

THE INSTITUTE OF PUBLIC ADMINISTRATION (IPA)

ZANZIBAR



STUDENTS' DISCIPLINARY REGULATIONS

NOVEMBER, 2019

TABLE OF CONTENTS

Contents	Pages
PART I.....	1
PRELIMINARY PROVISIONS.....	1
1. Short Title and Commencement.....	1
2. Application.....	1
3. Interpretation.....	1
PART II.....	2
GENERAL CONDUCT.....	2
4. Student Conduct.....	2
5. Student Misconduct.....	2
PART III.....	5
DRESSING CODE.....	5
6. Appropriate Dressing.....	5
7. Inappropriate Dressing.....	5
PART IV.....	7
DISCIPLINARY PROCEEDINGS.....	7
8. Disciplinary Procedure.....	7
9. Composition of Students' Disciplinary Committee.....	7
10. Quorum.....	8
11. Conflict of Interest.....	8
12. Committee Procedures.....	8
13. Formulation of a Complaint.....	8
14. The Power to Summon.....	8
15. Investigation of an Offence.....	8
16. Committee Decisions.....	9
PART V.....	9
PENALTIES.....	9
17. Penalty.....	9
PART VI.....	10
APPEAL.....	10

18.	Procedure to Appeal.....	10
19.	Composition of Appellate Committee	11
20.	Ground of Appeal	11
21.	The Power to Summon.....	11
22.	Decision of the Appeal Committee.....	12
	PART VII.....	12
	MISCELLANEOUS	12
23.	Plagiarism	12
24.	Student's requirements to avoid Plagiarism	13
25.	Penalty for Plagiarism.....	13
26.	Registration	14
27.	Penalty for late Registration.....	15
28.	Leave of Absence.....	15
29.	Fees	15
30.	Unethical Use of Social Media	16
31.	Students Correspondence outside the Institute	16
32.	Loss or Damage of Personal Property	16
33.	Vehicles/Motorcycles/Bicycles.....	16
34.	Notices	17
35.	Library rules.....	17
36.	Amendment of these regulations	17

THE INSTITUTE OF PUBLIC ADMINISTRATION ACT, NO. 1 OF 2007
STUDENT DISCIPLINARY REGULATIONS
[Made under section 17]

IN EXERCISE of the powers conferred upon it, under section 17 of the Institute of Public Administration Act, No. 1 of 2007, **the Institute of Public Administration Council**, do hereby make the following regulations.

PART I
PRELIMINARY PROVISIONS

1. Short Title and Commencement

These Regulations shall be cited as the Institute of Public Administration Students' Disciplinary Regulations, 2019 and shall come into force on such date as the Council may approve.

2. Application

These regulations shall apply to **ALL students of** the Institute of Public Administration.

3. Interpretation

In these regulations unless the context otherwise requires -

"**Act**" means the Institute of Public Administration Act No. 1 of 2007.

"**Appellate Committee**" means the Committee established under section 18 of these regulations for hearing and determining appeals from the Students' Disciplinary Committee.

"**Council**" means the Council of the Institute of Public Administration established under section 5 of the Act.

"**Dean of student**" means any officer appointed by the Institute responsible for students' affairs other than those related to finance.

"**Director**" means the Director of the Institute appointed in accordance with section 9 of the Act.

"**Disciplinary Offence**" means any act or behaviour which contravenes these Regulations.

"**Institute**" means the Institute of Public Administration established under section 3 of the Act.

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

“Penalty” or “Punishment” means and includes suspension, expulsion and any other punishment awarded to student by the students’ Disciplinary Committee after proved to commit any disciplinary offence.

“Registrar” means the Registrar of the Institute appointed in accordance with section 10 of the Act.

“Student or Trainee” means any person registered by the Institute for the purpose of pursuing studies.

“Students’ Disciplinary Committee” means a Disciplinary Committee established under section 9 of these Regulations for the purpose of maintaining and restoring order at the Institute.

“Trainees Organization” means an organization established under section 12 of the Act for the purpose of protecting interests of the trainees.

