

AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT (ADEM)



STUDENTS' BY-LAWS

August, 2019

© Agency for the Development of Educational Management, 2019

P.O. Box 71, BAGAMOYO

Tel: +255232440022

Fax: +255232440216

Email: adem@adem.ac.tz

Website: www.adem.ac.tz

PREAMBLE

Whereas The Agency for the Development of Educational Management (ADEM) has been established in pursuit of high quality education management and quality assurance trainings, research and consultancy and Such as quality education management and quality assurance trainings, Research and Consultancy can best be attained peacefully when peace, tranquility and good cooperation accompanied by respect among members of the ADEM prevail. Moreover there are established By-Laws to assure prevalence of these conditions and ultimately, the achievement of the mission of the Agency.

These Student By-Laws are the end – product of inputs from various people, in the form of intellectually rich ideas, time, moral and material.

On behalf of the Agency for the Development of Educational Management, I wish to register my profound gratitude to the highly committed individuals, who operated under the auspices of management team, to which the successful production of this document is credited.

ADEM extends special thanks to Advocate for technical support regarding legal issues.



Dr. Siston Masanja Mgullah

CHIEF EXECUTIVE

Table of Contents

PREAMBLE.....	iii
PART I.....	1
PRELIMINARY PROVISIONS.....	1
PART II.....	4
GENERAL CONDUCTS.....	4
PART III.....	10
ACCOMMODATION REGULATIONS.....	10
PART IV.....	14
REGULATIONS ON ACADEMIC AFFAIRS.....	14
PART V.....	16
EXERCISING DISCIPLINARY POWERS.....	16
PART VI.....	19
DISCIPLINARY OFFENCES AND PENALTIES.....	19
PART VII.....	25
PENALTIES.....	25
PART VIII.....	27
COMPLAINS AND APPEALS.....	27
PART IX.....	29
MISCELLANEOUS.....	29

PART I

PRELIMINARY PROVISIONS

1.1 Citation

These By- laws shall be cited as the Agency for the Development of Educational Management students Student's General Conduct, Disciplinary Proceedings and Penalties By) Enacted 2019

1.2 Definition and Interpretation of terms

These By-Laws are made by the Agency management in accordance with the Executive Agencies Act Cap.245 whose object and purpose is, inter alia, to provide for the control, governance and administration of the Agency .

“Act” means the Executive Agencies Act, cap 245.

“ADEM” means Agency for the Development of Education Management

“The Agency” means ADEM

"By-laws" means any by-laws made by the ADEM in the exercise of the power conferred by or under the Act for the proper governance of the affairs and business of the Agency.

“Chief Executive” means the Chief Executive of ADEM appointed by the Minister responsible for education to be in charge of all matters related to the management and Administration of the Institution as provided in the Framework document

“DPARC” means Deputy Principal, Academics, Research and Consultancy Executive Officer appointed by the chief Executive as in charge of all academics matters in the agency,

“Dean of Students” for the purpose of these By-Laws, means ADEM tutor who is appointed by the Chief Executive to take care of student's welfare,

“ADEM Students' Organization(ASO)” means the organization established under the powers of the Chief Executive

“Academic Registration Information System (ARIS)” means the systems that manage ADEM institutional academic information and allows Staff and Students of ADEM to manage their management tasks online.

“Ministerial Advisory Board (MAB)” means organization body advises ADEM management and Administration on the institutional activities.

“Disciplinary Committee” means a committee established by Administration of the Agency to deal with disciplinary cases among the ADEM students

“Disciplinary Offence” means any offence under these By-laws or contravention of any of the established By-Law”/rules

“Student” means any person admitted to the Agency as a candidate for a, certificate or a diploma or other award of the Agency including long-term and short-term courses students

“Misconduct” means a wrongful, improper behavior, or unlawful conduct motivated by premeditated or intentional purpose or by stubborn indifference to the consequences of one’s acts,

“Hostels” shall mean and include hall of residence, and blocks of residence supervised by the Dean of Students

“Baraza” means general assembly with the powers to discuss ADEM students affairs which shall be Agency Baraza or Students Baraza

“The Appeals Committee” means the ADEM Ministerial Advisory Board established under the Executive Agencies Act Cap.245

“Gender” means and includes both female and male,

“Demonstration” means but not limited to unlawful

demonstration.

“Student with Disability” means any registered student such as blind, partially blind, deaf or a candidate with any other disability who needs special facilities

Examination room” means a place designated for conduct of examination;

“Semester” means an academic period, in which one set of course modules in each discipline, is offered and examined;

“Vehicle” means and shall include motorcar, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land;

“Visitor “or visitors shall not be construed to include a student as defined by these By-Laws.

“The country” in relation to these By-Laws means The United Republic of Tanzania.

1.3 Application

These By-Laws shall apply to all students of ADEM in all her campuses. The DPARC shall be responsible to the Disciplinary Committee for the enforcement of these By-Laws. The operation and application of these By-laws is without prejudice to the Constitution and general laws of the United Republic of Tanzania

1.4 Commencement

These By – Laws are made by ADEM and shall come into force on such date as the Ministerial Advisory Board may approve.

1.5 Amendment

ADEM-Student By-Laws shall be amended regularly with the instruction of the Chief Executive, as the need arises, but shall be subject to the approval of the ministerial Advisory board.

