



FOREST INDUSTRIES TRAINING INSTITUTE



STUDENTS' HANDBOOK

FOREWORD

Students in Forest Industries Training Institute (FITI) are central in all its operations. They make one of the key stakeholders and its main internal client. Taking this into account, FITI administration is desirous of creating an environment that is conducive for effective and enjoyable teaching and learning.

Consequently, the FITI administration has taken the initiative of coming up with this handbook which is expected to be a precious guide to students and those in charge of their affairs in their aspirations to have a harmonious relationship that will allow students or trainees achieve their desired learning objectives. The main scope of the handbook is the students however members of staff are required to be familiar with it.

The handbook addresses various aspects of students' life in FITI and how a number of things could impact on them and in so doing affect their expectations as learners. Student welfare matters, the safety and security have been given the due attention as these have a key bearing on their stay in FITI.

The Handbook is based on existing FITI procedures, rules and regulations. However, it does not claim to be an exhaustive document on do's and don'ts since unique situations may arise which may require specific actions.

The rules and regulations contained therein are aimed at creating awareness to both students and staff as a requirement to have harmonious coexistent. The handbook will be open to review whenever need may arise.

All the concerned parties are requested to be conversant with the handbook and its requirements. FITI management would like to place on record the invaluable support and contribution of members of staff who worked effortless to come up with this handbook.

J.S. Makero (PhD)
PRINCIPAL

PREFACE

The Forest Industries Training Institute student handbook is designed to provide students with a thorough understanding of the Institute mandate, vision, mission, operation procedures, rules and regulations necessary for the smooth running of the institution to achieve its objectives.

The hand book is meant:

- To ensure orderly conduct of activities, bring harmony in the Institute and to ensure the smooth running of the Institution.
- To provide an environment that is conducive for teaching, learning and research in order to achieve academic excellence.

The hand book has seven chapters;

Chapter One deals with the introduction, background information, programmes offered mandate, mission, vision, core values, core functions, applicability and enforcement.

Chapter Two deals with the admission, finance, orientation, room allocation, dining hall, academic, and library procedures.

Chapter Three highlights the channels of communication and Institute almanac of events.

Chapter Four deals with the safety and security in the Institute.

Chapter Five deals with functions of key offices that deal with student affairs.

Chapter Six deals with the rules and regulations governing Institute examinations and conduct of students in the Institute and provides for a space for signing of consent both by the applicant and guardian to abide by the rules.

Institute Service charter indicating the various services offered by the Institute is tabulated in chapter Seven.

B. Odelo
REGISTRAR OF STUDENTS

Definitions

For the purpose of this handbook:

Academic Committee consists of Deputy Principals, Registrar, Dean of Student, Heads of Departments and Academic officer. The Principal shall chair the meetings.

Institute Examinations are examinations, assessments or evaluations that are considered in determining whether or not a student shall proceed to the next level or qualifies to graduate.

Continuous Assessment is any form of evaluation made in the course of the semester(s), such as tests, graded practical, assignments.

Cheating in Examinations is the possession of unauthorized materials or equipment/devices including cell phones, electronic storing devices and information that can be used to gain advantage in answering examination questions or where students collude to assist each other in answering questions.

Discontinuation means a declaration by the Institute Advisory Board (FIAB) that a particular Candidate is no longer qualified to continue with his/her studies

Examination Committee consists of Academic Committee and external Examiners and chaired by the Principal.

Examination Irregularity is any act of omission or commission that affects the integrity of Institute examinations.

Evading Examinations is a deliberate act of not appearing for scheduled examinations without reasonable causes.

Semester Examinations are Institute examinations which after approval by the Examination Committee are administered to students at the end of the Semester.

Leakage of Examinations any act which results to a candidate or candidates having access to, or knowledge of examination questions or any unauthorized material related to the examinations before the scheduled date and time of the examination.

Retaking of a Subject is repeating of a subject in which a student has failed in a supplementary examination. The retake will attract a charge as determined by the Principal based on subject incidental costs.

Supplementary Examinations shall mean a second sitting Examination administered to candidates who fail to obtain a pass in a specified number of modules during Semester Examinations

Special Examinations are those examination which after approval by Academic Committee, are administered to candidates who fail to sit for regular examinations.

Student is a person enrolled and paid up at the Institute for the purpose of obtaining academic or technical qualification as approved by the Academic Committee of the Institute.

CHAPTER ONE

INTRODUCTION

This chapter gives an overview of the Institute.

1.1 Background of FITI

Forest Industries Training Institute (FITI) is a technical training institution which is under the Ministry of Natural Resources and Tourism. FITI was established in 1976 as the ministerial institute aimed to train middle cadre workers needed in the running of state-owned industry known as a Tanzania Wood Industry Corporation (TWICO). It is fully accredited by the National Council for Technical Education (NACTE) and certified by Vocational Education and Training Authority (VETA) to offer vocation training. Over the years the training programme changed a number of times to the current Certificate and Ordinary Diploma in Forest Industries Technology programme.

FITI has trained many local students from all over the country. It has trained both pre-service and in-service from Governmental and Private Organizations' sponsored students.

1.2 Training Programmes Offered

FITI offers one-year Basic Certificate, one-year Technician Certificate and one-year Ordinary Diploma in Forest Industries Technology and forestry, short courses and refresher courses in various technical areas such as Artisan Certificate in Carpentry and Joinery, Sawmilling Operation, Saw Doctoring, Basic Logging Operations, Bee Hive Making and Timber Grading and Inspection.

1.3 Mandate

To provide quality training education for sustainable forest industries and utilization of forests and allied resources.

1.4 Vision

Being Centre for excellence in the provision of quality training and services in forest industries in Africa.

1.5 Mission

Conduct demand driven training courses, advocate for adoption and use of modern technology to improve the quality of forest products and services in forest industries in Tanzania.

1.6 Core Values

Forest Industries Training Institute is guided by the following core values;

- (i) Honesty through demonstration of high level of honest, trust and uprightness in discharging the services;

- (ii) Commitment in providing high quality, efficiency, excellent service to customers and improvement and Innovation;
- (iii) Team work by capitalizing on working together and integrating diverse disciplines;
- (iv) Observe the principles by best practices in leadership and governance;
- (v) Partnership in exercising equality and equity;
- (vi) Professionalism- the Institute is committed to adhering to professionalism in all activities;
- (vii) Client oriented- the institute is committed to the cultivation of positive relationships between community, students, academic and administrative staff.

1.7 Core Functions

The following are the Institute core functions;

- Training of high-level technical manpower in forest industries technology and utilization
- Outreach services in forest industries and wood utilization to the community.
- Applied research to improve forest industries practice

1.8 Applicability

This handbook provisions apply to all students attending training programmes in the Institute, at any event sponsored by the Institute, and at any other location, on or off campus, during the duration of the student's stay at the Institute.

Each student must conduct himself/herself with the highest standard of integrity, personal discipline and morality and should seek to portray a good image of the Institute.

Those students who fail to adhere to the provisions of this handbook will be disciplined or discontinued from the Institute as provided for in this handbook.

All kinds of misconduct or negligence on the part of the student(s) are strongly abhorred and the Institute reserves the right to take appropriate disciplinary measures against such commissions/omissions.

The provisions of the handbook are not to be regarded as a contract between the student and Institute, the Institute reserves the right to amend any of the procedures, rules and regulations when necessary and without giving prior notice or reasons for such action; however, such changes will be communicated to the students.

Any behaviour, omission or commission that may have been influenced by a student's mental state (irrespective of the ultimate evaluation) or by the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions.

1.9 Enforcement of the Rules and Regulations

Members of the Institute will be responsible for enforcement and compliance to the rules and regulations.

There shall be two disciplinary Institute committees with clear distinct roles:

1. **Students' Disciplinary Committee (SDC) (Also we have Student's Affairs Committee) one of them should be adopted**
2. **Academic Disciplinary Committee (ADC)**

Determination of general disciplinary cases will be done by the Institute **Students' Disciplinary Committee** whose powers and roles are detailed below:-

The Committee shall have powers to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof.