PART II

GENERAL CONDUCT

4. Student Conduct

- i) Students are required to conduct themselves at all times and in a manner suitable for the reputation of their status as Institute's students.
- ii) Students are expected to behave in a considerate manner towards staff, fellow students, visitors and members of the public in the wider community. In particular, rights to freedom of expression must be respected and there shall be no harassment on sexual, ethnic, racial, disability or other grounds.

5. Student Misconduct

- 1) Any student misconduct shall amount to a disciplinary offence and shall include but not limited to:

- i) **Violence:** Using or threatening to use force or striking a fellow student, an employee of the Institute or any other person at the Institute's building or any other place that the student may be under the auspices of the Institute.
- ii) **Destruction:** Maliciously or recklessly damaging, defacing or destroying any property of the Institute, property under the care of the Institute or property belonging to any member of the Institute's community or authorized visitors.
- iii) **Obstruction:** Any act or conduct which is likely to obstruct or frustrate the functions, duties, activities or proceedings of any organ, member of staff, student or any authorized visitor to the Institute.
- iv) **Interference:** Unauthorized use of or interference with any technical, electrical, electronic or any other service or installation at the Institute or any other item used by the Institute.
- v) **Inciting:** Inciting, conspiracy or preparing to incite either orally or by use of literature.
- vi) **Disobedience:** Refusal or failure to comply with a lawful order or directive given by any staff of the Institute acting on his/her behalf or under an order from any competent organ or authority of the Institute.
- vii) **Use of Unacceptable Language:** Use of slanderous, offensive, abusive, obscene or threatening language by any student against any person at the Institute or any other place where the student may be under the auspices of the Institute.
- viii) **Dishonesty:** Forging a document or uttering a false document or perpetrating forgery, cheating, fraudulent dealings with intent to cause loss to the Institute, its employee, any other person, whether in cash or otherwise.
- ix) **Inviting Barred People:** Knowingly inviting or entertaining a student, an organization, students or any other person(s) or groups known to have been barred from the Institute.
- x) **Refusal to attend a Disciplinary Committee Meeting:** Refusal to attend a meeting convened or authorized by the Disciplinary Committee or any other authority of the Institute when summoned by a written notice.

- xi) **Contempt of the Disciplinary Committee:** Refusal to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Committee or any other competent authority of the Institute.
- xii) **Unlawful Assembly:** Unauthorized holding of student meeting at the Institute's building or anywhere else.
- xiii) **Nuisance:** Drunkenness, drug abuse, disturbing noise, disorderly conduct of oneself and any kind of nuisance which is likely to cause disruption of learning, or interference of the work of any employee of the Institute or any other person lawfully performing any work for the Institute within the Institute's building or any other place.
- xiv) **Unauthorized Invitation of outsiders:** Inviting outsiders such as guest speakers and/or social entertainers, or journalists or any other persons whoever described without prior written permission from the Registrar or any other authority of the Institute.
- xv) **Sexual Harassment**
 - a) For avoidance of doubt, sexual harassment or discrimination may be physical, verbal, psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal or physical gestures, sexual advances; or sexually explicit sign, statement or gesture.
 - b) Sexual harassment shall also include insulting statements, or sexually discriminatory remarks or indecent actions made by a student of the Institute which are offensive to the Institute's employee, a fellow student or any other person at the Institute to feel threatened, interfere with students' smooth and peaceful pursuance of his/her studies, or which undermine one's general feeling of security, reputation or creates a threatening or intimidating environment.
- xvi) **Embezzlement of Funds:** Mismanagement or embezzlement of funds belonging to the trainees' organization or any other funds that may be available for students' use.
- xvii) **Collecting Money:** Collecting or charging money from any student, student groups or any other person at the Institute without prior written permission from the Registrar.

- xviii) **Unauthorized Possession of Lethal Weapons:** Unauthorized carrying of lethal weapons which can cause harm to the owner or others and jeopardize peace.
- xix) **Demonstrations, Mob Action and Class Boycott:** an act or occasion that students or people stand together to show that they disagree with something or resist against the lawful order of the Institute.
- xx) **Smoking:** Smoking within the Institute's building and compound is prohibited.
- xxi) **Doing Generally Undesirable Act:** Doing or engaging in an act, which, in the judgment of the Registrar, is undesirable and likely to jeopardize harmony and security of the students and the Institute's community in general.
- xxii) **Involve in politics:** students activities or words associated with politics of the country practices within the Institute premises.