PART II

GENERAL CONDUCTS

- 2.1 Student conduct*
- i. Students are required to conduct themselves decently at all times and in a manner suitable for the reputation of their status as ADEM students.
 - ii. Students shall be expected to treat each other, members of staff, and the members of the community in general, with courtesy and consideration and in particular, by observing moral and ethical norms at all times.
 - iii. Any proved sexual misconduct involving students of the same or opposite sex shall call for immediate expulsion of both students. Any proved sexual misconduct involving a student and an outside visitor or a member of staff may lead to immediate dismissal of the student concerned.
 - iv. Students are required to sign a declaration form that they shall respect and abide by the ADEM Students' By-Laws.
 - v. Students shall show identity cards in all places at all times when required to do so by an authorized person.
 - vi. Students utilizing ADEM catering services shall observe to observe cafeteria regulations.
- 2.2 Student relations*
- 2.2.1 Interference with fellow students welfare*
- i. Students are expected to conduct themselves in a manner which does not interfere with the welfare of their fellow students, staff and the community in general.
 - ii. Conduct which does or is likely to cause violence to another student at or outside ADEM campus shall be seen as a grave offence punishable under these by-Laws and / or calling for legal proceedings under the law of the country.
- 2.2.2 Damage, defacement or violence to another Student*
- iii. The following shall also be construed as disciplinary offences punishable under these By-Laws:
 - a) Theft of a fellow student's property, staff property or ADEM property or theft in any form as defined by the law of the country.
 - b) Use of slanderous, abusive or threatening language by any Student against a fellow student or member of staff.
 - c) Using force, assault, harassment, violence against a student or staff, or hitting a fellow student or staff.

- d) Conduct which is likely to obstruct or to frustrate the holding of:
 - i. Any lecture, class, laboratory, work research or other instructional activity given or authorized by ADEM.
 - ii. Any meeting function or lawful activity authorized by ADEM.
- e) Unauthorized possession of a key to a fellow student's Room or to other ADEM property.
- f) Knowingly inviting or entertaining a former student or students in ADEM who are known to have been dismissed from the Agency and barred from entering ADEM premises.
- g) No student may offer any money or inducements of any kind to a fellow student or ADEM staff.
- h) Do any act which is likely to cause physical or psychological harm to any other student.

2.3 Student Staff relations

2.3.1 Enquiries of general discipline

- i. In the overall sense, the Dean of Students is the one to whom most enquiries and complaints of general discipline should be directed.

2.3.2 Enquiries academic matters

- i. For matters of purely academic nature Class Advisors and / or Head of Departments are the ones to be consulted.

2.3.3 Consultations

- i. Unless otherwise stated, all consultations with staff must be made in their respective offices.

2.3.4 Services of ADEM staff

- i. The services of ADEM staff such as secretarial work, photocopy, email and the like. shall not be used by students in a private or official capacity without prior authorization of the officer in-charge of the section or department as the case may be.

2.3.5 Abuse and harassment

- i. No student shall abuse or harass any member of staff of ADEM, members of families of ADEM or the visitors of staff member at or outside the any of ADEM centers.

- 2.3.6 *Offer or money, gift or inducement*
- i. No student may offer any money, gift or any inducement of any kind to anyone, any staff members of ADEM under any circumstances whatsoever.
 - ii. Contravention of this Regulation will be construed as an attempt to offer a bribe punishable under the By-Laws and may be dealt with through legal proceedings as established by the law of the country.

- 2.4 *Respect to Students' government*
- i. The student's government is an extension of ADEM Administration and students are expected to co-operate with it in channeling their wishes, views, and grievances of specific or general nature to higher authorities.
 - ii. Students shall be expected to make full and timely payments of prescribed fees to the Student organizations.
 - iii. For the avoidance of doubt, prescribed fees shall be such fees as approved by ADEM and shall include student organization, membership, and subscription or Students Unions fees as the case may be.

- 2.5 *Drunkenness, noise, nuisance and political activities*
- i. Students are prohibited from drunkenness, undue noise, disorderly conduct and making a nuisance of any kind within the area/premises of ADEM.
 - ii. Political activity on Campus are also forbidden but subject to certain limitations, candidates, government officials, associated campaign and government staff and other political speakers may be invited to speak on campus. Students who engage in political campaigns should do so in their individual capacity.

If a student is listed as a supporter of a political campaign or initiative, it should be without mention of institutional affiliation, or with a disclaimer indicating that their actions and statements are their own and not those of ADEM. ADEM student shall not engage in political activity at ADEM functions or through official ADEM publications.

No student shall feel pressured by colleagues to contribute to, or perform tasks in support of, a political campaign. If a student is running for political office, it is strongly stated that no campaign activities shall be conducted on campus, to avoid the appearance of the Agency endorsement.

- 2.6 *Demonstration & mob actions*
- i. Demonstrations, strikes, mob actions and unauthorized assemblies are forbidden.