- To dismiss the case against the student;
- To issue a letter of warning or reprimand and such letters shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected students;
- To require the student to make good any loss or damage to Institute property and/or pay damages commensurate with the nature and gravity of the offence;
- To recommend suspend of the student from the Institute for a specific period;
- To recommend expel of the student from the halls of residence;
- A combination of any two or more of the above;
- To impose any other penalty or penalties as the Committee may deem fit to impose;
- To recommend the expulsion of a student from the Institute to the Principal.

Any party aggrieved by the decision and penalty imposed by the Committee may lodge an appeal to the Principal within seven (7) days from the date of such action through the Secretary of the Student Disciplinary Committee. Such an appeal shall be in writing clearly indicating specific grounds for the appeal. The Principal will constitute an Appeals Committee to review the case within seven days and the Principal's decision shall be final.

The **Academic Disciplinary Committee** will deal with all matters relating to examination irregularities.

The Academic Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof and the student shall be required to defend him/herself before the Committee.

- To dismiss the case against the student;

- To issue a letter of warning or reprimand and such letters shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected students;
- To recommend suspend of the student from the Institute for a specific period;
- A combination of any two or more of the above;
- To recommend criminal proceedings against a student;
- To recommend counselling;
- Prescribe manual punishment;
- Cancel the candidate's examination results in the unit concerned;
- To impose any other penalty or penalties as the Committee may deem fit to impose;
- To recommend the expulsion of a student from the Institute to the Principal.

Any party aggrieved by the decision and penalty imposed by the Committee may lodge an appeal to the Principal within seven (7) days from the date of such action through the Secretary of the Academic Disciplinary Committee. Such an appeal shall be in writing clearly indicating specific grounds for the appeal. The Principal will constitute an Appeals Committee to review the case within seven days and the Principal's decision shall be final.

CHAPTER TWO

PROCEDURES

Various Institute procedures are detailed in this chapter.

2.1 Admission Procedures

The following is the admission procedure in the Institute;

- (i) Students report to the admission officer as per their admission letter for verification of admission requirements and admission/registration;
- (ii) Students report to accounts office with their payment slips verification or for issuance of receipts;
- (iii) Students report to Dean of Students for filling of biodata form; issuance of students' Institute handbook, rules/regulations acceptance form and registration clearance certificate for room allocation;
- (iv) Students report to house keeper for room allocation (boarders);
- (v) Students join orientation/ learning programmes.

2.2 Finance Procedures

- (i) All fees payable to Institute must be paid within the stipulated time;
- (ii) Fees is payable through control number obtained from the Institute and presentation of the receipt to the Institute accountant;
- (iii) Upon verification, an official receipt will be issued to the student;
- (iv) Under no circumstances will personal cheques and cash payments be accepted;
- (v) Students are required to present the pay-in slips to the accountant within the official working hours: Monday to Friday from 9 am to 4 pm;
- (vi) The students are required to present their slips in an orderly manner and only one student will be served at a time;
- (vii) Students must indicate their official names and admission number in the pay in slip;
- (viii) Under no circumstances will fees be transferable to another student;
- (ix) Where a student is not sure about his or her fees status, you are advised to confirm with the accountant at his/her convenient time;
- (x) Where a students' fees is being paid by a personal donor, institution, or any other organization, it is the student's responsibility to ensure such payment is done on time. In such cases an official receipt will only be issued after the payment has been cleared;

2.3 Orientation Procedures

- (i) A day after reporting date students will tour Institute facilities under the guidance of Institute members after an introductory meeting with the Dean of Students;
- (ii) Return signed acceptance rules form to the Dean of Students within three days of reporting;

(iii) Students start classes immediately after orientation.

2.3 Room Allocation Procedures

- (i) Student presents a receipt and a stamped and an approved admission letter to the housekeeper;
- (ii) Student is registered in room allocation register and signs for room allocation;
- (iii) Student is given a copy of accommodation rules & regulations;
- (iv) Student is issued with accommodation necessities and signs the inventory register;
- (v) Student clears with the housekeeper anytime he /she ceases to reside in the room and meets the cost of any damage or lost items from the room.

2.5 Dining Hall Procedures

- (i) Meals will be served and eaten in the dining hall within stipulated time;
- (ii) Students should not spill over food on dining tables;
- (iii) Students should dispose-off food remains in the dustbins placed outside the dining hall;
- (iv) Any comments or complaints about the catering services should be made to the Caterers through the Student Government and finally where necessary to the Dean of Students or the Principal's office.

2.6 Academic Procedures and Requirements

The following academic procedures will be observed.

2.6.1: Attendance of Lessons

- (i) Students will be required to be in class 5 minutes before the lesson starts. Once a lesson is started a student will not be allowed in class;
- (ii) Interruptions will not be allowed in class during a lesson;
- (iii) Students are encouraged to use any free lessons constructively;
- (iv) Student field excursions will be treated as formal lessons;
- (v) All students must attend all learning activities as directed by members of the institute unless the student has official permission to be exempted;
- (vi) All students must observe punctuality when attending learning activities;
- (vii) All students are expected to actively participate in all learning activities;
- (viii) All students must hand in the assignments on time;
- (ix) Students who stay away for a continuous period of more than one semester without approved deferment may be deregistered;
- (x) A student will not be allowed to take semester examination before completing course work assignments and Continuous Assessment Tests;
- (xi) All students are required to wear appropriate attire during class and practical lessons.

2.6.2 Conduct of Examinations

All tests and examinations shall be compulsory.

- (i) A student will be required to be in the examination room on time but not later than 30 minutes after the start of examinations. Students will not be allowed to leave the exam room until less than 30 minutes to the end of the examination, provided that a candidate permitted to leave the room hands over his/her scripts to the invigilator before leaving;
- (ii) No discussions and movements will be allowed in the examination without the permission of the invigilators;
- (iii) Mobile phones and other electronic devices will not be allowed in the examinations without permission from the invigilator;
- (iv) Wilful disruptions of examinations by any candidate shall constitute an examination offence;
- (v) Eating and drinking in examination room will not be allowed;
- (vi) Over wear will not be allowed in the examination room;
- (vii) Any student/candidate found with unauthorized materials in the examination hall shall be disqualified from the paper and await the decision of the Academic Disciplinary Committee;
- (viii) If for any reason a candidate is unable to attend an examination, he/she should report the circumstance to the Principal at the earliest possible moment;
- (ix) Invigilators shall have the power to confiscate any unauthorized material or aid brought into the examination hall and to expel from the examination any candidate(s) who creates disturbance in the examination;
- (x) For a student to sit for an examination she/he will have to produce and display an examination card;
- (xi) A student who fails to sit for an examination, she/he will be required to sit for it the next time the module is being examined;
- (xii) For any assistance candidates should only communicate through the invigilator;
- (xiii) No candidate shall be allowed into the examination room if suspected to be under the influence of alcohol or substance abuse;

2.6.3 Special Examinations

Special examinations will be administered under the following circumstances;

- (i) Students who require sitting for special examinations must apply for the same in writing at least one month before the administration of the examinations;
- (ii) Students shall be expected to undertake special examinations under the following specific circumstances and provided the student has not infringed the 80% attendance module requirements;
- (iii) For reasons of sickness, certified by a recognized medical practitioner and confirmed by the Academic Committee;

- (iv) For reasons of bereavement within the candidate's immediate family provided permission to leave Institute was granted as required by student bylaw on production of evidence;
- (v) As a result of other circumstances beyond the candidate's or Institute's control with documentary evidence;
- (vi) The decision to allow for seating of special examinations shall be taken by the Academic Committee.

2.6.4 Remarking of Examinations

For a student to qualify for remarking of an examination, he/she must;

- (i) Apply to the Principal in writing **within two weeks** after release of results;
- (ii) Pay an approved **non-refundable** remarking fee;
- (iii) Application for remarking of a given paper shall only be allowed once.

2.7: Library Procedure

- (i) Student is issued with the library card;
- (ii) Student while using the library should observe silence;
- (iii) Student borrows library material(s) and returns on or before the due date indicated on the borrowed material(s);
- (iv) Students should seek guidance on the use of reference materials and ICT equipment's.

