

TANZANIA METEOROLOGICAL AUTHORITY

NATIONAL METEOROLOGICAL TRAINING CENTRE (NMTC)



STUDENT'S HANDBOOK

SEPTEMBER 2017

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FOREWORD

My Dear Esteemed Student,

We are very pleased to welcome you and have you as one of us at the National Meteorological Training Centre. You are now a proud member of NMTC community. This handbook will provide you with a flavour of academic life in our campus. We have elaborated all the rules and regulations most needed in, for you to follow up during your entire stay in our community. Our aim is just to provide the best possible environments for teaching, learning, practicing and acquiring of academic and research knowledge.

We are confident that our students will perform better when securing jobs in various sectors and be good leaders in their respective areas of work. Our community expects that the discipline of our students being shown hereto shall be a flavor to employers to enjoy working with them.

This Handbook is a comprehensive compilation of all the elements that provide the framework of our academic administration. NMTC hopes that you follow all the rules and regulations for your academic prosperous. It is our desire that we groom you into a well-disciplined and hardworking technocrat who shall make a great contribution to the development of our nation.

The Handbook has been organized into three parts;

PART I: Regulations of Curriculum

PART II: Code of Conduct

PART III: By-Laws

NMTC – Kigoma hopes that all these should serve as a reference in all matters pertaining to regulatory and disciplinary issues in the campus. We hope that you will find this Handbook useful and interesting too. Should you not find what you are looking for, please we strongly urge you not to hesitate to contact the Principal of NMTC for further assistance and clarification.

Lastly, in the event of disputes in interpretation and implementation the decision of the Principal is final.

Peter Nicky Mlonganile

Principal

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PART I

REGULATIONS OF CURRICULUM

1.0 Revision and Regulation of Curriculum

The Institution shall revise from time to time, amend or change the regulations, scheme of examinations at any time and the syllabus will be reviewed after every five years if found necessary.

2.0 Aims of the NMTC programmes

2.1 The programmes at NMTC aim at achieving the following:

- 2.1.1 To form a flexible course that is responsive to dynamic and rapidly changing society
- 2.1.2 To provide high skills and knowledge which meet community and employable needs
- 2.1.3 To entice self-realization and team work skills that enable graduates to be employable and team players
- 2.1.4 To build capacity to participate in the implementation of World Meteorological Organization (WMO) operational guidelines
- 2.1.5 To promote moral, legal and ethical conduct among workers of Tanzania Meteorological Authority (TMA) within the national legal framework.
- 2.1.6 To observe and monitor weather and climate systems
- 2.1.7 To provide service in meteorology and related geo-sciences in support of national needs, and
- 2.1.8 To provide information related to the World Meteorological Organization (WMO) Convention
- 2.1.9 To address emerging issues in meteorology including climate change.

- 2.1.10 To enable learners to confidently use computers, mobile devices, and digital tools for everyday tasks, communication, and learning.
- 2.1.11 To use ICT tools to enhance learners' ability to analyze information, solve problems creatively, and support decision-making.
- 2.1.12 To help students understand the role, impact, and limitations of ICT in society, the workplace, governance, and daily life.
- 2.1.13 To provide foundational skills necessary for modern careers, entrepreneurship, innovation, and participation in a technology-driven world.
- 2.1.14 To enable learners to use ICT as a tool for research, creativity, presentation, and academic improvement.
- 2.1.15 To enable learners to collect, store, process, and retrieve meteorological data using ICT tools, databases, and specialized applications.
- 2.1.16 To develop competency in preparing, formatting, transmitting, and receiving meteorological reports through digital communication systems.
- 2.1.17 To prepare learners to adapt to emerging technologies used in modern meteorological operations, remote sensing, and early warning systems.
- 2.1.18 To train students to use ICT tools for developing weather bulletins, briefings, presentations, and public communication materials.

3.0 Objectives of NMTC programmes

3.1 Objectives of NMTC courses are:

3.1.1 To apply basic principles of methods of weather briefing, analyses and forecasting.

3.1.2 To utilize principles of meteorology in weather and climate and related geo-sciences.

3.1.3 Apply basic principles of meteorological instruments and methods of observation

3.1.4 To employ basic principles of data recording and its management

3.1.5 To apply basic communication principles with clients, weather and climate professional colleagues and follow professional code of conduct.

3.1.6 To apply principles of meteorology to agriculture, aviation industry, marine transport and environmental conservation, industry, tourism, construction industry, oil and gas exploration and minerals exploration.

3.1.7 To apply ICT packages in data management.

3.1.8 To produce technicians in meteorology who will work effectively at different places

3.1.9 To provide hands-on experience with computer systems, applications, networks, and basic troubleshooting.

3.1.10 To encourage the use of ICT for designing digital content, multimedia materials, and innovative solutions

3.1.11 To instill understanding of cybersecurity, online safety, digital rights, privacy, and ethical behavior

4.0 Structure of Programme

4.1 Every programme shall have a curriculum consisting of theories, field practical, IT project and research project.

4.1.1 General modules comprising Mathematics, Physics, Communication Skills and Customer care and Information technology, Principles of entrepreneurship, Principles of accounting, Basic computing mathematics, Basic of marketing and Table-Driven Code Form.

4.1.2 Core modules related to programme outcome.

4.1.3 Extra – Curricular and Co-Curricular activities for character development.

4.1.4 Each module is assigned a certain number of credits.

4.1.5 The medium of instruction, Examinations, Field work and research work report will be only in English.

5.0 Duration of programme

5.1 A student is normally expected to complete the Ordinary Diploma Programme in 2 semesters of one academic year but in any case, not more than 2 years from the time of enrollment.

5.2 Basic Technician Certificate and Technician certificate will be completed in normal routine of 2 semesters of one academic year but in any case, not more than two years from time of enrollment.

5.3 Any other regulations can be set by the NMTC management proved by the Governing Board from time to time.

6.0 Eligibility for the Award of Ordinary Diploma/Technician Certificate

- 6.1 The student will be awarded after fulfilling all the requirements stipulated in subsection 5.1, 5.2 and subsection 5.3 for Ordinary diploma and Technician certificate respectively.
- 6.2 Has completed all the course requirements
- 6.3 Has no any debt from Library/Accounts/Hostels/Laboratories.

7.0 Responsibility of Instructors on Attendance and Assessment Records

Every instructor will maintain an “Attendance and Assessment Record” which consists of;

- 7.1 The attendance marked for each lecture or practical session or research project class.
- 7.2 The student’s CAT marks and Assignments marks

8.0 Assessment Methods

NMTC has established assessment methods in its curriculum in order to enhance student learning. This goes in line with the NACTVET standards and regulations for assessing students from assignments to semester examinations. There shall be a minimum of two continuous assessment tests in each module which will take not less than one hour and shall be supervised closely by respective instructors and one semester examination which shall be conducted at the end of each semester, after the completion of each module. The student shall write the examination covering the whole module for duration of three hours but not less than two and half hours.

The number of assignments will be decided by the instructor concerned in a particular module. The objective of assignments is to reinforce the learning process by involving students in finding the solution to a given question or problem. They include tasks given to students apart from written tests and examinations or projects so as to enhance continuous professional developments. Assignments may be administered in the form of written work, seminars or practical exercises that are done individually or in a group or the instructor may give even quiz.

8.1 Continuous Assessments

8.1.1 A student will have to possess a minimum of 20 marks out of 40 to make him/her eligible to sit for semester examinations.

8.1.2 The marks will be rounded off to one decimal place.

8.1.3 If the candidate fails to meet the requirement in subsection 8. 1.1, then it's regarded as a technical supplementary in which he/she will have to re-take the module when next offered.

8.1.4 However, failing to meet subsection 8. 1.3 in the succeeding semester or in the stipulated time, he/she shall have to adhere to section 8.2 of subsection 8.2.5. This requirement applies to all programmes offered by NMTC.

8.1.5 The total marks of 40% are distributed according to the curriculum that 10% will come from assignments and 30% from two best Continuous Tests in meteorology programme, while 20% will come from assignments and 20% from two best continuous tests in ICT programme.

8.2 Semester Examinations

8.2.1 The candidate will have to possess a minimum of 30 marks out of 60 for Ordinary Diploma (NTA level 6) and a minimum of 30 marks out of 60 for Technical Certificate (NTA level 4 and 5) in a particular module for both programmes.

