



(IJA)

INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO



PROSPECTUS

2018-2019



(IJA)

INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO

PROSPECTUS

2018-2019

TABLE OF CONTENTS

1.1	NOTE FROM THE PRINCIPAL’S DESK	1
	1.2 Vision Statement	3
	1.3 Mission Statement	3
	1.4 The Institute’s Core Value	3
	1.5 The Instistute’s Main Functions	3
2.0	ORGANIZATION STRUCTURE OF THE INSTITUTE	5
	2.1 Members of the Institute’s Governing Council	6
	2.2 Members of the Management Committee	7
3.0	GENERAL CRITERIA FOR ADMISSION TO IJA	12
	3.1 Ordinary Diploma in Law (NTA Level 5) Entry Requirements	12
	3.2 Basic Technician Certificate in Law (NTA Level 4) Entry Requirements	12
4.0	ORIENTATION PROGRAMME	13
	4.1 Orientation Overview	13
	4.2 Registration Requirements	13
	4.3 Fees and other Costs for the Academic Year 2018/2019	14
	4.3.1 Fees payable directly to the Institute	14
	4.3.2 Mode of Payment	15
	4.3.3 Allowances Payable Directly to the Student	15
	4.3.4 Special Allowances for Special Requirements	16
	4.3.5 General Information	16
5.0	STUDENTS SUPPORT SERVICES	18
	5.1 Living Expenses	18
	5.2 Personal Expenses	18
	5.3 Travel	18
	5.4 Stationery	18
	5.5 Field Report Writing Costs	18
	5.6 The Office of Dean of Students	19
	5.7 Students Organization	19

5.8	Religious Functions	20
5.9	Accommodation	20
5.10	Bedding	20
5.11.	Cleanliness of Rooms	21
5.12	Catering Services	21
5.13	Medical Services	21
5.14	Sports and Games	21
6.0	LEARNING ENVIRONMENT	22
6.1	Lectures	22
6.2	Personal Academic Advisors	23
6.3	Continuous Assessment and Examinations	23
6.4	Computing Service	24
6.5	Library Services	24
7.0	CURRICULUM	26
7.1	Ordinary Diploma in Law (NTA Level 6)	26
7.2	Basic Technician in Law (NTA Level 4)	28
8.0	JUDICIAL AND LEGAL EDUCATION	30
9.0	SHORT COURSES, RESEARCH AND CONSULTANCY	31
APPENDIX I: The Institute of Judicial Administration Lushoto Act Cap 405 Re 2002		32
APPENDEX II: The Institute of Judicial Administration Lushoto (Students' Performance Assessment) Regulations, 2015 (Gn 510/2015)		55
APPENDIX III: The Institute of Judicial Administration Lushoto (Students' General Welfare, Conduct And Disciplinary Matters) Regulations, 2015 (Gn. 511/2015)		85
APPENDIX IV: IJA Student Declaration Form		117
APPENDIX VI: IJA Almanac for the Academic Year 2018/19		118

1.1 NOTE FROM THE PRINCIPAL'S DESK

The Institute of Judicial Administration Lushoto (IJA) is located at the historic town of Lushoto in the Usambara Mountains Ranges. Due to its location, Lushoto is very diverse in terms of nature, culture, food and scenery.



IJA has established itself to be among the best tertiary institutions in Tanzania that offers high quality Diploma and Certificate in Law programmes. Since its establishment, IJA has produced highly qualified Primary Court Magistrates, Legal Officers, Records Management Assistants and Court Clerks. IJA is committed to continue and maintain provision of academic excellence in order to guarantee production of best graduates for Diploma and Certificate in Law.

IJA also offers continuing judicial and legal education to Judges, Magistrates, other court personnel as well as justice sector stakeholders. In the first half of the financial year 2017/2018, IJA has witnessed unprecedented records of training Judges, Magistrates, State Attorneys, Public Prosecutors, Social Welfare Officers, non- judicial personnel within the judiciary and other institutions. Furthermore, IJA has organized tailor-made short courses to various public institutions such as the Energy and Water Utilities Authority (EWURA) and the National Social Security Fund (NSSF).

Recently IJA has revised its Rolling Strategic Plan 2018/19-2021/22 to suit the current realities of both the micro and macro-economic activities as well as the development in the legal sector at large. The revised Vision of IJA is to become a centre of excellence in judicial training, continuing education and legal studies in Tanzania, Africa and beyond. The successes IJA has achieved over time depicts team work, professionalism and innovation of its dedicated staff.

I believe that the decision you have made to join IJA as your preferred institution for academic career is the appropriate decision that you will never regret the rest of your life and finally I wish to assure you that during your studies you will find the learning environment not only conducive but also very enjoyable. Our dedicated staff will always offer you memorable services.

Karibu sana Lushoto na karibuni IJA!

Hon. Justice Paul F. Kihwelo (PhD)

PRINCIPAL

1.2 VISION STATEMENT

The Institute envisions to *become a centre of excellence in judicial training, continuing education and legal studies in Tanzania, Africa and beyond.*

1.3 MISSION STATEMENT

The mission of the Institute is to *become a competent, professional and leading institution in the design and delivery of judicial training, continuing education, legal studies through offering dynamic and relevant programmes informed by research.*

1.4 THE INSTITUTE'S CORE VALUE

In achieving its vision and fulfilling its mission, the Institute will adhere to the following core values:

- Professionalism, integrity, impartiality, accountability
- Team work, timely delivery, client focus, transparency,
- Leadership, collaboration, courtesy
- Value for money, etiquette and confidentiality

1.5 THE INSTITUTE'S MAIN FUNCTIONS

The main functions of the Institute are stipulated in the establishing Act, Cap. 405 R.E 2002 are to:

- (a) offer and conduct quality training in legal disciplines;
- (b) conduct legal research in priority areas;
- (c) apply research findings for the betterment of academic literature and for continued enrichment of the curriculum and teaching;
- (d) provide legal consultancy services in judicial administration and other legal matters;

- (e) serve as the national institution that caters for the resource needs of the Judiciary;
- (f) offer legal counsel to clients on the terms set out by the Institute's administration;
- (g) publish and dissemination of academic literature generated from the academic activities;
- (h) sponsor and provide facilities for short courses and seminars according to internal and public demand; and
- (i) establish relationships, association or collaboration with other institutions both local and international.

2.0 ORGANIZATION STRUCTURE OF THE INSTITUTE

The Institute is governed by the Institute's Governing Council and the daily operations of the Institute are under the leadership of the Principal. Within his office there are four units namely, the Public Relations Unit, the Internal Audit Unit, the ICT unit and the Procurement Management Unit. The Principal is the Chief Executive and Accounting Officer of the Institute. The overall management of the Institute is vested in the Governing Council, but the Principal is the chief coordinator of all activities and also serves as the Secretary to the Governing Council.

Below the Principal, there are two directorates namely, the Directorate of Academic, Research and Consultancy and the Directorate of Planning, Finance and Administration. The Directorate of Academic, Research and Consultancy consist of two departments and one unit viz: the Department of Judicial and Legal Studies; Department of Academic Administration and the Library Unit. The Directorate of Planning, Finance and Administration comprises four departments, that is: the Department of Students Welfare; the Department of Human Resources and Administration; the Department of Finance and Department of Policy, Planning, Research and Statistics.

2.1 MEMBERS OF THE INSTITUTE'S GOVERNING COUNCIL

The Governing Council is made up of the following members.

Hon. Justice Gerald A. M. Ndika - Chairperson
Justice of Appeal

Dr. Theodora Mwenegoha - Vice Chairperson
Lecturer, School of Law, University of Dar Es Salaam

Hon. Justice Paul F. Kihwelo (PhD) - Secretary
Principal, IJA Lushoto

Mr. Hussein Kattanga - Member
Chief Court Administrator, Judiciary of Tanzania

Ms. Katarina Revocati - Member
Chief Court Registrar, Judiciary of Tanzania

Dr. Ubena John - Member
Senior Lecturer and Dean Faculty of Law, Mzumbe University

Ms. Sia B. Mrema - Member - Attorney General's Chamber

Mr. Philemon Raulencio - Member - IJAASA, IJA Lushoto

Ms. Dorothea Kavuye - Member - RAAWU, IJA Lushoto

Mr. Abubakar I. Jumanne - Member – IJASO, IJA Lushoto

2.2 MEMBERS OF THE MANAGEMENT COMMITTEE

PRINCIPAL

Hon. Justice Paul F. Kihwelo (PhD) - LL.B (Hons) UDSM
LL.M (UDSM)
PhD (OUT)

Ag. DEPUTY RECTOR, ACADEMIC, RESEARCH AND CONSULTANCY

Mr. Fahamu H. Mtulya - LL.B (Hons) UDSM
LL.M (Pretoria)
LL.M (Oslo)

DEPUTY RECTOR, PLANNING, FINANCE AND ACCOUNTING

Vacant -

REGISTRAR

Mr. Bollen D. Mwaipopo - LL.B (Hons) UDSM
LL.M (Stellenbosch, South Africa)

HEAD, DEPARTMENT OF JUDICIAL AND LEGAL STUDIES

Ms. Mwanabaraka S. Mnyukwa - LL.B (Hons) Zanzibar
LL.M (Zimbabwe)
LL.M (MU)

HEAD, DEPARTMENT OF SHORT COURSES

Ms. Tundonde S. Mwihomeke - LL.B (Venda)
LL.M (Venda)

Ag. HEAD, DEPARTMENT OF HUMAN RESOURCE AND ADMINISTRATION

Mr. Halid Magenda - ADPA (IDM)
PGD – HRM (IFM)
Msc. HRM (MU)

HEAD, DEPARTMENT OF FINANCE AND ADMINISTRATION

Mr. Zakayo M. Konyagi - B.Com (UDSM) CPA (T)
MBA (UDSM)

DEAN OF STUDENTS

Mr. Thomas M. Mwikuka - BEd (Hons) UDSM
MEd (Åbo Akademi-Finland)

Ag. HEAD, PROCUREMENT MANAGEMENT UNIT

Mr. Sotery C. Mwandu - ADPS (TIA) CPSP (T)

PUBLIC RELATIONS OFFICER

Raymond A. Mtani - BAPR (UDSM)

HEAD OF INTERNAL AUDIT UNIT

Vacant -

ASSISTANT MEDICAL OFFICER

Ms. Dorothea F. Bwire - DCM (TTCIH) IFAKARA
ADCM (TTCIH) IFAKARA

LIBRARIAN IN CHARGE

Ms. Ingride B. Gama - CLADS (SLADS) Dar
DIPLADS (SLADS) Bagamoyo
BALIS (TUMADARCO) Dar

ASSISTANT LIBRARIAN INCHARGE

Faridi H. Sechonge - BALIS (TUMADARCO) Dar

HEAD, INFORMATION COMMUNICATION TECHNOLOGY

Mr. Iddy A. Mshana - Adv. Diploma in Computer Science (IAA)
Masters in Information Security (Gaalgotias University, India)

ESTATES OFFICER

Ms. Susan N. Kayombo - DCSE (SJUT) Dar
BCE (SJUT) Dar

POLICY AND PLANNING OFFICER

Mr. Noel E. Tumaini - B.A (Economics) UDSM

2.3 MEMBERS OF THE ACADEMIC STAFF

Hon. Justice Paul F. Kihwelo (PhD) - LL.B (Hons) UDSM
LL.M (UDSM)
PhD (OUT)

LECTURERS

Dr. Joseph Hokororo Ismail - B.A. Ed (Hons), (UDSM)
M.A. (Linguistics), (UDSM)
PhD. (Linguistics), (UDSM)

** Dr. Kelvin Mandopi - LL.B (Hons) (UDSM)
LL.M (UDSM)
PhD (Ruhaa University College)

Mr. Fahamu H. Mtulya - LL.B (Hons) (UDSM)
LL.M (Pretoria)
LL.M (Oslo)

