



BANK OF TANZANIA ACADEMY

STUDENT BY-LAWS

2021

PREAMBLE

Whereas the Bank of Tanzania Academy has been established in pursuit of high quality education, research, consultancy and ethical values.

AND

Whereas such quality education, research, consultancy and ethical values can best be attained when peace, tranquility and good cooperation accompanied with respect among members of the Academy prevail.

NOW THEREFORE

These By-Laws are established to ensure prevalence of these conditions and protect the Academy from actions which would damage its academic reputation or the standing of the Academy and its members.

PART 1

PRELIMINARY PROVISIONS

1. Short Title

These By-Laws shall be cited as the BOT Training Academy Students By-Laws (General Conduct, Disciplinary Offences, Procedures, Penalties and Appeals) 2020.

2. Interpretation

In these By-Laws unless the context provides otherwise:

<i>“Board”</i>	<i>Means the Advisory Board of the BOT Academy.</i>
<i>“Demonstration”</i>	<i>Means but not limited to unlawful demonstration.</i>
<i>“Disciplinary Offence”</i>	<i>Means any act or misconduct forbidden under these students By-Laws or any other law for the time being in force which in the opinion of the Students Disciplinary Committee constitutes a disciplinary offence.</i>
<i>“Gross misconduct”</i>	<i>Means conducts leading to immediate dismissal, expulsion or discontinuation from the Academy because it is serious enough and possibly criminal, example stealing, willful endangering the safety of others or sexual harassment. Gross misconduct further refers to an action, or inaction which could be referred to as poor performance due to: drunkenness; drug use; fighting, assault on fellow student(s), staff, lecturers; harassing people; willful damage to property; subjecting people to racial, gender, religious abuse; cursing/swearing; truancy; behavior not conforming to prevailing standards or laws; the act or an insistence of fornication; gross dishonest or bad management; and deliberate wrongdoing.</i>
<i>“Head of Students Affairs”</i>	<i>Means an officer responsible for students 'affairs other than those related to finance.</i>
<i>“Hostel”</i>	<i>Means and include halls and blocks of residence supervised by the Academy.</i>
<i>“Misconduct”</i>	<i>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. In connection with Academy discipline, "misconduct" generally shall be construed to be student behavior that is unacceptable to the Academy but does not violate criminal</i>

statutes including absenteeism, tardiness, bullying and inappropriate language.

“Political Activities” Means and include, organization, participation or intervention directly or indirectly in the political rally or campaign of any candidate or political party on the Academy campus.

“Sexual Misconduct” Means sexual contact without consent by an acquaintance or a stranger and includes: intentional touching without consent, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks; rape (sexual intercourse without consent or whether by an acquaintance or stranger; attempted rape; sodomy or sexual penetration with an object without consent. To constitute lack of consent, the acts must be committed either by threat, force, and intimidation or through the use of the victim's mental or physical inability such as when the victim is physically or mentally incapacitated by alcohol or other drugs. Sexual Misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed.

“Student Organization” Means the organization established under the BOT Academy to cater for the welfare of students.

“Student(s)” Means any person admitted to the Academy as a candidate for Ordinary Diploma and Postgraduate Diploma or other award of the Academy and includes any person enrolled to pursue any course or study of the Academy.

*“Appeals Committee
Disciplinary
Appeal Committee”* Means a Committee established under Part 10 (13) (2) of the Bank of Tanzania Academy Students By-Laws 2020.

*“Students Disciplinary
Committee”* Means a Committee established under Part 8 (11) (2) of the Bank of Tanzania Academy Students By-Laws 2020.

The Academy” Means BOT Academy.

3. Application

These By-Laws shall apply to all students of the BOT Academy. The Principal shall be responsible to the Advisory Board for the enforcement of these By-Laws.

4. Commencement

These By-Laws are made by the Advisory Board in accordance with the BOT Academy Charter and shall come into force on such date as the Advisory Board approves.

PART 2

GENERAL CONDUCT

5. (1) Student Conduct

- (i) Students are required to conduct themselves at all-time[s] in a manner suitable for the reputation of their status and the Academy.
- (ii) Students shall be expected to:
 - a) 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.
 - b) Any proved sexual misconduct involving students of the same or opposite sex calls for immediate expulsion of the culprit.
 - c) 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.

(2) Drunkenness, Noise and Nuisance

Students are prohibited from drunkenness, undue noise, disorderly conduct and nuisance of any kind within the area/premises of the Academy and off campus.