8.2.2 In all cases, less than the stipulated marks in subsection 8.2.1 will be counted as a supplementary.

8.2.3 And the supplementary will be cleared by the concerned student within the first week of the new semester and for the last semester the supplementary shall be done four weeks after the release of semester examinations results

8.2.4 No student is allowed to do a second supplementary after the first opportunity.

8.2.5 A student who falls on subsection 8.2.4 shall have to retake the module when next offered.

8.2.6 The student shall have to pay 150,000/= per module if he/she falls on subsection 8.2.5.

8.2.7 Any candidate who absents himself/herself without compelled reason shall be discontinued from studies.

8.2.8 A student, who shall have failed four modules at once in the same sitting of the semester examinations, will be discontinued.

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8.3 General Conditions for sitting for the End Semester Examinations

- 8.3.1 Apart from the CA pass mark stipulated in the subsection 8.1.1, the candidates shall have to secure 75% attendance in a class in a particular module.
- 8.3.2 The student shall have his/her cumulative CA marks before sitting for the final exams for checking eligibility and sign against it.
- 8.3.3 A copy of candidates' CA marks must be submitted to the examinations Office
- 8.3.4 A student failing to meet subsection 8.3.1 will have to retake the module when next offered.
- 8.3.5 A candidate who has no any debt from Library/Accounts/Hostels/ Laboratory

8.4 Progressing to the Next Semester

- 8.4.1 Students are required to appear for at least one module in the end semester examinations for some reasons before proceeding to the next semester and the remaining modules will be cleared according to subsection 8.2.3.
- 8.4.2 No student will be allowed to proceed to the next semester of study on medical or academic grounds if he/she fails to adhere to the subsection 8.4.1 above.
- 8.4.3 A student who shall have a GPA of less than 2.0 at the end of each semester of study will be discontinued.

8.5 Publication of Results

8.5.1 Results may be published on notice boards, information systems, and websites at the discretion of the Institute. The anonymity of the candidate will be protected in publishing results

8.5.2 The published results will indicate the grades obtained by the candidate while the marks obtained by the candidate shall be kept in the examination office for records

8.5.3 The Institute shall not accept in its absolute discretion, communicate with candidate's agent or parents, or any other person claiming to act on behalf, on matters related to examination results

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9.0 Appealing for Semester Examinations

9.1 All examination appeals shall be handled by the Examination Committee.

9.2 The appeal procedure shall be as follows;

9.2.1 As soon as the provisional results are released, any student who shall not be satisfied by his/her results may appeal against them to the Examinations Committee through the NMTC Principal stating the modules he /she finds aggrieved to.

9.2.2 The appeal must be submitted to the Examinations Committee through the Principal within seven (7) days from the release of

the provisional results.

9.2.3 All appeals must be accompanied by a non-refundable appeal fee of Tshs.30, 000/= per module made to the Institute.

10.0 Supplementary Procedure

10.1 A student will have to sit for the supplementary examinations after he/she has settled the agreed fee of 30,000/= regardless of the number of Modules of supplementary to sit for.

10.2 The supplementary semester exams will be conducted as described in subsection 8.2.3 above.

10.3 The prescribed fee in subsection 10.1 will be reviewed by the management from time to time as need arises.

11.0 Special Examinations

There will be a special examination conducted on the same time as described in subsection 8.2.3. The candidate who qualifies in this examination is the one;

11.1 Who has fulfilled the condition described in subsection 8.1.1

11.2 Who has a fee default but has fulfilled the condition of subsection 8.1.1.

11.3 Who has valid reasons, such as social matters and/or on medical grounds with a proven certificate given by a government practitioner/or reputable hospital recognized by the Authority.

12.0 Research Project for Meteorology programme and Final Year Project for ICT Programme

12.1 NTA level 6 students have to write a research project or do a final year project as part of the curriculum requirement

12.2 The research project will comprise two main parts namely Research Proposal and Research Report

12.3 Research proposal will be regarded as CAT (40%) in this module and a student has to possess a minimum of 20 marks out of 40 to make him eligible to start writing project report.

12.4 Marks distribution for research proposal will be as follows;

Student Performance	Oral Presentation	Total
15	25	40

12.5 The oral presentation marks for research proposal are as follows:

Organisation	Problem	Justification	Objectives	Data & Methodology	References	Delivery	Presenter's attire	Answering of Questions	Time	Total
2	2	2	5	4	2	2	1	4	1	25

12.6 The student will be given 45 minutes in which 25 for presentation and 20 for viva voce.

12.7 Students performance marks as assessed by his/her supervisor during writing research proposal shall be distributed as follows;

Ideas	Initiatives	Diligence	Approach	Consultation	Total
3	3	2	2	5	15

12.8 The research report will be regarded as semester examination (60%) and a student have to possess a minimum of 30 marks out of 60.

12.9 A student shall submit a minimum of three copies of the research report to the Examiner/Supervisor in the prescribed format given to him/her on time.

12.10 The examiner/Supervisor will go through the project before submitting to the Research coordinator and IT project coordinator.

12.11 The student will have to appear for the presentation plus viva voce before a panel and marks will be awarded based on his/her performance

12.12 Research project and IT project will have no supplementary; instead, the student shall have to repeat the work at his/her own time, but the final presentation of his/her work will be on the corresponding semester of study on the date specified by the Centre's training calendar

12.13 The student shall have to pay 150,000/= as part of tuition fee if he/she falls on subsection 12.12.

12.14 Any candidate who absents himself/herself without compelled reason on the day of presentation of his/her research, shall be discontinued.

12.15 Student's report will be assessed by a number of examiners; internal and external, one of whom will be the supervisor. Marks are drawn up from three main components, student's performance throughout, student's reports, and oral presentation as per 12.16.

12.16 For project report the marks shall be distributed as follows;

Student Performance	Project Report	Oral Presentation	Total
10	25	25	60

12.17 The oral presentation marks for the research report are drawn up from eight components, as follows:

Organisation	Contents	nt	Accomplishment and	Project Goals	Delivery	Presenter's Attire	Answering of Questions	Managing Time	Mastering of Presentation	Total
3	4	3			4	2	5	2	2	25

12.18 The student will be given 45 minutes in which 25 for presentation and 20 for viva voce.

12.19 Criteria based assessments are used to determine the project marks in each of these areas taking into account such factors as effort and dedication, quality of work, originality and independence, presentation and achievement.

12.20 Project writing report: The student will write his/her report according to the adherence to the format and guidelines given and/or available. The evaluation of the written report shall be based on the following;

- 12.20.1 Logical order
- 12.20.2 Preciseness
- 12.20.3 Completeness of the report
- 12.20.4 Neatness
- 12.20.5 Adherence to the report guidelines

Logical order	Preciseness	Completeness	Neatness	Guidelines adherence	Total
4	4	4	5	8	25

12.21 The penalty of 10% marks will be deducted by the supervisor after the deadline of report submission and by any means the report must be submitted not more than one week after the completion of final semester examination otherwise the subsection 12.12 will apply.

12.22 Students' Performance: It is essential that the student makes full use of supervision and technical support to resource his/her project as effectively as possible. A significant proportion of the marks allocated to the project is based on his/her performance during the project, and supervisors will be forming judgment based on his/her application and achievement while undertaking the project. Some

of the things that will be considered when assessing student's performance include;

- 12.22.1 His/her ideas.
- 12.22.2 His/Her initiative to get things done
- 12.22.3 Diligence in terms of work persistence
- 12.22.4 His/her systematic approach towards developing a project
- 12.22.5 His/her progress report and oral presentation
- 12.22.6 Student performance marks as assessed by his/her supervisor during research report writing shall be distributed as follows;

Flow of ideas	Initiatives	Diligence	Approach	Consultation	Total
2	2	2	2	2	10

13. Procedure to Postpone Tests and Examinations

13.1 A student(s) may be allowed to postpone tests and examinations for reasons of proven ill health supported by a doctor's medical certificate or for any other reason which, in the opinion of the Principal is strong enough to prevent one from sitting for tests and examinations effectively.

13.1.1 Such student(s) shall write a letter requesting for such postponement and address it to the Principal one week before commencement of tests or examinations.

13.1.2 The Principal may approve or decline such request for postponement.

13.1.3 If the grounds for the postponement are genuine, the Principal shall

approve of it and the student(s) shall be allowed to sit for the test(s) and/or examinations at an appropriate time.