- 2.7 Damage to Agency Properties*
- i. Maliciously damaging, defacing or destroying any Agency's or others property shall be considered as a disciplinary offence.
 - ii. Leaving furniture outside which may lead to deteriorating due to rain and sunshine shall be considered as disciplinary Offences.
- 2.8 Smoking/drug abuse*
- i. Smoking is prohibited in the Library, Cafeteria, Lecture Rooms and Laboratories and in all public places.
 - ii. Students are prohibited from drug possession and trafficking drugs which shall cause severe disciplinary action including expulsion from Agency and/or complaints being made to Public. Authority calls for prosecution in respect of the relevant misconduct, criminal act(s) as prescribed by the law of the Country.
 - iii. Any other offences or misconduct which contravenes the Laws of the Country.
- 2.9 Communication with outsiders*
- i. Students, on the basis of freedom of expression as guaranteed under the country's Constitution, may communicate with outside institutions, and the media in their private capacity. In matters concerning the Agency, all communication and correspondence, by students or by officials or recognized student associations to institutions shall be routed to the Chief Executive.
- 2.10 Leave of absence*
- i. A student may obtain leave of absence for a period not exceeding seven days during semester time, on the application to ASO with approval from the Dean of Students.
- 2.11 Students motor vehicles*
- i. Students wishing to keep and drive motor vehicles (including Scooters and motor cycles) within ADEM campus should not park on official parking place (reserved places).
 - ii. It is provided that the Agency shall not be responsible for any damage to or loss of the vehicle and/or motor accidents involving students and third parties.
 - iii. The permission for any student to keep and drive a motor vehicle within the campus may be withdrawn wherever it is obvious to the Agency that the student is a dangerous or reckless driver.
- 2.12 Meeting*
- i. The meeting of the Students' government and of any Committee or sub-Committee and of any Students' Organization shall be held after lecture hours unless prior

permission is obtained from the Dean of Students to hold such meetings during lecture hours. This shall apply to any other social clubs or religious activities at ADEM

2.13 Collection of Money in the Agency

- i. Application for permission to make general collection of money other than student's organization subscriptions or entrance fees from film shows and other functions shall be made to the Dean of Students through the student's organization.

2.14 ADEM dress code

- i. The decent dress code is applicable to all students to provide and maintain high professional ethical standards of integrity and discipline on the campus. All students shall maintain person hygiene, dress in decency, modesty and respectable attire in Accordance with acceptable norms time and occasion.

ii. Dresses not acceptable to female students are:

- a) Dress that leaves out shoulders and armpits, chest, waist breasts, stomach, underwear or back open/visible; skirts that do not cover the knees/thighs when standing or seated(mini-skirts),
- b) Tight trousers, dress with excessive slit, mesh type of see through or revealing through clothes,
- c) Any type of dress that covers the entire face, wrapping 'khangas and vitenge', capped sleeves, beads, kikuku
- d) Dress with political, sports or religious advocacy slogans, casual wear like khangas, madela, headscarves, slippers, (except during sports time).
- e) Dress with immoral/terrifying images/pictures e.g. snake, skeleton crossbones, unbuttoned shirts, obscene/abusive language.
- f) Dress with words which may tarnish the Agency reputation.
- g) Students should not wear all types of sport jersey or shorts or 'pedopusha', sports shoes, tracksuits, pajamas, (except during sports time),
- h) Tongue piercing and teeth twinkles.
- i) Inappropriate hair style for like pleating, kikuku, colored/decorated hair (goldfish, whitish, yellowish, greenish etc).

iii. Dresses not acceptable to male students are:

- a) Monkey style - Trousers hanging under the buttocks notably known as 'Mlegezo' Studs/earrings/hats or caps /culture /neck rings/ body tight/ flip flops, beads, kikuku
- b) Dress with political, sports or religious advocacy or slogans,
- c) Dress with immoral/terrifying images/pictures e.g. snake, skeleton, crossbones, unbuttoned shirts, obscene/abusive language
- d) Dress with words which may tarnish the Agency reputation,
- e) Students should not wear all types of sport jersey or shorts or "pedopusha", sports shoes, tracksuits, T-shirts, pajamas, (except during sports time),
- f) Sleeveless tops/vests/shirts, and casual wear like slippers,
- g) Any type of dress that covers the entire face or capped sleeves,
- h) Tongue piercing and teeth twinkles
- i) Inappropriate haircuts, hair style for like pleating, kikuku; colored/ decorated hair (goldfish, whitish, yellowish, greenish etc)

PART III
ACCOMMODATION REGULATIONS

*3.1. Hostel and
cleanness*

- i. The Agency may offer accommodation to first and second year registered students in particular semester; the priority will be to Students with physical disability, first year and female students.
- ii. A student may opt to live in the Agency's hostel if accommodation is available, or may opt to live outside the Agency residence.
- iii. Students who opt to live in the Agency hostels must comply with the regulations as established by the Agency, The Failure to adhere to these Regulations will make the student to lose the privilege of staying in the Hostel.
- iv. In the cases of off campus students, they are supposed to register their outside residence to the Dean of Students Office for their safety.
- v. Students who will live in Agency residence should pay accommodation fees as specified by the Agency Authority before being granted accommodation or before occupying any room in the Agency. Any student found guilty of disciplinary offence under this by-law shall be evicted from agency hostel.
- vi. The occupants shall be required to sign an accommodation contract at the beginning of each semester and return the copy of the contract to the Dean of Students' Office.
- vii. Accommodation fees will not be returned in any cases after a student signed the accommodation contract.
- viii. The Agency authority shall have the right and power to determine the number of students who may share any of the rooms in the Agency residence.
- ix. Students shall be responsible for the care of the rooms they occupy and the surroundings and for daily cleanliness of the rooms. In no way shall walls of rooms be ruined or damaged with pictures and any posters. Timetables may not be fixed on walls.
- x. No cooking is allowed in hostels and storing of paraffin, petrol or any other flammable is not allowed.
- xi. Student evicted from Agency hostels shall not be considered again for any accommodation in the Agency residence.