Mr. Ntemi N. Kilekamajenga - LL.B (Hons) (UDSM)
LL.M (Stockholm)
LL.M (Kyushu)

Mr. Frank M. Mirindo - LL.B (Hons) (UDSM)
LL.M (Western Cape)

ASSISTANT LECTURERS

Dr. Anneth A. Mnzava - LL.B (Hons) (UDSM)
LL.M (Stellenbosch)
PhD (Stellenbosch)

Dr. Alexandar M. Saba - LL.B (Hons) (Mzumbe)
LL.M (UDSM)
PhD (Chemnitz University of Technology)

Ms. Fatuma A. Mgomba - LL.B (Hons) (UDSM)
LL.M (Harare)

Ms. Hamisa O. Mwenegoha - LL.B (Hons) (UDSM)
LL.M (Harare)

Ms. Tundonde S. Mwihomek - LL.B (Venda)
LL.M (Venda)

Mr. Bollen Mwaipopo - LL.B (Hons) (UDSM)
LL.M (Stellenbosch)

Ms. Mwanabaraka S. Mnyukwa - LL.B (Hons) (Zanzibar)
LL.M (Harare)
LL.M (Mzumbe)

Mr. Khamis E. Kombakono - LL.B (Hons) (Zanzibar)
LL.M (Harare)

Mr. Juma A. Mshana - Adv. Diploma IT (IAA)
MBA-ITM (Coventry University)

Mr. Amos R. Kinyonyi - Adv. Diploma IT (IAA)
MBA-ITM (Coventry University)

Ms. Christina E. Macha - B. PA (Mzumbe)
M. SC HRM (Mzumbe)

** Ms. Selina H. Macha - B.A (UDSM)
M.A (Liverpool)

Mr. Philemon S. Raulencio - LL.B (Hons) (UDSM)
LL.M (Mzumbe)

*Mr. Simon G. Mlundi - B.A. Ed (UDSM)
M.A (Dodoma)

Mr. Archibald A. Kiwango - LL.B (Mzumbe)
LL.M (Mzumbe)
PGD (LST)

Ms. Rose J. Jally - LL.B (Tumaini)
LL.M (Ruco)

Mr. Paul M. Michael - LL.B (UDSM)
LL.M (UDSM)
PGD (LST)

Mr. Emily O. Suka - BA (SAUT)
MA (SAUT)

Ms. Helena R. Gabriel - B.A. Ed (UDSM)
MA (Dodoma)

Mr. Lameck N. Samson - LL.B (Mzumbe)
LL.M (Mzumbe)

* On study leave

** On leave without pay

3.0 GENERAL CRITERIA FOR ADMISSION TO IJA

3.1 Ordinary Diploma in Law (NTA Level 5) Entry Requirements

In order to study at the Institute of Judicial Administration Lushoto, applicant must be:

- (a) holder of a Basic Technician Certificate in Law (NTA Level 4) from the Institute of Judicial Administration Lushoto or any other recognized institution or
- (b) holder of Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal Pass and one Subsidiary and having at least four passes in form four results, excluding religious subjects or
- (c) holder of any other equivalent qualification.

3.2 Basic Technician Certificate in Law (NTA Level 4) Entry Requirements

In order to study at the Institute of Judicial Administration Lushoto the applicant must be:

- (a) holder of Certificate of Secondary Education Examination (CSEE) with at least four passes including English, excluding religious subjects or
- (b) holder of any other equivalent qualification.

4.0 ORIENTATION PROGRAMME

4.1 Orientation Overview

The Orientation Programme is aimed at assisting new students with their registration and introducing them to the IJA campus and academic life. Orientation is the opportunity to learn to navigate the campus and academic resources, receive academic advice and generally familiarize new students with the standards of IJA and principles of our academic community. The 5-day Orientation Programme is mandatory for all incoming students. At the completion of orientation, students are expected to understand all Institutes' environments and be able to becoming successful IJA students.

4.2 Registration Requirements

Before participating in the orientation programme students are required to register at the Registrar's Office by presenting the following items:-

- (a) registration form;
- (b) original academic certificates;
- (c) receipt of payment of Institute's fee for the first semester - Tshs.735,000/=;
- (d) receipt of payment of Institute's accommodation - Tshs.294,000/= unless you have not been allocated a room;
- (e) five (5) passport size photos;
- (f) National Health Insurance Fund (NHIF) Identification Card or a receipt of payment of Tshs.50400/= for the NHIF;
- (g) medical examination form.

Students will not be allowed to access Institute's facilities if they have not been registered.

4.3 FEES AND OTHER COSTS FOR THE ACADEMIC YEAR 2018/2019

4.3.1 Fees payable directly to the Institute:

S/N	FEES COMPONENTS	CERTIFICATE IN LAW (CL)	FIRST YEAR DIPLOMA IN LAW (DL I)	SECOND YEAR DIPLOMA IN LAW (DL II)
1.	Tuition fee	970,000/=	990,000/=	960,000/=
2.	Registration fee (once)	34,500/=	34,500/=	-
3.	Exams fee (annually)	95,500/=	95,500/=	95,500/=
4.	Identity card (once)	5,000/=	5,000/=	-
5.	NACTE fee (annually)	50,000/=	50,000/=	50,000/=
6.	Students' government (annually)	15,000/=	15,000/=	15,000/=
7.	Campus Accommodation (annually)	294,000/=	294,000/=	294,000/=
	SUB TOTAL	1,464,000/=	1,484,000/=	1,414,500/=
8.	Maintenance fee	20,000/=	20,000/=	-
	GRAND TOTAL	1,484,000/=	1,504,000/=	1,414,500/=

NB: Institute's campus accommodation is limited. Students who will not secure campus accommodation will have to be assisted to look for off-campus accommodation that is relatively expensive. Any student who has paid the Institutes accommodation fee but fails to secure it will be allocated to an off-campus accommodation where the rent ranges from 300,000 – 350,000 per year.

4.3.2 Mode of Payment

CLASS	1 ST INSTALLMENT (SEMESTER I)	2 ND INSTALLMENT (SEMESTER II)	CAMPUS ACCOMMODATION (ANNUALLY)	TOTAL TSHS.
2 nd Year Diploma in Law (NTA Level 6)	715,000/=	405,500/=	294,000/=	1,414,500/=
1 st Year Diploma in Law (NTA Level 5)	735,000/=	475,000/=	294,000/=	1,504,000/=
Certificate in Law (NTA Level 4)	735,000/=	455,000/=	294,000/=	1,484,000/=

NB:

- (i) Each installment shall be due at the beginning of each semester prior to registration.
- (ii) Each selected student must submit an active NHIF Identity Card prior to Registration otherwise he/she will be required to pay for it during the registration.
- (iii) Failure to pay the required amount may result to penalties as provided in IJA by - laws.

4.3.3 Allowances Payable Directly to the Student

(Direct Student Costs):

1.	Books and stationery (annually)	100,000/=
2.	Meal allowance (annually) (5,000/= x 245 days)	1,225,000/=
TOTAL		1,325,000/=

4.3.4 Special Allowances for Special Requirements

(Payable Directly to the Student):

1.	Special Attire	150,000/=
2.	Field attachment allowance (per day)	15,000/=
3.	NHIF Expenses	50,400/=
4.	Off-campus accommodation	Relatively higher to campus accommodation.

NB:

- (i) The above rates for special requirements are recommended minimum rates only.
- (ii) Field attachment training is an integral part of each programme organised by the Institute. Sponsors are required to support the student(s) during this period, by paying to the student(s) at least the amount as per Government directives from time to time. The duration of the attachment is six (6) weeks for the Ordinary Diploma in Law Programme and four (4) weeks for the Basic Technician Certificate in Law Programme.

4.3.5 General Information

- (i) An academic year has two Semesters which last for 238 days each semester consisting 119 days.
- (ii) Fees once paid are not Refundable.
- (iii) Fees do not include allowances such as transport, incidental expenses, etc.
- (iv) The Institute reserves the right to change the rate of fees at any time during the academic year as deemed fit.

- (v) Students are expected to pay for their incidental expenses, for such things as toilet soaps, toothpaste, laundry expenses, from their own pockets. Sponsors are also required to support students to meet these expenses.
- (vi) Fee should be paid to the Institute of Judicial Administration Fees Account, NMB- Lushoto Branch A/C No. 41601100043.
- (vii) Money for private use or incidental expenses should not be deposited into the Institute's bank account. If deposited will be charged 2% as bank charges and the reimbursement will be processed after the registration.

5.0 STUDENTS SUPPORT SERVICES

IJA is committed in supporting students throughout their studies. Whether they are looking for advice on how to better their study skills or seeking out personal and career counselling they will find the resources they need.

5.1 Living expenses

Lushoto is a small district and living expenses are relatively low. However, students are advised to plan well their expenditure.

5.2 Personal Expenses

These varies from person to person. Students will need to budget for toiletries, stationeries, air time cost, etc.

5.3 Travel

Students who intend to travel within and outside Lushoto during the vacations will incur their own cost.

5.4 Stationery

Students will need to buy some books associated with their respective courses. The complete book list (reading list) for any course will usually consist of a large number of books, cases, articles etc. and they will not be expected to buy them all. Students are advised to check with their respective course lecturers if they are not sure which books they should purchase. Students also need to budget for photocopy of various academic materials.

5.5 Field Report Writing Costs

When calculating total costs, students should bear in mind costs of typing, printing and binding field reports. Students should contact their sponsors to help them in footing the cost. However, the amount varies depending on the length of the report.

5.6 The Office of Dean of Students

The office of Dean of Students is committed to supporting student's wellness and success through a wide range of services, programs and initiatives. These services include personal, career and academic counselling. It also supports students in organizing events, student clubs, and community outreach activities.



HeForShe Club members representatives in one of the outreach programmes

5.7 Students Organization

There exists a student's organisation at the Institute that aims at promoting and safeguarding students' interests. The organisation also stands as a link of communication between students and the Institute's Management. The organisation is styled as the Institute of Judicial Administration Students' Organisation (IJASO). It also deals with students' social, cultural and other recreational activities. Its membership is automatic upon a student's enrolment at the Institute but subject to payment of an annual subscription fee.



Deputy Rector- Academic, Research and Consultancy, IJA Staff and IJASO new Cabinet

5.8 Religious Functions

Mosques and churches are located within the vicinity of the Institute's campus. This allows students wishing to attend religious services to do so easily.

5.9 Accommodation

There is limited shared accommodation at the Institute which is provided on first-come first-served basis. However, the Institute coordinates off-campus accommodation. Private arrangement for off-campus accommodation is strictly restricted.

5.10 Bedding

The Institute does not provide students with bedding facilities. Students are advised to bring their own bed sheet, blankets, pillow, mosquito net etc.

5.11. Cleanliness of Rooms

The task of swiping and keeping rooms clean belong to students. However, cleaners of the Institute are responsible for cleaning corridors, toilets and bathrooms. Students are expected all the time to maintain general cleanliness in and outside of their hostels.

5.12 Catering Services

The Institute has a cafeteria within the campus, which is run by a private operator. The cafeteria provides a variety of foods, soft drinks and light refreshments. Besides, there are scores of food stores just outside the campus. These offer a variety of meals at affordable price.

5.13 Medical Services

The Institute has a dispensary providing medical services to IJA community. More serious medical cases are referred to Lushoto District Hospital which is nearby. Students who are not members of the NHIF are required to pay fifty thousand four hundred shillings (Tsh. 50,400/-) for NHIF annual registration fee.

5.12 Sports and Games

The Institute has Courts for lawn tennis, basketball and volleyball at its campus. Students are encouraged to take part in games and sometimes interacts with staff in sports events. There is also a football ground students uses it for exercises. Students are advised to come with and use sportswear, such as jersey, socks, shoes, tracksuits etc.