- 13.1.4 If an approval is given for postponement of tests and/or examinations, another tests and/or examinations shall be given to the student(s) within the semester during which the module is offered depending on the period of permission from the Principal or at another appropriate time as stipulated in subsections 8.2.3.
- 13.1.5 A student who for a grave reason was unable to sit for the end of semester examination may, with special permission from the Principal be required to do a special examination or appear at a date and time fixed for supplementary examination as described in subsection 8.2.3

14. Issuing of Certificates and Transcripts

- 14.1 Final transcripts and academic certificates shall only be issued to successful candidates after thorough verification of results. Unsuccessful candidates may be given a statement of results on request.
- 14.2 The Academic Officer shall prepare a list of duly qualified candidates and submit it to the Principal for preparation of transcripts and academic certificates.
- 14.3 The Academic Officer shall prepare the transcripts and certificates and submit them to the Principal who shall then sign them.
- 14.4 The Principal shall submit the duly prepared and signed academic certificates to the Chairperson of NMTC Governing Board for countersigning.
- 14.5 A candidate wishing to collect his/her transcript/academic certificate shall fill a special form.

14.6 The Principal shall issue academic certificate to the student on confirmation that he/she:

14.6.1 Has passed all examinations.

14.6.2 Does not owe any fee/dues to the Institute.

14.7 A candidate collecting his/her transcript/statement of results shall pay Tsh. 15,000/= by using Government Electronic Payment Gateway (GePG) through a control number acquired from the office of accountant, and attach a copy of the pay-in slip to the letter he/she has written requesting for the transcript/statement of results.

14.8 The validity of holding the certificates of the graduates shall be only one year after graduation day and thereafter shall attract a penalty of TZS 50,000 for late collection of the certificate.

15. Loss of Academic Certificates

In a case where an issued Certificate has been lost, it shall not be re-issued. Instead, the Institute may issue a testimonial at a fee of 30,000/= for loss of an original certificate on condition that the applicant produces:

- i. A police loss report
- ii. Evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form

16. Students' Organ

16.1 The Centre has Students Organ named Meteorological Students Organization (MeSO) which links students' voice with the Administration. Any person being enrolled at NMTC as student is a

member of organization by default. Democratic elections are held to elect office bearers yearly in accordance to MeSO constitution.

- 16.2 The proposed names for running the post of MeSO Leadership must be endorsed by the NMTC competent Authority before submitted to the general students' assembly for voting.
- 16.3 As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute.
- 16.4 The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making.
- 16.5 Student participation is encouraged and must be strengthened through the involvement of students in all levels.
- 16.6 Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

17. Academic Advisors

In order to help students in planning their courses of study and for general counseling on the academic programme, the Principal has allotted a certain number of students to instructors of the institute who will be the staff advisers for the particular set of students throughout the year.

PART II

CODE OF CONDUCT

STUDENTS' CODE OF CONDUCT AND ETHICS

1.0 PREAMBLE

This section indicates the standard procedures and practices of the National Meteorological training Centre (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing any course. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is equal, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code.

2.0 JURISDICTION

- 2.1 The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.
- 2.2 Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this policy and other regulations, as if the conduct has occurred on campus which shall include: -

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or Safety of any person including other students of the Institute.
- c) Possession or use of weapons, explosives, or destructive devices off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, the Institute shall consider the Seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3.0 Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occurs on the Institute premises hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

3.1.1 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that; he/she must abide with the rules

3.1.2 Any act of discrimination (physical or verbal conduct) based on an Individual's gender, caste, race, religion or religious beliefs, colour,

region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, is prohibited

3.1.3 It is offensive intentionally damaging or destroying Institute property or property of other students and any disruptive activity in a class room or in an event sponsored by the Institute

3.1.4 It is prohibited in Participating in activities including: -

- a) Organizing meetings and processions without permission from the Institute.
- b) Accepting membership of religious or terrorist groups banned by the Government
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d) Unauthorized possession or use of harmful chemicals and banned drugs
- e) Smoking at the campus and in the hostel
- f) Possessing, Consuming, distributing, selling of alcohol in the Institute.
- g) Marriage and celebrations involving a student should not take place within the campus and should not interfere the learning processes
- h) Misbehavior at the time of student body elections (**MeSO**) or during any activity of the Institute is prohibited

- i) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and inciting or participating in a riot or group disruption at the Institute.
- j) Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- k) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, or staff without prior permission.
- l) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- m) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media in any such related activities having grave ramifications on the reputation of the Institute.
- n) Theft or abuse of the Institute computers and non electronic such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- o) Dressing must be formal reflecting good conduct. Indecent dressing must be avoided as far as possible. Dressing in special attire should fit where applicable, to others. Bath sandals should

not be worn in the classrooms except in case of medical excuse as per subsection 5.0 unless otherwise there are any special activities related to.

4. Warning

- 4.1 Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action as per By-Laws stipulated herein the students Handbook.
- 4.2 However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion as per By-Laws elaborated herein.

5.0 Rules and Regulations on Dress Code as Described in the Code of Conduct

5.1 General Dress Code

- 5.1.1 Students should always wear their ID card when in the campus except in their hostel rooms.
- 5.1.2 Undesirable dresses carrying political, abusive, obscene, commercial and religious slogans; dresses designed in a provocative or vulgar mode; dresses carrying suggestive pictures, photographs and invitations for mischief are strictly prohibited and liable for strong disciplinary action.

5.2 Dress Code for Women

- 5.2.1 Girls' students shall wear only neat, decent and dignified formal dresses on all working days. Formal dresses consist of skirts flowing well below knees, jeans without holes, shirts or tops with full or half sleeves and T-shirts with collar and round necks.

- 5.2.2 Women's trousers shall always reach and remain on the upper waist.

5.2.3 The list of prohibited girls wear includes the following; deep cut necks, V-necks, Strings tops, bare backs, sleeveless tops, tights, stockings, half trousers, transparent wear, Low cuts/hipster, high heeled footwear and stilettos.

Any violation of the code will be deemed as punishable offence and will attract the same degree of punishment as stated in code of conduct in section 3 subsection 3.1.4(o) of the Institution.

5.3 Dress Code for Men

5.3.1 Men shall wear only neat, decent and dignified formal dresses on all working days.

Formal dresses consist of jeans without any holes, t-shirts with collar, t-shirts and shirts with full or half sleeves.

5.2.4 Men's trousers shall always reach and remain on the upper waist.

5.2.5 The list of prohibited men wear includes the following; track suits, shorts, half trousers, transparent wear, sleeveless shirts, bath sandals.

Any violation of the code will be deemed as a disciplinary offence and will attract the same degree of punishment as stipulated in code of conduct above section 3 subsection 3.1.4(o) above.

6.0 Discipline in Library

6.1 Rules in the Library room

6.1.1 Library is a place strictly meant for reading with a serious purpose.

Hence all users must observe total silence in the library and its environments at all times.

6.1.2 Use of mobile phones is strictly prohibited in the library.

- 6.1.3 All bags, cases, folders etc. must be left in the luggage area outside the library.
- 6.1.4 Users are not allowed to leave their baggage overnight in the library.
The library shall not take any responsibility for loss of personal property or books already signed out to a user.
- 6.1.5 Good order must be observed in the library at all times for example eating and drinking, smoking, sleeping etc. will not be allowed
- 6.1.6 Use of sound equipments like radios, cell phones etc. is strictly prohibited in the library and its environs
- 6.1.7 Seats in the library may not be reserved.
- 6.1.8 Users are not allowed to reshelv books after removing them from the shelf; leave the books on the table.
- 6.1.9 No library equipment may be moved, modified or tampered without permission from the librarian.
- 6.1.10 Tampering with the digital library/records will be deemed as punishable offence.

6.2. Borrowing Procedure

- 6.2.1 Borrowing period is strictly between 8:30am to 15:00pm on weekdays and 9:00am to 12:30pm on Saturdays.
- 6.2.2 A user must be a registered student in the current term to be able to use the library services.
- 6.2.3 All students must present their college ID before borrowing any library materials.
- 6.2.4 Library materials may not be removed from the library unless the library staff has properly issued them out.

6.2.5 Students are allowed to borrow a maximum of two books for a period of one week.

6.2.6 All borrowed materials must be returned on or before the due date.

6.2.7 Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.