CHAPTER THREE

COMMUNICATION

This chapter highlights channels of communication to be followed by students and Institution calendar of events.

3.1 Channels of Communication

- (i) In the redress of grievances, students shall be expected to go through the laid down channels and procedures and in particular the following;
 - a. -Academic Matters: Class representative, respective tutors, Heads of Departments, Registrar, the Deputy Principal Academics and the Principal in that order;
 - b. Welfare Matters: Student government, Warden/Matron, Sports master, Dean of Students, the Deputy Principal(s) and the Principal in that order;
- (ii) Students shall not give orders to any staff.

Feedback Mechanisms: Feedback will be given back through the same channels.

3.2 Institute Calendar of Events

The Institute calendar of events will follow as tabulated below:

DATE	ACTIVITY/EVENTS
OCTOBER, 2021	
14/10/2021	MWALIMU NYERERE DAY (PUBLIC HOLIDAY)
18/10/2021	OPENING OF THE INSTITUTE AND BEGINNING OF ACADEMIC YEAR 2021/2022
18/10/2021	BEGINNING OF ONLINE REGISTRATION OF STUDENTS REPORTED FOR STUDIES
18/10/2021	BEGINNING OF ONLINE TRANSFER OF STUDENTS FROM ONE PROGRAMME TO ANOTHER
19/10/2021	MAULID DAY (PUBLIC HOLIDAY)
20/10/2021	ACADEMIC STAFF MEETING
22 – 24/10/2021	ORIENTATION OF STUDENTS FOR ALL PROGRAMMES
25/10/2021	BEGINNING OF SEMESTER I STUDIES FOR ACADEMIC YEAR 2021/2022
NOVEMBER 2021	
01/11/2021	END OF ONLINE REGISTRATION OF STUDENTS AND TRANSFER OF STUDENTS FROM ONE PROGRAMME TO ANOTHER
02/11/2021	INSTITUTE BARAZA
05/11/2021	24 TH GRADUATION CEREMONY
12/11/2021	STUDENT'S GOVERNMENT ELECTION
15/11/2021	MANAGEMENT MEETING
DECEMBER, 2021	

DATE	ACTIVITY/EVENTS
04/12/2021	ALL WORKERS MEETING
09/12/2021	INDEPENDENCE DAY (PUBLIC HOLIDAY)
25/12/2021	CHRISTMAS DAY (PUBLIC HOLIDAY)
26/12/2021	BOXING DAY (PUBLIC HOLIDAY)
27/12/2021	BEGINNING OF MID - SEMESTER BREAK FOR ALL PROGRAMMES
JANUARY, 2022	
01/01/2022	NEW YEAR DAY (PUBLIC HOLIDAY)
03/01/2021	END OF MID - SEMESTER BREAK FOR ALL PROGRAMMES
07/01/2022	ACADEMIC STAFF MEETING
12/01/2022	ZANZIBAR REVOLUTION DAY (PUBLIC HOLIDAY)
FEBRUARY, 2022	
06/02/2022	END OF SEMESTER I STUDIES FOR ALL PROGRAMMES
07 -13/02/2022	PREPARATION FOR SEMESTER I EXAMINATIONS
09 - 11/02/2022	MODERATION OF SEMESTER I EXAMINATIONS
14 - 18/02/2022	SEMESTER I EXAMINATIONS
19 – 23/02/2022	INTERNAL MARKING FOR SEMESTER I EXAMINATIONS
24 - 28/02/2022	CROSS MARKING AND COMPILATION OF SEMESTER I EXAMINATIONS
25/02/2022	MANAGEMENT MEETING
MARCH,2022	
02/03/2022	BOARD OF EXAMINERS MEETING
10 - 11/03/2022	72 ND ADVISORY BOARD MEETING
16 - 18/03/2022	SUPPLEMENTARY EXAMINATION FOR SEMESTER I FOR ACADEMIC YEAR 2021/2022
19/03/2022	ACADEMIC MEETING
21/03/2022	BEGINNING OF SEMESTER II FOR ACADEMIC YEAR 2021/2022
APRIL, 2022	
01/04/2022	NATIONAL TREE PLANTING DAY
07/04/2022	KARUME DAY (PUBLIC HOLIDAY)
15/04/2022	GOOD FRIDAY (PUBLIC HOLIDAY)
18/04/2022	EASTER DAY
26/04/2022	UNION DAY (PUBLIC HOLIDAY)
MAY, 2022	
01/05/2022	MAY DAY (PUBLIC HOLIDAY)
02 - 03/05/2022	EID EL FITRI (PUBLIC HOLIDAY)
15/05/2022	OPENING FOR ADMISSION FOR ACADEMIC YEAR 2022/2023
20/05/2022	INSTITUTE BARAZA
23/05/2022	BEGINNING OF FIELD ATTACHMENT FOR NTA LEVEL 5
27/05/2022	MANAGEMENT MEETING
JUNE, 2022	
05/06/2022	WORLD ENVIRONMENTAL DAY
17/06/2022	END OF FIELD ATTACHMENT FOR NTA LEVEL 5
19/06/2022	END OF SEMESTER II STUDIES FOR ALL PROGRAMMES
20 - 24/06/2022	PREPARATION FOR SEMESTER II EXAMINATIONS
22 - 24/06/2022	MODERATION OF SEMESTER II EXAMINATIONS
24/06/2022	ALL WORKERS MEETING

27/06/2022	BEGINNING OF SEMESTER II EXAMINATIONS
JULY, 2022	
01/07/2022	END OF SEMESTER II EXAMINATIONS
02 - 06/07/2022	INTERNAL MARKING FOR SEMESTER II EXAMINATIONS
07/07/2022	SABASABA (PUBLIC HOLIDAY)
11 - 15/07/2022	CROSS MARKING OF SEMESTER II EXAMINATIONS
16 - 18/07/2022	COMPILATION OF SEMESTER II EXAMINATION RESULTS
19/07/2022	BOARD OF EXAMINERS
29/07/2022	73 RD ADVISORY BOARD MEETING
AUGUST, 2022	
01 - 07/08/2022	UPLOADING SEMESTER II EXAMINATION RESULTS IN THE NACTE DATABASE
08/08/2022	NANENANE (PUBLIC HOLIDAY)
09 - 12/08/2022	SEMESTER II SUPPLEMENTARY EXAMINATIONS
15/08/2022	END OF ADMISSION FOR ACADEMIC YEAR 2022/2023
15 - 26/08/2022	UPLOADING OF SUPPLEMENTARY EXAMINATION RESULTS AND SUBMISSION OF OTHER NECESSARY DOCUMENTS TO NACTE FOR VERIFICATION
SEPTEMBER, 2022	
15/09/2022	END OF ACADEMIC YEAR 2021/2022
16/09/2022	ACADEMIC STAFF MEETING
30/09/2022	MANAGEMENT MEETING

CHAPTER FOUR

SECURITY AND SAFETY

Students and those working in the Institute expect their safety and well-being to be assured by the administration. To ensure that this is guaranteed a number of measures have been identified for implementation.

The Institute will strive to implement Safety Standards manual that was developed by the government for use by schools. Students are advised to acquaint themselves with the same.

4.1 Control of Access to Institute Premises

- (i) Unauthorized people should not have access to Institute premises;
- (ii) Institute gate will remain attended by security guard at all times;
- (iii) A register is to be used to record the name of a visitor, the time at which he called at Institute, the purpose of the visit, the registration number of the vehicle, if applicable and the time at which the visitor leaves the Institute afterwards. The same arrangements apply to delivery vans;
- (iv) In case of doubt, the Institute management should be contacted before allowing access to school.

4.2 Unwarranted Interference in Institute's Internal Matters

All forms of violent attitude, aggressive behaviour, use of abusive language towards staff and students inside Institute premises by outsiders will be promptly reported to the security team.

4.3 Measures to Reinforce Security at Institute

The Security Team should ensure that security is maintained at all times within the buildings and around the premises. This involves protection against theft, damage, fire and other hazards.

4.4 Safety of Students at Institute

At all times during class hours, students are to be under the responsibility of a given member of staff.