- 2) For any infringement of the above, a student may be requested to appear before a Disciplinary Committee. The Disciplinary Committee will hear all evidence and decide on the veracity and severity of the act.

PART III

DRESSING CODE

6. Appropriate Dressing

Every student shall dress in the following acceptable manner:-

- i) Neat, decent and well covered formals and semi-formals.
- ii) Clean shave and well groomed hair is a must.
- iii) Shirts with full or half sleeve.
- iv) Long trousers.
- v) Skirts which flow well below knees.

7. Inappropriate Dressing

1) Unacceptable clothes for female students dressing include:

- i) Transparent dresses of any kind which is not supported by a reasonably heavy underskirt.

- ii) Gowns and skirts hanging above the knees and thus do not cover the knees when seated.
 - iii) Sleeveless blouses, backless blouses or dresses.
 - iv) Any type of dress that covers the entire face (*nikabs*) while on Institute's premises.
 - v) Dresses exposing stomach, breasts, waist, thighs and such other clothes as tops, low cuts, pants of all kinds.
 - vi) All kinds of shorts are prohibited.
 - vii) Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language.
 - viii) Tightly fitting clothes and skin tights.
 - ix) Pajamas, flip flops or slippers.
 - x) Over-adornment with neck-laces, bangles, earrings or other jewelry and make-up which make someone look showy.
- 2) Unacceptable clothes for male student dressing include:
- i) Slovenly looking clothes such as '*mlegezo*' trousers and shorts which also show the underwear.
 - ii) All kinds of shorts or cut-offs.
 - iii) Un-buttoned shirts and sleeveless shirts.
 - iv) Clothing that reveals the torso.
 - v) Head stockings, caps (other than religious head wear) hoods and bandannas worn round the head.
 - vi) Men should not plait nor wear plaited hair, dread-locks, and ornamental beads.
 - vii) Turbans worn alone or over caps.
 - viii) Earrings.
 - ix) Jeans with holes, three fourth trousers, half trousers, track suits
- 3) Prohibited dressing for both male and female students:
- i) Unwanted or provocative or obscene or inciting political, religious or obscure, captions and photos or designs on the dress.
 - ii) Caps worn backward.

iii) Clothes with frayed hems and the beach comber type of clothes. Any kind of tattoo on the body or limbs should not be disclosed.

iv) Any other kind of dress or clothing which the Institute will in the course of time find to be inappropriate or indecent. An official statement will be made concerning such dress or clothing.

Provided that caps, jeans and t-shirts should be worn on the Institute' special occasion

4) Students may be requested to leave the Institute if not found to be in appropriate dress. They will subsequently be considered to be absent for any lecture they miss as a result of the above.

PART IV

DISCIPLINARY PROCEEDINGS

8. Disciplinary Procedure

Any infringement of these Regulations for Students may be referred to the Students' Disciplinary Committee. The Terms of Reference of the Students' Disciplinary Committee shall be to:

- i. Collect all facts of the complaints from all parties.
- ii. Determine if the complaints have merits for instituting to the Disciplinary Committee.
- iii. Facilitate an amicable resolution of the complaint, if possible.
- iv. Conduct all disciplinary hearings.
- v. Take decisions in light of documentary evidence.
- vi. Communicate the decision to the Registrar or his/her representative for onward submission to the student(s).
- vii. Advise the Council on course of action.

9. Composition of Students' Disciplinary Committee

The Students' Disciplinary Committee shall be composed of the following members:

- i. The Registrar of the Institute who shall be the Chairperson
- ii. Administrative Officer of the Institute.

- iii. Head of department(s) which the student belongs.
- iv. The Dean of Students who shall be the Secretary.
- v. Two senior members of the Academic staff nominated by the Director.
- vi. Legally qualified person as approved and or appointed by the Director.
- vii. One representative from the Trainees' Organization.