6.2.8 Students with overdue materials overdue fines will be not allowed to use the library services.

6.2.9 All reserve materials must be returned at the specified time.

6.3 The following materials can only be used within the Library

6.3.1 Reference books

6.3.2 Government Recommended Newspapers e.g DailyNews, Mwananchi, Uhuru

6.3.3 Journals and magazines

6.4 Damage/ Loss of Library Materials

6.4.1 All users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement and processing

6.4.2 Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books

6.4.3 Lost books must be reported to the librarian immediately and replaced or paid for within 30 days

6.4.4 Lost library books that are recovered, must be handed to the librarian as they remain the property of the institute library

6.5 Exclusion from the Use of the Library

- 6.5.1 The library staff(s) shall have the power to suspend or exclude from use of the Library any user who disregards the library rules and regulations.
- 6.5.2 The library staffs have the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users.

7.0 Laboratory Discipline

The NMTC Computer Laboratory is a privilege for all to share, but as we all are sharing this space we must be considerate of others. We ask that you please follow these simple rules:

- 7.1 No eating or drinking in the lab: No food or drink is allowed in the lab.
- 7.2 Observe Silence: Individuals accessing services in the lab must observe silence, be considerate of other lab users; this is a study area. In consideration of others, do not talk on cell phones in the lab. Please step outside the lab to conduct your phone call. Treat your colleagues, personnel and all the equipment's in the lab with respect.
- 7.3 Surf safely: Individuals shall only access approved sites (avoid pornographic site or similar sites). These sites harbor dangerous viruses.
- 7.4 In case you encounter problems with a computer (software or hardware), please seek assistance from the I.T technician in-charge. Do not tackle that problem by yourself.
- 7.5 Do not change the configurations set at your designated computer.
- 7.6 Do not unplug and/or exchange parts (e.g. mouse, keyboard, power

cables etc.) for another without notifying the I.T technician in-charge.

- 7.7 Do not install any personal software program(s) from online or elsewhere without the knowledge of the I.T technician in-charge: do not install or download any software or modify or delete any system files on any lab computers. Most of this online software are malwares.
- 7.8 The lab is designed for practical lessons, Research and other Academic purposes. Social sites shall be considered tertiary hence minimal time allocation for the same. If other students are waiting to use the computer and you are not doing academic related work, please let them use the computer. The primary purpose of the lab is to assist with academic- related work.
- 7.9 The live streaming is highly discouraged. This overloads into the campus bandwidth, which in turn slows down the Internet speeds.
- 7.10 Unless otherwise stated, the use of personal laptops (except for Instructors who use for lecturing) is highly discouraged within the computer laboratory. Please utilize the computers available to you in the laboratory.
- 7.11 File that has been stored in the computer in the laboratory by any student must be deleted after laboratory work has been completed.
- 7.12 The users shall report any breakage to the lab assistants immediately. They shall be totally responsible for all damages to institution materials, equipment destroyed by them.
- 7.13 Shall bear collective responsibility and pay a common fine, in case of any loss or damage of the material.

- 7.14 Shall get prior permission from the instructor or lab in charge while using floppy disk, compact disk or flash disk.
- 7.15 Shall not attempt to access prohibited website.
- 7.16 Shall totally refrain themselves from roaming around the lab during practical hours
- 7.17 After you finish utilizing the computer, do the following: -
 - Keep your files organized and/or backed up
 - 7.17.1 Exit out of all programs.
 - 7.17.2 Log off and/or shutdown.
 - 7.17.3 Leave your workstation neat.
 - 7.17.4 Check and take your belongings.
- 7.18 Do not use this resource (Computer) for illegal means (E.g. Hacking etc.)

PART III

BY-LAWS

PREAMBLE

National Meteorological Training Centre – Kigoma is the government Institution run by Tanzania Meteorological Authority [TMA]. The institute is founded with a well –laid out mission that focuses on;

To establish a conducive and sustainable training environment which will enable graduates to contribute effectively to the development of Meteorology and related geo-sciences

AND

Whereas, the Institution fundamental goal can be achieved only if its members can perform peacefully without any fear, and have the proper freedom of thought and expression within the frame work and also respect the rights of every individual members and the Institution Authorities.

NOW THEREFORE;

These By-Laws are promulgated and made to maintain these conditions and protect the Institution from actions which would damage its academic reputation or the standing of the Institution and its members. These by-laws are subject to amendments at any time by the Institution as the time demands.

SECTION I

1.0 PRELIMINARY

1.1 These rules shall be cited as the National Meteorological Training Centre – Kigoma, Students’ By-Laws 2017 (Guidance and Conduct, Disciplinary Offences, Disciplinary Proceedings and Penalties) hereafter referred to as the “By- Laws” and shall come into force on such a date as the Governing Board of NMTC may approve.

1.2 These regulations are laid down by the Governing Board to facilitate the Guidance, Control, Governance and Administration of the NMTC-Kigoma.

2.0 DEFINITIONS

The definitions of the terms and jargons in these By-Laws are stated for greater clarification. In the event of any ambiguity or dispute the decision of the Principal is final.

“Baraza” stands for and includes campus Baraza as well as Institution Student Baraza, constituted by all students at the campus of NMTC as a whole.

“Campus”, stands for the academic, training blocks, auditorium, open grounds, hostels for students and staff quarters of NMTC.

“Institute or Institution” stands for and/or represents National Meteorological Training Centre – Kigoma

“Competent Authority” shall have the same meaning as “Competent organ”.

“Competent Organ” includes such a Board, Committee, Office, Officer of the NMTC – Kigoma vested with express or implied legal powers to do or to disallow or to order the execution or disallowance of such an act/acts as is/ are referred to in any of the respective provisions of these By-Laws.

“Dean of Students” means all matters of a community or society of NMTC – Kigoma regarding to health, accommodation, economic, recreation and games.

“Dean of Students Master” means Dean of Students and Assistant of Dean of Students

“Director General” means the Director of Tanzania Meteorological Authority

“Disciplinary Committee” means a committee or Authority established under part III of these By-Laws

“Disciplinary Offence” shall have the meaning ascribed to it when different sections of these By-Laws as well as the other code of conduct in force at different departments and campus of the NMTC are violated.

“NMTC - Kigoma” means National Meteorological Training Centre - Kigoma

“Fees” means the tuition fee, accommodation fee and or any other fees prescribed by the Institute, related to providing education, residence, training, field tours, academic association, examinations, research assessments, or any other services related to the Institution.

“Inmates” means any bonafide student of the NMTC _ Kigoma who is a resident of the Hostel and is applicable only to the particular Hostel where he/she is admitted.

“Key holder” means the student to whom the key (s) of the room or any other facility is given and entrusted with.

“Member of the Institution” means any member of the staff of NMTC – Kigoma or any bonafide student of NMTC – Kigoma.

“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 the specified law alleged to have been violated; use the right to tender defense and the right to appeal.

“Presiding Officer” means officer appointed by the Principal of NMTC – Kigoma

“Officer” means any member of NMTC – Kigoma holding an independent position or authority within the Institute or any member of the Head office or any member outside NMTC- Kigoma visiting to discharge an official duty or on a social call.

“Master” means any member of NMTC –Kigoma holding an independent position or authority within the Institute

“Presiding officer – Disciplinary Committee” means the Head of Disciplinary proceedings by the competent authority.

“Sexual Misconduct” means any physical sexual relation between any two members of the opposite sex and or members of the same sex, where in those two members are not legally married as per Marriage Act of United Republic of Tanzania.

“Staff” refers to any member of the NMTC – Kigoma, viz, teaching members, non-teaching members or family of the members.

“Appeal Committee” means a committee established under these By-Laws to provide an opportunity for the students to appeal against the verdict by the Disciplinary Committee.

“Student” means any person admitted to the Institution as a candidate for a diploma or certificate.

“Student Organization” means the students leadership representing all students of NMTC – Kigoma for their matters and connecting them with the management of NMTC –Kigoma.

“Vehicle” refers to motorcar, motor scooter, motor cycle, tricycle, bicycle and any other mechanical means of conveyance on land.

“Visitor” stands for any person who is not a member of NMTC – Kigoma.

“Weapons and firearms” refers to any instrument which is defined as a weapon and firearm by the laws of the country.