Special precautions must be taken in laboratories and workshops: sharp edged and pointed tools to be put away when not in use, use of machines under close supervision, hazardous chemicals kept under lock and key in a cabinet made of corrosion resistant materials, chemical storage in well ventilated space, safety information provided in safety and other instruction charts etc.

Adequate instructions should be given to both students and staff about special care related to electric shock, manipulation of hot materials, gases etc.

CHAPTER FIVE

FUNCTIONS OF KEY OFFICES

The following key offices have been established for effective management of student affairs:

5.1 Principal's Office

The Principal is overall in the management of the Institute study programme. In doing so he/she will ensure that all the planned activities are facilitated. He/she will also provide direction and guidance to all the persons involved with students' management as well as providing the vision of the Institute.

5.2 Academic Office

There shall be Academic office to provide leadership, manage and maintain academic standards to achieve the highest level of excellence in all academic activities which includes and not limited to; admissions, execution of lessons, administration of examinations, release of results, coordination of graduation and issuance of certificates and transcripts.

5.3 Dean of Students

The office of the Dean of Student manages all student welfare issues both planned and emergency ones to ensure a smooth and harmonious flow of Institute programmes. This office offers students a unique platform to vent their concerns, challenges, satisfaction and dissatisfaction freely without fear of victimization, reprimand or unfavourable consequences.

5.4 The Students' Government

The Student Government consists of democratically elected representatives drawn from the student community to represent key sectors, gender and classes.

CHAPTER SIX

RULES AND REGULATIONS

The following rules will apply to **all** students in the Institute.

6.1 General Rules

PREAMBLE

Whereas the Institute was established and exists for the pursuit of learning;

AND

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

NOW THEREFORE

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

CONSCIOUS of the fact that Students at Forest Industries Training Institute are all adults, according to the Laws of the United Republic of Tanzania and must accept the responsibilities of adulthood.

DESIRIOUS therefore, that Student should observe these By-Laws, draw up and enforce their own rules of Community Living, appropriate to the special needs and work at the Institute level.

Students are additionally reminded that they are subject to the Laws of Tanzania while on the Institute Campus or elsewhere within the country. If a Student is convicted of an offence in a dully-established court of law against the laws of this country or any other country, his continued membership of the Institute shall be reconsidered or reviewed by the Disciplinary Authority.

PART I

PRELIMINARY

Citation	1.1	These rules shall be cited as the Forest Industries Training Institute Student's General Conduct, Disciplinary Proceedings and Penalties By-Laws (hereinafter By-Laws as "referred") and shall come into force as from 1 st September 2020.
	1.2	These regulations are made by the Advisory Board in accordance with the provisions of the Institute whose objects and purposes, <i>inter alia</i> , shall be to provide for the control, governance and administration of the Institute.
Definition	2.1	In these By-Laws unless the context otherwise requires; "Authorized Officer" a member of Staff of the Institute when discharging lawful duties.
		"Baraza" means and includes an authorized general meeting.
		"The Competent organ" includes as Advisory Board, Committee, Office or Officer of the Institute vested with expressed or implied legal powers to do or to disallow or to order the doing or disallow of such act or acts as is or are referred to in any of the respective provisions of these By-Laws.
		"Disciplinary Offence" means any offence under section 4 of these By-Laws or contravention of any of the established By-Laws under the provisions of the Institute rules.
		"Gender" means and includes both female and male
		"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 a specified law alleged to have been violated, the right to tender defense and the right to appeal.
		"Outside the Institute" include study visit, safari and in recreational places.
		"Registrar" means an official appointed under the provisions of the Institute.
		"Regulations" means rules made under the provisions of the Institute

“Strike” means refusal to perform scheduled activities/going against institute rule and regulation.

“Student” means any person registered to the Institute as a candidate for a diploma, certificate or other award of the Institute.

The “Advisory Board” means Board of the Forest Industries Training Institute established under the provisions of Government.

“The Disciplinary Appeals Committee” means the Committee established under the provisions of the Institute.

“The Disciplinary Authority” means the Principal exercising the powers conferred upon him/her under the provisions of the Government.

Admission 2.2

- i. All applicants for any long course shall be required to pay a non-refundable application fee of Tzs. 10,000.00 for local applicants and US \$ 5.00 or its equivalent for foreign students. The rate is subject to revision.
- ii. Any student selected to pursue any course at the Institute shall not be admitted until he/she pays at least half of the annual fees.
- iii. No student shall be allowed to proceed to the next semester without settling the preceding semester’s fees and paying next semester’s fees.
- iv. No student shall be admitted to the institute if she/he has no required outfit for practical training.

Committee 3.1 (i)

- There shall be established under the supervision of the Students’ Organization, Students’ Committee, which will be responsible for making, determining and enforcing the rules for Students living within and outside the Institute campus. The said rules shall not cover offences of a criminal nature or disciplinary offences, as contained in By-Law 4 herein below. The Students Committee shall comprise of the following members: -
- a) The FITISO Chairman who shall be the chairperson.
 - b) The FITISO Disciplinary Minister responsible students’ discipline

- c) One Student representing each hall of residence.
 - d) One Student representing off-campus Students
 - e) Each course shall have a representative
- (ii) The Students' Committee shall make its own rules which shall be approved by the Student's Affairs Committee. The said rules shall form an appendix to these by-Laws.
 - (iii) There shall be established a Students Affairs Committee. Any Student, who wishes to appeal against any decision of the Students' Committee, shall lodge an appeal in writing to the Students Affairs Committee not more than seven days after the decision of the Students' Committee. The decision of the Students' Affairs Committee shall be final.
 - (iii) The Students Affairs Committee shall comprise of the following members: -
 - a) A representative from the Institute shall be deputy of academic chairperson.
 - b) Principal–Deputy Chairperson.
 - c) Registrar of Students–Secretary.
 - d) Two representatives of the Academic Committee.
 - e) Two students from the student's disciplinary Committee.

Communication 3.2

- i. The Principal is the spokesperson of the Institute and no student shall deliver or communicate any institute's information on behalf of the Institute. Contrary to It will be a punishable offence.
- ii. No student is allowed to communicate with the Principal on official business except when confidentiality is required. If that communication is confidential the student must inform and obtain permission from the dean of Students.
- iii. The Institute's communication facilities like telephone and tele-fax should not be used for student's private affairs except by permission.

- iv. Students shall have free access to internet services in the Library or Computer laboratories up to official closing times. However, such uses shall not interfere with official functions in the same venues. Likewise, the internet services should not be used to view or transmit pornography or any other unethical information.
- v. Students' private affairs shall be handled by the Registrar of Students.
- vi. Academic matters shall be handled by class representative and or Students' Government as the case may be before being forwarded to respective Course Coordinators. All correspondence shall be in writing.

General provision 3.3

- i. Dates and times of conducting continuous assessments shall be announced by the module Tutor and or indicated in the Institute timetable
- ii. A Tutor shall be responsible for providing students with a module outline, information on the continuous assessments, examinations and collecting any students information and class information that will provide a basis for evaluating students' performance.
- iii. Every registered student shall attend all training sessions offered by the Tutor and according to the Institute curricula and timetables. Any student who lawfully or unlawfully misses any training session up to 20% shall not be assessed (both in continuous assessment and final examinations).
- iv. Any student whose academic performance is considered unsatisfactory in continuous assessment should be required by the Institute Academic Committee to withdraw from studies or to repeat any part of the module before commenced to semester examination. The FITI

Board should be informed on the decision of the committee.