3.2. *Changing
and
sharing of
rooms*

- i. Students are not permitted to change or sharing the rooms without the permission of the Dean of Students.
- ii. Students shall not be allowed to live with any unauthorized person or persons in their rooms including their children, relatives or spouses.
- iii. Student(s) with families are required to live outside of the Agency.
- iv. Students of the opposite sex are not allowed to share a room/bed in the Agency hostels. Any student found guilty of disciplinary offence under this by-law shall be evicted from Agency hostel.
- v. Students should live harmoniously with one another in their allocated rooms. If a student is found to be misbehaving towards his/her roommate, the misbehaving student may be ordered out of the room; and disciplinary may be taken.

3.3. *Vacating
from
ADEM
Hostels
during
long
vacation*

- i. Students are generally not allowed to stay at the agency residence during long vacation.
- ii. A student who has a particular and exceptional reason to stay at the Agency residence during the long vacation should secure the permission from Dean of Students to stay at the Agency hostel and shall be bound by these By-Laws and will be required to pay in advance a prescribed boarding fee and shall be required to make his/her own arrangements for meals, dispensary and hospitalization services.

3.4. *Hostel
safety*

- i. Electrical fittings
 - a. Under no circumstances, students may interfere or tamper with electrical fittings and installations nor should they use any electric appliances other than an electric iron and radio sets from the sockets provided for the purpose.
 - b. No electrical devices other than reading lamps, table fan, electrical iron, computer, radio, record player or TV set shall be used in Agency residence. Any student found guilty of disciplinary offence her/his unauthorized devices shall be confiscated and shall be expelled from the Agency hostel without any refund.
 - c. Students are not allowed to engage in activities like printing and photocopying in Agency residence.
 - d. When electrical faults occur, the destroyed items/appliances shall be at one owner's risk.
 - e. Electric lights must not be left switched on unnecessarily during the day time or when occupants are not in the room.
- ii. Room furniture
 - a. Where the rooms are furnished with beds, mattress, tables, chairs, the occupants are not allowed to remove any furniture, fittings out of in the rooms and are responsible for the proper care of all properties and any damage or loss must be reported immediately to the authorized department.
 - b. No furniture including chairs should be added or taken out of the room without permission from the authorized officer.
 - c. Any student wishing to install any additional furnishing in his/her room may do so subject to prior Knowledge and a written permission from the Agency authority.
- iii. Care of keys
 - a. Loss of keys by students must be immediately reported to the Authorized Officer.
 - b. Replacement of the key or lock or key holder will be made upon payment of the replacement cost by the students responsible for its loss or damage.

- iv. Care of keys
 - c. Loss of keys by students must immediately be reported to the Authorized Officer.
 - d. Replacement of the key or lock or key holder will be made upon payment of the replacement cost by the students responsible for its loss or damage.
- v. Return of keys
 - a. Students must clear their rooms entirely of personal belongings at the end of the semester and return keys to the authorized department by a written evidence e.g. Signature to the effect.
 - b. Students who fail to return the keys to the specified time will involve the paying of full residential charges by the occupants of the room from the beginning of the vacation to the time the key is returned plus any other suitable punishment.

3.5. Visitors

- i. No student shall be allowed to entertain visitors in his/her room
- ii. In every case the visitors are not allowed to be invited in the room.

3.6. Use of musical instruments

- i. The hostels shall be a place of rest, peace and retirement; hence, there should be no noise at any time.
- ii. Musical appliances and equipment, such as record player, radio, TV, VCR, computer and other noise making equipment may be used provided that music shall not be played at high pitch that are a nuisance and annoyance to other compartments or rooms.

PART IV

REGULATIONS ON ACADEMIC AFFAIRS

- 4.1 Registration procedures*
- i. Payment of prescribed fees shall be a condition for registration to pursue and /or to continue with studies at the Agency.
 - ii. Students are required to report at the Agency on the first day of each new semester or the prescribed date of the academic year.
 - iii. Every student shall be registered for one course programme only. Once admitted to a particular course programme a student with compelling reason may switch to another programme with permission from the relevant academic authority.
 - iv. Students shall be required to be registered in ARIS Immediately after Registration.
- 4.2 Period for Registration*
- i. Continuing and beginning students shall have a maximum of 14 days from the date/day of opening the Agency for new academic year/semester. After the lapse of registration period from the prescribed date, each student reporting late shall be barred from registration unless satisfactory reasons are given for reporting late.
 - ii. Any late registration is liable to a fine of Tsh. 50,000/= or as may from time to time shall determined by the Agency authority.
 - iii. No student shall be registered after 21 days from the date of opening/ start of semester.
- 4.3 Fees*
- i. No student shall be allowed to register or attend classes unless the required fees have been paid. Fees shall be paid in full at the beginning of the academic year or in two instalments at the beginning of each semester.
 - ii. It is an offence by the Laws of Tanzania and by these By-Laws for any student to present forged receipts, fake, counterfeited cheques or any other financial documents during making payments to the Agency.
- 4.4 Instructional days and Attendance*
- i. A registered student shall be required to attend not less than 80% of the class hours (60 days) to qualify for sitting for the Agency Examinations.
 - ii. No student shall be allowed to use cellular or mobile phone during classroom instructional sessions.
 - iii. Students will be required to sign attendance forms while attending classes.
 - iv. Any forged signature shall be dealt accordingly.
- 4.5 Examination Rules and Regulations*
- i. A student shall be required to sit for all tests and examinations prescribed to qualify him/her for the Agency award. Any special reason that may prevent a student from sitting to any examination shall be reported to the Manager of the Training Programme's office in writing and permission shall also be granted in writing prior to the time of the examination.