Wherever it appears in these By-Laws, a masculine pronoun shall include the feminine and a singular noun shall include a plural form and vice-versa.

3.0 ACCEPTANCE OF THE BY-LAWS

Acceptance of By-Laws as a Condition for admission

3.1 Every student, on enrolment shall be supplied with a copy of these By-Laws; and/or part of the NMTC regulations in-force for the time being. Acceptance of a place in the Institute depends on condition, or upon agreement, by the student to abide by the By-Laws.

3.2 The operation and application of the By-Laws is without prejudice to the Constitution and the general Laws of the country here referred to as Tanzania, the guidelines given by the National Council for Technical Education, Ministry of Education, World Meteorological Organization, Tanzania

Meteorological Authority and/ or NMTC Governing Board under which jurisdiction the NMTC falls.

3.3 Payment of the prescribed fees shall be a condition for registration to pursue and/or to continue with studies at NMTC-Kigoma; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in NMTC-Kigoma Prospectus for the relevant year. For clarity, “prescribed fees” shall be such fees as are mentioned in the prospectus.

SECTION II

4.0 DISCIPLINARY OFFENCES

For the purpose of these By-Laws, General Disciplinary offence shall include the following;

4.1 Conduct which is or likely to amount to vandalism and which causes damage, defacement or violence to any member of NMTC – Kigoma or any person or property within the NMTC - Kigoma campus and or any such activity outside the campus, on account of any Institute related issues.

4.2 Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic, administrative, cultural, promotional activity or all such activities authorized by NMTC – Kigoma, whether the obstruction happens either inside the Institute campus or outside.

4.3 Using force or offering violence against or assaulting or pretending to assault a fellow student, an officer or any member of NMTC – Kigoma

community provided that such violence occurs in the Institute campus or even outside the NMTC – Kigoma campus but with a malafide intention which is related to Institute affairs.

- 4.4 Maliciously damaging, defacing or destroying a wall, gate, fence, post, vehicle or any other item of property of the NMTC – Kigoma or which the NMTC – Kigoma has taken on lease, rent or hire and also includes the same of any member.
- 4.5 Maliciously damaging, defacing or destroying a wall, gate, fence, post, vehicle or any other item of property of the NMTC- Kigoma whether or not such property is leased to any other third party by the Institute.
- 4.6 Unauthorized use of, or interference with, any mechanical, technical, electrical or other service or installation of the Institute;
- 4.7 Where a student is charged with the offence of theft under the law;
- 4.8 Where a student is charged with any offence which contravenes the laws of the United Republic of Tanzania and a police complaint is registered against him/her, he/she shall continue with the studies pending the verdict and on conviction shall be dismissed.
- 4.9 Unauthorized possession of a key to NMTC – Kigoma property;
- 4.10 Cheating in any form;
- 4.11 Offering bribes to any members of the NMTC – Kigoma for benefit of any kind;
- 4.12 Refusal or failure to comply with a lawful order or directive given by any other officer of the NMTC – Kigoma acting on his/her behalf or under an order from any competent organ or officer of the NMTC – Kigoma;

- 4.13 Knowingly giving information known to be false or not believed to be true by the provider thereof or any other person on his behalf;
- 4.14 Use of slanderous abusive, obscene or threatening language by any student against any other student or students or against any officer or member of the NMTC – Kigoma in the course of performance of such officer’s or member’s duties or any individual or organization to which the NMTC – Kigoma has delegated the work or service;
- 4.15 Use of slanderous, abusive, obscene or threatening language by any student against any officer or officer’s family even outside the NMTC – Kigoma campus, on account of the affairs of the NMTC- Kigoma;
- 4.16 Forging a document or uttering false information or supplying false information to seek admission, or any benefit or favour from the NMTC – Kigoma.
- 4.17 Forging a document or uttering a false information or perpetrating forgery with an intent to cause loss to any person, NMTC – Kigoma, or any member whether in cash or otherwise;
- 4.18 Knowingly inviting or entertaining a student or students in the NMTC – Kigoma, whose name or names appear on the NMTC – Kigoma Notice board as having been barred or otherwise known to have been barred from the NMTC – Kigoma premises by a competent authority
- 4.19 Refusal or failure to obey any lawful order issued under the NMTC – Kigoma Regulations or Rules promulgated by a competent organ of the NMTC – Kigoma;
- 4.20 Failure or refusal to attend a meeting called or authorized by the Presiding Officer of the discipline committee or any other competent

organ of the NMTC – Kigoma when summoned to do so by a proper written notice and/ or orally summoned.

4.21 Willful obstruction of the work or proceedings conducted by the Presiding Officer of the Electoral Committee, disciplinary committee, Appeals Committee or any other competent organ of the NMTC – Kigoma, or interference with witnesses in disciplinary proceedings conducted under these By – Laws.

4.22 Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Presiding Officer of the Disciplinary Committee or any other competent authority of the NMTC – Kigoma;

4.23 Unless otherwise the victim of subsection 4.22 has appealed to the Appeal committee;

4.24 Inviting outsiders as guest speakers and/or social entertainers or religious speakers without the permission of the relevant organs of the Institute, namely, the Principal;

4.25 Without derogating the right to freedom of expression, willful writing of defamatory literature and uttering insults or obscene language by any student or group of students against any other student or group of students or any employee or member of the NMTC – Kigoma, or against the NMTC – Kigoma, or Government.

4.26 Hazing or harassment, whether mental, physical, verbal or written;

4.27 Sexual misconduct inside the NMTC – Kigoma campus or even outside when on training or fieldwork, even with mutual consent;

4.28 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 or physical sexual advances including gestures made with the same intent; or sexually explicit derogatory statements or sexually discriminatory remarks made by a student of the NMTC which are offensive or may be reasonably interpreted as offensive to a fellow student (victim) involved; or which make the student (victim) feel threatened, humiliated, patronized (in a restricting, possessive fashion) or harassed or which interfere with the student's (victim's) smooth and peaceful pursuance or his/her studies or which undermine the latter's general feeling of security or creates a threatening or intimidating study environment;

- 4.29 Eve-teasing of any kind;
- 4.30 Rape or indecent physical assault;
- 4.31 Unauthorized holding of NMTC and/or campus Baraza or general meeting or any Political/religious meeting;
- 4.32 Mismanagement and/or embezzlement of student organization funds and/or of any other recognized bodies and associations.
- 4.33 Collecting or charging money from any student or student groups without prior permission of the NMTC organs, namely, the Principal.
- 4.34 Unauthorized possession, carrying or use of lethal weapons or chemicals or firearms or any inflammable/flammable material within the campus which is likely to jeopardize security and peace;
- 4.35 To possess or bring any licensed weapons or firearms inside the NMTC campus.
- 4.36 To bring or entertain any unauthorized person(s) inside the campus

- 4.37 Unauthorized or illegal entry of the opposite sex into the Hostel
- 4.38 Illegal entry into another students' room;
- 4.39 Instigating or inciting students to boycott classes
- 4.40 Leaving the NMTC premises or training premises or field work premises during working hours without prior written permission
- 4.41 Hazardous activities like causing a fire, falsely reporting or signaling a fire alarm or making a bomb threat or creating any form of havoc;
- 4.42 Possession of any alcohol or alcoholic drinks or any drugs inside the NMTC or Hostel campus
- 4.43 Being under the influence of any alcohol or drugs during classes and outside classes within the campus or hostels
- 4.44 Smoking inside the campus or inside the classes as stipulated in the code of conduct of NMTC
- 4.45 Using chewing gums or any other similar stuff or munching any eatable inside the class, training, workshop, assessment halls, labs or in library
- 4.46 Using of mobile phones/pagers or any other communication device and/or keeping them in switch loud on mode during classes and assessment hours of the research/or practical field except in the residential blocks.
- 4.47 Using radio or any form of music or audio or video instrument inside the classes unless otherwise instructed by the designated officer.