- v. A student who fails to report at the Institute on the prescribed date with approval of the Principal and misses up to 80 contact hours consecutively shall be required to attend and cover the contact hours missed or postpone the module or course until when next offered.
- vi. All expenses associated with attending the missed module contact hours or the postponement of the module or course caused by a student shall be upon the student.
- vii. No student shall be allowed to proceed to the subsequent NTA level without satisfying the FITI examination requirements of the preceding NTA level.
- viii. There shall be a Matron who shall be the main counselor of female students

Postponement of studies 3.4

- i. A student wishing to postpone studies should submit written request supported by relevant documents to justify the request. The request for postponement of studies should be written as an application letter to the Principal
- ii. The reasons that may be considered in granting permission to such a request will include the following grounds: a) Illness that is supported by a medical certificate from any recognized medical institution. b) Sponsorship related problems c) Family matters d) pregnancy and Any other reasonable ground(s) which is supported by sufficient evidence provided that each case is considered on its own merit.
- iii. Upon receiving recommendations from the registrar, respective head of department, Deputy Principal Academics

and the request for postponement of studies may be approved or disapproved by the principal

- iv. If the request is approved, it shall be shown in the letter the time for which the student is supposed to resume studies.
- v. Principal shall not approve permission for postponement of studies more than twice for two consecutive academic years for the same student.
- vi. Any request for postponement of studies shall not be made for more than one academic year at once and extension of postponement shall not be permitted beyond FOUR consecutive semester unless under exceptional circumstances.
- vii. For avoidance of doubt in these rules, no student shall be allowed to sit for any supplementary examination(s) during the academic year in which he/she has postponed studies.

PART II

DISCIPLINARY OFFENCES

General Disciplinary Offences

4. (1) For the purpose of these By-Laws, general disciplinary offences shall include the following;
 - (i) Conduct which does or is likely to cause damage, defacement or violence to any person or property within the Institute provided that such conduct is that of a Student towards another Student, member of the Institute community or any employee or employees of the Institute, even though the conduct in question occurred outside the Institute;
 - (ii) Using force or using violence against or assaulting a fellow Student, an officer or any member of the Institute community even though such violence occurs outside the Institute;
 - (iii) Maliciously damaging, defacing or destroying a wall, gate, fence, post, or any other item or property of the Institute, whether or not such property has been leased to any public or private company or person and for the avoidance of doubt damage to such property shall not constitute a disciplinary offence except where it is prejudicial to the peace and security of the Institute;
 - (iv) Act or conduct which is likely to obstruct or frustrate the holding of:
 - a) Any lecture, class, laboratory work, research or other instructional activity authorized by the Institute,
 - b) Any meeting, function or lawful activity authorized by the Institute;
 - c) Making noise or shouting near the lecture rooms where lectures or
 - d) Examinations are taking place or are under preparations with intention to interrupt the sessions;
 - (v) Unauthorized use of, or interference with, any technical, electrical or other service or installation of the Institute;
 - (vi) a) Where a Student is charged with any offences under the law, the Institute may suspend such

Student from studies until such time as his/her case is determined by the court and where he/she is convicted he/she shall be terminated from studies. Where a Student is suspended under the provisions of section (VI)

- b) (a) Above, he/she shall not be reinstated, as a Student until he/she produces the judgment of the court ruling in his/her favor;
- (vii) Unauthorized possession of key(s) to the Institute property;
- (viii) a) Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on his/her behalf under an order from any competent organ or officer of the Institute,
b) Knowingly giving information known to be false or not believed to be true by the giver thereof, or any other person in that behalf;
- (ix) Use of slanderous, abusive, obscene or threatening language by any Student against any other Student or Students or against any officer or employee of the Institute in the course of performance of such officer's or employee's duties.
- (x) Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, Institute, or any other institution whether in cash or otherwise;
- (xi) Knowingly inviting or entertaining a Student in the Institute whose name appear on the Institute Notice Board as having been barred or otherwise known to have been barred from the Institute premises by an Institute Authority;
- (xii) Refusal or failure to obey any Lawful order issued under the Institute regulations promulgated by a Competent organ of the Institute;
- (xiii) Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent organ of the Institute when summoned to do so by a proper written notice by such authority or organ as prescribed under the provisions of the Institute;
- (xiv) Willful obstruction of the work of proceedings conducted by the Disciplinary Authority or interfere with witnesses in disciplinary proceedings conducted under these By-Laws;

- (xv) Refusal or failure to abide by the ruling, decision, penalty imposed by the Disciplinary Authority or any other competent organ of the Institute;
- (xvi) a) Unauthorized holding of Institute Baraza. For avoidance of doubt, such Students organization scheduled in the Institute almanac currently in force shall be deemed to be authorized;
- b) Emergency Baraza may be held only after the Principal approved the same if they have the effect of obstructing or frustrating the holding of any training activity authorized by the Institute provided further that a three days' notice shall be given to the Principal prior to the holding of such emergency Baraza;
- (xvii) Inviting outsiders as guest speakers and/or social entertainers without the permission of the Institute Authority namely, the Principal;
- (xviii) Forming and or establishing unauthorized Students' group(s), which are likely to cause disunity and disorder at the Institute;
- (xix) Without derogating the right to freedom of expression, willful writing of defamatory literature and or uttering insults or obscene language by any Student or group of Students against any other Student or groups of Students or any employee of the Institute, or against the Institute official or any civil leader.
- (xx) Sexual harassment of whatever kind that may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical or gestural sexual advance; or sexually explicitly derogatory statements or statements or sexually discriminatory remarks made by a Student which are offensive or may be reasonably interpreted as offending to a fellow Student (victim) to feel threatened, humiliated, patronized or harassed or which interfere with the Student's smooth and peaceful pursuance of his/her studies or which undermine one general feeling of security or creates a threatening or intimidating study environment;
- (xxi) Rape or indecent assault;
- (xxii) Mismanagement and/embezzlement of Student's organization funds and or any other recognized Student's association established under the auspices of the Student's organization in accordance with the relevant provisions of the Students organization regulation of the time being in force;

- (xxiii) Collecting or charging money from any Student or Student's group(s) without prior permission of the Institute Authority;
- (xxiv) Possession of any weapon within the campus, which are intended to jeopardize peace; or endanger people's health/lives.
- (xxv) Arriving more than two weeks after the beginning of a semester without compelling reasons;
- (xxvi) Failure to pay outstanding debts, for an Institute property that a Student has lost or any debts reported to Administration;
- (xxvii) Failure to return Institute properties such as keys, mattresses, books and other equipment;
- (xxviii) Demonstrating without permission of the Principal or any other person authorized to act in that capacity;
- (xxix) Drug abuse; consumption of alcohol and or possession of alcohol and or found drunk within or outside the Institute;
- (xxx) Going on strike; instigating or propagating others to go on strike;
- (xxxi) Illegal entry into (a) another Student's room (b) unallocated room and occupying it. (c) any other form of trespassing;
- (xxxii) Performing events related to individuals such as birthday and the like;
- (xxxiii) Improper dressing; reference is made to the Institute Dress Code and other regulations.
- (xxxiv) Theft committed within or outside the Institute;
- (xxxv) All other acts which, in the opinion of the Disciplinary Authority constitutes a disciplinary offence;

Dealt authority

- 4.2 (2) Offences under this part shall be dealt by Authority established under the Institute, and shall be under the chairmanship of the Deputy Principal Academics . The committee shall be assisted by the following:
- a) Registrar as the Secretary
 - b) Head of departments as members
 - c) Two Students appointed by students' organization

Provisions and offences relating to Residence

5. (i) Students may be offered accommodation in the Institute residence or any hostel or residence rented to the Institute. Where Institute accommodation is not available to all for residence in the campus, the priority shall be given in respective gender residence

as follows :

- a) Disabled Students;
 - b) Foreign Students;
 - c) First year Students;
- (ii) The rooms are furnished with beds, mattresses, tables and chairs, the occupants are not allowed to remove any furniture or any fittings in the rooms and are responsible for the proper care of all property and any damage or loss must be reported immediately to the Registrar;
 - (iii) Every Student before being granted accommodation or the right to occupy any room in the Institute residence or any other premises earmarked for Students' residential purposes, may pay for such accommodation at full rate or two installment as the Institute may determine from time to time;
 - (iv) The Institute authority shall have the right and power to determine the number of Students who may share any of the rooms in the Institute residence;
 - (v) The occupants/Students shall be required to sign a Lease Agreement provided by the Institute authority;
 - (vi) Students shall be responsible to take care and clean the rooms they occupy. ;
 - (vii) Cooking is not allowed in the hostels;
 - (viii) No Student shall be allowed to engage a "house girl (boy (s))" in the hostel/residence.
 - (ix) Students shall not interfere with or transfer, furniture or fittings of any kind from any part of the Institute building without prior written permission from the Institute authority;
 - (x) Notwithstanding the generality of this paragraph, any Student wishing to install any additional furnishing in his/her room may do so, subject to prior knowledge and written permission from the Institute authority;
 - (xi) Electric devices such as, reading lamps, table fans, electric irons, electric razors, electric hair dryers, electric kettles, record players shall **NOT** be used in the hostels;
 - (xii) When electricity faults occur the destroyed items/appliances shall be at owner's risk;
 - (xiii) Electric lights must not be left switched on unnecessarily during the daytime or when occupants are not in the room;
 - (xiv) Radios or TV sets, may be used, provided that they shall not be played at noise levels that are nuisance to other hostel occupants/students';
 - (xv) For specific official students' functions, permission official to extend musical performance in specific places within the Institute premises may be granted