10. Quorum

The quorum of the Students' Disciplinary Committee meeting shall be four (4) of all members. In case the Chairperson is not present, the Committee shall appoint one of the members to chair the meeting.

11. Conflict of Interest

Where any member of the committee has a conflict of interest in a particular case, such member shall not participate in the proceedings of the Committee.

12. Committee Procedures

The Students' Disciplinary Committee shall adopt its own procedures as it may deem fit provided that such procedures shall ensure that the principles of natural justice are observed.

13. Formulation of a Complaint

A complaint made by any person charging a student with a disciplinary offence shall be addressed to the Registrar who shall forward to the Students' Disciplinary Committee within seven (7) working days after the complaint has been filed.

14. The Power to Summon

The Students' Disciplinary Committee shall have the power to summon any person to provide evidence, information or produce anything in connection with such an offence.

15. Investigation of an Offence

Upon receipt of a complaint that a student has committed an offence, the Students' Disciplinary Committee shall meet within a reasonable time to make a preliminary investigation of the case and the student will be given ample time and opportunity to present his/her account of the

incident in writing. The Students' Disciplinary Committee will then meet and convene the student for a hearing.

16. Committee Decisions

All decisions at a meeting of the Students' Disciplinary Committee shall be arrived by consensus or vote. The student has fourteen (14) working days to appeal against the decision since, since the decision has been made.

PART V PENALTIES

17. Penalty

1. Upon finding that a student is guilty of an offence a Disciplinary Committee shall impose punishment as it may consider appropriate. The Students Disciplinary Committee may impose such penalties depending on the seriousness of the offence as follows:
 - i. Demand an apology from the student (s);
 - ii. Issue a written warning to the student indicating the consequences of future misconduct, to be entered into the student's file, removable after the completion of the student's studies;
 - iii. Require the student to compensate for or make good any damage caused to Institute property;
 - iv. Require the student to make appropriate recompense or apology for any offence or harm caused, or any damage done, to the Institute's relations with its members or the outside community;
 - v. Impose a fine payable to the Institute;
 - vi. Require the student to perform unpaid services for the Institute community (the nature, timing and duration of the work to be determined by the Disciplinary Committee);

- vii. Suspend the student from Institute temporarily for a specific period of time;
 - viii. Suspend student from attending classes for a specific period, either totally or only in respect of specific course units;
 - ix. Exclude the student from the award of a degree or other qualification, either permanently or for a specified period, and either absolutely or conditionally pending compliance with certain specified conditions upon the approval of the Council;
 - x. Permanently expel the student from the Institute upon the approval of the Council; or
 - xi. Impose such other sanctions as may be considered appropriate by the Disciplinary Committee.
2. If a student has been found guilty of having caused injury, damage or loss to any person's property, he or she may, in addition to any one of the sanctions referred to in section 16 (1) above, be required to pay such compensation as the Disciplinary Committee may consider appropriate.

PART VI

APPEAL

18. Procedure to Appeal

- i. Where a student has been punished to the disciplinary offence and intent to appeal, he/she may, while carrying out the punishment, appeal to the Appeal Committee within fourteen (14) working days of the decision of the committee.
- ii. Where a student intends to appeal, shall within three (3) working days after the decision of the students' disciplinary committee, give a written notice of the intention to appeal to the Appeal Committee, explaining the reasons and supporting document if any that he intends to testify on his appeal.

- iii. Upon receiving an application for appeal the Secretary of the Appeal Committee shall make necessary preparation of the meeting of the Appeal Committee cause such application to be the agenda of the meeting.

19. Composition of Appellate Committee

The Appeal Committee shall have the following composition:

- a) Two members from the Council appointed by the Chairperson of the Council one of them shall be the Chairperson;
- b) Director of the Institute;
- c) Senior legal qualified officer appointed by Director who shall be the Secretary;
- d) One representative from the Trainees' Organization.

Provided that the composition of the Appeal Committee shall not include any such person as shall have been involved in the investigation, hearing and /or decision of any matter or otherwise associated with any particular appeal to the appeal committee in which such matter is directly or indirectly relevant prior to the commencement of the appeal process.

