

(IJA)
INSTITUTE OF JUDICIAL ADMINISTRATION
LUSHOTO

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P.O. Box 20,
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NEW STUDENTS' GENERAL INFORMATION

The institute offers a one-year BASIC TECHNICAL CERTIFICATE IN LAW (NTA Level 4) and two-years ORDINARY DIPLOMA IN LAW (NTA Level 6).

The following INSTRUCTIONS are provided for as guidance to candidates who have been offered admission into the Institute. Therefore they should be read carefully before the candidate come to the Institute. Upon arrival candidate will be issued with the **Institute's By-Laws** which will govern his/her stay at the Institute.

1.0 THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO.

2.0 ARRIVAL AT THE INSTITUTE.

The first Academic Semester commences on 15th October 2018. Candidates are expected to arrive at the Institute on 13th – 14th October 2018.

3.0 REGISTRATION.

- Candidates will be required to register officially with the Institute. This registration will take place from 15th - 18th October, 2018.
- For registration purposes, candidates are required to bring all your Original Certificates/Transcripts. Failure to do so will result in non-admittance to the Institute.
- They are also required to bring with them **five (5) coloured passport size photographs** recently taken.
- Every selected candidate is required to participate fully in the orientation programme. Further information about this programme will be availed to candidates upon their arrival at the Institute.

4.0 BOOKSHOP SERVICES:

The fee structure includes a modest allowance for textbooks and stationery, which can be bought from the Institute's Book shop. Students are advised to request their sponsors for more financial support for text books and stationeries.

5.0 LIBRARY SERVICES:

- Reading resources and facilities such as basic textbooks, statutes, law reports, and other reading materials are available in the library, from which the students will have an access to read. Although our library contains

enough materials, students are encouraged to have copies of the following materials:-

- Glanville Williams, *Learning the Law*, (any edition),
- *Advanced English Dictionary*,
- *Any Law Dictionary*.

6.0 ACCOMMODATION:

The Institute has limited accommodation in its Halls of Residence, both for female and male students. Students may be offered accommodation residence in order of the following priority upon payment of the requisite fees.

- (i) Students with confirmed Physical disabilities.
- (ii) Certificate in Law students.
- (iii) First year Diploma students
- (iv) Second year Diploma students.

However, off campus accommodation is available and is coordinated by the Institute for all selected students. Therefore, private arrangement for off campus accommodation is not allowed.

7.0 BEDDING:

The Institute does not provide students with bedding linen. They are therefore advised to bring with them Pillow, Bed Sheets, **Blankets**, Mosquito Net and a small bucket.

7.1 CLEANLINESS OF ROOMS:

The task of sweeping and keeping student's room clean is upon student himself/herself. Cleaners of the Institute will only clean the corridors, toilets and bathrooms. Students are expected all the time to maintain general cleanliness in and outside your hall of residence. This only applies to campus and Hostel accommodated students.

8:0 MEDICAL SERVICES:

Medical services at Institute's dispensary will be available for all students with Nation Health Insurance Fund (NHIF) Cards, only (*Bima ya Afya*). If a student does not have NHIF Card, s/he is advised to make necessary arrangement to obtain one before registration day or pay TShs 50,400/= as the fee for the said NHIF card.

No student will be registered without NHIF card.

9:0 MEAL SERVICES:

Each student will bear his/her own meal costs. However, Cafeteria services will be available at the Institute at a reasonable cost.

10.0 FEES PAYMENT MODALITIES:

- All students are required to pay fees for the First Instalment immediately before registration through the Institute's Bank Account. No cash payments will be accepted. Fee payments should be made in favour of the Principal, IJA LUSHOTO into **IJA FEES ACCOUNT, A/C NO. 41601100043 NMB Lushoto Branch**. No student will be registered unless he/she produces to the Institute's Registrar on the registration day bank pay-in-slip as evidence of payment of fees.

- To guide students on the fees, the Institute's FEE STRUCTURE is available at the Institute website www.ija.ac.tz.
- Money for private use or incidental **expenses should not be deposited** into the Institute's bank account. In default thereof 2% will be charged as bank charges, and the reimbursement will be processed after the registration process is completed.

11.0 SPECIAL ATTIRE

The Institute has special dressing code. The dressing code of the institute is decent **black trouser/skirt, black coat, white shirt/blouse, light blue shirt/blouse, black tie** and **black shoes**. Student will be required to wear this attire throughout his/her stay at the Institute. Failure to do that will result into disciplinary action.

**Issued by the office of the Registrar
05th October 2018**