

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)



Students' By Laws (2011)

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PREAMBLE

1.0 Introduction

- (a) These Students by- Laws are issued with the approval and consent of the Minister for Finance in whom the responsibility for general direction and control of Tanzania Institute of Accountancy (TIA) is vested by paragraph 4.1 of Executive Agencies (Tanzania Institute of Accountancy-TIA) (establishment) order, 2002, and are to be cited as Students by- Laws, 2011.
- (b) The Ministerial Advisory Board has a duty to advise the Minister and Permanent Secretary with the review of TIA's Strategic Plans, Business Plans and Performance Reports, setting objectives and key performance targets, any other matter provided for under the Executive Agencies Act or any other matter affecting the Institute activities as the Minister may from time to time refer to the Board.
- (c) The Rector is responsible for managing the Institute within the terms of framework document and the Executive Agency Act and Regulations. He/she shall apply these Students by- Laws for governing the conduct and regulating the conditions of learning and teaching environment of the Institute.
- (d) The Rector shall be assisted in these responsibilities and duties by the Deputy Rector, Academic, Research and Consultancy and the Deputy Rector, Planning, Finance and Administration.
- (e) These Students by- Laws are also subject to amendments.

- (f) In any dispute regarding the interpretation of these Students by-Laws, the Dean of Students may refer it to the Rector for clarity and shall be final and conclusive.
- (g) These Students by-laws may be supplemented as need arises by Government Circulars/directives and/or by the Management directives. The Circulars/directives will be numbered serially and reviewed periodically for the purpose of incorporation into these Students by-laws. These apply to the contents of any Students by-laws other than matters of a purely temporary or informative nature.
- (h) Every amendment of, or incorporation into these Students by-laws must be authorized by the Board.
- (i) Where the application of any of these Students by-Laws is at variance with Government directives, circulars or Management directives, such directives or circulars shall prevail.
- (j) Where any provision of these Students by-laws may be interpreted to convey a meaning contrary to any written law, such law shall prevail.

PRELIMINARY

2.0 Purpose

Whereas the Institute was established and exists for the pursuit of providing education in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting and Finance, Marketing and Public Relation, Research and Consultancy activities and other business related academic field

AND

Whereas the Institute's fundamental purpose can be achieved only if its members can work peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons;

NOW THEREFORE:

These By-laws are promulgated, and made to maintain these conditions and protect the Institute from actions, which would damage its academic reputation or the standing of the Institute and its members.

PART I

2.1 DEFINITIONS

In these Students by-Laws, the masculine shall include the feminine, and unless the context otherwise requires:

“Act”: Means the Executive Agencies Act No. 30 of 1997, as amended.

“Appeal Authority”: Means the Rector.

“Board”: Means the Ministerial Advisory Board of the Tanzania Institute of Accountancy as established under the Executive Agencies (Tanzania Institute of Accountancy-TIA) (Establishment) Order,2002.

“Chairperson”: Means the Chairperson of the Ministerial Advisory Board of the Institute or the chairperson of the students’ disciplinary committee.

“Citizen”: Means citizen of the United Republic of Tanzania.

“Deputy Rector”: Means an officer appointed by the Rector to assist him in or of the following divisions:

(a) Academic, Research and Consultancy

(b) Finance, Planning and Administration

“Directive”: Means directive emanating from the Government/Management

“Director”: Unless otherwise provided in these Students By-Laws means Director of Academic Affairs, Director of Research and Consultancy, Director of Finance and Planning, Director of Human Resources and Administration, and other officers so

designated by the Rector.

“Dean of Students/Warden” Means the Dean of Student and
Warden of T.I.A

“Disciplinary Authority” Means Disciplinary Committee or Rector when
exercising disciplinary powers.

“Disciplinary “Committee” Means a disciplinary Committee established by
the Rector to deal with students’ disciplinary
matters.

“Disciplinary Offence” Means the disciplinary offences defined under these
By – Laws.

“Hostel” Means students Halls of residence.

“Institute” Means the Tanzania Institute of Accountancy established by the
Executive Agencies (Tanzania Institute of Accountancy-TIA)
(Establishment) Order, 2002.

“Medical Certificate” Means a certificate issued by a registered Medical
practitioner or any other medical practitioner
accepted by the Institute.

“Minister” Means the Minister for the time being responsible for the Ministry
of Finance.

