behavior by any student of the Institute, both on and off-campus.	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction
14.	To behave in any manner which may or is likely to cause damage to the property of the Institute or of another student or any other member of the community within the Institute.	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction

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G.A. No. 218 (contd.)

15.	To do any act which is likely to cause physical or psychological harm to any other student, employee of the Institute or any other member of the Institute or community within the Institute.	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction
16.	Any conduct which obstructs or frustrates or is likely to obstruct or frustrate the carrying out of any instruction or lawful activities scheduled to take place in the Institute;	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction
17.	Willfully obstruct or cause obstruction to any work or proceeding of any lawfully established organ of the Institute.	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction
18.	To unlawfully posses and use any dangerous weapon both within and outside the Institute.	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction
19.	To assault or threaten to use violence against any fellow student or any member of the Institute.	Suspension, rustication, eviction, compensation, or both suspension or rustication and eviction
20.	To abuse, sexually abuse or harass any member or staff of the Institute and or their family members or any fellow student at the Institute.	Dismissal, discontinue from the Institute, dismissal and compensation
21.	To invite, entertain and or accommodate any criminal, fugitive or any person banned from entering the Institute's campuses or premises.	Dismissal, discontinue from the Institute, dismissal and compensation
22.	Any fraudulent collection of money from fellow students, or any other person or persons.	Dismissal, discontinue from the Institute, or dismissal and compensation
23.	To keep in possession of any kind of illegal drugs and or use, engage in any business or transaction or peddling of illegal drugs	Dismissal, discontinue from the Institute, or dismissal and compensation
24.	To administer any illegal drugs to oneself or any other person for whatever reason.	Dismissal, discontinue from the Institute, or dismissal and compensation
25.	To willfully associate with any person or group of persons who, for one reason or another, are involved in illegal drugs peddling, transaction or business, or any other related criminal undertaking.	Dismissal, discontinue from the Institute, or dismissal and compensation

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26	Failure, neglect 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.	Dismissal, discontinue from the Institute or Dismissal and compensation
27.	All other acts of commission or omission which, in the opinion of the Students' Disciplinary Committee, constitute a disciplinary offence or offences under these Regulations or any other written instructions or regulations of the Institute.	Dismissal, or discontinue from the Institute or Dismissal and compensation

The Common Seal of the Institute is hereto affixed in pursuance of a resolution passed at a meeting of the Council of the said Institute, duly convened and held on the 27th day of May, 2009 and the same affixed in the presence of:

JOHN W. KONDORO
Principal and Secretary to Council

I APPROVE

Dar es Salaam,
2nd July, 2013

MAKAME M. MBARAWA (MP),
*Minister for Communication, Science
and Technology*