- ii. Tests & Examination Timetables shall be displayed two weeks prior to the commencement of tests/examinations.
- iii. Students should be in the tests/examination rooms half an hour before the start of tests/examinations.
- iv. A student who forges or holds a fake student identity card, examination number or any Agency document contravenes these By Laws and if proven, the student shall be expelled from studies and be reported to the relevant government authority(ies) for legal action.
- v. Students are required to strictly adhere to examination regulations; failure to observe ADEM Examination Regulations they shall be expelled from the Agency.

4.6 Release of Examination results

- i. Tests and course work assessment results shall be managed by an individual tutor responsible for the taught module.
- ii. However, the Manager for the Training Programme shall have power to check the validity and reliability of scores before are displayed to respective students. Final examination results shall be Approved by the Chief Executive and released at a date prescribed normally in the Agency Academic Almanac.
- iii. Students are not allowed to seek results from any academic or non-academic staff member. All tests and course work results shall be released through Academic Registration and Information System (ARIS) and notice board.

4.7 Library services

- i. Library services shall be available to students at the prescribed operating hours and library regulations established by Agency Authorities.
- ii. Students are liable for damage or loss of Library properties which include books, journals, newspapers, computers, chairs, tables and ARIS system.
- iii. Charges for compensation shall be administered accordingly.

4.8 Computer laboratory services

- iv. Computer laboratory services shall be available to students at the prescribed operating hours and computer laboratory regulations established by the Agency authorities shall be adhered to.

4.9 Issuance of certificates

- i. Academic certificates shall be awarded to only qualified graduands who have either completed NTA-level 4 or NTA-level 6.
- ii. Certificates will be offered after graduation ceremony is over.
- iii. Graduation Gowns shall be 45,000/= and should be returned at maximum of 3 days after the day of Graduation. Late return of graduation gown shall attract a fine of 10,000 for each counted day.
- iv. Certificates and Transcripts shall be charged Tshs. 10,000/= and in case of loss of certificates, a graduand shall pay Tshs. 30,000/= to get a new certificate upon the approval by the Chief Executive.

PART V
EXERCISING DISCIPLINARY POWERS

- 5.1. Disciplinary Organs composition and Powers* There shall be two disciplinary organs:
- i. Agency Students' Disciplinary Committee
 - ii. Students Governments Disciplinary Committee
- 5.2. Composition of Agency Students' Disciplinary Committee* The Disciplinary Committee shall constitute the following members:
- i. The Director of Administration, Finance and Planning who shall be the Chairperson.
 - ii. Manager of Training Programme
 - iii. Manager of Human Resource and Administration
 - iv. The Secretary of the Committee who will be appointed by the Chief Executive.
 - v. Deans from ADEM Campuses
 - vi. Two senior members of the Academic staff nominated by the Chief Executive.
 - vii. Legal Officer
 - viii. Two representatives from the Students' organization appointed by the ASO President.
- 5.2.1. Functions of the committee* Functions of the committee shall be to:
- i. Advise the Chief Executive on matters pertaining to students' discipline
 - ii. Oversee general conduct of students
 - iii. Enforce code of conduct of the Agency
 - iv. Inquire into complaints, convene hearings and charge students' offences
 - v. The committee shall collaborate with other authorities exercising similar functions in accordance to law of the country
- 5.2.2. Powers of the committee* The Committee shall have powers to:
- i. Summon any person to give evidence or information or produce anything in connection with an offence in hearing.
 - ii. Censure for disciplinary offenses and

- iii. Suspend student upon approval of the Agency Advisory Board.
- 5.2.3. *Preliminary Procedure*
 - i. When a complaint is made by any person or body charging student with disciplinary offence, such offence shall be formulated in writing and addressed to the disciplinary Authority.
 - ii. For the avoidance of doubts the disciplinary authority may summon the student or any other student or person who is conversant or supposed to be conversant with the information or facts of the complaint to appear before the disciplinary authority or any investigation officer for examination or interrogation.
- 5.2.4. *Offence hearing proceedings*

Upon receipt of a complaint that a student has committed an offence, the committee chairperson shall:

 - i. Call a committee meeting to introduce the issue
 - ii. Direct committee to make inquiries within reasonable time for preliminary findings of the case.
 - iii. Provide fair judgment based on the gathered evidences
- 5.3. *Students Governments Disciplinary Committee*

There shall be a Students Governments Disciplinary Committee Composed of:

 - i. Chairperson selected by the members of committee
 - ii. Five members appointed by ASO President considering gender
- 5.3.1. *Functions of Students Government Disciplinary Committee*
 - i. Students Government Disciplinary Committee shall perform similar duties as Agency Disciplinary Committee at preliminary levels
 - ii. When the offence hearing becomes difficult to be resolved at this level, the committee can take the case to the Agency Disciplinary Committee
- 5.3.2. *Powers of the committee*

The Committee shall have powers:

 - i. To summon any person to give evidence or information or produce anything in connection with an offence in hearing.
 - ii. To caution, censure for disciplinary offences.
- 5.3.3. *Offence hearing proceedings*

Upon receipt of a complaint that a student has committed an offence, the committee chairperson shall:

 - i. Call a committee meeting to introduce the issue.
 - ii. Direct committee to make inquiries within reasonable time for preliminary findings of the case.
 - iii. Provide fair judgment based on the gathered evidences

*5.4. Right to
delegate powers*

- i. The Chairperson may, by writing under his own hand, delegate all or any of his powers vested in him by these By-Laws, to the Dean of Students, as the case may be.