5.0 MALPRACTICE

The following acts are considered as malpractice in the examinations:

- 5.1 Entering an examination room with unauthorized materials such as mobile phones, pieces of written papers, written clothes, correction fluid, laptops, writing on calculator cover, writings on parts of the body, copying the work of another candidate during the examination or test, showing intentionally or providing answer book to neighbor for copying, copying from notes, sheets or other materials during the examination or test, collaborating with another candidate during the examination or test and/or falsifying test results.
- 5.2 Writing register number or name anywhere in the main answer book or additional sheet, writing irrelevant or unconnected matters, sketches, songs in the answer book or additional sheets, writing indecent, filthy and vulgar words and sketching obscene figures in the answer sheets
- 5.3 Placing identification marks in the answer book, tearing of sheets from the main answer book, wasting exam stationery, taking away unused additional sheets from examination hall and exchanging scales, rulers, calculators, hand books, question papers, additional sheets with the neighbor(s).
- 5.4 Showing signals to neighbours or others, talking to other students and trying to communicate with students inside or outside the hall.
- 5.5 Misbehaving with the examination staff inside or outside the hall;
- 5.6 Writing address, phone numbers in the answer book;
- 5.7 Writing any examination or tests without valid ID cards;

- 5.8 Procuring, getting or keeping the answer book of others during an examination;
- 5.9 Inserting additional sheets written by others into the answer book
- 5.10 Allowing others to write the examination or test or assignment on behalf;
- 5.11 Writing answers to question papers of previous exams and replacing the main answer book, and taking away the written answer book without handing over it to the hall invigilator even after the final stop order;
- 5.12 Damaging the answer book (s) of others, disturbing other candidates in any manner and preventing other candidates from entering the hall;
- 5.13 Destroying or making any attempt to destroy the malpractice material when being caught and refusing to handover the malpractice material; Indulging in acts of threats, violence and refusing to provide a written statement when caught in act of malpractice, refusing to receive show cause notice, refusing to attend to the enquiry and running away from exam hall when caught red handed;
- 5.14 Causing damage to examination or tests related records or the belonging of examination staff;
- 5.15 Teasing the examination staff with acts such as shouting, whistling, laughing inside Exam Hall and defying in any manner any of the rules and regulations, promulgated by the Committee of Examination from time to time.
- 5.16 Any act of violation of individual code of conduct in respect of Hostels, Laboratories, Library, Examinations or training programme will constitute a severe disciplinary offence.

5.17 Students repeating the same offence or other offence either pardoned or punished will have to face serious consequences depending on the severity and frequency of the offence.

6.0 ON HOSTEL ACCOMMODATION AND CONDUCT

The Dean of Students is the Warden of the Hostel

- 6.1 Inmates may be offered accommodation in the NMTC hostel inside the campus or any other building rented by the NMTC whenever hostel accommodation is not available on the campus. Priority shall be given to disabled students, foreigners and female and such other categories as the NMTC management shall decide from time to time;
- 6.2 The rooms are furnished with tables, chairs, mattresses, beds, light fittings
- 6.3 Some rooms may have individual cupboard and or common cupboard that the later inmates must share;
- 6.4 Occupants shall have to sign the acceptance of the available facilities found in the room showing the contract between NMTC and student at the beginning of each semester.
- 6.5 Any damage or loss of the hostel property must be reported immediately to the Dean of Students/or other competent organ
- 6.6 Inmates are not allowed to remove permanent fittings from their rooms or common rooms or common places in the hostel and are responsible for taking good care of the entire property.
- 6.7 Inmates shall be required to sign for all items of property found in their rooms at the beginning of each semester and sign off at the end of each semester. Otherwise they will be charged for the property not handed over;

- 6.8 Payment of rent shall be made at the beginning of each semester. Any deviation should be channeled through the concerned NMTC organs such as Dean of Students or getting permission from the Principal.
- 6.9 While vacating the hostel, the outgoing inmates shall return all the relevant documents to the hostel officer/Dean of Students and get the contract terminated
- 6.10 Inmates shall take together proper care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms.
- 6.11 Inmates themselves are responsible for the good condition of the furnishings and fittings in the room.
- 6.12 Inmates shall bear the responsibility for any repair or failure of the electrical instruments installed in the room.
- 6.13 Inmate shall use any additional facility like a computer, TV, or music systems
- 6.14 The water or electricity charges shall be paid by the NMTC unless otherwise stated and the payment of decoder(s) of every month is the sole responsibility of NMTC.
- 6.15 Cooking is not allowed in the rooms. For avoidance of any doubt, cooking includes; frying, roasting, baking and boiling irrespective of the source of energy;
- 6.16 Cooking is allowed in the designated kitchens only. Using any inflammable material is not permitted.

- 6.17 Inmates shall not interfere with or transfer furniture or fittings of any kind from any part of the NMTC building without prior written permission from the office of Dean of Students or any other officer designated.
- 6.18 Notwithstanding the generality of this paragraph, any inmate 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 Principal;
- 6.19 No cooking or cooling appliances and no electric devices of any kind will be allowed in the rooms;
- 6.20 Inmates will not be allowed to play music instruments loudly, at noise levels that are a nuisance and cause annoyance to fellow-inmates and other residents of the hostels;
- 6.21 Electric lights shall not be left burning during a day time or when the occupants are not in the room.
- 6.22 For specific official students' functions, permission to extend the time for musical performance in specified places within the NMTC may be granted by the social master or any other designated officer until but not beyond 11:59 pm;
- 6.23 A resident shall obey rules and instructions given in respect of the Hostel and refrain from any conduct which may bring discredit upon his/her hostel of residence or is prejudicial to the welfare of the other residents of the Hostel such as drunken and disorderly conduct, playing excessively loud music;
- 6.24 For the sake of security, no inmate shall be allowed to entertain visitors of either sex in hostel campus;

- 6.25 The time limit for any hostel resident to be in hostel will be 11:59 p.m. No student will be allowed to enter in the hostel beyond this time unless there is permission from the Dean of Students or the principal;
- 6.26 Inmates will not be allowed to live with any unauthorized person or persons in their rooms, including their spouses, children or other relatives;
- 6.27 No student is permitted to leave the hostel and travel beyond the municipality limits without prior written permission from Dean of students
- 6.28 Written permission for travel outside Kigoma region for a weekend, shall be obtained from the Principal by filling a special travel form;
- 6.29 Written permission for travel for more than a week, shall be obtained from the Principal only by filling a special travel form;
- 6.30 Failure or delay in the payment of accommodation fees within the stipulated period, without approval of respective NMTC authorities will not be allowed;
- 6.31 Any breach of Lesser-Lessee contract will be considered as a disciplinary offence;
- 6.32 All inmates shall be required to vacate the Hostel of residence at the end of each semester when the NMTC closes for vacation;
- 6.33 Students may be granted free stay in the hostel if and only if there is any disruption of the normal timetable of the institute in which the timetable shall be extended beyond the allocated time;
- 6.34 Students may under special circumstances not specified above, be permitted to live in the hostels of residence during vacation with the

recommendation of the Dean of students and the approval of the Principal;

- 6.35 Loss of keys by students must be immediately reported to the Dean of Students. The key will be replaced on payment of the cost of a new lock by the key holder for its loss or for safe custody;
- 6.36 Keys shall be returned when inmates leave the room assigned or hostel, at the end of each semester. Failure to do so, shall result in the key holder paying proportionate residential charges from the start of the vacation to the time the key is returned;
- 6.37 Each key holder must ensure that he/she has signed in the key form/book when he/she returns the key to the Dean of Students or any other janitor;
- 6.38 Regulations for NMTC hostel residence within the campus shall apply mutatis mutandis to the students living in off-campus residences under the supervision of the NMTC;
- 6.39 Students repeating the same offence either pardoned or punished will have to face consequences depending on the severity and frequency of the offence.
- 6.40 Pregnant females are prohibited to secure hostel accommodation.

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7.0 On provisions relating to cafeteria and kitchen

Students utilizing the NMTC catering facilities or any private catering or cafeteria inside the NMTC campus are required to observe the regulations, governing rules and shall constitute a disciplinary offence on failing to abide with;

- 7.1 The kitchens shall be out of bounds to all students except for the designated students who are authorized to oversee, by Dean of Students and/ or accounts office.
- 7.2 Smoking is not allowed in the cafeteria;
- 7.3 Consumption of alcohol or alcoholic drinks or drugs will not be permitted in cafeteria.
- 7.4 No student will be permitted to take any equipment such as crockery, glasses, cutlery, from the kitchen or cafeteria;
- 7.5 Any criticism of, or complaint about, cafeteria service shall be made through student services assessment form to the Dean of Students office or to the accounts office
- 7.6 No student is allowed to sit or loiter in the cafeteria during class hours,
- 7.7 No student is allowed to force the cafeteria operator to lend food or any other service free or on loan. Any such activity will be deemed as a disciplinary offence.