(3) Demonstration, Mob Actions and Political Activity

- (i) Demonstrations, strikes, mob actions and unauthorized assemblies are hereby forbidden. Political activity on Campus are also forbidden but subject to certain limitations to candidates, government officials, associated campaign and government staff and other political speakers may be invited to speak on campus.
- (ii) 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 the Academy. Academy student should not engage in political activity at Academy functions or through official Academy publications.
- (iii) No student should be pressured by colleagues to contribute to, or perform tasks in support of, a political campaign.
- (iv) If a student is running for political office, it is strongly preferred that no campaign activities shall be conducted on campus, to avoid the appearance of Academy endorsement.
- (v) Maliciously damaging, defacing or destroying any Academy property shall be considered as a disciplinary offence.

(4) Smoking

Smoking is prohibited in the Library, Cafeteria, Lecture Rooms, hostel rooms, Laboratories and in all public places, except designated smoking areas.

(5) Drug Abuse

Students are prohibited from possession, use and trafficking of illegal drugs. Severe disciplinary actions including expulsion from the Academy shall be taken against any student found in possession, using or involved in trafficking of illegal drugs. Such student shall be liable for prosecution in respect of the relevant criminal act(s) as prescribed by the law of the Country.

(6) Reporting for Studies

- (i) Students are required to report at the Academy on the first day of each semester or the prescribed date of the academic year.
- (ii) After the lapse of two weeks after the inauguration of the new academic year, each student reporting late shall be barred from registration unless satisfactory reasons are given for reporting late.

(7) Communication with Outsiders

- (i) Students, on the basis of freedom of expression as guaranteed under the country's Constitution, may communicate with outside institution(s) and news media in their private capacity.
- (ii) In matters concerning the Academy, all communications and correspondences, by students or by officials or recognized student associations to institutions shall be routed through the Head of Students Affairs as the case may be.
- (iii) Correspondences and communications about the Academy to the Advisory Board, Government Authorities, representatives of foreign governments, international Non-Governmental Organizations, local and International news media and any such like institution shall be routed through the Principal.
- (iv) Any student who communicates directly without observing the prescribed procedures commits a disciplinary offence.

(8) Publications

Students wishing to publish articles in the Academy Newspapers, Bulletins, etc. or make use of any print or electronic media shall be expected to observe laws of libel which prohibit, inter alia, publishing of:

- (i) Defamatory statements about a person which exposes that person to hatred, scorn and contempt, or is likely to injure him or her in his or her trade or profession.
- (ii) Seditious statements or pictures that may incite people to violence, even if the writer has no intention to do so.

- (iii) Blasphemous statements about religious matters that may offend deeply the feelings of those who hold those matters sacred.
- (iv) Obscene statements, or pictures which are likely to spoil or likely to corrupt or corrupts those people into whose hands the paper may fall.
- (v) Any confidential information received from police or public officers in the course of their official duties or enquiries.
- (vi) Any matter which is likely to bring a court of law into contempt or to hinder its administration of justice.
- (vii) Works of others without their permission and thereby abusing copyright.
- (viii) Any student who contravenes the publishing By-Laws, commits a disciplinary offence.

(9) Illness

Illness or accident must be reported to the Head of Students Affairs and to the respective Head of Department. If a student opts to be treated outside the Academy and such treatments the case may be shall require the student to be admitted outside the Academy or be away from classes for more than two days, he/she shall communicate the same to the Head of Students Affairs.

(10) Leave of Absence

A student may obtain leave of absence for a period not exceeding ten days during semester time, on the application to the Head of Students Affairs. Such application shall be accompanied by a written approval of the Head of Department on a prescribed form.

(11) Vacating the Campus During Vacations

Students are generally not allowed to stay at the campus during long vacation days. A student who has a particular and exceptional reason to stay at the campus and who secures the permission of the Head of Students Affairs to stay at the campus shall be bound by these By-Laws as they would during the semester time. They shall also be required to pay in advance a prescribed boarding fee and make his / her own arrangements for meals, dispensary and hospitalization services.

(12) Students Motor Vehicles

Students shall be allowed to keep or park motor vehicles (including scooters, bicycles, tricycles and motor cycles) within designated parking areas of the Academy and should not park on official parking place (reserved places).

It is provided that the Academy shall not be responsible for any damage to or loss of the vehicle and / or motor accidents involving students and third parties.

The permission for any student to keep or park a motor vehicle within the campus may be withdrawn whenever it is obvious to the Academy that the student is a dangerous or reckless driver.