6.0 LEARNING ENVIRONMENT

6.1 Lectures

Certificate and Diploma in Law courses are principally taught by using lectures, tutorials and seminar methods. In lecture, the lecturer addresses the class in fairly formal with a limited amount of class discussions. If student has difficulty in understanding the lecture or wish to raise any concern he/she should make arrangements to see the lecturer concerned or raise the points in the seminar.

Members of academic staff are available to help students who, because of a different educational background, have difficult in dealing with a particular subject. It is important to make concise notes from your lectures, which will provide a basis for additional study on your own.

In seminars, members of the class are invited to join in discussion of a topic on which they will probably have been asked to prepare some work. All students are urged to contribute to the discussion and they should not be afraid of stating their own views.

After registration you will be provided with class time table.



Paul Rupia and Barnabas Samatta Lecture Theatres



Students in group discussion

6.2 Personal Academic Advisors

Each student is allocated one of the members of academic staff, who will be responsible for directing, advising or counselling on all matters relating to the academic progress of the student. As a matter of principle, every student is expected to meet his/her personal academic advisor at least once per Semester in a scheduled time-table.

6.3 Continuous Assessment and Examinations

The Department of Judicial and Legal Studies gives students full information on how they will be assessed while courses are in progress (i.e. Course work: written assignment, mid-semester tests, and seminars). It is particularly important that students register and attend all formal assignments and tests. Finally, it is strongly recommended that students must read all the information contained in the Regulations that are attached to this Prospectus.

6.4 Computing Service

The Institute provides computer and computer related facilities. The computer laboratory located within the Institute is open every week day from 08:00 a.m. to 10:00 p.m. In exceptional circumstances the laboratory is open during week-ends and public holidays. For students, the laboratory is open free. However, for other users there are procedure to follow before being allowed to enter and use.

6.5 Library services

The Institute library stocks all important books and other materials that are tailored to your program. It is important that you establish the custom of reading books and going to library frequently. The library main purpose is to provide information to staff and students. However, any other person may be allowed to use the library after fulfilling necessary conditions. The library's services hours are as indicated in the following table:

Monday – Friday	8.30 a.m. - 10.00 p.m.
Weekends (Saturday – Sunday)	9.00 a.m. - 10.00 p.m.
Public Holidays	10:00 a.m. - 08:00 p.m.
Religious Holidays	Closed



IJA Library



Sports Court

7.0 CURRICULUM

7.1 Ordinary Diploma in Law (NTA Level 6)

The Ordinary Diploma in Law Programme is a two-year programme taught at two levels: NTA Level 5 and NTA Level 6 consisting of four semesters. The programme aims at equipping students with the knowledge of the general principles of law and practice and their application in dispute resolution. Although much of the programme is based on theory, students will be prepared in various practical settings at the campus and through compulsory supervised field attachment. The programme also lays sound foundation for advanced studies in law.

The modules offered are the following:

Year one – NTA Level 5

Semester I

CODE	SUBJECT
1. JLT 05101	Computer Applications
2. JLT 05102	Communication Skills
3. JLT05103	Criminal Law
4. JLT05104	Legal Method
5. JLT05105	Evidence Law and Practice
6. JLT05202	Principles of Constitutional Law

Semester II

CODE	SUBJECT
1. JLT05106	Civil Procedure and Practice
2. JLT05201	Criminal Procedure and Practice
3. JLT05203	Family, Islamic and Customary Law
4. JLT05204	Law of Contract
5. JLT05206	Records and Petty Cash Management
6. JLT05207	Legal Communication Skills and Report Writing
7. JLT05208	Field Attachment

Year two –NTA Level 6**Semester I**

CODE	SUBJECT
1. JLT06101	Introduction to ICT
2. JLT06106	Judicial Ethics and Practice
3. JLT06107	Development Studies
4. JLT06108	Administrative Law
5. JLT06109	Principles of Human Rights
6. JLT06111	Introduction to Labour Law and Practice

Semester II

CODE	SUBJECT
1. JLT06202	Introduction to Criminology and Penology
2. JLT06203	Introduction to Law of Torts and Practice
3. JLT06204	Introduction to Land Law and Practice
4. JLT06205	Principles of Environmental Law
5. JLTO6210	Principles of Child Law

7.2 Basic Technician in Law (NTA LEVEL 4)

The second programme offered by the Institute is NTA Level 4 popularly known as the Basic Technician Certificate in Law. This programme intends to impart basic knowledge of law and practice to students who aspire to take up various clerical duties in public service, the Judiciary or law firms. Its emphasis is particularly on routine tasks of handling and processing of legal documents, and performance of other functions that may be assigned by their superiors. In this regard, students will be required to undergo a one-month, supervised field attachment at the end of their first semester.

The following are the modules offered for this program:

Year one – NTA Level 4

Semester I

CODESUBJECT

- | | | |
|----|-----------|--|
| 1. | JLT 04101 | Basic Records and Information |
| 2. | JLT 04102 | Introduction to Civil Procedure |
| 3. | JLT04103 | Introduction to Criminal Procedure |
| 4. | JLT04104 | Basic Communication Skills I |
| 5. | JLT04107 | Introduction to Criminal Law |
| 6. | JLT04019 | Introduction to Law of Evidence |
| 7. | JLT04111 | Introduction to Legal Systems and Constitutional |
| 8. | JLT04210 | Field Attachment |

Semester II

CODE

SUBJECT

- | | |
|--------------|---|
| 1. JLT 04205 | Basic Computer Applications |
| 2. JLT 04206 | Basic Communication Skills II |
| 3. JLT04208 | Basic Records Management II |
| 4. JLT04212 | Introduction to Family, Customary & Islamic Law |
| 5. JLT04213 | Introduction to Law of Contract |
| 6. JLT04214 | Introduction to Development Studies |

8.0 JUDICIAL AND LEGAL EDUCATION

Apart from long term programmes, the Institute has a special Committee on Continuing Judicial and Legal Education through which it organizes and offers continuing judicial and legal education. The Committee offers initial and continuing judicial and legal education for judges, magistrates and supporting staff as well as the legal sector institutions personnel. Specifically the Committee conducts training on newly-employed lawyers, orientation training for judges, magistrates and other non-judicial officers. The continuing training focuses on knowledge of substantive subject-matters, judicial skills and legal crafts (skills on training for the respective profession) and social context training. The Institute also prepares special/tailor made programmes and courses in any legal discipline to meet specific ministry or organization needs. The Institute envisages publication of professional materials in legal disciplines, communication skills and computer applications.

The Institute also works in collaboration with the following national and international organisations:

East African Judicial Education Training Committee (EAJAC)
International Organisation of Judicial Training Institute (IOJT)
Eastern and Southern African Management Institute (ESAMI)
Law School of Tanzania (LsT)
Open University of Tanzania (OuT)
Tanzania Global Learning Agency (TaGLA), and
New Frontier Technologies Consult (NFT Consult).

9.0 SHORT COURSES, RESEARCH AND CONSULTANCY

The Institute also has the Department of Short Courses, Research and Consultancy which through its academic and other staff conducts short term training, research, consultancy, workshops, seminars, short-term training on legal disciplines, communication skills and computer application. At the end of every course/training/seminar/workshop participants are awarded certificate of attendance.



Deputy Rector - Academics, Research and Consultancy in a souvenir photo with facilitators and participants of Basic Computer Application and English Proficiency Courses.

**1. APPENDIX I: THE INSTITUTE OF JUDICIAL ADMINISTRATION
LUSHOTO ACT CAP 405 RE 2002**

**THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO
ACT CAP 405 RE 2002**

ARRANGEMENT OF SECTIONS

Section Title

PART I

PRELIMINARY PROVISIONS

1. Short title.
2. Interpretation.

PART II

ESTABLISHMENT OF THE INSTITUTE

3. Establishment of the Institute.
4. Directorates.
5. Functions of the Institute.

PART III

ADMINISTRATION

6. Establishment of the Council.
7. Powers and duties of the Council.
8. Powers of Minister.
9. Rules.
10. Appointment of the Principal.
11. Directors of the Institute.
12. Appointment of employees.

PART IV

ADMISSION, EXAMINATIONS AND EXAMINATION COMMITTEE

13. Admission and fees.
14. Examination Committee.

PART V

FINANCIAL PROVISIONS

15. Funds of the Institute.
16. Annual budget estimates.
17. Investment of the Institute.
18. Accounts and audit.
19. Financial report to be laid before the National Assembly.

PART VI

MISCELLANEOUS PROVISIONS

20. Remuneration and fees.
21. Delegation of powers by the Council.
22. Protection of members.
23. Regulations.

SCHEDULE

CHAPTER 405

THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO ACT

An Act to establish the Institute of Judicial Administration Lushoto and to provide for the functions. Management and control of the Institute and for related matters.

[15th June, 1999] [G.N. No. 138 of 1999]

Act No. 3 of 1998

PART I

PRELIMINARY PROVISIONS (ss 1-2)

1. Short title

This Act may be cited as the Institute of Judicial Administration Lushoto Act.

2. Interpretation

This Act, unless the context otherwise requires:

“Board” means boards as may be established by the council under the provisions of this Act;

“Council” means the governing body of the Institute as established under section 6 of the Act;

“Director” means the Director of the Institute appointed under section 11;

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

“Member” means a member of the Council and includes a chairperson of the Council;

“Minister” means the Minister responsible for Legal Affairs; and

“Principal” means the Principal of the Institute appointed under section 10.

PART II

ESTABLISHMENT OF THE INSTITUTE (88 3-5)

3. Establishment of the Institute

- 1) There is hereby established an Institute to be known as the Institute of Judicial Administration Lushoto.
- 2) The Institute shall be a body corporate and shall
 - a) have perpetual succession and an official seal;
 - b) in its corporate name be capable of suing and being sued;
 - c) be capable of holding, purchasing or otherwise acquiring in any other way, any movable property or immovable property and disposing of any of its property; and
 - d) have power to borrow such sums as it may require for its purposes.

4. Directorates

The Institute shall consist of such number and kind of directorates as the Council may decide.

5. Functions of the Institute

- (1) The functions of the Institute shall be-
 - a) to offer and conduct local and international training programmes in legal disciplines as may be prescribed by the Council;
 - b) to determine and offer academic awards at the end of training programmes, such as various certificates as may be decided by the Council;

- c) to conduct legal research in priority areas determined by the Council and Institute's Administration;
 - d) to apply research findings for the betterment of academic literature and for continued enrichment of the curriculum and teaching;
 - e) to provide consultancy services in legal matters to the Government, public and private organisations, individuals and other clients within and outside the country;
 - f) to offer legal counsel to clients in a manner and modality on such terms and conditions as may be determined by the Institutes' Administration;
 - g) to arrange for the publication and dissemination of academic literature generated from the academic activities of the Institute as may be determined by the Institutes' Administration;
 - h) to sponsor and to provide facilities for short courses and seminars according to internal and public demand;
 - i) to establish relationship or association with other colleges, and institutions both nationally and internationally; and
 - j) to do all such acts and things and enter into such contracts and transactions as are, in the opinion of the Council expedient or necessary for the proper and efficient discharge of functions of the Institute.
- (2) The Institute may for the purposes of extending its services establish branches, campuses or other directorates as the case may be.

PART III

ADMINISTRATION (ss 6-12)

6. Establishment of the Council

- (1) There is hereby established a Council of the Institute.
- (2) The provisions of the Schedule to this Act, shall have effect as to the composition of the Council, tenure of office of its members, termination of their appointments, the proceedings of the Council and other matters in relation to the Council and its members.
- (3) The Minister may by order published in the Gazette, amended, vary or replace all or any of the provisions of the Schedule.

