

(IJA)
INSTITUTE OF JUDICIAL ADMINISTRATION
LUSHOTO

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

1.0. LOCATION OF THE INSTITUTE.

- The Institute of Judicial Administration is a public institution located in Lushoto town, within the Lushoto district in the Tanga region.
- To reach the institute, there is direct transport from Dar es Salaam, Dodoma, Morogoro, Arusha, and Tanga to Lushoto. Upon obtaining transportation, inform the bus officer to drop you at Chuo cha IJA; the institute is adjacent to the drop-off site, so there is no necessity for further transportation.

2.0. ARRIVAL AT THE INSTITUTE.

- The first semester for the academic year 2025/2026 will commence on 3rd November 2025. Students are expected to arrive at the Institute on 1st November 2025.

3.0 REGISTRATION.

- Registration will start from 1st November 2025 to 17th November 2025.
- To complete the registration, students are required to fulfill the following:
 - i. To pay tuition fees;
 - ii. To bring their original certificates of birth, academic certificates;
 - iii. To bring **NIDA** number (for those who are 18 years or above;
 - iv. To bring a Health Insurance Card (NIHF) or to pay Tsh.50,400 for NIHF and
 - v. To undertake medical examination and fill out a medical examination form (the medical examination services are available at the institute for the cost of Tsh.5000)
- Every student is required to participate fully in the orientation program; further information about this program will be available to students upon their arrival at the Institute.

4.0 TUITION FEES PAYMENT MODALITIES:

The payment of tuition fees is scheduled in two instalments as indicated in the table below.

LEVELS	1ST INSTALLMENT (SEMESTER 1 BEFORE REGISTRATION)	2ND INSTALLMENT (SEMESTER 2 BEFORE REGISTRATION)	TOTAL TSHS.
Ordinary Diploma in Law (NTA Level 6)	739,750/=	674,750/=	1,414,500/=
Technician Certificate in Law (NTA Level 5)	814,250/=	689,750/=	1,504,000/=
Basic Certificate in Law (NTA Level 4)	804,250/=	679,750/=	1,484,000/=

- Students are required to pay tuition fees for the first instalment immediately after being billed via his/her student account (Student Admission and Registration System (SARIS)) and generate control numbers.
- The control number to be generated includes tuition fee, accommodation and student's organization (IJASO).
- No student will be registered without paying the tuition fees as scheduled by the institute.

5.0 LIBRARY SERVICES:

- The institute provides library services including access to essential reading resources such as basic textbooks, statutes, law reports, and other references.
- Apart from teaching and learning materials available at the institute, students are required to possess personal copies of statutes, which cost from 30,000 to 40,000 per semester.

6.0 ACCOMMODATION:

The institute provides accommodation for all students; no student is allowed to live off-campus unless there are specific circumstances justifying such an arrangement. Students with valid reasons for living off-campus must submit their written request to the principal through the Student Admission and Registration System (SARIS).

6.1 ACCOMMODATION ARRANGEMENT

After being registered, the student will be allocated a room with a bed and mattress.

6.2 BEDDING:

- The Institute does not provide students with bedding linen. They are therefore advised to bring with them Pillow, Bed Sheets, **Blankets**, Mosquito Net and a small bucket for personal cleaning activities such as bathing and washing clothes.
- In addition, students should come with all necessary personal-use items, including bathing soap, washing soap, toothpaste, toothbrush, and other toiletries.

6.3. GENERAL CONDUCT IN HOSTEL ROOMS

All students are required to maintain proper conduct in their hostel rooms at all times. This includes:

- **Cleanliness:** Rooms must be kept clean and orderly. Students are expected to sweep, mop, and dust their rooms regularly, and dispose of waste in designated bins.
- **Security:** Keep your room locked when unattended and take care of your personal belongings. The Institute will not be responsible for loss or damage to personal property due to negligence.
- **Safety:** Use electrical appliances responsibly. The use of electric heaters, hot plates, cookers, or any other cooking devices is strictly prohibited. Cooking inside hostel rooms is not allowed under any circumstances. Do not tamper with fire safety equipment or engage in any activity that may endanger yourself or others. Use electrical appliances responsibly and avoid overloading sockets. Do not tamper with fire safety equipment or engage in any activity that may endanger yourself or others.
- **Respect for Others:** Avoid excessive noise, playing loud music, or engaging in disruptive behaviour that disturbs fellow residents.

- Failure to comply with these requirements may result in various penalties as stipulated in students' bylaws

7.0 MEDICAL SERVICES:

Medical services at the institute's dispensary will be available for all students with National Health Insurance Fund (NHIF) Cards only (Bima ya Afya).

8.0 MEAL SERVICES:

Each student will bear his/her meal costs. However, cafeteria services are available inside and outside the institute at a reasonable cost starting at 1, 000 shillings per meal.

9.0 SPECIAL ATTIRE

- The Institute has a special dressing code for Women and Men.
- Men
- A decent **black suit** with a **white shirt**, black tie, and black shoes or a dark blue suit with a light blue shirt, dark blue tie, and black shoes
- WOMEN
- A black suit with a white shirt and black shoes or a dark blue suit with a light blue shirt and black shoes.
- The student will be required to wear this attire throughout classroom instruction hour. No student shall receive any services without proper attire. Failure to do so will result in disciplinary action. The disciplinary

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