“Natural Justice” Shall include the right to be heard by an impartial body;
the right to be informed of the specific offence alleged
to have been committed and specified law alleged to
have been violated; the right to tender defence and the
right to appeal.

“Order” Means the Executive Agencies (the Tanzania Institute of Accountancy-TIA) (establishment) Order, 2002.

“Premises” Means Institute’s surroundings and its buildings.

“Rector” Means the Rector of the Institute appointed under Section 9 of the Act.

“Staff” Means an employee of the Institute.

“Student” Means any person admitted and registered to the Institute as candidate for Postgraduate Diploma, Degree, Diploma and Certificate or any other award of the Institute and includes any person enrolled to pursue any course of study of the Institute and paying his fee regularly and shall include Pre- course students.

“Students Organization” Means Tanzania Institute of Accountancy students’ organization (TIASO).

“Students Baraza” Means all Institute registered students Baraza.

“Students Disciplinary committee” Means a committee established by the Rector to deal with the students disciplinary matters.

“Vehicle” Includes motorcar, motorscooter, motorcycle, tricycle, bicycle, and other mechanical means of conveyance on land.

“Written Law” Means written law in Tanzania as referred in the Judicature and Application of Laws Act and the Interpretation and General Clauses Act, and it includes delegated legislation.

2.2 Wherever it appears in these by- Laws a singular shall include a plural form and vice- versa.

3.0 Acceptance of By-laws Condition for admission

3.1 Every Student on enrolment shall be supplied with a copy of these By- laws or part of the Institute regulations for the time being in force. Acceptance of a place in the Institute is conditional upon agreement by the student to abide by the By-laws. The operation and application of the By- laws is without prejudice to the constitution and the general laws of the United Republic of Tanzania.

4.0 Payment of fees as condition for registration

4.1 Payment of prescribed fees shall be a condition for registration to pursue and/or to continue with studies at the Institute; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in Institute Prospectus.

4.2 For avoidance of doubt, prescribed fees shall be such fees as are approved by the Management and shall include Students Organisation membership subscriptions or "students Union Fees".

PART II DISCIPLINARY OFFENCES

5.0 General Disciplinary Offences:

5.1 For the purpose of these By- laws, general disciplinary offences shall include the following:

- (i) Conduct which does or is likely to cause damage, defacement or violence to person or property within the Institute; provided that such conduct is that of a student towards another student, member or members or any employee or employees of the Institute, notwithstanding that the conduct in question occurred outside the Institute Campus;
- (ii) Using force or offering violence against or striking a fellow student, staff or any other person at the Institute Campus or outside the Institute Campus;
- (iii) Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other item or property of the Institute;
- (iv) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of:
 - (a) Any lecture, class, research or other instructional activity given or authorized by the Institute;
 - (b) Any meeting, function or lawful activity authorized by the Institute;
- (v) Unauthorized use of or interference with any technical, electrical or other device or installation of the Institute.

- (vi) Theft committed within the Institute; for avoidance of doubt, where a student is charged with and convicted of theft under the Law, the Institute may take disciplinary measures against such a student notwithstanding that he/she is prosecuted and or punished by a court of law;
- (vii) Unauthorized possession of Institute's property;
- (viii) Refusal or failure to comply with a lawful order or directive given by any staff of the Institute acting on his behalf or under an order from any competent organ or officer of the Institute;
For avoidance of doubt refusal or failure in this paragraph includes knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in that behalf;
- (ix) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any staff of the company hired by the Institute or any staff of the Institute in the course of performance of such staff's duties;
- (x) Forging a document or altering a false document or perpetrating forgery with intent to cause loss to any person, Institute, or any other institution whether in cash or otherwise;
- (xi) Knowingly inviting or entertaining a student or students in the Institute whose name or names appear on the Institute Notice Board as having been barred or otherwise known to

have been barred from the Institute premises by a competent authority;

- (xii) Refusal or failure to obey any lawful order issued under the Institute regulations or rules promulgated by a competent organ of the Institute;
- (xiii) Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent organ of the Institute when summoned to do so by a proper written notice by such Authority or organs as prescribed under Rule 16.1 of these By-laws;
- (xiv) Willful obstruction of the work of or proceedings conducted by the Disciplinary Authority or any other competent organ of the Institute or interference with witnesses in disciplinary proceedings conducted under these By- Laws;
- (xv) Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Committee or any other competent authority or the Institute.
- (xvi) Unauthorized holding of Institute and/or Students Baraza or general meetings;