PART VI

DISCIPLINARY OFFENCES AND PENALTIES

- 6.1 Loss, Damage and Theft of properties*
- i. Conduct which does or is likely to cause violence to another student at or outside the Agency campus shall be seen as a serious offence punishable under these by-Laws and/or calling for legal proceedings under the law of the country. For the purpose of these By-Laws, general disciplinary offences and shall include the following:
 - ii. Theft of a fellow student's property or Agency property or theft in any form as defined by the law of the country;
 - iii. Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other property of the Agency whether or not such property has been leased to any public or private company or person;
 - iv. Loss of Agency property in any form;
 - v. Unauthorized possession of a key to a fellow student's room or to other Agency property; and
 - vi. Unauthorized use of, or interference with, any technical electrical or other services or installation of the Agency.
- 6.2 Misuse of Social Media*
- i. Composing and/or transferring of information, pictures, images, etc that are aimed at denting the image of students, staff or the Agency.
 - ii. Knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in that behalf.
- 6.3 The use of Abusive Language*
- i. Use of slanderous, abusive or threatening language by any student against a fellow student or member of staff.
 - ii. Using force, assault, harassment, violence against a student or staff, or hitting a fellow student or staff.
 - iii. Conduct which is likely to obstruct or to frustrate the holding of:
 - a. Any lecture, class, laboratory, work research or other instructional activity given or authorized by the Agency.

6.4 Sexual Harassment

b. Any meeting function or lawful activity authorized by the Agency.

Sexual harassment shall consist of any or all but not limited to the following:

- i. Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures;
- ii. Belittling comments on a person's anatomy, persistent demands for dates;
- iii. Pressuring for sexual activity or favors;
- iv. Asking about personal sex life, explicit sexual suggestions in return for reward;
- v. Telling lies or spreading rumors about a person's sex life with the purpose of assassinating the character of the victim;
- vi. Unwanted physical contact of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes,
- vii. Displaying of pornographic and sexually suggestive pictures and/or sexual objects;
- viii. Transmitting offensive written, telephone or electronic communications of sexual nature;
- ix. Indecent exposure;
- x. The use of one's authority or power, either explicitly or implicitly, or coerce another into unwanted sexual relations or to punish another for his or her refusal;
- xi. The creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature;
- xii. Rape or indecent assault;
- xiii. Public and/or group sex.

6.5 Violation of accommodation rules

- i. The ruin or damage walls of rooms with pictures and any others or fixed of timetables on walls.
- ii. The cooking in hostels and storing of paraffin, petrol or any other flammable.
- iii. Not sign of an accommodation contract at the beginning of semester by occupants.
- iv. The changing or sharing of the rooms without the

permission from Dean of Students.

- v. To live with any unauthorized person or persons in the rooms including the children, relatives or spouses or hosting outsiders in Agency Hostel without permission.
- vi. To share a room/bed with opposite sex in the Agency hostels.
- vii. Misbehaving towards his/her roommate.
- viii. Stay at the Agency residence during long vacation days without permission.
- ix. Interference or tampering with electrical fitting and installations in the room/ Agency residence.
- x. The use of electrical devices other than reading lamps, table fan, electrical iron, computer, radio, record player or TV set.
- xi. Engaging in activities like printing and photocopying in Agency residence.
- xii. Switched on of electric lights during the day time or when occupants are not in the room.
- xiii. Removing of any furniture or fittings in the rooms.
- xiv. Entertaining visitors in the room beyond 6.00 pm for outside visitors and beyond 11.00 pm for ADEM students.
- xv. The playing of music instrumental at noise levels that are a nuisance and annoyance to other compartments or rooms.
- xvi. Vandalism to off campus Hostel.
- xvii. Offences committed outside the campus

6.6 Forming or established unauthorized groups

- i. Forming and establishing unauthorized students groups which are likely to cause disunity and disorder at the Agency or in the wider Community.

6.7 Mismanagement or embezzlement of students funds

- i. Mismanagement and/or embezzlement of student's organization funds and/or of any other recognized student association.

6.8 Seditious statements

- i. Refusal or failure to comply with a lawful order or directives given by any officer of the Agency acting on his/her behalf or under order from any competent organ or officer of the Agency;
- ii. Forging a document or uttering a false document

or perpetrating forgery with intent to cause loss to any person, Agency or any other institution whether in cash or otherwise;

- iii. Failure or refusal to attend to a meeting called or authorized by the Disciplinary Authority or any other competent organ of the Agency when summoned to do so by a proper written notice by such Authority or organ as prescribed under
- iv. Willful obstruction of the work of or proceedings conducted by the Disciplinary Authority; Advisory Disciplinary Committee or any other competent organ of the Agency or interference with witnesses in disciplinary proceedings conducted under these By-Laws;
- v. If a student having been called upon to give evidence before the Disciplinary Committee, turns hostile or refuses without lawful excuse to give evidence or to answer a question or produce a document or any other thing required by such a committee; and
- vi. Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Authority or any other competent Authority of the Agency.

