

**THE INSTITUTE OF PUBLIC ADMINISTRATION  
ACT, NO. 1 OF 2007**

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**THE INSTITUTE OF PUBLIC ADMINISTRATION  
(STUDENTS' DISCIPLINARY) RULES, 2026  
[Made under section 17(vii)]**

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**ARRANGEMENT OF RULES**

**RULES**

**TITLE**

**PART ONE  
PRELIMINARY PROVISIONS**

1. Short title and commencement.
2. Interpretation.

**PART TWO  
STUDENTS' GENERAL MISCONDUCT**

3. Student's misconduct.
4. Disciplinary offences.
5. Student charged with criminal offence.

**PART THREE  
STUDENTS AFFAIRS AND CORRESPONDENCES**

6. Reporting time of admitted student.
7. Student's identity card.

8. Library services.
9. Collection of money in the Institute.
10. Official correspondences.
11. Permission to leave campus or branch.
12. Dressing code.

#### **PART FOUR DISCIPLINARY COMMITTEE**

13. Establishment and composition of the Committee.
14. Functions of the Committee.
15. Powers of the Committee.
16. Procedures of the meetings of the Committee.
17. Preliminary procedures.
18. Procedures during proceedings.
19. Adducing evidence.

#### **PART FIVE PENALTIES**

20. Penalties.
21. Dismissal.

#### **PART SIX APPEAL**

22. Appeal.
23. Mode of appeal.
24. Decision of appeal.

#### **PART SEVEN MISCELLANEOUS PROVISIONS**

25. Complaint of student against member of staff.
26. Suspended student.
27. Dress code for ceremonies.

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**IN EXERCISE** of the powers conferred upon it under section 17(vii) of the Institute of Public Administration Act, No. 1 of 2007, the Council of the Institute of Public Administration, do hereby make the following Rules: L.N 60 of 2026

**PART ONE  
PRELIMINARY PROVISIONS**

**1.** These Rules may be cited as the Institute of Public Administration (Students' Disciplinary Rules), 2026 and shall come into operation after being approved by the Council and published in the Gazette. Short title and commencement.

**2.** In these Rules, unless the context otherwise requires: Interpretation.

“Act” means the Institute of Public Administration Act, No. 1 of 2007;

“Council” means the Council of the Institute established under the section 5(1) of the Act;

“Dean of Students” means any officer appointed by the Institute responsible for students' affairs;

“Deputy Principals” means Deputy Principal of Administration, Planning and Finance and Deputy Principal of Academic, Research and Consultancy of the Institute appointed under section 10(1) of the Act;

“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;

“Principal” means the Principal of the Institute appointed under section 9(1) of the Act;

“student” means any person registered by the Institute for the purpose of pursuing studies;

“Committee” means the Students’ Disciplinary Committee established under rule 13 of these Rules; and

“Sexual harassment” means any unwelcome conduct of a sexual nature that creates a hostile environment, including physical actions like unwanted touching, verbal comments, written messages and displays of sexually explicit images.

## **PART TWO**

### **STUDENTS' GENERAL MISCONDUCT**

**3.-(1)** All students are required to respect and observe the laws of the Institute. Student's misconduct.

(2) Any kind of misconduct by a student that intends to tarnish the name and image of the Institute both in and off campus, is strictly prohibited.

(3) Any student found guilty of a disciplinary offence under this rule shall be liable to:

- (a) suspension from studies for a period not exceeding one academic year for the first offence; or
- (b) eviction from the Institute for a second and subsequent offence.

**4.** Without prejudice to any other provisions in these Rules, the following acts shall constitute disciplinary offences: Disciplinary offences.