For avoidance of doubt, such Students' Organization's meetings as are scheduled in the Institute Almanac currently in force shall be deemed to be authorized, provided that emergency Baraza may be held only after the **Rector/ Campus Manager** has approved of the same if it has the effect of obstructing or frustrating the holding of any lecture, class or work given further that in any other case, a three day notice shall be given to the

Rector/Campus Manager prior to the holding of such emergency Baraza;

- (xvii) Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant authority of the Institute, namely, the Rector, Deputy Rectors, Directors, Dean of Students, or relevant Heads of Departments/Sections as the case may be, depending on the intended audience and the status of the guest speakers/social entertainers;
- (xviii) Forming and/or establishing unauthorized students' groups which are likely to cause **breach of peace**, disunity and disorder at the Institute or in the wider community;
- (xix) Without derogating the right to freedom of expression, willful writing of defamatory literature **and / or** uttering insults or obscene language by any student or group of students against any other student or group of students or any employee of the Institute, or against the Institute, Government or any civil leaders;
- (xx) Sexual harassment of whatever kind;
For avoidance of doubt, sexual harassment may be physical and/or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical or gestural sexual advances; or sexual explicit derogatory statements, or sexually discriminatory remarks made by a student of the Institute which are offensive or may be reasonably interpreted as offensive to a fellow student (victim) involved or which cause the student (victim) to feel

threatened, humiliated, patronized or harassed or which interfere with the student's smooth and peaceful pursuance of his/her studies; or which undermine one's general feeling of security or creates a threatening or intimidating study environment;

(xxi) Decency Dressing

- a. All students of the Institute shall be required to dress decently. A student shall be considered to have dressed indecently if it will be established that he/she has not complied with the acceptable Tanzanian culture.
- b. Where a student dressed indecently, he/she will be sent back to redress decently.

(xxii) Rape or indecent assault;

(xxiii) Mismanagement **and /or** embezzlement of Students' Organisation funds and/or of any other recognized student society established under the auspices of the Students' Organisation in accordance with the relevant provisions of the Student's Organisation's constitution for the time being in force;

(xxiv) Collecting or charging money from any student or student groups without prior permission of the relevant Institute authority; namely, the Rector, Deputy Rectors, Directors, Dean of Students, or relevant Heads of Departments/Sections as the case may be;

(xxv) Unauthorized carrying of lethal weapons within the Campus which is likely to jeopardize peace;

- (xxvi) Illegal entry into another student's room.
- (xxvii) Striking, boycotting of classes and unauthorized demonstration.
- (xxviii) Sleeping more than one student on the same bed in the hostel.
- (xxix) **Where a student is convicted and found guilty by the court of law, the institute upon relaying on the decision of the court shall discontinue the student forthwith**

6.0 Provisions relating to residence

6.1 (i) Students accommodation at the Institute is not guaranteed. Students may be offered accommodation as per Institute's accommodation Policy

(ii) The rooms are furnished with beds, mattresses, tables, chairs and in some cases armchairs. Occupants are responsible for the proper care of all property and any damage or loss must be reported immediately to the **Dean/Warden**. The occupants shall be required to sign for all property found in their room at the beginning of each Semester/Year and sign off at the end of Semester/Year. The occupants shall ensure that they sign off at the end of Semester/Year otherwise they will be charged for the property not handed in.

(iii) A student who secures Institute accommodation shall be required to duly complete the following forms before entering the room:

- a) Application for Hostel Accommodation- Form A.H.F.TIA No.1
- b) Accommodation Agreement – Form A.A.F TIA No. 2
- c) Arrival Report Form- A.R.F- TIA No. 3
- d) Clearance Form for Hostel – C.F.H – TIA No 4

7.0 Failure to observe any of those rules shall constitute a disciplinary offence:

- 7.1** (i) Students shall be enjoined to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms and the surrounding of the Halls of residence.
- (ii) Students shall not interfere with or transfer furniture or fittings of any kind from any part of the Institute buildings without prior written permission from the office of the Dean of Students / **Warden** of the Halls of Residence as the case may be. Notwithstanding the generality of this paragraph, any student wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the office of the Dean of Students.
- (iii) No cooking or cooling appliance and no electric devices other than reading lamps, table fan, electric iron, electric razor, radio, record player or video shall be used in student rooms or in any other unauthorized place or space.
- (iv) If a wall point is fixed in a room it will take a maximum current of 13 amps. Electric lights must not be left on during the daytime or when an occupant is not in the room.
- (v) Musical appliances and instruments, such as record players, radio set, video and other noise-making instruments shall not be used between 12:00 midnight and 6:00 a.m. provided that at any other time, music shall not be played beyond room sound for avoidance of causing nuisance and annoyance to other residents of the Hall