6.9 Planning or participating in unlawful demonstration

- i. Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic or administrative activity(ies) or both academic and administrative activities authorized by ADEM;
- ii. Instigating or inciting students to boycott classes; and
- iii. Planning or participating in an unlawful demonstration which shall include planning the route for the demonstration, encouraging the organizers of the demonstration and providing banners or posters for the demonstration.

6.10 Unauthorized using/holding of weapons

- i. Unauthorized carrying of weapons within the Agency which is likely to jeopardize peace; For avoidance of any doubt, weapons shall include

- but not limited to the following: firearms, sticks, knives, panga, clubs, etc.;
- 6.11 Unauthorized visit*
- i. Visit staff quarters without permission from Dean's Office.
 - ii. Illegal entry into another student's room;
 - iii. Illegal entry into staff office.
 - iv. Illegal entering into the power rooms and reserved water tanks.
- 6.12 Involving in political parties in the Agency*
- i. No students' organization shall engage in any political party's activities on campus, conduct its affairs or have a constitution which in any way or manner whatsoever offends or conflicts with the provisions of Students' By-laws.
- 6.13 Leave campus without permission*
- i. No student shall travel during semester time outside the District where the campus is allocated without permission;
 - ii. Permission for travel for a weekend/Public holiday outside the District where the campus is located may be granted by the Dean of Students through ASO.
 - iii. Permission granted for travel shall be not more than a week, the dean shall have mandate to extend the permission not more than seven days as may be deemed necessary.
 - iv. Permission granted for travel more than two weeks shall be obtained from the DPARC through the Dean's office.
- 6.14 Indecent dressing*
- i. Female students wearing of:
 - a. Skin tights;
 - b. Short dresses/skin tights above knees;
 - c. All dresses which leave some parts of body open such as shoulders, breasts and stomach;
 - d. All types of dresses which have immoral pictures or words which may tarnish the Agency reputation;
 - e. All transparent dresses;
 - f. All dresses which have political words of any party or religion that can influence or intervene on matter affecting them/influence anything harmful;
 - g. Colored/decorated hair (goldish, whitish, yellowish, greenish etc);

- h. Tongue piercing and Teeth twinkles.
- ii. Male students wearing of:
 - a. All types of dresses which have immoral pictures and words which may tarnish the Agency reputation
 - b. All types of shorts (in class sessions)
 - c. All types of dresses which have political words of any party on religion which can influence or intervene matters affecting them/or which may influence anything harmful.
 - d. Monkey style “*Mlegezo*”
 - e. Pleated hair
 - f. Earrings
 - g. Coloured/decorated hair (goldish, whitish, yellowish, greenish etc)
- i. Using force or offering violence against or striking a fellow student, an officer or any member of the Agency community provided that such violence occurred on Agency campus.

6.15 Fighting

6.16 Catering services

Students utilizing the ADEM catering system are required to observe cafeteria relating regulations. Failure to observe the following rules, shall constitute a disciplinary kitchen offence:

- i. The kitchen shall be out of bound to all students except for students appointed to observe cafeteria matters;
- ii. Smoking is not allowed in the cafeteria; and
- iii. Any criticism of or complaint about, cafeteria service shall be made through a suggestion box or through students organization and/or Dean of Students to the catering superintendent.

PART VII

PENALTIES

Upon finding that a student is guilty of a disciplinary offence specified in these By-Laws, the Disciplinary Authority may impose penalties including warning, reprimand, fine, compensation, exclusion from hostel or ADEM Residence, suspension, and expulsion as herein under provided; namely, he/she:

- i. Shall order a student to pay compensation to the value of the damaged property for a disciplinary offence under Part VI 6.1 ii and iii.
- ii. Shall fine a student for an amount of Tshs. 50,000/= (Fifty thousand only) for a disciplinary offence of Late registration (Part IV, 4.2, i-ii) based on specified time.
- iii. Shall fine a student for an amount of Tsh. 10,000/= for late return of Graduation Gown for each counted day (Part IV, 4.9, iii).
- iv. Shall order a student to compensate the value worth to that furniture for disciplinary offences under Part II, 2.7, ii.
- v. Shall order a student to refund money collected and unaccounted for under disciplinary offence Part II 2.13, i.
- vi. Shall warn and ask to change the clothes to any student who breaches the dressing code (disciplinary offence under Part VI 6.14 i. a-h and ii. a-g) and be served a stern warning or reprimanded and second breach shall suspend that student for a maximum of two weeks.
- vii. Shall evict any student from ADEM hostel having found guilty of disciplinary offence under Part VI 6.5 ii, iii, iv, v, vi and viii.
- viii. Any student found guilty of disciplinary offence Part VI 6.5 i, vii, ix, x, xi, xii, xiii; xiv and xv shall be liable on conviction to a first breach stern warning, reprimand, and third eviction from the room.
- ix. Offences against By-Laws. Part IV, 4.4, i, Part VI 6.1a-b, 6.3 i-iii, 6.4 i-xiv, 6.6.i, 6.11 i-iii, 6.15.i, is under serious case punishable by: (i) A written warning. (ii) Very strong warning (iii) Suspension and/or dismissal according to the gravity

of offence.