7. Powers and duties of the Council

- (1) Subject to the provisions of this Act, the government and control of the Institute shall be vested in the Council.
- (2) Without prejudice to the generality of subsection (1), the Council shall have powers-
 - a) to administer the property of the Institute, both movable and immovable;
 - b) to administer the funds and other assets of the Institute;
 - c) to signify the acts of the Institute by using the official seal;
 - d) on behalf of the Institute to receive gifts, donations, grants or other moneys and to make disbursements to other persons or bodies;
 - e) to appoint such offices of the Institute as it may deem necessary;

- f) to receive and to implement government directives and proposals for the Institute;
- g) to provide for the welfare of the students and the staff of the Institute;
- h) to formulate policies of the Institute;
- i) to set fees of the Institute;
- j) to establish departments within the Institute for the Organisation and administration of its functions;
- k) to establish boards and committees as the Council may deem necessary; and
- l) to do all acts or things provided for in this Act which may in the opinion of the Council be necessary for the proper carrying out of the functions of the Institute.

8. Powers of Minister

Notwithstanding subsection (2) of section 7, the Minister may give to the Council directions of a general or specific character which directions shall be consistent with the purposes and provisions of this Act as to the performance by the Council of any of its functions under this Act, and the Council shall give effect to the direction given by the Minister.

9. Rules

- (1) Subject to section 23 the Council may after consultation with the Minister make rules:
 - a) prescribing enrolment fees and other charges;
 - b) prescribing the terms and conditions of service, including the appointment, dismissal, salaries and retirement benefits of the members of the staff of the Institute.'

- (2) The Council may, after consultation with other institutions concerned with legal training, make rules relating to the academic management of the Institute and in particular to:
 - a) the qualifications necessary for entry to the Institute, the type of awards to be offered the duration and number of academic terms;
 - b) the grant of scholarships and studentship and the revocation of any such grant.
- (3) The Council may make rules regulating discipline among the members of the staff of the Institute and the students.
- (4) It shall not be necessary for the Council to publish in the Gazette any rules made under this section.
- (5) Where any rule made under this section is not published in the Gazette, the Council shall in such manner as it may determine, bring or cause the rule to be brought to the notice of any person who is likely to be affected by the rules.

10. Appointment of the Principal

- (1) The President shall after consultation with the Chief Justice and upon recommendation of the Council, appoint a person who is qualified to be Principal of the Institute.
- (2) The Principal appointed under subsection (1) shall hold office upon such terms and conditions as may be specified in relation to his office.
- (3) The Principal shall-
 - a) be the Chief Accounting and Executive Officer of the Institute and shall be responsible to the Council for overall coordination of the Institute:

- b) exercise such functions of the Institute as the Council may delegate to him to enable him to transact all the day to day business of the Institute:
 - c) subject to any directions or restrictions given or imposed by the Council, have the power to exercise supervision and control over acts and proceedings of all employees of the Institute and to decide upon or dispose of questions relating to the terms and conditions of service of the employees of the Institute, having due regard to the Scheme of Service.
 - d) develop policies programmes and operations relating to the upkeep, maintenance and development of the Institute's assets and facilities, and academic development;
 - e) supervise the management of the Institute's finances including budgeting, and control of expenditure;
 - f) promote staff and students welfare, good relations between the Institute and the Government, the community including other Institutions and bodies within and outside the country;
 - g) undertake and promote other activities of interest to the Institute as lawful authority may direct; and
 - h) be Secretary to the Council.
- (4) In the exercise of the powers vested in him under this section, the Principal shall comply with the direction of policy of a general or specific nature given to him by the Council and shall not without the prior approval of the Council depart or permit departure from the approved estimates of expenditure or the approved establishment of the Institute or the normal procedure in dealing with any particular matter.

11. Directors of the Institute

- (1) The Council shall, after determining which directors should be established appoint a director to head each directorate.
- (2) The functions of directors appointed under subsection (1) shall be prescribed in the regulations.

12. Appointment of employees

The Council may, from time to time appoint on such terms and conditions such academic and administrative staff of the Institute as it may consider necessary for the proper carrying out of the functions of the Institute.

PART IV

ADMISSION, EXAMINATIONS AND EXAMINATION

COMMITTEE (58 13-14)

13. Admission and fees

- (1) Any person may, subject to such terms and conditions as the Council may impose be admitted to the Institute.
Any student who is a non-Tanzanian shall pay the fee in convertible foreign currency, sufficient to meet the actual costs of that student at the Institute.

14. Examination Committee

- (1) All examinations shall be conducted by the Academic Planning and Examination Committee of the Council.
- (2) The Academic Planning and Examination Committee shall-

- a) satisfy itself with regard to the content and academic standard of the relevant course of study offered by the Institute in respect of any professional certificate;
- b) advise the Principal; the Chief Justice and the Minister on the Standards of proficiency to be obtained in each examination for a relevant certificate;
- c) decide whether any candidate for the relevant certificate or other award has attained the standards of proficiency required; and
- d) make proposals to the Council on matters relating to the academic and professional activities of the Institute.

PART V

FINANCIAL PROVISIONS (ss 15-19)

15. Funds of the Institute

The funds and resources of the Institute shall consist of:

- a) such sums as may be appropriated by Parliament for the purposes of the Institute;
- b) such sums as the Council may from time to time borrow for the purposes of the institute;
- (c) such sums as may be in any manner become payable to or vested in the Institute as a result or In the course of discharging Its functions under this Act.

16. Annual budget estimates

- (1) In this Act “financial year” means any period not exceeding twelve consecutive months designated in that behalf by the Council.
- (2) At least two months before the commencement of any financial year the Principal shall prepare or cause to be prepared for the consideration of the council estimates of the revenue and expenditure of the Institute for the ensuing financial year.
- (3) The Council shall, after receiving the estimates report under subsection (1), consider and adopt the estimates subject to such modifications and amendments as the Council may consider appropriate.
- (4) The annual budget estimates shall contain provisions for all the estimated expenditure during the ensuing financial year and in particular-
 - a) for the payment of salaries, allowances and other charges in respect of the staff and the Council and the Committees.
 - b) for the payment of construction improvement, maintenance and replacement of any building or other immovable property of the Institute.
 - c) for the proper maintenance and replacement of the furniture, equipment and other supplies of the Institute; and
 - d) for the creation of such reserve funds to meet future contingent liabilities as the Council may think fit.

- (5) No expenditure shall be incurred for the purposes of the Institute except in accordance with the provisions of the annual budget estimates or any supplementary estimates adopted by the Council.
- (6) A copy of the annual estimates and of every supplementary estimate if any shall, immediately after the Council's adoption be forwarded to the Minister.
- (7) The Minister shall, upon receipt of the annual budget or any supplementary budget, approve or disapprove the same or may approve subject to such amendments as he may deem fit.
- (8) Where the Minister has approved any annual budget or any supplementary budget, such budget shall be binding on the Council which subject to subsection (9) shall confine the disbursement within the items and the amounts contained in the budget or supplementary budget as approved by the Minister.
- (9) The Council may-
 - a) make disbursement with the sanction in writing of the Minister notwithstanding that such disbursement is not provided for in any budget;
 - b) transfer a sum from the amount of expenditure provided for in any budget in respect of any Item, to any other item contained in such budget; or
 - c) adjust expenditure limits to take account of circumstances not reasonably foreseeable at the time the budget was prepared, subject to submitting a supplementary budget to the Minister within two months of such alteration of expenditure.

17. Investment of the Institute

The Council shall, with the approval of the Minister, have power to invest the funds of the Institute.

18. Accounts and audit

- (1) The Council shall cause to be provided and kept proper books of accounts and records with respect to the receipt and expenditure of money by and other financial transactions of the Institute, and shall cause to be made for every financial year a balance sheet showing the details of the Income and expenditure of the Institute and all Its assets and liabilities.
- (2) Within three months after the close of each financial year the accounts including the balance sheet of the Institute in respect of that financial year shall be submitted to and audited by the Tanzania Audit Corporation.
- (3) Every such audited balance sheet shall be placed before a meeting of the Council and, if adopted by the Council shall be endorsed with a certificate that it has been 50 adopted.
- (4) As soon as the accounts of the Institute have been audited and in any case not later than six months after the close of the financial year, the Council shall submit to the Minister a copy of the audited statement of the accounts together with a copy of the report made by the auditor on the statements of accounts.

19. Financial report to be laid before the National Assembly

The Minister shall, as soon as practicable after receiving the report, lay before the National Assembly a report containing-

- a) a copy of the audited accounts of the Institute;
- b) a copy of the audit report, If any and
- c) a copy of the report regarding the activities of the Institute in the preceding financial year.

PART VI

MISCELLANEOUS PROVISIONS (AS 20-23)

20. Remuneration and fees

- (1) Subject to subsection (2) of this section, members of the Council shall be entitled to and be paid such remuneration, fees allowances or expenses as the Minister may, upon the recommendations of the Council prescribe from time to time.
- (2) The members of the Council shall be paid such other remuneration, fees, allowances or expenses as the Minister may upon advice by the Council approve.

21. Delegation of powers by the Council

- (1) Subject to the provisions of subsection (6) of this section, the Council may from time to time, by writing under the official seal of the Institute and subject to such terms, conditions and restrictions as it may specify, delegate to any committee of the Council all or any of the functions, powers or duties conferred or Imposed by this Act on the Council.

- (2) Where any delegation is so made the delegated function, power or duty may be performed or exercised by the person so delegated.
- (3) The delegation made under subsection (1) shall be made by office and not by name and in every case where delegation is so made, each successive holder of the office in question and any person who occupies or performs the duty of that office shall, without any further authority. Perform or exercise the delegated functions power or duty in accordance with the delegation made by the Council.
- (4) The Council may revoke a delegation made by it under this section.
- (5) No delegation made under this section shall prevent the Council from performing or exercising the power function or duty so delegated.
- (6) A delegation made under this section shall be published in the Gazette and upon its being so published, shall be judicially noticed and shall be presumed to be in force unless the contrary is proved.
- (7) The Council shall not have power under this section to delegate-
 - a) its power of delegation or
 - b) the power to consider the annual budget or any supplementary budget, the annual balance sheet or any statement of accounts.

22. Protection of members

No matter or thing done by any member of the Council or officer of the Institute shall, if done bona fide in the execution of the functions conferred upon such member or officer by this Act or by regulations made under this Act, render such member or officer personally liable for such matter or thing.

23. Regulations

- (1) The Council may, with the approval of the Minister make regulations for the better carrying out of the purposes of this Act, and without prejudice to the generality of this subsection may make regulations-
 - a) prescribing awards which may be conferred or granted by the Institute;
 - b) prescribing the conditions which may be satisfied before the grant of particular award;
 - c) prescribing instruction courses to be provided by the Institute;
 - d) regulating the conduct of examinations;
 - e) fixing fees and other charges for the services rendered by the Institute;
 - f) providing for and regulating disciplinary proceedings against the staff of the Institute and the students;
 - g) prescribing terms and conditions of services, appointments, salary and retirement benefits of the members of the institute;
 - h) fixing the duration and number of academic terms;

- i) providing for any matter or thing which In the opinion of the Council is necessary to provide for the more efficient performance of the functions of the Institute.
- (2) The Regulations made under this section shall be published in the Gazette.

SCHEDULE (Section 6(2))

1. Constitution of Council

1.-(1) The Council shall consist of:

- (a) The Chairman who shall be appointed by the President from among persons who have held the position of a judge of the Court of Appeal of Tanzania;
 - (b) Other five members who shall appointed by the Minister in the following order.
 - (i) A retired judge of the High Court of Tanzania;
 - (ii) A serving judge of the High Court of Tanzania;
 - (iii) A State Attorney not below the rank of Principal State Attorney;
 - (iv) A Chairperson of Students' Organisation; and
 - (v) A Principal Administrative Officer from the Judicial Service Commission.
- (2) The Principal shall be the Secretary to the Council.
- (3) The Minister shall in appointing members under this paragraph ensure that women form at least one third of the total membership of the Council.