- (vi) For specific official students' functions, permission to extend musical performance in specified places within the Institute may be granted by the Dean of Students until but not beyond 12.00 a.m
- (vii) A resident shall obey rules and instructions made in respect of Halls of Residence and shall refrain from conduct which may bring discredit upon his/her Hall of residence or is prejudicial to the welfare of other residents of the Hall such as drunken and disorderly conduct, over blasting music, etc.
- (viii) **Students shall not be allowed to entertain any visitor(s) of either sex in their rooms/halls of residence. If any visitor/any student of either sex found in the room, the one who is entitled to the room shall be removed from the room and his/her accommodation fee shall not be refunded.**
- (ix) **Students are not allowed to sleep two or more on the same bed. If found the one who is entitled to the bed shall be removed from the room and his/her accommodation fees shall not be refunded, and the one who is caught sleeping on the bed shall pay the whole semester accommodation fee.**
- (x) Students shall not be allowed to live with any unauthorized person or persons in their rooms, including their children or other relatives.
- (xi) Students shall be expected to live peacefully with one another in their allocated rooms. If at all one student is found to be misbehaving towards his/her roommates, the misbehaving

student may be ordered out of the room or may be given a probationary period of good behaviour of up to 10 weeks or one Semester, whichever is the longer.

(xii) Regulations for Institute residence within the Campus shall apply mutatis mutandis to the students living in off-campus residences supervised by the Institute.

(xiii) ***Permission to leave campus***

(a) No **resident** student shall sleep out of the Institute during semester time without notifying the relevant **Dean of Students/Warden** unless he/she is officially non-resident.

(b) Permission for travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Head of Department of the relevant Department and notified to the Dean of Students/**Warden**.

(c) Permission for travel for more than a week or if it will affect the end of semester examinations, shall be obtained from the Director of Academic Affairs/**Academic Officer** through the Head of the relevant Department and notified to the Dean of Students/**Warden**.

8.0 Provisions relating to vacation of residence

- 8.1 (i) All students shall be required to vacate the Hall of Residence at the end of each semester/year when the Institute closes for vacations.
- (ii) Students may be granted permission to stay in the Halls of Residence for the short vacation provided that, in that event, they shall undertake to meet the cost of their stay at prescribed rates.
- (iii) Students may, under special circumstances not specified above, be permitted to live in Halls of Residence during vacation with the approval of the Dean of Students and at prescribed rates.

9.0 Provisions relating to cafeteria and kitchen

9.1 The Institute catering system is centralized; students meals shall normally be served in the Institute cafeterias at prescribed times and prescribed rates of payment for meals and/or services and other terms and conditions as shall be prescribed by competent authority from time to time.

9.2 Failure to observe any of such rules shall constitute a disciplinary offence:

- (i) The kitchens shall be out of bounds to all students except for student leaders appointed to oversee cafeteria matters.
- (ii) Smoking is not allowed in the cafeteria.
- (iii) Except with the permission of the catering superintendent or his deputy in that behalf, no student may take any equipment such as crockery, glasses, cutlery, etc. from the cafeteria.

- (iv) Any criticism of or complaint about cafeteria services shall be made through a suggestion box or through Tanzania Institute of Accountancy Students' Organization leaders to the Dean of Students.

PART III General Regulations

10.0 On Part Time (Employment)

10.1 Students may undertake paid employment during semester time subject to prior permission from the Director of Academic Affairs. Assurance shall be provided that the academic work of such students would not suffer through such employment.

11.0 On use of Institute Facilities

11.1 Failure to observe any of the prohibition provisions of this section shall constitute a minor disciplinary offence.

- (i) Officials of the Students' Organization or recognized students' societies or clubs may, with written permission from the Dean of Students, may request transport from the Head of Human resources.
- (ii) Smoking, eating and drinking are prohibited in the Library, Lecture rooms and theatres, Seminar rooms, and Laboratories.

12.0 On official Correspondence

12.1 Students may communicate with outside institutions and the news media in their private capacity. All official correspondence by students or by officials of the Students' Organisation or by officials of recognized student societies to Government Ministries, Parastatals, Non – governmental organizations, etc. shall be routed through the Dean of Students/**Warden** or the Heads of Departments, as the case may be; correspondence to the Rector, the State House, representatives of Foreign

Governments and international Non- Governmental organizations or any other such official body shall be routed through the Deputy Rector Academic, Research and Consultancy.