PART VIII

COMPLAINTS AND APPEALS

- 7.1 Receipt of Students complains*
- i. A student may, by notice in writing to the Chief Executive or to the Agency Disciplinary Committee about decision made by the Student Government Disciplinary Committee or Agency Disciplinary Committee.
 - ii. The relevant authority may dismiss the complaints if it considers it to be frivolous or vexatious.
 - iii. The hearing authority shall notify the contents of complaint to the complainant.
- 7.2 Appeal*
- i. Any student, who is aggrieved with the decision of the Students' Government Disciplinary Committee or the Agency Disciplinary Committee, may appeal to the higher authorities, Agency Students Disciplinary Committee, ADEM Management Committee or Ministerial Advisory Board.
- 7.2.1 Period for appeal*
- i. Where a student intends to appeal he/she shall, within and not more than twenty one days (21) of decision of the disciplinary authority, give a written notice of his/her intention to appeal to the Disciplinary Appeals Committee.
 - ii. On every appeal, the student appealing and the disciplinary authority shall have the right to appear before and be heard by the Students Disciplinary Appeals Committee.
 - iii. The Appeal Committee shall meet within 14 days following the receipt of an appeal.
- 7.2.2 Mode of appeal*
- i. Any appeal shall be submitted by a written notice to the Appeals Committee through the Secretary to the MAB and setting out the grounds for appeals.

*7.2.3 Execution
of an
appeal*

On an appeal under these By-Laws the Appeals Committee may:

- i. Require the presence of any of the parties involved in person or proxy as it deems fit.
- ii. Uphold the findings and punishment or Set aside the findings and punishment imposed on him/her or direct the relevant disciplinary Committee to investigate afresh the disciplinary offence of misconduct and report back its findings and recommendations (Order re-trial).
- iii. When an appeal has been lodged with the Appeals Committee, execution of any penalty imposed by the Disciplinary Authority shall be stayed pending the determination of such appeal;
- iv. Save that, any member of the Panel who took part in the decision which is the subject of an appeal before the Appeals Committee, shall not take part in the hearing of such appeal.

*7.2.4 Decision
on appeal
against
expulsion*

- i. The decision of MAB shall be final and not subject to review by any other authority in the Agency
- ii. In determining an appeal MAB shall have powers to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, or to reduce or set aside any penalty imposed by any other Disciplinary Authorities.

PART IX

MISCELLANEOUS

- 9.1 Students name*
- i. All the ADEM Certificate, Diploma, Advanced Diploma and any other ADEM award shall be issued using the names which appear on the certificate by which a student gains admission at the ADEM.
 - ii. No change of names shall be allowed in academic testimonials and/or transcript unless such changes have first been effected in all testimonials and or transcript which were used to gain admission in the Agency.
- 9.2 Issuance of certificates*
- i. Certificates shall be issued under the office of the Director Academic, Research and Consultancy.
 - ii. The Director Academic, Research and Consultancy shall make announcement on the procedures and guidelines for issuance of the Certificates to the graduates either before or during or immediately after the graduation ceremony.
 - iii. Certificates are categorized under ADEM legal documents and therefore only the right owner shall be given the Certificate.
 - iv. No person shall collect someone's Certificate unless special power of Attorney with Personal Identification card shall be given that the owner may never have an opportunity to collect in person his/her Certificate.
- 9.3 Limitation of by-laws*
- i. These By-Laws are not exhaustive of all rules and By-Laws governing students conduct at ADEM and do not override the application of special regulations applicable in specific organs of ADEM such as ADEM Library, Agency places of worship or Contracts signed by students living outside the campus. etc.
- 9.4 Extension of by-laws to field practical, study Tours and assignments outside the campus*
- i. These By-Laws shall apply and be enforceable to students who are undergoing Teaching Practice, Field Practical Training, Study Tours or doing authorized assignments; e.g. news collection outside ADEM campus.
- 9.5 Signing students*
- i. Students are required to sign the Student Agreements Forms

- agreement form* which shall be a binding undertaking by the student that he/she shall be governed by these By-laws. A student who will not sign the Student Agreement Form shall be construed that he/she has declined his/her offer to study at the Agency.
- 9.6 Exclusion of student from studies and examinations*
- i. ADEM shall have the power to exclude any student from studies and examinations if such a student has not paid his fees, accommodation charges or any other lawful arrangement involving the student and the Agency.
 - ii. He/she may be readmitted to ADEM when all the outstanding debts have been settled.
 - iii. ADEM shall have the power of holding examination results and certificate for any student who in violation these student by -laws.
- 9.7 Students suspended from studies*
- i. Any student suspended from studies, shall unless permitted by the Chief Executive or any person acting on his behalf, stay off - campus.
 - ii. Where a student is facing charge(s) before the court of law, may be suspended if in the opinion of ADEM management it appears right to do so until his/her case has been determined by the court of law in which he/she stands charged.
- 9.8 Students to bear costs of suspension*
- i. Any student after being suspended from studies and who resumes studies at the Agency shall personally bear all the cost and other consequences of such suspension.
- 9.9 Students complaints*
- i. Students complaints of any nature shall first be handled by ADEM established mechanism for handling students' complaints after such complaints have been presented to the Dean of Students' by the students' organization.