2. Tenure of office

- (1) Subject to the provisions of this Schedule every member of the Council shall hold office for a period of three years from the date of his appointment but may be eligible for re-appointment after the end of that period.
- (2) Notwithstanding subparagraph (1) of this paragraph, a member may resign at any time by giving notice in writing to the appointing authority and from the date specified in the notice or, if no date is so specified in the notice from the date of the receipt of the notice by the appointing authority; he shall cease to be a member.
- (3) A person who is a member by virtue of his holding some other office shall cease to be a member upon his ceasing to hold the office by virtue of which he is a member.

3. Termination of appointment

Where any member of the Council absents himself from three consecutive meetings of the Council without reasonable excuse, the Council shall advise the appointing authority who may terminate the appointment of such a member and appoint a new member in his place.

4. Where member ceases to be a member

Where any member of the Council ceases to be such a member by resignation or death or is unable to perform his functions as such member by reason of his absence from the United Republic or by reason of any Infirmity of body or mind or where the appointing authority terminates his appointment under paragraph 3, the

appointing authority may appoint another member in his place and the member so appointed shall, subject to the provisions of this schedule, hold office for the remainder of the term of his predecessor.

5. Temporary member

Where any member of the Council other than Chairperson is by reason of illness infirmity or absence from the United Republic or is unable to attend any meeting of the Council, the appointing authority may appoint a temporary member in his place and such temporary member shall cease to hold office of the substantive member.

6. Vice-Chairperson

The Council shall elect one of its members to be a Vice-Chairperson shall, subject to his continuing to be a member hold office of Vice-Chairperson for a term to be fixed by the Council and shall be eligible for re-election after the end of that period.

7. Power of Chairperson and Vice-Chairperson

- (1) The Chairperson shall preside at all meetings of the Council.
- (2) Where at any meeting of the Council the Chairperson is absent the Vice-Chairperson shall preside.
- (3) In the absence of both the Chairperson and Vice-Chairperson at any meeting of the Council the members present may from amongst their number elect a temporary Chairperson who shall preside at that meeting.

- (4) The Chairperson, Vice-Chairperson or temporary Chairperson presiding at any meeting of the Council shall have a vote and in the event of an equality of votes, shall have a casting vote in addition to his deliberative vote.

8. Meeting and procedure of the Council

- (1) Subject to any general or specific direction of the Chairperson, the Council shall meet not less than four times during every financial year and at such additional times as may be fixed by the Chairperson or if he is absent from the United Republic or unable for any reason to act the Vice-Chairperson.
- (2) The Secretary to the Council shall give to each member of the Council fourteen days' notice of the time and place of every meeting of the Council.

9. Quorum

One half of the total number of members shall form a quorum for a meeting of the Council but certain decisions may require a high number of members.

10. Decision by Vote

Subject to the provisions relating to a casting vote, all questions at the meeting of the Council shall be determined by the majority of the votes of the members present; and if any member refuses or fails to vote on any question, he shall be deemed to have cast a negative vote.

11. Decision by Circulation of papers

- (1) Notwithstanding the provisions of this schedule decisions may be made by the Council without a meeting by circulation of the relevant papers among the members and the expression of the views of the majority thereof in writing.
- (2) Any member of the council shall be entitled to require that any decision made under subparagraph (1) be deferred and the subject matter be considered at a meeting of the Council.

12. Seal of the Institute

- (1) The seal of the Institute shall be of such shape, size and form as the Council and determine.
- (2) The seal shall be authorized by the signature of the Principal or any other officer of the Institute authorised by the Principal in that behalf.

13. Execution of document

All documents to which the Institute is a part other than documents required by law to be under seal and all decisions of the Council, may be signified under the hand of the Principal or other officer of the Institute authorized by the Principal in that behalf.

14. Records of proceedings of the Council

- (1) Minutes in proper form of each meeting of the Council shall be kept and shall be confirmed by be Council at the next meeting and signed by the Chairperson of the meeting.

- (2) The Council shall cause minutes of all proceedings of meetings of the Council to be entered in a book kept for that purpose.

15. Proceedings not to be invalidated by irregularity

No act or proceeding of the Council shall be invalid by reason of the number of members not being complete at the time of such act or proceedings or of any defect in the appointment of any member or the fact that any member was at the time disqualified or disentitled to act as such.

16. Council to regulate its proceedings

Subject to the provisions of this Schedule the Council may regulate its proceedings.

**3 APPENDIX II: THE INSTITUTE OF JUDICIAL ADMINISTRATION
LUSHOTO (STUDENTS' PERFORMANCE ASSESSMENT)
REGULATIONS, 2015 (GN 510/2015)**

ARRANGEMENT OF REGULATIONS

PART I

PRELIMINARY PROVISIONS

1. Citation
2. Interpretation

PART II

INSTITUTE'S ACADEMIC COMMITTEES AND BOARDS

3. Academic Planning and Examinations Committee
4. Examinations Office and Meetings of Internal Examiners
5. Examination Irregularities Board
6. Appeals Board

PART III

AWARDS AND MODE OF ASSESSMENT BY THE INSTITUTE

7. Awards of the Institute
8. Computation of the cumulative GPA
9. Grading system
10. Classification of score ranges
11. Awards
12. Mode of assessment
13. Field attachment
14. Field work for NTA Level 4
15. Fieldwork for NTA Level 5
16. Submission of records

PART IV

GENERAL EXAMINATIONS REGULATIONS

17. Conditions for passing and progress from semester to semester
18. Registration for semester examinations
19. Eligibility for assessment
20. Conduct of examinations
21. Invigilation instructions
22. Conduct of candidates
23. Absence from examination
24. Supplementary examinations
25. Special examinations
26. Examination irregularities
27. Procedure for handling examination irregularities
28. Discontinuation from studies

PART V

MARKING AND MODERATION

29. Marking
30. Moderation
31. Purpose of external examining and moderation
32. Nomination and appointment
33. Reporting

PART VI

RELEASE OF EXAMINATION RESULTS

34. Examination results
35. Appeals against examination results

PART VII

GENERAL PROVISIONS

36. Preservation of scripts
37. Postponement of studies or examinations
38. Conditions for re-admission
39. Revocation

SCHEDULE

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

**THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO
(STUDENTS' PERFORMANCE ASSESSMENT) REGULATIONS, 2015**

**PART I
PRELIMINARY PROVISIONS**

- Citation 1. These Regulations may be cited as the Institute of Judicial Administration Lushoto (Students' Performance Assessment) Regulations, 2015.
- Interpretation 2. In these Regulations, unless the context otherwise requires:
"academic assessment" means evaluation of a student's academic performance during the course of study and includes continuous assessment, end of semester examination, or field attachment;
"academic year" means a two-semester period relating to any programme conducted by the Institute;
- Cap.405 "Act" means the Institute of Judicial Administration Lushoto Act;
"award" means any award designated by the Council for grant or conferment upon students who qualify in accordance with these Regulations;

“cheating in examination” means copying from unauthorized source, communicating with unauthorized person and includes any form or kind of dishonesty or destruction or falsification of any evidence or irregularity that may reasonably be linked with the examination in question and during the examination process, irrespective of whether such act or conduct is discovered within or outside the examinations room;

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

“Examination” means end of semester examination and includes a continuous assessment;

“Examination irregularity” means possession of unauthorized material during the examination process; unauthorized absence from the examination; cheating during the examination process or any act or conduct during the examination designed to defeat or interfere with the smooth administration of the examination on a particular subject;

“GPA” means a grade point average;

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

“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.

“Student” means any person enrolled for any programme conducted by the Institute lasting for one academic year or any longer period;

“Unauthorized absence from examination” means going out of the examinations room temporarily or otherwise, or staying out of the examinations room for an unduly long period, without authorization or permission of the invigilator during a particular examination;

“Unauthorized material during the examination” means any written or printed material that is generally or specifically prohibited to be in possession of a candidate during the examination process such as phones, radios, audio cassette players, computers; and any other material intended to defeat the purpose of the examination or which may be specified from time to time by the Principal to be unauthorized material.

PART II

INSTITUTE'S ACADEMIC COMMITTEES AND BOARDS

Academic Planning and Examinations Committee

3.-(1) There is hereby established a committee to be known as Academic Planning and Examinations Committee which shall consist of the members to be appointed by the Council.

(2) The Academic Planning and Examination Committee shall subject to the provisions of section 14 of the Act be responsible to the Governing Council for the proper conduct of all academic programmes run by the Institute and shall:

- (a) satisfy with regard to the content and academic standard of the relevant course of student offered by the Institute in respect of any professional certificate;
- (b) advise the Principal, the Chief Justice and the Minister on the standards of proficiency to be obtained in each examination for a relevant certificate;
- (c) decide whether any candidate for the relevant certificate or other award has attained the standard of proficiency required; and
- (d) make proposals to the Council on matters relating to the academic and professional activities of the Institute.

(3) The Committee may, at any of its sittings, co-opt any person who, in the Committee's opinion, will be of help in its proceedings.

Examination Office and Meetings of Internal Examiners

4.-(1) The Examination office shall be responsible for preparation of examination timetables, invigilation schedules, collection and printing of examination papers, issue of examination numbers, and recording of examination results and shall make all arrangements for the meetings of internal examiners.

(2) There shall be meetings of internal examiners, which shall consist of:

- (a) the Deputy Rector Academic, Research and Consultancy who shall be the Chairperson;
- (b) the Registrar, who shall be the Secretary; and
- (a) internal examiners.

(3) The Chairperson may invite any other member of the academic or administrative staff of the Institute to attend any meeting or meetings if he considers that their presence would be beneficial to its deliberations.

(4) The meetings of internal examiners shall be responsible for:

- (a) ensuring that each and every examination follows the module;
- (b) ensuring that rules and regulations governing examinations are followed and observed by all candidates;
- (c) receiving and deliberating on proposed examination results;
- (d) considering problems encountered during the year, including any comments made by external examiners and moderators, and to suggest appropriate solutions.

**Examinations
Irregularities
Board**

5.-(1) There is hereby established a body to be known as the Examinations Irregularities Board which shall consist of:

- (a) the Deputy Rector Academic, Research and Consultancy; who shall be the Chairperson;
- (b) the Head of Department of Judicial and Legal Studies;
- (c) the Registrar; and
- (d) the Examinations Officer, who shall be the Secretary.

(2) Where an examination irregularity has occurred in any of the Institute's branches, the Principal shall constitute a board to handle the matter.

(3) The functions of the Examinations Irregularities Board shall be to consider any reported examination irregularity and decide the appropriate action for any student found responsible for or guilty of such irregularity.

(4) No member of the Board shall sit in any meeting where an irregularity involves an examination which he was teaching or supervising.

(5) Where a member has been disqualified in terms of the provisions of sub-regulation (4), the Principal shall appoint another person to replace the member so disqualified.

Appeals Board

(6) The Examinations Irregularities Board may co-opt any person who, in its opinion, shall be of help in its deliberations at any of its sittings.

6.-(1) There is hereby established an appellate body within the Academic Planning and Examination Committee to be known as the Appeals Board which shall consist of the members to be appointed by the Council.

(2) The functions of the Appeals Board shall be to decide appeals on examination irregularities and examination results.