- (a) using or threatening to use force or striking a fellow student, an employee of the Institute, any other person at the Institute's building or any other place that the student may be under the auspices of the Institute;
- (b) wearing of an immodest dress such as dresses exposing stomach, breasts, waist or thighs;

- (c) maliciously or recklessly damages, defaces or destroys the movable and immovable property of the Institute, property under the care of the Institute or property belonging to any member of the Institute or authorized visitors;
- (d) any act or conduct which is likely to obstruct or frustrate the functions, duties or activities of any organ, member of staff, student or any authorized visitor to the institute;
- (e) 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;
- (f) inciting or conspiring either orally or by use of literature;
- (g) refusal to comply with a lawful order or directive given by any staff of the Institute or from any organ or authority of the Institute;
- (h) use of slanderous, offensive 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;
- (i) committing forgery or uttering a false document with intentions to cause loss to the institute;
- (j) invites or entertains a student, an organization or any other person that has been barred from the Institute;

- (k) refusal to attend a meeting convened by the Committee or any other authority of the Institute when summoned;
- (l) refusal to abide the decision or penalty imposed by the Committee or any other authority of the Institute;
- (m) holding of student's meeting at the Institute's building or anywhere else without the permission of the Institute;
- (n) drunkenness, drug abuse, disturbing noise, disorderly conduct of oneself and any kind of nuisance which is likely to cause disruption of learning, interference of the work of any employee or any other person lawfully performing any work for the Institute within the Institute's building or any other place;
- (o) possession of any kind of illegal drugs and, or engage in any business or transactions which involves illegal drugs within the Institute premises;
- (p) forges or holds a fake student's identity card;
- (q) sexual harassment or discrimination either physical, verbal or psychological in nature;
- (r) mismanagement or embezzlement of fund belonging to the Students' Organization or any other fund that may be available for students' use;

- (s) collecting or charging money from any student or any other person of the Institute without written permission of the Institute;
- (t) unlawful possession of weapon which can cause harm and jeopardize peace within the Institute premises;
- (u) demonstrations or class boycott without permission of the Institute;
- (v) use of cigarette or any tobacco substance within the Institute's building or compound;
- (w) doing or engaging in an act which is likely to jeopardize harmony and security of the students and the Institute's community;
- (x) organize or engaging in any political party's activities on Institute's campus;
- (y) theft of any nature;
- (z) hacking or using information communication technology skills and equipment in any unacceptable manner to violate system of the Institute.
- (aa) displaying or disseminating of pornographic and sexual pictures or objects;
- (bb) unlawful possession of the Institute's property;  
and
- (cc) any other act that can be determined by the Institute as disciplinary offence.



5.-(1) Where a student is charged with a criminal offence in any court, the Institute is of the opinion that attendance to the proceedings of such criminal offence may affect that student academic performance, the Institute may suspend such student.

Student charged with criminal offence.

(2) Where a student is suspended under the provisions of subrule (1) of this rule and the court rules in his favor, the Institute may reinstate such student.

(3) Where an appeal has been lodged against any student who has been reinstated under subrule (2) of this rule, the Institute may re-suspend such student until the final determination of the appeal.

(4) A student whose suspension period exceed one academic year shall cease to be a student of the Institute and shall be dismissed from the programmes.

(5) Where a student is convicted of any criminal offence and sentenced to imprisonment for period exceeding two years shall cease to be a student of the Institute.

### **PART THREE**

#### **STUDENTS AFFAIRS AND CORRESPONDENCES**

6.-(1) All students shall report to the Institute at the beginning of each semester on the date as prescribed by the Institute.

Reporting time of admitted student.

(2) A student who fails to report and register on the prescribed date but not later than ten working days from the date of reporting and without any reasonable cause, shall be liable to an oral or written warning.

Student's  
identity  
card.

**7.-(1)** All students shall, at all times, be required to show their identity cards at the campus.

(2) The identity card referred under subrule (1) of this rule shall have the following particulars:

- (a) full name of the student;
- (b) student's photograph;
- (c) name of the program registered;
- (d) registration number;
- (e) date of issuance;
- (f) expiry date;
- (g) signature of the student;
- (h) signature of the authorised person; and
- (i) official stamp of the Institute.

(3) A student who contravenes the provisions of subrule (1) of this rule shall constitute to disciplinary offence.

Library  
services.

**8.-(1)** Every student shall be entitled to the services of the Institute's library.

(2) Library service referred under subrule (1) of this rule shall be available to students at specific working hours as the Institute may prescribe from time to time and notice of such working hours shall be affixed to the notice board of the library.

(3) A student who uses the library shall be required to follow the procedures and rules of the Institute library.

(4) A student who fails to observe the procedures and rules of the library shall constitute a disciplinary offence.