- by the registrar of Students;
- (xvi) No Student shall be allowed to entertain outside visitors in his/her room;
 - (xvii) Students shall not be allowed to live with any unauthorized person(s) in their rooms, including unauthorized Students, or relatives;
 - (xviii) Students of different sex are not allowed to stay/live in the same room.
 - (xix) Student(s) are not allowed to stay in hostel with their families.
 - (xx) Regulations for Institute hostels within the campus shall also apply to hostels outside rented by the institute.
- Provisions relating to residence during vacation**
- 5.1
- (i) All Students shall be required to vacate the residences at the end of each term/semester when the Institute closes for vacation.
 - (ii) Loss of Institute properties by Students must be immediately reported to the Registrar. A lost property will be replaced on payment of the cost of a new property at the current market price by the person responsible for its loss.
 - (iii) Keys/mattresses must be returned to the estate manager on leaving of the residence at the end of each semester. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the keys are returned, plus any other suitable punishment;
 - (iv) Every Student must ensure that he/she has signed in Departure Book upon returning Institute's properties. Any day scholar who, without written authority from Principal, use accommodation facilities and or services of the Institute shall be required to pay charges for the same.
- Permission to leave the campus**
- 6.
- (i) No Student shall travel during term/semester time outside Moshi without permission;
 - (ii) The Registrar of student may, for sufficient reasons, grant permission to travel outside Moshi; for a day

- and shall be obtained in writing.
- (iii) Permission to travel for less than a week and involving missing Lectures, seminars, tests, assignments, examinations, and/or practical work shall be obtained in writing from the Principal

(iv) In campus Students with permissions to go out but not warranting them to sleep outside the Institute should report back not later than 06:30 pm

**Provisions
and
offences
Relating to
Cafeteria
and Kitchen**

7. Students utilizing the catering services available at the Institute Campuses, are required to observe cafeteria regulations. Failure to observe any of those regulations shall constitute a disciplinary offence
- (i) The kitchens shall be out of bounds to all students except for student leaders appointed to oversee Cafeteria matters;
 - (ii) Smoking is not allowed in the cafeteria, halls and/or any other public place;
 - (iii) Any complaints about catering service shall be made through a suggestion box or to students' organization leaders and/or Dean of Students.

**PART III
DISCIPLINARY PROCEEDINGS**

- Disciplinary** 8. (i) The procedures for the Disciplinary proceedings shall be regulated by the Disciplinary Authority and his Advisory Panel from time to time.
- (ii) Any Student who is called on allegations of breaching any of these By-laws, if such Student is within the Institute during the proceedings, he/she shall meet his/her own costs.

PART IV

PENALTIES

Upon breach of any of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose penalties, including warning, reprimand, fine, compensation, exclusion from Institute residence, suspension, rustication, and expulsion as hereunder provided; namely he/she;

- Penalties** **9.** (i) Shall give an ordinary or a stern warning or reprimand to a Student who contravenes the regulations in PART II, Section 4 (viii), (xvii), (ix), (xxxii), (xxxiii) and (a) section 5 (1) (i) and section 5, 6, and 7.
- (ii) Shall fine a Student to the current prices and/or order compensation, as the case may be, for disciplinary offences under PART II, Section 4 (iii) and (v)
- (iii) Shall suspend a Student found guilty under PART II, Section 4 (i), (vi) (a), (vii), (ix), (xii), (xv), (xvi), (xxiii), (xxix), (xxxii) for a maximum of one semester
- (iv) Shall rusticate a Student for a maximum of one academic year for a disciplinary offence under PART II, Section 4 (ii), (iv), (x), (xiv), (xix), (xxii), (xxiii), (xxiv), and (xxxiii).
- (v) Shall expel any Student found guilty of disciplinary offences under PART II, Section 4 (x), (xv), (xx), (xxi), (xxviii), (xxx), (xxxiv) and (xxxv);
- (vi) Shall be forced to vacate (be evicted) from Institute Hostel if found guilty of a disciplinary offence under PART II, Section 5 (i) (iii), (ix), (xii), (xviii), (xix) and (xx);
- (vii) Shall not be given an examination number/ticket or shall not be registered if found guilty of a disciplinary offence under PART II, Section 4 (xxv), (xxvi) and (xxvii).

- Other penalties** **9.1** The Disciplinary Authority shall impose other penalties as follows:
- (i) Any Student found guilty of a disciplinary offence under PART II, Section 4 (xxii) or (xxiii) shall, in addition to the penalty specified for the offence, be required to pay the money embezzled or collected as the case may be, with or without interest thereon provided that such first mentioned penalty may be compounded upon repayment of the money. Provided further that the Disciplinary Authority may instead require that such Student found guilty of a disciplinary offence under PART II, Section 4 (xxii) not graduate or obtain his/her certificate, diploma, and/or academic transcript;

- (ii) Subject to the provisions of the next paragraph any other relevant paragraph herein before contained, penalties for offences under PART II, Section 5 and 6 range from reprimand to exclusion from the Institute residence;
- (iii) Compensation shall be charged in full or in part for loss suffered as a result of breach of the provisions of Section 4 (x) shall be determined by the Disciplinary Authority on the advice of the Advisory Disciplinary Panel.

PART V

APPEALS

Appeals	10	Appeals against the decision of the Disciplinary Authority shall lie to the Students' Disciplinary Appeals Committee. Save that any member of the Panel who took part in the decision that is the subject of appeal before, shall not take part in the hearing and determination of such appeal.
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PART VI

MISCELLANEOUS PROVISIONS

- Miscellaneous 11.**
- (i) Where there is an emergency situation for which the need for overt Operations of security organs amidst Students in Students' compounds arise, the Students' leadership shall be informed as soon as it is practicable, of possibility of such presence;
 - (ii) The Disciplinary Authority shall institute all proceedings and may lodge or defend any appeal before the Disciplinary Appeals Committee;
 - (iii) These By-Laws are not exhaustive of rules and regulations governing Students conduct at the Institute and do not exclude the application of special regulations applicable in specific organs of the Institute such as the Institute Library, etc.
 - (iv)
 - (v) Students who resume studies at the Institute after being suspended under any of the provisions of these By-Laws or any other law in force applicable to such Student shall personally bear all the consequences of such suspension.

APPENDIX "I"

STEPS TO BE TAKEN DURING STUDENTS' RIOTS AND STRIKES (WHEN FORMAL DISCIPLINARY PROCEEDINGS CANNOT BE TAKEN)

1	In case of mass strikes or situation deemed to endanger peaceful atmosphere in the Institute by a Student or involving a large number of Students who could threaten the maintenance of Law and Order, and where individual formal disciplinary proceedings are not practicable to be conducted without endangering the welfare and security of the Institute, the Dean of student shall report the matter to the Principal detailing the nature of the problem and proposing steps to be taken.
2	The Principal shall, after consulting the relevant authorities as she/he sees fit, take administrative steps to ensure the security of the Institute. These steps may include suspension of Students involved and informing government law enforcing authorities.
3	In the event of Student(s) being suspended, such suspension shall not exceed twenty-eight days, and shall not be construed as a punishment, but as a way of creating an atmosphere conducive for further investigation. The Student(s) suspended shall be informed in writing before leaving the campus.
4	During the suspension period the Disciplinary Authority shall make the investigation and prepare a report and/or institute formal proceedings for disciplinary action against the Student(s) involved.