PART III

AWARDS AND MODE OF ASSESSMENT BY THE INSTITUTE

Awards of the Institute	<p>7.-(1) Pursuant to section 5 of the Act, the Institute shall have the power to grant the following awards:</p> <ul style="list-style-type: none">(a) Ordinary diploma in law (NTA Level 6);(b) Certificate in law (NTA Level 4);(c) A Certificate of Attendance for a successful completion of a programme of study lasting less than one academic year. <p>(2) Every award of the Institute shall be so titled as to refer to the programme of study the successful completion of which entitles the candidate to be granted the award.</p> <p>(3)The Governing Council may designate and set condition for other awards of the Institute in addition to those established by this Regulation.</p>
Computation of Cumulative GPA	<p>8.-(1) A cumulative grade point average (cum GPA) for each candidate shall be based on the average performance for the first and second semester results.</p> <p>(2) The Grade Point Average (GPA) shall be computed and truncated to single decimal point.</p>
Grading system	<p>9.-(1) The marks obtained from different assessment components shall be awarded out of 100.</p> <p>(2) For NTA Level 4 and 5 the grading system shall be as follows:</p>

S/N	SCORE RANGE	GRADE	DEFINITION
1.	80 – 100	A	EXCELLENT
2.	65 – 79	B	GOOD
3.	50 – 64	C	AVERAGE
4.	40 – 49	D	POOR
5.	0 – 39	F	FAILURE
6.	-	I	INCOMPLETE
7.	0	Q	DISQUALIFIED

(3) Grade for the different score ranges shall be assigned points as follows:

- A – 4
- B – 3
- C – 2
- D – 1
- F – 0

Awards (4) The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
FIRST CLASS	3.5 – 4.0
SECOND CLASS	3.0 – 3.4
PASS	2.0 – 2.9

Grading system¹⁰-

(1) For NTA Level 6, the grading system shall be as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1.	75 – 100	A	EXCELLENT
2.	65 – 74	B+	VERY GOOD
3.	55 – 64	B	GOOD
4.	45 – 54	C	SATISFACTORY
5.	35 – 44	D	POOR
6.	0 – 34	F	FAILURE
7.	-	I	INCOMPLETE
8.	0	Q	DISQUALIFICATION

(2) Grade for the different score ranges are assigned points as follows:

- A – 5
- B+ – 4
- B – 3
- C – 2
- D – 1
- F – 0

Awards

11. The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as follows:

CLASS AWARD	CUMULATIVE GPA
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second Class	2.7 – 3.4
Pass	2.0 – 2.6

Mode of Assessment	<p>12.-(1) Assessment of students shall be through continuous assessment and end of semester examinations.</p> <p>(2) A continuous assessment shall have the following components:</p> <ul style="list-style-type: none"> (a) written assignment - 15 marks; (b) mid-semester test - 25 marks; and (c) seminar presentation - 10 marks
Field Attachment	<p>13.-(1) Every student enrolled for the Institutes programmes shall undergo practical training in the form of field attachment.</p> <p>(2) There shall be a Field Studies Coordinator who shall be responsible for the general conduct of the field attachment under the supervision of the Head of the Department of Judicial and Legal Studies.</p> <p>(3) The Field Studies Coordinator shall in consultation with the academic staff prepare topics for field attachment.</p> <p>(4) Students sponsored by the Judiciary shall, as far as possible, undertake their fieldwork in courts.</p> <p>(5) Students not sponsored by the Judiciary may undertake their fieldwork either in courts or in any other places as may be determined by the Field Studies Coordinator.</p> <p>(6) Any student who absconds from a field attachment shall be deemed to have failed in that field attachment and be discontinued.</p>
Fieldwork for NTA Level 4	<p>14.-(1) For the NTA Level 4, the fieldwork shall be for four weeks.</p> <p>(2) At the end of the field attachment, each student shall submit to his internal supervisor a field report not later than twenty-one days after the commencement of the semester detailing the activities at his field station.</p>

Fieldwork for
NTA Level 5

15.-(1) For the NTA Level 5, the practical fieldwork shall be for six weeks.

(2) At the end of the field attachment, each student shall submit to his internal supervisor a field report not later than twenty-one days after the commencement of the semester detailing the activities at his field station.

Provided that a student, who was attached to a court shall, in addition to the field report, submit to his internal supervisor his own record of court proceedings.

Submission of

16.-(1) Late submission of record(s) or report records

shall result in outright rejection of the record(s) or report where no sufficient grounds have been shown for such late submission.

(2) A student shall be discontinued from his studies for plagiarism or unless a sufficient cause is given, for failure to submit record(s) of proceedings or field report or for submitting somebody else's work.

PART IV
GENERAL EXAMINATIONS REGULATIONS

Conditions for passing and progress from semester to semester

17.-(1) A candidate shall, before being promoted to the next level, pass all prescribed modules in a prerequisite level through a first sitting examination, a special examination or a supplementary examination.

(2) A candidate shall be considered to have passed a particular module if:

(a) For NTA Level 4 and 5, the candidate scores 50 marks in both the end of semester examination and the continuous assessment provided that the candidate must score 25 marks in an end of semester examination.

(b) For NTA Level 6, the candidate scores 45 marks in both the end of semester examination and the continuous assessment provided that in an end of semester examination the candidate must score 27 marks.

(3) A candidate shall be considered to have passed his or her field attachment if he or she scores at least fifty percent (50%) in it.

Registration for semester examinations

18.-(1) Every person registered as a student at the Institute shall be deemed to have been registered for the appropriate examinations in the relevant programme.

(2) No student shall sit for examination without being registered

Eligibility for assessment

19.-(1) Every student shall be required to attain a minimum attendance of eighty percent (80%) of all lectures and seminars scheduled by the Institute for the programme of study.

(2) Any student who, without reasonable cause, fails or refuses to comply with this Regulation shall be disqualified from sitting for any or all end of the semester examinations during which non-compliance occurred and be required to repeat the module when next offered.

(3) Where a student is discontinued from a programme of study on disciplinary grounds in accordance with the Institute of Judicial Administration Lushoto (Students' General Welfare, Conduct and Disciplinary Matters) Regulations, 2014, and the execution of such punishment is not stayed, he shall not be eligible for any form of assessment under these Regulations.

Conduct of examinations

20.-(1) Every examination in a semester shall be held on a date prescribed under the Institute's Almanac.

(2) Every examination shall be set and marked by Internal Examiners and will be moderated by external moderators and examiners respectively.

(3) The Deputy Principal, Academic, Research and Consultancy shall have powers to issue instructions, notes or guidelines to candidates, invigilators and examiners of Institutes' examinations, as he shall deem appropriate for the proper, efficient and effective conduct of such examinations.

(4) The guidelines or instructions by the Deputy Rector, Academic, Research and Consultancy under this regulation shall form part of these Regulations.

(5) Instructions on the examination papers and answer booklets shall form part of these Regulations.

Invigilation instructions

21. There shall be an invigilator for every examination whose duty shall be to ensure compliance with these Regulations

Conduct of candidates

- 22.**-(1) A candidate who qualifies to sit for any examination shall be issued with the examination number which will be used for end of semester examinations.
- (2) Every candidate shall use examination number on the script and should not use his name or student registration number in any part of the answer or on the front sheet.
 - (3) Use of a student name, registration number, examination number; or fellow students' name, registration number, examination number may lead to disqualification of the examination attempted.
 - (4) Every candidate shall assemble outside the examination room and will only enter if and when instructed to do so by the invigilator.
 - (5) Before entering an examination room, each candidate shall be required to ensure that he or she is not carrying any unauthorized material with him.
 - (6) Each candidate shall look around his or her seat and check if there is any unauthorized material, if any, the candidate shall notify the invigilator before the examination starts.
 - (7) No candidate shall be allowed to leave the examination room until (30) minutes have expired and (30) minutes before the end of examination.
 - (8) Any candidate who wishes to leave an examination room before the time specified for the examination in question shall hand in his answer sheet to the invigilator before leaving the examination room.
 - (9) At the end of the examination, every candidate shall remain in his place until an invigilator has collected his answers book(s), the answer books have been checked, and the invigilator has announced that candidates may leave the examination room.

- (10) Every candidate shall write his examination number and sign in the attendance sheet given by the invigilator to prove his attendance.
- 11) Each candidate shall sit at the desk indicated by the invigilator or indicated on the notice at the examination room entrance.
- (12) At the start of the examination, a candidate shall not turn over the examination paper on the desk until required to do so by the Invigilator.
- (13) A candidate shall have a current student identity card in all examinations.
- (14) A candidate shall leave his current student identity card visible on his desk for the purpose of checking, without undue disturbance, after the start of the examination.
- (15) A candidate who fails to produce a current student identity card shall not be allowed to sit for examination.
- (16) An invigilator shall advise all candidates how to complete the cover sheet of the answer book. Candidates are supposed to read the instructions at the head of the question paper before attempting examination questions.
- (17) It is the responsibility of each candidate to ensure that he/she has an adequate supply of materials, required for an examination.
- (18) The borrowing of an examination material will not be permitted during the examination.
- (19) A candidate shall not bring blank paper into the examination room. All papers will be supplied by the invigilators.
- (20) No candidate shall be allowed to write anything on question papers.
- (21) A candidate may do rough work on the back pages of the answer books on the understanding that this is crossed out at the end of the examination.

- (22) A candidate shall not possess in the examination room books, written booklets or any other materials other than those provided for in the examinations instructions or issued by an invigilator.
- (23) Every candidate shall observe silence in the examination room.
- (24) No candidate shall, during any part of the examination session, communicate with any other candidate in any manner except through the invigilator.
- (25) Smoking, drinking except for water or eating is not allowed in an examination room.
- (26) A candidate shall not bring mobile phones or any electronic device into the examination room.
- (27) In cases of impersonation, the personator and the personated shall both be deemed to be in breach of these Regulations.
- (28) A candidate shall stop writing as soon as the invigilator declares the examination time is over.
- (29) A candidate leaving the examinations room temporarily shall be checked before being allowed to resume the examination and his absence shall be supervised to the extent that is possible.
- (30) It is the responsibility of each candidate to ensure that his answer booklet(s) are handed to the invigilator.

Absence from examination

- 23.**-(1) If a candidate is absent from any examination, he shall submit a detailed explanation to the Examinations Office immediately, together with a medical certificate if the absence was due to illness.
- (2) A candidate who gets sick during the examination may be permitted to leave the examination room for up to twenty minutes during an examination, accompanied by an invigilator, and may thereafter return to complete the examination, provided the continuity and quality of supervision is not affected.

- (3) The Invigilator may, after consultation with the Examination Officer and the internal examiner if deemed necessary, give a time extension to such a candidate at the end of the examination equal to the period of absence, or arrange for such a candidate to complete the examination in a separate room under separate supervision.
- (4) Any student who absconds from any examination shall be deemed to have failed in that examination.

Supplementary
examinations

- 24.**-(1) A candidate who scores a mark of less than 50% (C) in NTA Level 4 and 5 or 45% (C) for NTA Level 6 for a particular module shall be considered to have failed that module and shall be allowed to sit for supplementary examination if he scores a GPA of 1.5 or above.
- (2) Any supplementary examination sat and passed shall be assigned a „C“ grade.
 - (3) A candidate who fails a supplementary examination shall be discontinued.

Special
examinations

- 25.**-(1) Where a student pursuing any programme of study at the Institute fails to attend the whole or part of an examination under circumstances beyond his control, may, subject to production of authentic evidence and the approval of the Registrar, be allowed to sit for special examinations in the module he or she did not do or complete.
- (2) A candidate who sits for special examinations at the time of supplementary examinations as under this regulation shall be considered to be sitting, for that examination for the first time.
 - (3) A candidate who fails in his special examinations shall sit for his supplementary examinations in the next examination session.