**9.** A student who wants to collect or charge money from any student or any other person of the Institute shall seek written permission from the Deputy Principal of Administration, Planning and Finance. Collection of money in the Institute.

**10.** All official correspondences by any student or Students' Organisation outside the Institute concerning any issue that involves the Institute shall be made through the Dean of Students and any issue that involves academic matters shall be made through the respective Head of Department. Official correspondences.

**11.-(1)** A student who intends to travel during semester time for a period exceeding five days shall seek written permission from the Deputy Principal of Academic, Research and Consultancy. Permission to leave campus or branch.

(2) Deputy Principal of Academic, Research and Consultancy shall not grant permission referred under this rule without consulting the relevant Head of Department.

**12.-(1)** All students shall adhere to the Institute dress code in order to maintain high professional ethical standards of integrity and discipline in the campus. Dressing code.

(2) Every student shall dress in the following acceptable manner:

- (a) neat, decent and well covered formals and semi-formals;
- (b) clean shaved and well-groomed hair;
- (c) shirts with full or half sleeves;
- (d) long trousers; and
- (e) skirts which flow well below the ankle.

## **PART FOUR**

### **DISCIPLINARY COMMITTEE**

Establishment  
and  
composition  
of the  
Committee.

**13.** There is hereby established a Committee to be known as the Students' Disciplinary Committee which shall compose of:

- (a) Deputy Principal of Academic, Research and Consultancy who shall be a Chairperson;
- (b) Deputy Principal of Administration, Planning and Finance;
- (c) Dean of students who shall be the secretary;
- (d) head of the respective Academic department;
- (e) legal officer of the Institute; and
- (f) president of the Students' Organization or his representative.

Functions  
of the  
Committee.

**14.-(1)** The functions of the Committee shall be, to:

- (a) receive and deliberate on any matter relating to the conduct of any student of the Institute;
- (b) investigate any disciplinary offence against any student;

- (c) initiate disciplinary proceedings and hear any student's disciplinary conduct or offence committed;
- (d) perform any other function for the promotion of good discipline among students.

(2) A disciplinary action shall not be taken for the alleged disciplinary breach against any student before that student is informed of the allegations against him and given an opportunity to be heard.

**15.**The Committee shall have the powers to:

Powers  
of the  
Committee.

- (a) authorize any officer of the Institute to conduct an inquiry or investigation into any alleged or suspected offences under these Rule;
- (b) summon any person to give evidence, information or produce anything in connection with the offence;
- (c) examine any student or any other person relating to any alleged misconduct of such student;
- (d) require any student within a specified time to provide any information or to answer any question which the Committee considers necessary in connection with any inquiry or investigation; and
- (e) determine and impose any appropriate penalty on any student for any proven offence relating to the misconduct of such student;

Procedures  
of the  
meetings  
of the  
Committee.

**16.** The Committee shall regulate its own procedures in respect of its meetings and proper conduct of its activities.

Preliminary  
procedures.

**17.-(1)** Where a complaint relating to a disciplinary offence is made by a student or any person against a student, such complaint shall be made in writing and addressed to the Committee through the Deputy Principal of Academic, Research and Consultancy.

(2) The Committee shall, when the complaint is made against a student, conduct preliminary investigation of such complaint.

(3) The Committee may summon a student or person who is conversant with the information or facts of the complaint to appear before the Committee or an investigation officer for examination.

(4) Where the Committee is of the opinion that no prima facie case has been made out against the student, shall inform both the respondent and the complainant of its decision not to hold any disciplinary proceedings against such respondent and no further proceedings shall lie in respect of that complaint or information.

(5) The Committee shall inform the respondent and the complainant of the time and place where the disciplinary proceedings shall be held.

(6) A party shall, for the purpose of his defense, reply or upon request in writing to the Committee, be entitled to be supplied with a copy of an explanation, answers or other

document given or sent to the Committee by or on behalf of the other party.

(7) A complainant or respondent may, at any time prior to the date of holding the disciplinary proceedings, serve upon the other party notice requiring him to admit or reply in writing any facts or produce any document as the case may be.

(8) The Committee may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day.