FOREST INDUSTRIES TRAINING INSTITUTE

Annexure A

STUDENTS' CONDUCT

Miscellaneous Regulations

- 1 **Guests in Students Residence Units:**
All residential units (dormitory) have determined hours during which guests of the opposite sex may visit individual Students' rooms; that is not beyond 2100hrs, this should strictly be adhered to. Every resident Student must be guaranteed his/her privacy, which takes priority over a guest.
- 2 **Financial Obligations**
Students should make every effort to keep their credit good in the community for their own benefit. They specifically should avoid being borrowers of money beyond their means. The Institute shall not be responsible, and shall not be called upon to assist Students facing legal problems as a result of non-payment of their bills.
- 3 **Absence from the Institute:**
All Students are requested to leave information to the residential unit (Warden) or at least a roommate when they are off campus. In case of travelling for longer than a day, the information should be left at the Registrar's office.
- 4 **Change of Address:**
A Student is required to notify the Registrar of any change of campus or home address
- 5 **Use of Alcoholic Beverages, drugs and cigarettes:**
 - 5.1 All FITI Students are responsible for complying with the Tanzania's laws and regulations. Attention is called to Alcoholic Beverages and other drug substances in the life of our Institute.
 - a) FITI prohibits the serving, possession, consumption, distribution, or sale of alcoholic beverages, cigarettes or drugs at the Institute premises.
 - b) Members of the Institute Community shall be subjected to the following conditions concerning the possession and consumption of the above mentioned items in the premises and related staff quarters:-
 - (i) Under no circumstances may alcoholic beverages, cigarettes or drugs be sold, consumed outside the house and or containers for alcoholic beverages are displayed outside their residential houses.
 - (ii) Alcoholic beverages may not be provided or consumed at any open event. (For purposes of these regulations, an event is open if verbal

or written invitations are extended to the general public or to an unreasonable large segment of the campus community).

6 Use of Motor Vehicles, Motorcycles, Bicycles, and Traffic Regulations:

Anyone using a motor vehicle, a motorcycle or bicycle is responsible for observing the detailed regulations regarding their use. Before considering the use a vehicle in the Institute compound, a Student should produce a valid driving license.

- 6.1 All motor vehicle/cycles and bicycle operators must comply with general traffic and Institute regulations.
- 6.2 Bicycles are not permitted inside any Institute building and must be parked in bicycle racks or pads provided for this purpose. (It is recommended that parked bicycle be locked). All means of transport are at owner's risk.

7 Code of Dressing:

FITI expects every member of community to dress in descent attire. Clothes depicting religious affiliation/identity, clothes that are transparent and or stimulating sexual attraction are to be avoided at all times and places, when one is still in connection to the Institute, and in particular, tight trousers or other clothing is strictly prohibited. For further information, check the annex on Dress Code.

8 Hostel Rooms on and off Campus

There will be rooms for Students for on campus. For acquiring a room, one must fill the application form. There are guiding rules for in each hostel room at the institute.

9 Computer Laboratory:

There is a decent and well-furnished computer laboratory for Students' purposes. There are rules guiding the use of those facilities, which are available to all Students and staff.

10 Library Use:

There is a decent library and well furnished with books and both electronic and manual operations. There are rules guiding the use of the facility to all Students and staff.

11 Student Identification Cards:

Every Student shall pay fees to be issued a permanent identification card by the office of Registrar.

- (i) The Student identification card permits him/her to attend various events, take books out of the library, use the computer laboratory, etc. where his/her identification as a Student is required.
- (ii) The identification card is one of the FITI documents, therefore it should never be handled for use to anyone else and may not be altered in any way. In case of being lost a replacement, fee will be charged.

12

Religious Affiliations:

FITI is a non-religious affiliation hence the Institute is a place for people of different religious affiliations, it respects religious beliefs/affiliation of every member of the community.

Students Dress Code

Annexure B

1 **Introduction**

FITI is determined to build the society of people who are well prepared both academically and good citizen. Students of FITI shall therefore dress and keep themselves in a neat and tidy manner all the time within and outside the Institute as provided for under this Code.

2 **Definition**

In this Dress Code, unless the context requires otherwise, the following words shall be interpreted to mean:

'Indecent Dress for Female- A dress of whatever design which does not cover the body above the knees, stomach, chest, waist and/or back; being a trouser of whatever design or style, a skin tight and/or with transparent material; being a dress or skirt which is too tight and/or with larger openings or slits showing the body above the knees.

'Indecent Dress for Male' A dress of whatever design which knees, chest, stomach, waist and/or back; being a short trouser of whatever design or style; being a trouser which is so tight or so loose that it hangs below the waist (*Mlegezso*).

'Decent Dress' any dress which is not declared to be indecent by this Dress Code and which makes a person look smart and presentable.

3 **Appropriate Dress**

FITI students shall dress and keep themselves in a neat and tidy manner all the time. They shall dress modestly and decently in respect of themselves.

- a) Every Student shall be required to abide by the Institute Dress Code as adopted and contained in this Student Dress Code.
- b) The Dress Code shall include the category of dresses which are not declared to be Indecent Dresses.
- c) Every Student who fails to abide by the Institute Dress Code shall be deemed to have breached the Institute Dress Code and may be restrained to enter the Institute Compound,
- d) Classes, library, laboratories, administrative offices and any public place in the compound and shall be liable for committing a disciplinary offence under the Students By-Laws.
- e) Dressing in an Unbecoming manner which is likely to cause psychological discomfort to any reasonable member of the community and/or likely to affect the continuance of any public activity at the Institute shall be penalized.

4 **Specific Guidelines on Dress.**

Without prejudice to the generality of section 3 above, the following are the guidelines for the decent dress to be used in all Institute official places and Centres or hostels or hostels owned or managed by the Institute or at any event sponsored by the Institute or at any event where students are attending in the name of or representing the institution.

- a) Clothing that is revealing either because of fabric, cut, tightness, backless, see-through or revealing in any position is unacceptable.
- b) Clothing should be loose enough to conceal undergarment lines and not to draw attention to the body figure.
- c) Hairstyles should be neat and feminine. For avoidance of any doubt male students are not allowed to plait, bleach, change the natural colour of the hair in any way and to cut their hair in extreme styles as may be determined by the Institute authorities from time to time.
- d) Tattoos, other types of body and facial piercing including tongue (other than lower lobe of the ear for women's earrings) are not acceptable.
- e) Men are not allowed to wear earrings.
- f) Clothing with indecent, derogatory, offensive, and/or lewd messages either in words or pictures are strictly prohibited.
- g) Clothing with inappropriate advertising, pictures and or sayings that are contrary to the mission and vision of the Institute e.g. adverts promoting homosexuality, use of alcoholic beverages, illegal drugs, cigarettes, etc. is prohibited.
- h) Every students shall be in uniform in accordance as per actual day as prescribed.
- i) The wearing of safety clothes during practical work is mandatory.

5 **Implementation and enforcement of the Students Dress Code.**

Implementation and enforcement of the provisions on student dress code are the responsibility of the entire Institute community. For avoidance of doubt, the following officers are empowered to enforce the Dressing Code: the Principal, Registrar, tutors and other employed persons of the Institute. Any such person is mandated to:

- a) Bar a student who dresses inappropriately or violates the guidelines under these by-law from entering college premises or accessing any services of the Institute;
- b) Either issue a disciplinary warning to the respective student pursuant to this Dress Code or report the same to the Dean of Students or, depending on the seriousness of the violations, report directly to the appropriate authority,

- c) The Students Disciplinary Committee for an appropriate disciplinary action.

Any student who fails to comply with any order issued/pronounced by a member of staff under this Dress Code shall be deemed to have refused to obey a lawful order issued by an officer of the Institute authorities.