13.0 On collection of money in the Institute

13.1 Application for permission to make general collection of money, other than Students' Organisation subscriptions or entrance fees for concert and other functions, shall be made to the Dean of Students through the Students' Organisation. Collectors shall be required to submit to the Dean of Students a statement of money received and show how the money has been or is to be expended

14.0 On keeping vehicles on Campus

14.1 Any student who wishes to bring a vehicle to the Institute shall comply with the general law of the land governing the driving and parking of vehicles as well as the relevant rules which are in force on the Institute Campus and shall register the vehicle with the Dean of Students.

Provided that registration shall be conditional upon production for inspection of: -

- The vehicle registration card
- The current certificate of insurance
- Fire safety sticker
- When demanded, a certificate of roadworthiness
- A clean current driving license in the applicant's name

Provided further that such registration shall be renewed annually.

PART IV

EXERCISE OF DISCIPLINARY POWERS

15.0 Disciplinary Committee

15.1 In the exercise of these statutory functions the disciplinary Committee will compose the following members:

- i. **Academic officer - Chairperson**
- ii. **Dean of Students/Warden- Secretary**
- iii. TIASO Campus president - member.
- iv. **Respective Head(s) of Academic Department(s) - members.**
- v. **Legal Officer/Lawyer-member**

16.0 Preliminary Procedures

16.1 (i) When a complaint is made to and information is received by the Disciplinary Committee that a student has committed a disciplinary offence, the Disciplinary Committee shall make preliminary investigation of the case.

(ii) Where a complaint is made by any person or body charging a student with a disciplinary offence, such offence shall be formulated in writing and addressed to the Disciplinary Committee.

(iii) Upon receiving such information, the Disciplinary Committee may require the student against whom such complaint is made or in respect of whom such information is received, as the case may be, to tender an explanation and may cause further

investigations to be made and such further evidence to be obtained and may obtain such advice and assistance where it is thought appropriate:

Provided that the Disciplinary Committee may in any case in which a complaint is made or information received, and shall in any case where it asks a student for such explanation as aforesaid, supply the student with copies of the complaint or a summary of the information, as the case may be, and such particulars thereof as will enable the student to make answers thereto.

- (iv) If the Disciplinary Committee is of the opinion that no prima facie case has been made out against the student, it shall inform both the student and the complainant of its decision not to hold any disciplinary proceedings, in which case, no further proceedings shall lie in respect of that complaint or information.
- (v) Where the Disciplinary Committee is of the opinion that a prima facie case for a disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute.
- (vi) The Disciplinary Committee shall serve upon the student and the complainant a proper notice, such notice shall specify the charge or charges in respect of which the disciplinary proceedings are to be held and shall inform the charged student (hereinafter referred to as "the student") and the complainant of the time and place for holding the disciplinary proceedings.

In this paragraph "a proper notice" in terms of time means notice given within a reasonable time provided that such time shall not be less than **seven (7) days** from the date of service of the

notice on the student to the date of holding the disciplinary proceedings.

- (vii) Either party shall, for the purpose of his defense or reply, as the case may be, and upon request in writing for that purpose to the Disciplinary Committee, be entitled to be supplied by the Disciplinary Committee with a copy of an explanation, answers or other document given or sent to the Disciplinary Committee by /or on behalf of the other party.
- (viii) Either the complainant or the student may at any time prior to the date of holding the disciplinary proceedings serve upon the other a notice in writing asking him/her to admit in writing any facts or produce any documents which are specified in such notice, material to the complaint or information or defense, as the case may be.
- (ix) The Disciplinary Committee may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day.
- (x) The disciplinary proceedings shall be open and shall be held in public; Provided that the Disciplinary Committee may, if it thinks fit, at any stage of the disciplinary proceedings, exclude the public generally or any particular person.
- (xi) At the opening of the disciplinary proceedings the charge or charges shall be read, and, if the student concerned is not present, the Disciplinary Committee shall satisfy itself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in paragraph (vi) of this sub- section.