8.0 On possessing and driving any automobile vehicles in the campus

Any student intending or who intends to bring, keep and drive any automobile vehicle inside the campus shall observe the following regulations. Failure to do so, will be considered as a disciplinary offence.

- 8.1 Any student who wishes to bring a vehicle to the NMTC campus shall comply with the Motor Vehicle Act and other related acts of the United Republic of Tanzania as well as the relevant rules which are in force on NMTC campus.

8.2 Students should register the vehicle with the Dean of Students; provided that registration shall be conditional upon production of the following documents for inspection of:

- (i) The motor vehicle registration card
- (ii) Student identity card
- (iii) The current certificate of insurance
- (iv) When demanded a certificate of road worthiness;
- (v) A valid and clean current driving license in the applicant's name provided that such a registration shall be renewed annually;
- (vi) Only a student who obtains such permission is allowed to drive the vehicle

8.3 Any violation of this rule will be deemed as a disciplinary offence and both the parties involved will be charged.

8.4 Any accident resulting in any form of physical damage will be reported to the police and appropriate compensation shall be paid to the victim by the offender.

9.0 On collection of donations/contributions in kind or cash

Collection of any money, subscription of donation in cash or kind should be done with the prior permission of the Dean of Students or Accounts officer after consultation with the Principal.

9.1 Application for permission to make a general collection of money including “Students Organization” subscriptions or entrance fees for film shows or other functions, shall be made to the Principal through Dean of Students by the body concerned.

- 9.2 The details for which the collection is meant should be stated clearly.
- 9.3 Upon completion of the collection of money, the details of collection shall be submitted to the Dean of Students and later displayed in the appropriate notice board with the permission of the Dean of Students Master.
- 9.4 Students/students organization or anybody is not permitted to make any collection for the purpose of benefit of any political party.

10.0 On using the name of the Institute and its emblem

Students are advised to follow the regulations regarding the use of the name of the Institute and its emblem. Any non compliance will be considered as a violation and will be treated as a disciplinary offence.

- 10.1 Students or any organization of students or bodies are not allowed to use the name of the NMTC or its emblem without the prior permission of the Principal.
- 10.2 No student, student organization or student body will be allowed to imitate or create any similar or near similar name(s) or emblem(s) and use that.

11.0 On Official correspondence

All students, student organizations and or student bodies are expected to adhere to the regulations regarding the official correspondence or communication or any interview given to the press and media. Any non compliance in this regard will be considered as violation and will attract severe disciplinary action.

- 11.1 Students may not communicate with outside institutions and the news media in their individual capacity as students.
- 11.2 Any official correspondence or communication from any student body or bodies or societies or students organization, to the media or the press should be done with the written permission of the Principal through the Dean of Students.
- 11.3 All official correspondence by students, officials of the student organization or by officials of recognized student societies to Government agencies, Ministries, parastatal, non-governmental organizations and correspondence addressed to the higher authorities in the management, the State House, Representatives of foreign governments, international non-governmental organizations or any other such official bodies shall be routed through the Dean of Students, the Academic Officer or any other designated officer and be approved by the Principal, as required.

12.0 On payment of Fees

Payment of the prescribed fees shall be a condition for registration to pursue and/or to continue with the studies at the NMTC apart from fulfilling other conditions;

- 12.1 All students shall pay the required fees for Institute, Hostel and any other facilities before availing the service and or before attending the class.

12.2 Any case of non-payment will result in the name of the student being removed from the rolls or Hostel, or denial of access to any particular service or facility.

13.0 On Dealing with the staff and other members of NMTC – Kigoma

Basic respect for individuals, seniors and teaching and non-teaching members of the NMTC is very important. Any violation will be treated as major offence.

13.1 Students should address members of the staff with proper respect; they should use Mr/Ms with their either first names or last names or just address Sir/Madam/or any other higher call such as Dr.

13.2 Students should not enter into the personal vehicle(s) of the staff until and unless invited by the staff.

13.3 Teasing any member of the staff in any form, inside/outside NMTC campus is a serious offence.

14.0 On code of conduct during Field practical and Training sessions

14.1 The provisions on code of conduct, attendance and other sections of behavior inside the campus apply to any student who is on field practical and or on off-campus training, in equal measure.

14.2 Any violation of the same will attract the same disciplinary action as violation of the code of conduct inside the campus will do.

15.0 On attending the study and Pleasure Tours Organized by NMTC or its students

The rules governing the behavior and code of conduct of a student during the field practical and training sessions or visits are applicable here also.

SECTION III

16.0 EXERCISE OF DISCIPLINARY POWERS

The purpose of the disciplinary committee is to regulate student behavior in order to convene discipline.

17.0 Composition of the disciplinary committee

In the exercise of his statutory functions, the Principal is the only competent authority to constitute the Disciplinary committee which shall consist of;

- 17.1 Dean of Students master who saves as Presiding Officer.
- 17.2 One student's representatives (from MeSO). For clarity of this subsection the representative is nominated by the students organization provided that the Principal is satisfied that the nominated student is not directly related to the case.
- 17.3 Class masters, one of them will save as secretary.
- 17.4 One representative from supporting staff
- 17.5 Any respected person may be called for the hearing that the committee deems is appropriate for him/her to assist for solving the matter.

- 17.6 One half of the members of the committee shall constitute a quorum for the meeting.
- 17.7 All decisions at the meeting of the students' disciplinary committee shall be decided by; as per students' code of conduct and by-laws.
- 17.8 All decisions at the meeting of the students' disciplinary committee shall be final, subject to the approval of the principal of NMTC

18.0 Procedure for conducting Disciplinary Action

- 18.1 Any complaint in respect of the disciplinary offence by any individual or body shall be given in writing to the Principal of the NMTC.
- 18.2 Even if a complaint is made orally, the same shall be formulated in writing and addressed to the Principal of NMTC.
- 18.3 When a complaint is made to, and information is received by the Principal that a student has committed a disciplinary offence, the Presiding officer of the disciplinary committee shall conduct preliminary investigation of the case to satisfy himself/herself.
- 18.4 Upon receiving such information, the Presiding officer of the disciplinary committee may require the student against whom such a complaint is made or in respect of whom such information is received, as the case may be, to tender an explanation and may conduct further investigations, collect further evidence wherever possible and obtain such counsel as is thought appropriate.
- 18.5 Provided that the Presiding officer of the disciplinary committee may in any case in which a complaint is made or information received and shall in any case where he 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;

18.6 If the Presiding officer of the Disciplinary committee is of the opinion that no Prima facie case has been made out against the student, he/she shall inform both the student and the complainant of his/her decision not to hold any disciplinary proceedings, in which case, no further proceedings shall be conducted in respect of that complaint or information;

18.7 Where the Presiding Officer of the Disciplinary committee is of the opinion that there is a prima facie case for a disciplinary action, disciplinary proceedings shall be set in motion forthwith.

18.8 The Presiding Officer of the Disciplinary committee shall serve upon the student and the complainant a proper notice. Such a 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;

18.9 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 three days from the date of service/ of the notice on the student to the date of holding the disciplinary proceedings;

18.10 Either party shall, for the purpose of his/her defense or reply as the case may be, and upon request in writing for that purpose to the Presiding Officer of the Disciplinary committee, be entitled to be

supplied by the Presiding Officer of the Disciplinary committee with a copy of an explanation, answers or other documents given or sent to the Presiding Officer of the Disciplinary committee by or on behalf of the other party;

- 18.11 Either the complainant or the student may at any time prior or the date of holding the disciplinary proceedings, serve upon the other, notice in writing asking him/her to admit in writing any facts or produce any documents which are specified in such a notice, material to the complaint or information or defense, as the case may be;
- 18.12 The Presiding Officer of the disciplinary committee may summon any witness to attend the disciplinary proceedings at the prescribed place and time on the appointed day;
- 18.13 The disciplinary proceedings shall be open, and shall be held in public; provided that the Presiding officer of the disciplinary committee may, if he/she thinks fit, at any stage of the disciplinary proceedings, exclude the public generally, or any particular person;
- 18.14 At the opening of the disciplinary proceedings the charge or charges shall be read, and, if the student concerned is not present, the Presiding officer of the Disciplinary committee shall satisfy himself/herself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in this By-Laws.
- 18.15 The complainant shall open the case and produce his/her evidence in support thereof;

- 18.16 The presiding officer of the Disciplinary committee shall then give an opportunity to the student to state his/her case and produce evidence in support thereof;
- 18.17 At the conclusion of the case, the student and the complainant shall not, without special leave of the Presiding Officer of the Disciplinary committee, make an address in reply;
- 18.18 The Presiding officer of the disciplinary committee shall investigate and determine any dispute referred to him/her/it with due regard to the law of evidence and, subject to these By-Laws, shall be entitled to determine his/her/its own procedure for any proceedings before him/her/it;
- 18.19 Evidence may be taken by the Presiding Officer of the Disciplinary committee in written statement(s) only;
- 18.20 Where a witness is called by a party, he/she shall be the first one to be 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/her;
- 18.21 The decision of the Presiding Officer of the Disciplinary committee arrived at with due regard to the advice of the Advisory, shall be recorded in his/her own hand and shall be announced by himself/herself in any manner he/she may deem fit.