- (iii) Blasphemous statements about religious matters that may offend deeply the feelings of those who hold those matters sacred.
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It is provided that the Academy shall not be responsible for any damage to or loss of the vehicle and / or motor accidents involving students and third parties.

The permission for any student to keep or park a motor vehicle within the campus may be withdrawn whenever it is obvious to the Academy that the student is a dangerous or reckless driver.

(13) Employments

No student may be employed in any kind of employments contracts whatsoever at or outside the campus during semester without prior permission from the Head of Students Affairs upon being satisfied that the student's academic work performance will not be affected by such undertaking. Contravention of these rules shall be construed as disciplinary offences punishable under these By-Laws.

(14) Meetings

The meeting of the Students' government and of any Committee or subcommittee and of any students' organization shall be held after lecture hours unless prior permission is obtained from the Head of Students Affairs to hold such meetings during lecture hours. This shall apply to any other social clubs or religious organizations at the Academy.

PART 3

RESIDENTIAL REGULATIONS

6. (1) Hostel

- (i) Student may opt to live in the Academy hostel at the campus if accommodation is available, or a student may opt to live outside the Academy campus. In the cases of off-campus residence supervised by the Academy, the By-Laws for Academy residence within the campus shall mutatis mutandis apply to such students living off-campus.
- (ii) Students who opt to live in the Academy hostels must comply with the accommodation policy and other regulations as established by the Academy. Failure to adhere to these regulations will make the student to lose the privilege of staying in the Hostel.
- (iii) Students of the opposite sex are not allowed to share a room/bed in the Academy hostels.

(2) Cleanliness

Students shall be responsible for the care of the rooms they occupy and the surroundings and for daily cleaning of the rooms. In no way may walls of rooms be ruined or damaged with nails, cello tape and pictures. Timetables may be fixed on book shelves and not on walls.

(3) Changing of Rooms

Students are not permitted to change rooms without written permission of the Hostel Warden or the Head of Students Affairs. Such permission will normally come into effect at the beginning of a new semester.

(4) Electrical Fittings

Under no circumstances students may interfere or tamper with electrical fitting and installations nor should they use any electric appliances other than an electric iron and radio /TV sets from the sockets provided for that purpose.

(5) Use of Musical Instruments

The hostels shall be a place of reading, rest, peace and retirement, hence, there should be no noise at any time. Musical instruments should be tuned at room sound and should not be used after 10:00 p.m.

(6) Cooking in Hostels

No cooking is allowed in hostels and storing of paraffin, petrol or any other combustibles is not allowed.

(7) Cafeteria and Kitchen Procedures

Students utilizing the Academy's catering system are required to observe cafeteria regulations as follows:

- (i) The kitchen shall be out of bounds to all students except for student leaders appointed to oversee cafeteria matters.
- (ii) Meals shall be served at prescribed times and eaten at the cafeteria.
- (iii) Students are not allowed to remove any equipment such as cutlery, glasses, dishes and cups provided for their meals.
- (iv) Any complaints about catering services shall be made through a suggestion box or to students' organization leaders and/or Head of Students Affairs.

(8) Room Furniture

Each student shall be given the necessary items in the room for residence including a bed, mattress, reading desk and a chair and shall be responsible for the care of these items, the handing / taking over of which shall be made in writing. No furniture including chairs should be added or taken out of the room.

(9) Bed Time

All students are required by the By-Laws to be in their rooms or residence by 12:00 midnight except where permission is granted by the Head of Students Affairs or any other authorized Academy Official. For an approved social function within the Academy, an extension of up to 2:00 a.m. may be allowed.

(10) Sharing of Rooms

Students shall be expected to live harmoniously with one another in their allocated rooms. If a student is found to be misbehaving towards his/ her roommate, the misbehaving students may be ordered out of the room or may be given a probationary period of good behavior of up to one semester and shall be called before the disciplinary Committee to defend himself / herself and may be suspended up to a period of one year.

(11) Visitors

Students may be allowed to entertain a fellow student of either sex of the BOT Academy in their rooms from 10:00 a.m. to 10:00 p.m. In every case they must show due regard for the rights of their roommate and other students.

At no time and under no circumstances are outside visitors or students of the same or opposite sex allowed to share a bed. Visitors from outside must leave the campus by 6:00 p.m.

(12) Unauthorized Person

Students shall not be allowed to live with any unauthorized person or persons in

their rooms including their children, relatives or spouses.