20. Ground of Appeal

A student may submit an appeal on the following grounds;

- i. Procedural irregularity or other administrative error;
- ii. Where there is new evidence of extenuating circumstances which, for good reason, was not available at the time that the Students' Disciplinary Committee made its decision; and / or
- iii. Where the Students' Disciplinary Committee acted unfairly or imposed an unfair penalty.

21. The Power to Summon

- i. In determining the appeal, the Appeal Committee shall have power to call or summon any student or person in the meeting, and to ask any question in the opinion of the Appeal Committee is relevant to the concerned appeal.

- ii. Any student called or summoned by the Appeal Committee and asked any question shall provide relevant answer.
- iii. The Appeal Committee will consider any additional information submitted in writing by the student who will respond to questions from members of the committee.

22. Decision of the Appeal Committee

- i. The Appeal Committee shall hear an appeal and make decision as it considers appropriate according to the rules and regulations prevailing in the Institute.
- ii. The Appeal Committee while exercising its appellate power may concur, vary, set aside or quashes the decision of the Students' Disciplinary Committee.
- iii. The Chairperson of the Appeal Committee shall pronounce a decision and reasons for that decision, provided that the decision of the Appeal Committee shall be final and not subject to review by any other authority in the Institute.
- iv. The Committee will deliberate and arrive at a decision by consensus or vote. The Chairperson shall have a casting vote. The final decision shall be communicated to the student within (seven) 7 working days by the Registrar.

PART VII MISCELLANEOUS

23. Plagiarism

- 1. Plagiarism refers to the appropriation of another person's ideas, views, words or results without acknowledging the source. Any of the following acts constitutes plagiarism:
 - i. Submitting the work of another or part of it as one's own, whether published or unpublished;
 - ii. Carelessly or inadequately citing ideas or words from source;

- iii. Paraphrasing, copying or summarizing another's work without acknowledging the source;
 - iv. Using facts, figures, graphs, charts or information without acknowledging the source;
 - v. Downloading part(s) of any document, graphics, artwork or other material from the internet and presenting it as one's own without acknowledgement;
 - vi. Any infringement of the Copyright Act in force in the country.
2. Attention of students is drawn to the fact that 'plagiarism' is considered as a serious offence in the academic world and that it may cost the student a reduction in his/her class award, to fail or, in some cases, even his/her expulsion from the Institute.

24. Student's requirements to avoid Plagiarism

- i. Acknowledge clearly the source of the material on which they have based their work;
- ii. Acknowledge the people whose concepts, experiments or results they have extracted from, developed or summarized even if these ideas have been put in their own words;
- iii. Avoid excessive use of extracts from works of other authors, even if acknowledged.

25. Penalty for Plagiarism

Upon infringement of the Rules related to plagiarism action will be taken by the Students' Disciplinary Committee. Penalties will be commensurate with the extent of plagiarism when the Institute uses plagiarism – detecting software to check students' research paper. The penalties will be issued in the following manner.

- i. If a research paper has contained 15/% to 40/% of the similarities to the work of others, student who submitted it shall be asked to resubmit the research paper.

- ii. If a research paper has contained 40/% to 60/% of the similarities to the work of others, student shall be disbarred from resubmission for a whole academic year and shall be asked to resubmit the research paper in the next academic year.
- iii. If a research paper has contained 60/% and over of the similarities to the work of others, student shall be dismissed from the studies.

26. Registration

- i. Students with admission letters are required to report for admission and registration within two weeks of the commencement of the semester.
- ii. Students are required to bring with them original copies of supporting documents for verification and authentication. It is a criminal offence to produced forged documents.
- iii. Students are required to pay semester fees according to the fee schedule issued by the Institute. Current fee structure can be obtained either from Accounts Offices of or from Institute website at www.ipa.ac.tz
- iv. Students who have satisfied items a-c above will be registered as Students in the programs they applied for.
- v. Students will be allowed to change a program of study on exceptional circumstances, subject to acceptance by the Head of Department of the program of study he/she wishes to change to, entry requirements and fee structures.
- vi. It is the Institute's policy to use names appearing on Students original certificates, any change of name will be entertained on legal basis only.
- vii. No Student shall be allowed to postpone studies after effective commencement of the semester except under special circumstances. Permission to postpone studies will be considered after producing satisfactory reasons for postponement.