19.0 PENALTIES

Upon breach of any of the disciplinary offences specified in these By-Laws, the Disciplinary Authority may impose penalties including warning, reprimand, fine, compensation, suspension, rustication and expulsion including expulsion from the Hostel as hereunder enumerated;

No	Penalty	Clause/Sub clause
19.1	Reprimand or issues of a Stern Warning, following an apology in Writing from the student	4.1, 4.6, 4.9, 4.10, 4.13, 6.5, 6.6, 6.10, 6.16, 6.19, 6.20, 6.21, 6.22, 6.25, 6.26, 6.27, 6.28, 6.29, 6.38, 6.40, 7.0, 7.4, 7.5, 7.6, 7.7, 13.1
19.2	Reprimand or issue of a Stern Warning with an apology in Writing from the student and compensation for or replacement for lost or damaged property	4.1, 4.6, 4.9, 4.10, 4.13, 6.5, 6.10, 6.16, 7.0, 7.4, 13.1
19.3	Reprimand or issue of a Stern Warning following an apology in Writing from the student and Penalty not less than 50,000/=	4.6, 4.10, 6.5, 8.1, 8.2, 8.4,
19.4	Suspension of 14 days with an apology in Writing from the	4.6, 4.9, 4.10, 4.13, 4.25, 4.36, 4.38, 4.40, 4.47, 6.5, 6.22, 6.23,

	student	11.0, 11.1, 11.2, 11.3, 13.1
19.5	Suspension of 21 days with an apology in Writing from the Student and compensation	4.6, 4.10, 4.13, 4.36, 4.38, 4.40, 4.45, 4.46, 4.47, 6.5, 6.12, 6.34, 7.0, 7.1, 13.1
19.6	Suspension of 28 days with an apology in Writing from the student	4.6, 4.10, 4.12, 4.13, 4.18, 4.24, 4.27, 4.29, 4.31, 4.35, 4.36, 4.37, 4.38, 4.40, 4.42, 4.43, 4.44, 4.45, 4.46, 4.47, 6.5, 6.23, 7.0, 7.2, 7.3, 13.1
19.7	Suspension 40 days with an apology in Writing from the student and compensation for property lost or damaged	4.2, 4.3, 4.4, 4.5, 4.6, 4.10, 4.11, 4.13, 4.14, 4.15, 4.16, 4.17, 4.19, 4.20, 4.21, 4.22, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.31, 4.32, 4.33, 4.35, 4.36, 4.37, 4.38, 4.40, 4.42, 4.43, 4.44, 4.45, 4.46, 4.47, 6.5, 6.15, 7.0, 7.7, 9.0, 9.1, 9.2, 9.3, 9.4, 10.0, 10.1, 10.2, 13.1
19.8	Possible rustication of student for maximum of 9 months to one academic year	4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16, 4.17, 4.18, 4.19, 4.20, 4.21, 4.22, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.31, 4.32, 4.35, 4.37, 4.39, 4.42, 4.43, 4.44, 4.47, 5.0, 5.16,

		5.17, 6.5, 13.3, 13.4
19.9	Permitted to proceed with studies pending the verdict of the court and if convicted, terminated from studies	4.8, 4.10, 4.34, 4.35, 6.5
19.10	Compensation for loss or damage to be paid by the student as per the concerned committee's decision	4.7, 4.8, 6.5, 6.7, 6.10, 6.11, 6.35, 6.36, 6.38, 6.39
19.11	Summary Expulsion of the student from NMTC – Kigoma	4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16, 4.17, 4.18, 4.19, 4.20, 4.21, 4.22, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.30, 4.31, 4.34, 4.35, 4.39, 4.41, 5.1, 5.10, 5.11, 5.13, 5.16, 5.17, 6.5, 9.0, 9.1, 9.2, 9.3, 9.4, 12.0, 12.1, 12.2, 13.0, 13.3
19.12	Summary Expulsion from Hostel	4.1, 4.2, 4.3, 4.4, 4.5, 4.7, 4.8, 4.12, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 5.16, 5.17, 6.5, 6.15, 6.16, 6.17, 6.18, 6.19, 6.20, 6.24, 6.25, 6.28, 6.32, 6.35, 6.36, 12.0, 12.1, 12.2

19.13	Any of the above punishments that the committee deems fit along with repayment	4.32, 4.33, 5.15, 5.17
19.14	Any of the above punishments that the committee deems fit along with forfeiting the certificates till repayment is made	4.32, 4.33, 5.16, 9.0, 9.1, 9.2, 9.3, 9.4

19.15	Two warnings will lead to suspension and still higher penalty on the third occurrence of offence
19.16	Any student who gets two penalties for similar or different offence (s) will be given higher penalty on the subsequent occurrence
19.17	Any suspension or expulsion from the Institute will automatically apply to the Hostel also and need not be vice versa unless until specified.

20.0 DISCIPLINARY APPEALS COMMITTEE

The provisions of the By-Laws of the institute provide NMTC the constitution of an appeals committee which will serve as an appellate authority against the decision of the disciplinary committee, wherein a student or an aggrieved party who is not satisfied with the decision of the Disciplinary committee, can prefer an appeal.

20.1 Composition of Disciplinary Appeals Committee

There is hereby established the NMTC appeals committee composed of the following;

- 20.1.1 Principal shall serve as the Presiding Officer.
- 20.1.2 Academic master serving as a secretary
- 20.1.3 One Academic staff representatives
- 20.1.4 One students' Representatives
- 20.1.5 Any other respected person may be called for the hearing if his/her presence seems to assist reaching the solution of the matter that the Principal may be satisfied to be involved.

20.2 Any part aggrieved by the decision and penalty imposed by the disciplinary committee as provided for against the victim, may appeal within 7 days from the date the penalty was imposed. The appeal will be addressed to the Principal who is the sole authority empowered to constitute the appeals committee who shall serve as a chairperson as stipulated in subsection 20.1.1.

20.3 Any such an appeal shall spell out in details, in writing, the ground of appeal, and the copy of the same shall be sent to the Disciplinary committee too.

20.4 The students' disciplinary appeals committee shall meet within 7 days following the receipt of an appeal.

20.5 Where an appeal has been lodged with the appeals committee, execution of any penalty imposed by the disciplinary committee shall be stayed, pending the verdict of the appeal. Instead status quo will be maintained.

20.6 At the hearing of the appeal by the appeal committee, the parties concerned shall be entitled to be heard. No other person in defense of or in representative capacity for, the aggrieved party shall be allowed to appear before the appeal committee.

20.7 Any member of appeal committee, who took part in the decision which is the subject of an appeal before the appeal committee, shall not take part in the hearing of such appeal in the appeal committee constituted for the same case.

20.8 In determining an appeal the appeal committee shall have power to confirm, vary or set aside any decision reached, enhance, reduce or set aside any penalty imposed by the disciplinary committee.

20.9 Three quarter of the members of the appeal committee shall constitute a quorum for any meeting.

SECTION IV

21.0 AMENDMENTS OF THE BY-LAWS

National Meteorological Training Centre –Kigoma can amend the By-Laws whenever necessary, with the consent of the Governing Board. However, in the event of any necessity, if the law is amended by the Competent Organ of NMTC – Kigoma, the same should be ratified by the Governing Board in the subsequent meeting.