(13) Care of Keys

Students are expected to take care of keys for their allocated rooms. Loss of keys by students must be immediately reported to the Hostel Warden. 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.

(14) Return of Keys

Students must clear their rooms entirely of personal belongings at the end of the semester and return keys to the Hostel Warden by written evidence. Failure to do so shall 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.

PART 4

STUDENTS DRESS CODE

7. (1) The dress code is applicable to all students and is part of the Academy policy to provide and maintain high professional ethical standards of integrity and discipline on the campus. The dress code must be adhered to by every student from Monday to Sunday, even if casual attire is allowed on weekends. Students shall dress with decency, modesty and smartness at all times as shall prescribed in Academy's banners from time to time.

The following clothes are prohibited:

- (i) Skin tight or transparent clothes.
- (ii) Jeans with holes.
- (iii) Trousers hanging under the buttocks (Mlegezo).
- (iv) Tight trousers, skirts and blouses.
- (v) Dress/skirts with excessive slit (mpasuo).
- (vi) Any dress that leaves the stomach, waist, breasts, chest, and/or back open.
- (vii) Shorts or skirts that do not cover the thighs when seated.
- (viii) See through clothes, mini-skirts, stomach-cuts, capped sleeves and sleeveless tops/vests/shirts, T-shirts, tracksuits, casual wear like kangas and head scarves.
- (ix) Sports shoes, slippers, shorts and studs/earrings for men are forbidden.

- (2) Students shall at all times maintain personal hygiene and shall appear with neat, well-groomed hairstyles and well-groomed beards.

PART 5

REGULATIONS RELATING TO ACADEMIC LIFE

8. (1) Registration

Every student shall be registered for one course programme only. Once admitted to a particular course programme, a student may switch to a different programme with permission from the relevant academic authority.

(2) 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 two equal installments at the beginning of each semester. It is an offence by Laws of the Country and by these By-Laws for any student to present forged receipts, fake, counterfeited cheques or any other illegal financial documents during making payments to the Academy.

(3) Lecture Attendance

Student shall be required to attend at least 75% of the lecture hours to qualify for sitting for the Academy examinations.

(4) Missing Lectures

In the event of a student missing lectures, the Class Representative shall inform the course instructor concerned or the Programme Coordinator.

(5) Tests and Examinations

A student shall be required to sit all tests and examinations prescribed to qualify for the Academy award. Any special reason that may prevent a student from sitting any examination shall be reported to the Programme Coordinator and permission shall be granted in writing prior to the time of the examination. A student who forge or present a fake student Identity card, examination card or any Academy document contravenes these By-Laws and if proved, the student shall be expelled from studies and be reported to the relevant government Authority for legal action.

(6) Release of Results

Except for final examination, release of tests and course work assessment results shall be under the mandate of the respective lecturers within reasonable time. Final examination results shall be released at a date prescribed normally in the Academy almanac. Students are not allowed to seek results from any academic or non-academic staff member by telephone, letter or any other way before the prescribed date shown on the almanac or that notified to students.

(7) Examination Regulations

Students are required to strictly adhere to examination regulations. Failure to observe examination regulations is punishable by expulsion from the Academy or disqualification from entitlement to the Academy award.

(8) Library Services

Library services shall be available to students at the prescribed operating hours and library regulations established by Academy authorities.

(9) Library Rules and Regulations

Every student who uses the library shall adhere to the procedures, rules and regulations of the Academy library. Failure to observe procedures, rules and regulations of the Academy library shall constitute a disciplinary offence.

PART 6

REGULATIONS RELATING TO STUDENT STAFF RELATIONS

9. (1) Enquiries of General Discipline

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

(2) Enquiries of Academic Matters

For matters of purely academic nature, respective Programme Coordinators are the ones to be consulted.

(3) Consultations

Unless otherwise stated, all consultations with staff must be made in their respective offices and should be made between 8:00 a.m to 6:00 p.m.

(4) Services of Academy Staff

The services of the Academy staff e.g. secretarial work, photocopy, email etc. 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.

(5) Abuse and Harassment

No student shall abuse or harass any member of staff of the Academy, family members of the Academy staff or the visitors of staff member at or outside the Academy campus.

(6) Offer of Money, Gift or Inducement

- (i) No student may offer any money, gift or inducement of any kind to any staff members of the Academy under any circumstances whatsoever. Contravention of this Regulation will be construed as an attempt to offer a bribe punishable under these By-Laws and may be dealt with through legal proceedings as established by the law of the country.
- (ii) Where a student is facing charges before the court of law, he/she may be suspended if in the opinion of the Academy management it appears right to do so until his/her case has been determined by the court of law.