Examination irregularities

- 26.**-(1) A candidate shall not possess any unauthorized object or material in the examination room.
- (2) It shall not be a defence that the candidate did not intend to use any unauthorized object or material in the examination.
 - (3) Copying from another candidate or source shall be construed as cheating.
 - (4) The following acts shall constitute an examination irregularity:
 - (a) taking another person's work without permission;
 - (b) permitting another candidate to copy from, or use one's scripts;
 - (c) removing answer sheets from the examination room;
 - (d) detaching sheets from an answer sheet to facilitate copying by other candidate(s);
 - (e) distortion and violation of officially arranged sitting plan in an examination room;
 - (f) destroying or falsification of any evidence of irregularity or cheating; and
 - (g) causing disturbance in or near any examination room.
 - (5) Any of the following acts shall constitute an examination irregularity amounting to an examination offence:
 - (a) having access to examination questions prior to sitting for the examination;
 - (b) possessing examination not formally released;
 - (c) selling or purchasing of examinations;
 - (d) plagiarism;
 - (e) allowing somebody to write answers on the candidate's behalf during examination;

- (f) helping or receiving help from other candidates to impersonate;
- (g) signing attendance sheet on behalf of another candidate either partial or completely;
- (h) moving into another candidate's examination during the course of examination; and
- (i) providing identity card to another person to enable him to appear on behalf of the candidate.

Procedure
for handling
examination
irregularities

- 27.**-(1) Every allegation of examination irregularities shall be referred to the Examinations Irregularities Board.
- (2) A candidate alleged of any examination offence shall be expelled from the examination room immediately and if found guilty his examination results shall be cancelled.
 - (3) In the case of an examination irregularity not amounting to an examination offence, a candidate shall not be prevented from continuing doing the examination but the invigilator may take any action which in his view is necessary and reasonable under the circumstances.
 - (4) A candidate found cheating shall be required to sign on the invigilator's written report of the issue on the material time and place, in front of the invigilator.
 - (5) If a candidate is in possession of unauthorized material or object, the invigilator shall approach the candidate immediately and where possible confiscate all the unauthorized material or object and the candidate shall not be allowed to continue with the examination.
 - (6) Once a candidate is found with unauthorized material, the invigilator shall ask the candidate to sign on the materials for confirmation that they belong to such candidate in the presence of a witness.
 - (7) Where a candidate refuses to sign the unauthorized material, the invigilator shall indicate that in his report and, where possible, provide witness statement to that effect.

- (8) In all cases of cheating a candidate shall be informed accordingly and a written report shall be sent by the invigilator to the Examination Officer detailing the alleged contravention.
- (9) The Examinations Officer upon receipt of the report shall convene the meeting of the Examinations Irregularities Board which shall deliberate on the alleged irregularity and make appropriate recommendations.
- (10) A candidate found guilty of examination irregularity shall, subject to the confirmation of the Academic Planning and Examinations Committee, be discontinued from studies and liable to any other penalty in the case of an examination irregularity amounting to an examination offence.
- (11) The Examinations Irregularities Board may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity not amounting to an examination offence, depending on the gravity of the facts of circumstances constituting the case, as the Board may deem appropriate.

Discontinuation
from studies

- 28.** Without prejudice to the provisions of the Institute of Judicial Administration Lushoto (Students' General Welfare, Conduct and Disciplinary Matters), 2014, a student shall be discontinued from studies by the Academic Planning and Examinations Committee if he:
- (a) absconds from a field attachment under Regulation 13.
 - (b) non-compliance with the conditions for submitting field report or court proceedings in terms of Regulation 16;
 - (c) fails to obtain a GPA of 1.4 in the first sitting.
 - (d) fails to pass a supplementary examination under Regulation 24
 - (e) founds guilty of an examination irregularity under the procedure set out in Regulation 27.

PART V

MARKING AND MODERATION

Marking

- 29.**-(1) Before marking commences, the Deputy Rector Academic Research and Consultancy shall produce a set of common guidelines to aid internal examiners in the marking process.
- (2) The guidelines made under sub-regulation (1) shall set out some agreed notion of what is expected from candidates in relation to individual questions.

- | | |
|--|---|
| Moderation | <p>30.-(1) Every examination question and script shall be moderated by an external moderator and examiner respectively.</p> <p>(2) The variation of more than five marks between an internal examiner and an external examiner shall be supported by written justification.</p> <p>(3) In case of dispute, the internal examiners shall go through the internal and external examiners' reports to determine either the appropriate marks to be awarded to the candidate or to appoint another internal examiner whose marks shall be binding on the internal examiners.</p> <p>(4) The Deputy Rector Academic, Research and Consultancy shall ensure that as soon as practicable every examination script is sent to the appointed external examiner for examining together with instruction letters.</p> <p>(5) The Deputy Rector Academic, Research and Consultancy shall make available the comments of the external examiners or to the internal examiners.</p> <p>(6) Internal marking shall be completed promptly to leave enough time for external examiners to complete their task.</p> <p>(7) Wherever possible, internal examiners shall allow at least one week for scripts to be sent to the external examiners and returned in time for the meeting of internal examiners.</p> |
| Purpose of external examining and moderation | <p>31.-(1) The purpose of the Institute's external examining and moderating system shall be:</p> <p>(a) to ensure that that its assessment policies and practices are fair and fairly operated, and that the principles of clarity, equity, consistency and openness are observed;</p> <p>(b) to ensure that assessment methods are appropriate;</p> <p>(c) to ensure that the structure and content of programmes of study are appropriate; and</p> <p>(d) to ensure comparability of standards with other similar institutions.</p> |

- (2) External moderators shall ensure that the form and content of the examination properly reflects the curriculum and that the examination paper is accurate and presented in the specified format.
- (3) External examiners and moderators may be asked to:
 - a) review the appropriateness of programme structure and content, including the appropriateness of the learning outcomes of the programme (and all its elements) to its educational aims and those of the students;
 - (b) review, evaluate and advise on all forms of assessment and assessment practices;
 - (c) assess methods, coverage of learning outcomes and whether the assessment processes and marking schemes applied by internal examiners are appropriate and appropriately used;
 - (d) assess the standard of students' performances in terms of their knowledge, skills and understanding and comparison with those of students on similar programmes elsewhere;
 - (e) make advisory comments on draft examination question papers; and
 - (f) scrutinize examination scripts.

Nomination
and
Appointment

32.-(1) The external moderators and examiners shall be appointed by the Principal in consultation with the Deputy Rector Academic, Research and Consultancy from a list of recognized academicians and professionals of the modules taught at the Institute as prescribed by National Council for Technical Education procedures.

(2) A former member of staff shall not be appointed as an external examiner or moderator before a period of three years has lapsed since he left the Institute's services.

(3) The appointment of external moderators or examiners shall be limited to two consecutive academic years, save that a person may be reappointed after a lapse of two academic years.

(4) The appointment or reappointment may be revoked at any time where the Institute is dissatisfied with the performance of any external examiner or moderator.

(5) Any external examiner or moderator must declare any conflict of interest to the Principal at the earliest opportunity.

Reporting

33.-(1) External examiners reports shall be considered at meetings of the internal examiners.

(2) The meetings shall consider amongst other items:

- (a) a description of the key issues arising from external examiners' reports;
- (b) a list of matters for the attention of the Institutes' Management; and
- (c) an action plan, recording actions identified as part of the examination process.

PART VI

RELEASE OF EXAMINATION RESULTS

Examination results

34. The Academic Planning and Examinations Committee shall convene, soon after the meeting of internal examiners to receive, deliberate and declare examinations results.

Appeals against examination results

35.-(1) A candidate may appeal to the Appeals Board against examination results on any of the following grounds only:

- (a) prejudice, incompetence or lack of integrity of the internal examiner;
 - (b) that there was a material administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to the candidate's result.
- (2) The procedure for handling of examination appeals shall be as prescribed in the Schedule to these Regulations.
 - (3) Appeals shall be lodged in writing stating grounds of appeal to the Secretary of the Academic Planning and Examinations Committee within ten (10) days after the declaration of examinations results by the Academic Planning and Examinations Committee.
 - (4) No appeal shall be accepted for processing unless a prescribed fee for a module appealed against has been paid for and such fee shall not be refunded.

PART VII

GENERAL PROVISIONS

- Preservation of scripts **36.** The Institute shall preserve the candidates' scripts for the purpose of reference for a period of three years after which they may be destroyed.
- Postponement of studies or examinations **37.**-(1) A candidate may postpone studies or examinations for reasons of proven ill-health supported by a doctor's medical certificate, or for any other reason which in the opinion of the Principal is strong enough to prevent one from pursuing studies effectively.
- (2) The period allowed for the postponement of studies or examinations shall be one academic year only unless the nature of the case dictates otherwise.
- (3) No candidate shall be allowed to proceed to the next academic year unless he or she has passed all modules of the previous academic year.
- Conditions for re-admission **38.**-(1) A candidate who is discontinued from studies on academic grounds under these Regulations may be considered for re-admission two years after such discontinuation.
- (2) Without prejudice to the provisions of Regulation 27(10) of these Regulations, any candidate who has been discontinued by reason of an examination irregularity not amounting to examination offences may be considered for re-admission three years after such discontinuation but a candidate who has been discontinued for an examination irregularity amounting to an examination offence shall be readmitted after five years from the date of such disqualification.
- Revocation **39.** The Institute of Judicial Administration Lushoto (Students Performance Assessment) Regulations, 2006 are hereby revoked.

SCHEDULE

(Under Regulation 35(2))

PROCEDURE IN DETERMINING EXAMINATIONS APPEALS

1. On receipt of an appeal, the Secretary to the Academic Planning and Examinations Committee shall submit the appeal to the Appeals Board, which shall satisfy itself whether the conditions stipulated in Regulation 34 have been fulfilled.
2. After reading through the appellant's grounds of appeal, the Appeals Board may, where it finds that any of the mandatory conditions set out in Regulation 35 was not fulfilled, dismiss the appeal forthwith.
3. The Appeals Board shall have the power to adopt its own procedure to handle a meritorious appeal, to appoint an independent moderator or examiner or to take other steps in this regard as it deems necessary, as the case may be.
4. The Appeals Board shall have the power to require any appellant to bear the cost of any investigation into the matter.
5. The Appeals Board shall reach its decision based upon simple majority of its members but in case of equality of votes the Chairperson shall have the casting vote.
6. The Appeals Board's Chairperson shall send the appeals results to the Principal who shall declare the results subject to the approval of the Academic Planning and Examinations Committee.

5 APPENDIX III: THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO (STUDENTS' GENERAL WELFARE, CONDUCT AND DISCIPLINARY MATTERS) REGULATIONS, 2015 (GN. 511/2015)

PART I

PRELIMINARY PROVISIONS

1. Citation
2. Application
3. Interpretation

PART II

RESIDENTIAL AND OTHER MATTERS INCIDENTAL

4. Halls of residence
5. Students rooms
6. Sharing rooms
7. Social functions in rooms
8. Care of rooms
9. Visitors

PART III

PROVISION RELATING TO CAFETERIA SERVICES

10. Cafeteria services

PART IV

STUDENTS GENERAL CONDUCT

11. Misconduct by students
12. Disciplinary offences
13. Criminal offences
14. Students' General Code of Conduct

PART V
ACADEMIC AFFAIRS AND CORRESPONDENCE

15. Date of reporting
16. Change of programme
17. Eligibility for examination
18. Leave of absence
19. Correspondence
20. Meetings outside the Institute
21. Library services

PART VI
DISCIPLINARY MATTERS

22. Students' Disciplinary Committee
23. Tenure of office
24. Meetings
25. Powers and functions of the Committee
26. Role of Dean of Students
27. Procedure relating to students conduct and discipline
28. Students' Disciplinary Appeals Committee
29. Committee's power to co-opt
30. Appeals
31. Stay of penalty
32. Conflict of interest
33. Appellate powers

PART VII
PENALTIES

34. Powers to punish
35. Dismissal
36. Suspension
37. Compensation

PART VIII

MISCELLANEOUS PROVISIONS

38. Family accommodation
39. Student names
40. Student vehicles
41. Student to take care of personal properties
42. Student debts
43. Complaints against Institute's staff
44. Accommodation upon suspension
45. Students to bear any costs of suspension
46. Commencement of complaints
47. Penalties to be recorded
48. Smoking

PART IX

FINAL PROVISIONS

49. Amendments of Regulations
50. Disputes
51. Revocation

SCHEDULE

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 Lushoto (Students' General Welfare, Conduct and Disciplinary Matters) Regulations, 2015.
- Application**
- 2.-(1) These Regulations shall apply to a 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 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.