(9) The Committee shall, at the opening of the disciplinary proceedings read the complaint and if the respondent concerned is not present, satisfy itself that notice was duly served on the respondent as prescribed in subrule (5) of this rule.

**18.** The Committee shall adopt the following Procedures during proceedings.  
procedures during proceedings:

- (a) give an opportunity to the complainant to state his case and produce evidence in support thereof;
- (b) at the conclusion of the case by the complainant or the respondent shall not, without the permission of the Committee, make an address in reply;
- (c) investigate and determine any dispute referred to it with regard to the law of evidence and

shall be entitled to determine its own procedure for any proceedings.

Adducing evidence.

**19.-(1)** The Committee may take any evidence by oral or written statement.

(2) Where a witness is called by a party, he shall be first examined by the party which called him and then cross-examined by the other party and may be re-examined by the party which called him.

## **PART FIVE**

Penalties.

**20.**The Committee may, upon breach of any of the disciplinary offences specified in these Rules, impose any of the penalty to the student depending on the seriousness of the offence as follows:

- (a) give an ordinary or stern warning to a student;
- (b) order a student to pay compensation to the value of the damaged property;
- (c) fine not less than Fifty Thousand Shillings;
- (d) order a student to refund money collected and unaccounted for as the case may be;
- (e) suspend a student for a maximum of three weeks;
- (f) suspend a student for a maximum of one academic year;
- (g) suspend a student from studies until his case is



determined by a court;

- (h) bar the student to graduate or obtain his certificate or, and academic transcript; and
- (i) expel any student from the Institute.

**21.** The Committee may dismiss a student where: Dismissal.

- (a) he is charged and proved to have committed a disciplinary offence punishable by suspension and the same student had been previously punished by the same penalty within the same academic year;
- (b) he has been suspended from studies and ordered to be out of the Campus and failed to comply with such order by either remaining or being seen on campus; or
- (c) has committed a criminal offence and convicted by the Court and sentenced to imprisonment for a term of more than the period of one academic year.

## **PART SIX APPEAL**

**22.-(1)** A student who is aggrieved by the decision of the Committee may, within fourteen days from the date of decision, appeal to the Council. Appeal.

(2) Appeals under this rule shall be accompanied by an appeal fee as may be prescribed by the Council from time to time.

Mode of  
appeal.

**23.**-(1) The grounds of appeal under subrule (1) of this rule shall be:

- (a) procedural irregularity or other administrative error;
- (b) the decision was beyond the power of the Committee;
- (c) the Committee acted contrary to natural justice;
- (d) the decision was based on insufficient or wrong information as to the facts; or
- (e) where the Committee acted unfairly or imposed an unfair penalty.

(2) Where an appeal is lodged, execution of any penalty imposed by the Committee shall be stayed pending the determination of such appeal.

(3) The Secretary shall, upon receiving an application for appeal under subrule (1) of this rule, make all preparation of the meeting.

(4) At the hearing of an appeal, the parties concerned shall be entitled to be heard and a person in defense of, or representative capacity for the aggrieved party shall not be allowed to appear before the Council.

Decision  
of appeal.

**24.**The decision of the Council shall be final and conclusive.

## **PART SEVEN MISCELLANEOUS PROVISIONS**

**25.**-(1) Any complaint by any student against any member of staff of the Institute shall be reported to the Dean of students and the Dean of students shall settle the matter or shall refer it to the appropriate authority that deals with staff issues.

Complaint of student against member of staff.

(2) Any complaint of a student under subrule (1) of this rule shall be in writing to the Dean of Students.

(3) Where a complaint lodged concerns the Dean of students, such complaint shall be referred to the Department of Human Resource for the appropriate measures.

**26.** A student suspended from studies shall, unless permitted by the Principal or any person acting on his behalf, stay off-campus.

Suspended student.

**27.** Students shall adhere to the dress codes during official ceremonies and improper dressing may result in denial of participation in such events.

Dress code for ceremonies.

**SIGNED** on this day 5<sup>th</sup> of May 2025.

**(DR. ABDULHAMID YAHYA MZEE)  
CHAIRPERSON OF THE COUNCIL OF THE  
INSTITUTE OF PUBLIC ADMINISTRATION  
ZANZIBAR**