PART 7

REGULATIONS RELATING TO STUDENTS RELATIONS

10. (1) Interference with Fellow Students Welfare

Students are expected to conduct themselves in a manner which does not interfere with the welfare of their fellow students and the community in general.

(2) Damage, Defacement or Violence to Another Student

Conduct which does or is likely to cause violence to another student at or outside the Academy 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.

The following will also be construed as disciplinary offences punishable under these By-Laws:

- (i) Theft of a fellow student's property or Academy property or theft in any forms defined by the law of the country.
- (ii) Use of slanderous, abusive or threatening language by any student against a fellow student or member of staff.
- (iii) Using force, assault, harassment, violence against a student or staff, or hitting a fellow student or staff.
- (iv) Conduct which is likely to obstruct or to frustrate the holding of:
 - a) Any lecture, class, field work, research or other instructional activity given or authorized by the Academy.
 - b) Any meeting, function or lawful activity authorized by the Academy.
- (v) Unauthorized possession of a key to a fellow student's room or to other Academy property.
- (vi) Knowingly inviting or entertaining a former student or students in the Academy who are known to have been dismissed from the Academy and barred from entering the Academy premises.
- (vii) No student may offer any money or inducements of any kind to a fellow student.

(3) Student Government

The student government is an extension of the Academy Administration and students are expected to co-operate with it in channeling their wishes, views and grievances of general nature to higher authorities. Students shall be expected to make full and timely payments of prescribed fees to the Student organizations. To avoid doubt, prescribed fees shall be such fees as approved by the Advisory Board and shall include student organization, membership, subscription or Students Unions fees.

PART 8

DISCIPLINARY PROCEEDINGS

11. (1) Disciplinary offences committed by students shall be dealt with by the Students Disciplinary Committee.

(2) Composition of Students Disciplinary Committee shall be as follows:

- (i) The Deputy Principal for Finance, Planning and Administration shall be the Chairperson.
- (ii) The Deputy Principal for Academics, Research and Consultancy shall be Vice Chairperson when the case involves an academic matter. Otherwise, the Students Disciplinary Committee shall choose any member as Vice Chairperson.
- (iii) Head of Students Affairs.
- (iv) Two senior members of the Academic staff nominated by the Principal.
- (v) Legally qualified person as approved and or appointed by the Principal or other higher authorities who does not hold any post at the Academy.
- (vi) One representative from the Students organization.

(3) Investigation of an Offence

Upon receipt of a complaint that a student has committed an offence, Head of Students Affairs shall make inquiries within reasonable time for preliminary findings of the case.

(4) Formulation of a Complaint

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

(5) Explanation of a Complaint

Upon receipt of such information, the Students Disciplinary Committee may require the student whom such a complaint is made or is received as the case may be, to tender an explanation and may cause further investigation to be made and such further evidence to be obtained and may seek out such advice and assistance as is thought helpful and appropriate.

Provided that the Students Disciplinary Committee may in any case where a complaint is made or information received and where the Committee asks a student for such explanations as aforementioned, the student shall be provided 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.

(6) Powers to Summon

The Students Disciplinary Committee shall have powers to summon any person to give evidence or information or produce anything in connection with such an offence.

(7) Students Disciplinary Committees Procedures

The Students' Disciplinary Committee shall adopt its own procedures as may be provided, such procedures shall ensure that principles of natural justice are observed as prescribed by the law of the country.

(8) Right to Delegate Powers

The Chairperson may, by writing under his/her own hand, delegate all or any of his/her powers vested in him/her by these By-Laws to the Head of Students Affairs.

(9) Powers to Dismiss or Expel Students

The powers to dismiss or expel students shall be vested in the Advisory Board.

PART 9

PENALTIES

12. Upon finding that a student is guilty of a disciplinary offence, the Students Disciplinary Committee shall impose punishment as it may consider appropriate. The Students Disciplinary Committee may impose such penalties including warning, reprimand, fine, compensation or expulsion depending on the seriousness of the offence as follows:

- a) Violating by Laws **Part 2 5(i), (ii), 5 (5), 5(7) (i)–(iv), 5(8) (i) – (vii); Part 5 8(2)**; Part 6 9(6) (i)-(ii) shall constitute a very serious case under the penalty of immediate dismissal or expulsion from the Academy.
- b) Offences against By-Laws **Part 3 6(1) – (13)**; Part 4 9(5); Part 710(2) are under serious case punishable by:
 - (i) A written warning.
 - (ii) Suspension and/or dismissal according to the gravity of offence.
- c) Violation of By-Laws; Part 2 5(1) (ii), (2) -(14); shall be considered minor cases subject to the imposed punishment of:
 - (i) Written warning.
 - (ii) Very strong warning.
 - (iii) A number of written warnings given with the effect of recording and mentioning them in the student's recommendations to his/her sponsor or employer.
 - (iv) Suspension and/or expulsion for the second offence. Provided further that the Students Disciplinary Committee may instead require that such student found guilty of an offence shall not graduate or obtain his/her certificate, diploma and / or academic transcript until the debt is discharged or punishment is executed.
- d) Offences against by-Laws. Part 4 (7) is punishable by:
 - (i) A verbal warning by the Lecturer in the event when such act occurs in the lecture hall and/or the Student will be ordered out of the lecture hall for the particular day and the Lecturer will be obliged to report such incident to the Head of Students Affairs.
 - (ii) In case the student's dress code misbehavior persists after being verbally warned or issued with strong written warning, the said student may be suspended for one year with approval of the Disciplinary Committee.

PART 10

APPEALS

13. (1) Appeal by an aggrieved party against a decision of the Students Disciplinary Committee shall be done to the Students Disciplinary Appeals Committee established by the Academy.

(2) Composition of the Students Disciplinary Appeals Committee shall be as follows:

- (i) A chairperson chosen by the Principal
- (ii) Three members of the Advisory Board.
- (iii) The President of the Student Organization or his/her representative.
- (iv) A legally qualified person chosen by the Advisory Board annually, who had not been involved in the investigation, inquiries, hearing or decision prior to the commencement of the appeal process and / or decision of any matter connected or otherwise associated with the appeals.

(3) Period for Appeal

Where an aggrieved party is dissatisfied with the decision of the Disciplinary Committee, he / she may appeal to the Appeals Committee within thirty days of the disciplinary action.

(4) Mode of Appeal

Such an appeal shall be by way of a memorandum submitted to the Appeals Committee through the Head of Students Affairs and setting out the grounds for appeals.

(5) 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
- (iii) Set aside the findings and punishment imposed on him/her or
- (iv) Direct the relevant disciplinary Committee to investigate afresh the disciplinary offence of misconduct and report back its findings and recommendations (Order re-trial).

(6) Decision on Appeal Against Dismissal or Expulsion

The decision of the Appeals Committee shall be referred to the Advisory Board for ratification.

PART 11

MISCELLANEOUS

14. (1) Marriage

Any student is free to marry. Married students, like any other student, shall be required to abide by these By-Laws. No separate family accommodation shall be provided or guaranteed by the Academy to married couples or breast feeding mothers and their infants.

(2) Students Name

All the Academy Certificate, Diplomas, postgraduate diploma and any other Academy award shall be issued using the names which appear on the certificate by which a student gains admission to the Academy. No change of names shall be allowed in academic testimonials and/or transcript unless such changes must have followed legal procedures for change of name.

(3) Issuance of Certificates

- (i) Certificates shall be issued under the office of the Deputy Principal Academics, Research and Consultancy.
- (ii) The Deputy Principal Academics, Research and Consultancy shall make announcement on the procedures and guidelines for issuance of the Certificates to the graduands either before or during or immediately after the graduation ceremony.
- (iii) Certificates are categorized under Academy legal documents and therefore only the rightful owner shall be given the Certificate. No person may collect someone's Certificate unless is in possession of Special power of Attorney with Personal Identification card given that the owner may never have an opportunity to collect in person his/her Certificate.

(4) Limitation of By-Laws

These By-Laws are not exhaustive of all rules and By-Laws governing students conduct at the Academy and do not override the application of special regulations applicable in specific organs of the Academy such as the Academy Library etc.

(5) Extension of By-Laws to Field Practical, Study Tours and Assignments Outside the Campus

These By-Laws shall apply and be enforceable to students who are undergoing Field Practical Training, Study Tours or doing authorized assignments e.g. data/information collection outside the Academy campus.

(6) Signing Students Agreement Form

Students are required to sign the STUDENT 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 Academy.

15. Revision of these By-Laws

These By-Laws shall be reviewed after every five years by the Deputy Principal Planning Finance and Administration in light of changes in legislation, Academy regulations and strategic objectives.

BANK OF TANZANIA ACADEMY,

P. O. Box 131,

MWANZA – TANZANIA