- (5) 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.

Interpretation

- 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 MATTERS INCIDENTAL

Halls of Residence

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 cello tape 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.

(4) 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 behavior 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 off-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 for 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 Committee

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'
Disciplinary
Appeals
Committee**

- 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.

**Committee'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
- (5) In determining any appeal under this Regulation the Students' Disciplinary Appeals 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.
- 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 care of personal properties

41. Every student shall be responsible for the care and safety of any motor vehicle, motor cycle or any other property of 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 sub-regulation (1) of this Regulation may be re-admitted at the Institute when all the outstanding debts have been settled.

Complaints 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.

Accommodation upon suspension.

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 suspension

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.

Commencement 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.

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

Amendment 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.

Revocation 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.

SCHEDULE

(Under Regulation 14)

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
3. It is the responsibility of every student to:-
 - (i) practice 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.

6 APPENDIX IV: IJA STUDENT DECLARATION FORM

**IJA STUDENT DECLARATION FORM
INSTITUTE OF JUDICIAL ADMINISTRATION
LUSHOTO - TANZANIA
STUDENT DECLARATION FORM**

I

Registration Number

In witness, do hereby solemnly declare as follows:

That:

1. I have received the Institute of Judicial Administration Lushoto (Students' Performance Assessment) Regulations, 2015 and the Institute of Judicial Administration Lushoto(Students' General Welfare, Conduct and Disciplinary Matters) Regulations, 2015
2. I have read and understood those Regulations.

Furthermore, I undertake to observe these By-laws presented to me and as required of me by the Institute.

In witness, therefore, I do affix my signature to this declaration.

Signed and delivered by

Witnessed by of

(Home Address).....

For and on behalf of the Institute of Judicial Administration Lushoto.

7. APPENDIX VI: IJA ALMANAC FOR THE ACADEMIC YEAR 2018/19

MONTHS	DATES	ACTIVITIES
JULY, 2018	06 th – 13 th July 2018	Second Semester Examination
	16 th – 25 July 2018	Marking Activities
	23 rd July – 31 st August 2018	Field Attachment for Diploma I students
	24 th July 2018	Audit Committee Meeting
	26 th July – 8 th July 2018	Moderation of Examinations
	28 th July 2018	Budget Committee Meeting
AUGUST, 2018	13 th August 2018	FPDC Meeting
	14 th August 2018	ASDC Meeting
	14 th August 2018	CJLEC Meeting
	15 th August 2018	Internal Examiners Meeting
	16 th August 2018	Tender Board Meeting
	17 th APEC 2018	APEC Meeting – Second Semester Examination Results
	17 th August 2018	SWC Meeting
	17 th August 2019	Lodging Appeals Against Second Semester Examination Results
	19 th August – 01 st September 2018	Field Supervision for Diploma I students

MONTHS	DATES	ACTIVITIES
SEPTEMBER, 2018	7 th September 2018	45 th Governing Council Meeting
	15 th – 21 st September 2018	Online submission of selected students to NACTE for academic year 2017/2018*
	17 th – 21 st September 2018	Supplementary Examination
	21 st September 2018	Housing Allocation Committee Meeting
	22 nd September – 4 th October 2018	Verification of selected students by NACTE*
	24 th September 2018	Strategic Plan Committee Meeting
OCTOBER, 2018	05 th October 2018	Publication of selected students by NACTE*
	15 th October 2018	Opening and reporting of new students*
	15 th – 19 th October 2018	Orientation programme for new students
	15 th October 2018	Reporting of Second Year Diploma in Law Students
	15 th October 2018	First Semester of studies commences (17 weeks)
	19 rd October 2018	Management Committee Meeting
	22 nd October 2018	IJAASA Ordinary Meeting
	26 th October 2018	IJASO Election
	26 th – 27 th October 2018	Audit Committee Meeting
	29 th October 2018	RAAWU - IJA Council Meeting
	30 th October 2018	RAAWU - IJA Council Meeting with Principal

MONTHS	DATES	ACTIVITIES
NOVEMBER, 2018	01 st November 2018	Career Guidance and Counselling Day
	01 st November 2018	SWC Meeting
	02 nd November 2018	APEC Meeting
	02 nd November 2018	IJASO Parliamentary Meeting
	02 th November 2018	Fresher's Ball
	05 th November 2018	Tender Board Meeting
	06 th November 2018	FPDC Meeting
	07 th November 2018	ASDC Meeting
	08 th November 2018	CJLEC Meeting
	14 th November 2018	Governing Council Meeting
	15 th November 2018	IJASO Cabinet Meeting
	16 th November 2018	Housing Allocation Committee Meeting
	19 th - 23 rd November 2018	Interclass Competitions
	22 nd November 2018	Graduation Rehearsal
	22 nd November 2018	46 th Governing Council Meeting
	23 rd November 2018	Graduation Ceremony
	26 th November 2018	Management Committee Meeting
	27 th November 2018	Audit Committee Meeting
29 th November 2018	Workers' Council Meeting	

MONTHS	DATES	ACTIVITIES
DECEMBER, 2018	6 th December 2018	Strategic Plan Committee Meeting
	9 th December 2018	SHIMIVUTA Games Commences
	10 th - 14 st December 2018	Mid Semester Tests
	18 th December 2018	Management Committee Meeting
	19 th – 22 nd December 2018	IJASO Clubs Activities
	19 th – 31 st December 2018	OPRAS Mid-year Review for the year 2018/2019
	28 th December 2018	Students Baraza
	31 st December 2018	Budget Committee Meeting
JANUARY, 2018	10 th January 2019	IJAASA Ordinary General Meeting
	11 th January 2019	End of First Semester Bonanza
	22 nd January 2019	RAAWU - IJA Council Meeting
	24 th January 2019	RAAWU - IJA Council Meeting with Principal
	25 th January 2019	Housing Allocation Committee Meeting
	25 th January – 1 st February 2019	End of the First Semester Examinations

MONTHS	DATES	ACTIVITIES
FEBRUARY, 2019	04 th February 2019	Students Vacation Commences
	04 th – 15 th February 2019	Marking Activities
	06 th February 2019	Tender Board Meeting
	11 th February – 8 th March 2019	Field Attachment for Certificate Students Commences (4 weeks)
	14 th February 2019	Management Committee Meeting
	18 th February – 1 st March 2019	Internal/ External Examiners Activities
	22 th February 2019	Audit Committee Meeting
	25 th February – 8 th March 2019	Field Supervision for Certificate Students (2 weeks)

MONTHS	DATES	ACTIVITIES
MARCH, 2019	05 th March 2019	FPDC Meeting
	06 th March 2019	ASDC Meeting
	07 th March 2019	CJLEC Meeting
	08 th March 2019	Field Supervision for Certificate Students Ends
	11 th March 2019	Internal Examiners Meeting
	13 th March 2019	SWC Meeting
	14 th March 2019	APEC Meeting – First Semester Examination Results
	14 th March 2018	Lodging Appeal Against First Semester Examination Results
	18 th March 2019	Second Semester Commences (17 weeks)
	22 nd March 2019	47 th Governing Council Meeting
	25 th March 2019	End of Lodging Appeal Against First Semester Examination Results
	26 th March 2019	Strategic Plan Committee Meeting
	27 th March 2019	Student Baraza
	29 th March 2019	IJASO Sports day
	29 th March 2019	Budget Committee Meeting

MONTHS	DATES	ACTIVITIES
APRIL, 2019	05 th April 2019	IJA Tender Board Meeting
	10 th April 2019	APEC Meeting
	18 th April 2019	Management Committee Meeting
	21 st April 2019	Governing Council Meeting
	23 rd April 2019	RAAWU - IJA Council Meeting
	25 th April 2019	RAAWU - IJA Council Meeting with Principal
	25 th April 2019	Students Disciplinary Committee Meeting
	25 th April 2019	Workers' Council Meeting
	26 th April 2019	IJASO Clubs Activities
MAY, 2019	09 th May 2019	IJAASA Annual General Meeting
	13 th May 2019	Housing Allocation Committee Meeting
	13 th – 17 th May 2019	Mid Semester Tests for the Second Semester
	15 th May 2019	Tender Board Meeting
	22 nd May 2019	Management Committee Meeting
	24 rd May 2019	Audit Committee Meeting

MONTHS	DATES	ACTIVITIES
JUNE, 2019	04 th June 2019	FPDC Meeting
	05 th June 2019	ASDC Meeting
	6 th June 2019	CJLEC Meeting
	12 th June 2019	SWC Meeting
	13 th June 2019	APEC Meeting
	17 th June 2019	OPRAS Annual Review 2017/2018 Starts
	19 th June, 2019	IJA Tender Board Special Meeting
	21 st June 2019	48 th Governing Council Meeting
	24 th June, 2019	End of Second Semester Bonanza
	25 th June, 2019	Strategic Plan Committee Meeting
	26 th June, 2019	Farewell Party Students
	28 th June 2019	Budget Committee Meeting
	30 th June 2019	OPRAS Annual Review 2018/2019 Ends

MONTHS	DATES	ACTIVITIES
JULY, 2019	01 st July 2019	All IJA Staff start filling OPRAS forms for Financial Year 2019/2020
	15 th – 19 th July 2019	Beginning of Second Semester Examinations
	15 th July 2019	Housing Allocation Committee Meeting
	15 th July 2019	All IJA Staff submit OPRAS forms for Financial Year 2018/2019
	19 th July 2019	Second Semester Examinations Ends
	19 th July 2019	End of Second Semester
	19 th July 2019	Management Committee Meeting
	22 nd July – 2 nd August 2019	Internal Marking Activities
	29 th July – 6 th September 2019	Field Attachment for Diploma I Students
	24 th July, 2019	Audit Committee Meeting

MONTHS	DATES	ACTIVITIES
AUGUST, 2019	2 nd August 2019	End of Marking Activities
	05 th – 16 August 2019	Examination Moderation
	12 th – 23 rd August 2019	Field Supervision for Diploma I Students
	13 th August 2019	FPDC Meeting
	14 th August 2019	ASDC Meeting
	15 th August 2019	CJCLE Meeting
	23 rd August 2019	Field Supervision for Diploma I Students Ends
	26 th August 2019	Internal Examiners Meeting
	27 th August 2019	SWC Meeting
	28 th August 2019	APEC– Release of Second Semester Examination Results
	28 th August 2019	Beginning of Lodging Appeals Against Examination Results
	28 th August 2019	RAAWU - IJA Council Meeting with Principal
	30 th August 2019	Field Attachment for Diploma I Students Ends

MONTHS	DATES	ACTIVITIES
SEPTEMBER, 2019	13 th September 2019	49 th Governing Council Meeting
	16 th – 20 th September 2019	Supplementary/Special Examinations
	16 th – 20 th September 2019	Orientation Week
	20 th September 2019	Supplementary/Special Examinations Ends
	25 th September 2019	Internal Examiners Meeting
	26 th September 2019	APEC Meeting – Release of Supplementary/Special Examination Results
* This is subject to the National Council for Technical Education (NACTE) Calendar.		



(IJA)
INSTITUTE OF JUDICIAL ADMINISTRATION

P.O. Box 20, Lushoto – Tanzania.
General line: +255-27-2660133, Fax: + 255-27-2660021, Email: info@ija.ac.tz

Other IJA Social Media Networks:
Twitter-@Ija_Tanzania, Instagram: Ija_tanzania and Facebook: www.facebook.com/ijalushoto1