17.0 Procedure during proceedings

- 17.1** (i) The complainant shall open the case and produce his evidence in support thereof.
- (ii) The Disciplinary Committee shall then give opportunity to the student to state his/her case and produce evidence in support thereof.
- (iii) At the conclusion of the case by the student, the complainant may address the Disciplinary Committee in reply: Provided that if the student has not produced evidence in support of his/her case the complainant shall not, without special leave of the Disciplinary Committee, make an address in reply.
- (iv) The Disciplinary Committee shall investigate and determine any dispute which is referred to it without regard to any law of evidence or procedure applicable to any court of law, and shall, subject to these By-Laws, be entitled to regulate as it sees fit the procedure of any proceedings before it.

18.0 Adducing evidence

- 18.1** (i) Evidence may be taken by the Disciplinary Committee by oral or written statement.
- (ii) Where a witness is called by a party he/she shall be first examined by the party which called him/her and then cross-examined by the other party and then if necessary again by the party which called him

18.2 Decision of Disciplinary Committee

The decision of the Disciplinary Committee arrived at shall be recorded and shall be announced in any manner as it may deem fit.

PART V

19.0 PENALTIES

Upon breach of any of the disciplinary offences specified in these By-Laws, the Disciplinary Committee may impose penalties including warning, reprimand, fine, compensation, exclusion from the Halls of Residence, suspension, and expulsion as herein under provided;

- 19.1 (i) May give an ordinary or a stern warning or reprimand to a student who contravenes the regulations in PART II, Para **5.1** (ix) (xi), (xvii), (xxi) and (xxv).
- (ii) Shall fine a student and or order compensation, as the case may be, for disciplinary offences under PART II, Para **5.1** (i), (iii),(v) and **(vii)**
- (iii) May suspend a student found guilty under PART II Para **5.1** (ii) and (xiv) for a maximum of thirty (30) days.
- (iv) May suspend a student for a maximum of nine months or one academic year for a disciplinary offence under PART II Para 5.1 (i), (viii), (xvi), (xix), (xxiv) **and (xxvi)**.
- (v) May recommend to the Deputy Rector to expel any student found guilty of disciplinary offences under Part II Para **5.1** (vi), (x), (xii), (xiii), (xv), (xviii), (xx), (xxii), (xxiii), (xxv),(xxvii) and **(xxix)**.

20.0 The Disciplinary Committee may impose other penalties as follows:

20.1 (i) Any Student found guilty of a disciplinary offence under PART II Para **5.1** (xxiii) or (xxiv) may, in addition to the penalty specified for the offence, be required to pay the money embezzled or collected, as the case may be, with or without an interest thereon. Provided that such first – mentioned penalty may be compounded upon repayment of the money.

Provided further that the Disciplinary Committee may instead require that such student found guilty of disciplinary offence under PART II Para 5.1 (xxiii) or (xxiv) shall not graduate or obtain his/her certificate, diploma and/or academic transcript until the debt is discharged.

- (ii) Subject to the provisions of the next paragraph or any other relevant paragraph hereinbefore contained, offences under PART II Para **7.1** of these By- Laws shall be punished with penalties ranging from reprimand to exclusion from Institute's Halls of residence.
- (iii) Compensation may be charged in full or in part for loss suffered as a result of breach as shall be determined by the Disciplinary Committee.

PART VI

APPEALS

- (i) Appeals by an aggrieved party against decision of the Disciplinary Committee shall be submitted to the Rector within seven (07) days from the date the decision was passed and such appeal shall be in writing, setting out the grounds of appeals.**
- (ii) Upon receiving such an appeal, the Rector shall form a sub-committee which shall hear such an appeal.**
- (iii) When an appeal has been lodged against any penalty imposed by the Disciplinary Committee, the Rector shall have discretion to stay such penalty or to let the penalty remain in force pending the determination of such appeal.**
- (iv) In determining an appeal, the Appeal Authority 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 the Disciplinary Authority and the decision of the appeal authority shall be final and conclusive.**

PART VII

22.0 MISCELLANEOUS PROVISIONS

- 22.1** (i) Offences number (xxiii) or (xxiv); where there is an emergency need for overt operations of security officials or policemen amidst students in students' compounds, the students' Organization will be informed as soon as possible for such presence.
- (ii) The Disciplinary Committee shall convene all disciplinary proceedings and may lodge if required all disciplinary committee proceedings before the Appeal Authority.
- (iii) These By-Laws are not exhaustive of rules and regulations governing students conducts at the Institute and do not exclude the application of special regulations applicable in specific organs of the Institute such as the Institute Library etc.
- (iv) All students are advised each to open a Bank account with any Bank in their respective towns.