- viii. On accepting the admission, a Student is committing to adhere fully to regulations, rules, by-laws and ethics and values of the IPA.
- ix. Selected Students are required to report for a one week orientation program that normally takes place during the week preceding the beginning of a new semester.
- x. Deadline for registration of new Students shall be two weeks from the first date of the orientation week while for continuing Students will be the three weeks after the beginning of each semester.

27. Penalty for late Registration

Any student who failed to register his/his program within two weeks as prescribed under Section 26 (10) shall be allowed to pay penalty as determined by Council from time to time.

28. Leave of Absence

- i. A student may obtain leave of absence for a period not exceeding seven (7) days during the semester on application to the Director and such application shall be channeled for recommendation to ZIPASO Minister responsible for academic matters and head of respective department
- ii. Notwithstanding the provisions of rule 28 (i) above Director may, in exceptional circumstances and where good cause is shown grant leave of absence for a longer period not exceeding fourteen (14) days in one semester provided that the Director shall grant such leave after consultation with the head of respective department

29. Fees

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 installments at the beginning of each semester as directed by the Institute. It is an offence by laws of the Country and by these regulations for any student to present forged receipts, fake, counterfeited cheques or any other financial documents to the Institute.

30. Unethical Use of Social Media

- i. Students should be aware of unethical use of social media.
- ii. Students should refrain from using social media in order to voice personal feelings and make comments that may harm the integrity and self-esteem of any other student or staff.
- iii. The Institute will not assume responsibility for any personal initiative on the part of any student or group to engage in social media discussions.

31. Students Correspondence outside the Institute

No official correspondences, press release and/or external communications outside the Institute shall be made by any student concerning any activity that involves the Institute or the use of the name of the Institute without prior approval of the Director.

No external communications, including press release by the Students' Organization reflecting the interests of the students at the Institute shall be made without the prior approval of the Institute Management and shall bear the label of ZIPASO as their origin and not the Institute.

External Communications including press release by the registered students societies which do not reflect the interest of the students' community as a whole shall first be approved by the Students' Organization in consultation with the Institute management and shall bear the address of their own.

32. Loss or Damage of Personal Property

The Institute accepts no liability whatsoever for the loss of or damage caused to a student's property left on the premises of the Institute.

33. Vehicles/Motorcycles/Bicycles

- i. Students coming to the Institute by motorcycle or any other vehicle must comply with rules governing the driving and parking of vehicles and motorcycles as per the Road Traffic Act and its regulations as well as arrangements made by the Institute.
- ii. Parking space is exclusively reserved for the Staff of the Institute, though the Institute may, to the best of its ability and subject to availability of space, provide parking space.

34. Notices

- i. The Registrar has the authority to remove any unauthorized notice posted anywhere on the Institute premises.
- ii. Students have the responsibility to take cognizance of the content of all notices posted on the official notice boards of the Institute and comply by instructions.
- iii. Students should make it a point to visit the Institute website (www.ipa.ac.tz) regularly for updates on information regarding the Program, Courses, updates on Rules and Regulations, Time Table, Results and Start and End of the Semester.
- iv. The Institute will not communicate dates individually to each student.
- v. Publication on the Institute official website will be considered as official to all relevant parties, including students/tutors.
- vi. For notices emanating from Institutions outside the Institute, only notices duly authorized by the Director will be posted.

35. Library rules

1. Every student who uses the library shall be required to follow the procedures, rules and regulations of the Institute library. Failure to observe procedures, rules and regulations of the Institute library shall constitute a disciplinary offence.
2. Library services shall be available to students at the prescribed operating hours and library regulations established by the Institute.

36. Amendment of these regulations

The Council shall have power to amend these Regulations at any time when it appears necessary to do so.

Dated this²⁸..... day of November..... 2019

Signed by


.....
{FATMA SAID ALI}



Chairperson of the Council of the Institute of Public Administration – Zanzibar