6 **Sanctions for Violating the Dress Code**

Offences under this Dress Code shall be handled under summary proceedings, i.e. without following prolonged formal disciplinary proceedings as provided for under the Institute Students By-Laws; except for repeated/habitual offenders. Sanctions for violating the provisions of this Dress Code shall include any of the following, singly or in combination:

- a) **Restriction from entry and services**-A student shall be restricted to enter the Institute compound, classes, Library, Laboratories, administrative offices and/or any other public place at the Institute and his /her cloth shall be ordered to be forfeited and be admonished and if the student does not change his/her behaviour, he/she shall be suspended from studies for the time to be determined by the Students Disciplinary Committee.
- b) **Disciplinary Warning (1st Step)** -An official sanction given verbally and/or in writing notifying the student of his or her violations of this Dress Code and warning that subsequent violations must not occur.
- c) **Disciplinary Probation (Step 2 and/or 3)** - An official sanction that places the student in a position that any subsequent violations during the period of probation will result in additional discipline, including, but not limited to, suspension or dismissal from the Institute. The term of the probation shall be determined by the Disciplinary Authority.
- d) **Final Notice and/or Suspension**- An official sanction notifying the student that any additional violation will result in removal from the Institute in the form of suspension for at least the remainder of the relevant semester or academic year as the Disciplinary Authority may decide.

EXAMINATION REGULATIONS



FOREST INDUSTRIES TRAINING INSTITUTE

EXAMINATION REGULATIONS

PART I: PRELIMINARY

1. These regulations may be cited as Forest Industries Training Institute (**FITI**) Examinations Regulations, 2018.

2. Definitions

In these regulations unless the context otherwise requires:

Absconding means a student who leaves the institute or studies without notification or without official permission from the Principal

Academic Course means a programme of studies, which leads to the National Technical Award (NTA) or National Vocational Award (NVA) to students, after successful completion of all requirements.

Academic Committee: A committee that comprises of the Principal, DP-AC, Registrar, and Head of Departments.

Academic year means a two-semester period relating to any programme conducted by FITI

Assignment: An oral or written work or physical tasks given to students to test the student's ability to apply an attained knowledge and skills.

Assessment; shall mean measuring students' performance on a module against the aims and objectives of that module.

Award; Means any award designated by *National Council for Technical*

Board of Examiners: A panel of internal and external examiners for Forest Industries Training Institute's examinations under the chairmanship of the Principal or his/her representative which discuss and recommend the semester or supplementary examination results after compilation of the results to Advisory Board.

Cheating in examination means Possession, using, giving or receiving or copying from unauthorized sources including electronic devices, communicating with unauthorized person and includes any form or kind of dishonesty or destruction or falsification of any evidence or irregularity that may reasonably be linked with the examination in question or collaboration with another Student in the examination room, or any other forms of colluding to take advantage of in examinations and during the examination process, irrespective of whether such act or conduct is discovered within or outside the examinations room;

Deputy Principal Academics: Refer proposed organization structure.

Continuous Assessment or Course work shall mean any form of evaluation or combination of several controlled tests, Individual or group Assignment, field attachment or special project assessment, study tour assignment and practical made during the course of study which contributes to the final score of the respective module.

Continuing Student: A student who has passed all examinations and is allowed to proceed to the next Semester.

Cumulative Grade Point Average (Cum GPA) means products summation of points assigned to grades of all credit modules divided by the total number of credit hours in a semester.

Discontinuation means a declaration by the Institute Advisory Board (FIAB) that a particular Candidate is no longer qualified to continue with his/her studies.

Examination irregularity means violation of examination rules and regulations by a candidate. unauthorized absence from the examination room, causing disturbances in or nearby examination room, and any form of dishonesty, destruction or falsification of any evidence of irregularity or cheating and violation of all or part of these regulations.

Examination means a measurement or assessment of academic achievement attempted at an academic semester include tests, semester or supplementary examinations

Examinations' Offence shall mean any harm brought about before, during or after the examination by the conduct of a student in relation to examinations.

External Examiners shall mean: Academic staff members employed by other institutions or any professional individual related to forestry who ensures that marking of the examinations was done fairly and consistently according to model answers, marking scheme.

Facilitator or Teaching Staff shall mean an academic staff who is engaged on permanent or contract or part time basis and he/she is assigned to teach and assess invigilate, supervise or mark tests or examinations

FITI shall mean Forest Industries Training Institute.

Grade shall mean: A letter assigned to range of scores or marks

Incomplete shall mean student who has not done continuous assessment/course work or semester examination

Invigilator shall mean teaching staff or facilitator supervising and responsible to ensure that the examination is properly conducted.

Mark shall mean a numerical value by which the examining entity assesses the performance of the student.

Markers: shall mean teaching staff or facilitator checking the correctness of responses of candidates to the set examinations' questions and award scores according to marking schemes.

Moderator shall mean Academic staff members employed by other institutions or any professional individual related to forestry who will ensure that setting of the examinations were done fairly, consistently according to the curricula, and as per institute rules and regulations as well as correcting any anomalies.

Module Shall mean an independent package of learning related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level.

Penalty shall mean punishment given to a student or any other person entrusted to handle examinations found guilty of an examination offence.

Postponement shall means stopping studies for a semester or whole academic year where the period will count into the student's registration period.

Possession of unauthorized material includes taking unauthorized material, in person or by agent, into or near the examination room or having unauthorized material on, around or around one's body or desk.

Principal' means the head of the institute appointed by Permanent Secretary of Ministry of Natural Resources and Tourism (MNRT).

Results Shall mean a feedback of the outcome of examinations Schemes

Semester shall mean an academic period in which one set of course modules in each discipline is offered and examined.

Setter shall mean teaching staff or facilitator composing examinations' questions, model solutions/answers and marking scheme.

Student means a dully registered person by the institute to pursue any of its academic courses.

Supplementary Examination shall mean a second sitting Examination administered to candidates who fail to obtain a pass in a specified number of modules during Semester Examinations

Transcript shall mean an academic document listing grades for all modules in all semesters of a particular course of studies.

Unauthorized absence from examination" includes going out of the examinations room temporarily or otherwise, or staying out of the examinations room for an unduly long period (not more than 5 minutes), without authorization or permission of the invigilator or one of the invigilators during the examination in question

Unauthorized material during Examination include but not limited to plain paper, handbags, briefcases or any other similar material written or printed material (whether paper based or otherwise), cellular phones and other communication gadgets; radio, radio cassette or other types of cassette players, etc.

3. Application

3.1 These Examination regulations shall apply to any person who is dully admitted and registered as a student.

- a) These regulations shall apply in respect of all matters pertaining to examinations and shall come into effect upon approval of the Advisory Board.
- b) There shall be two (2) examination seasons namely, Semester and Supplementary Examinations in the year of study.
- c) There shall be no special examinations and that all examinations shall be confined to the specified examination session.
- d) The examinations session shall be dully indicated in the Institute Almanac and the timetable for examinations shall be released one week before the commencement of examinations.
- e) Setting of the Examination TimeTable shall solely be the responsibility of Examination Officer.
- f) All examinations shall be centrally administered under the office of the Examination Officer
- g) The semester examinations shall be invigilated by teaching staff and other staff who will be appointed by letter and trained to do so.
- h) Examination booklets shall be stored by the institute for three academic years thereafter can be destroyed.
- i) Candidates are required to keep their continuous assessment records for further reference if required.

Part II

Eligibility, Postponement, abscondment and absence from examination

4. Eligibility and Conditions to be admitted to an examination room

- a) Students shall be admitted to an examination room on the condition that meets the following rules,
- i. He/she has completed and passed not less than 50% of continuous assessment for the module being examined.
 - ii.
 - iii. He/she has a valid identity card of the institute bearing an registration number.
 - iv. He/she has paid all fees and any other institute contribution of respective semester.
 - v. He/she has examination card

b) Postponement of the examinations

A student may in special circumstances approved by the Principal to postpone examination(s) on the condition that;

- i. He/she is sick and the state of illness is certified by a recognized government medical practitioner.
- ii. With the exception of emergency cases, written requests with supporting evidence for postponement of the examinations must be submitted to the, Principal via the Deputy Principal Academics before respective examination is due to start.
- iii. A postponed examination shall be done when the institute arranges such examination(s).
- iv. No student shall be allowed to postpone examinations more than twice.
- v. A Student with supplementary examination(s) shall not be registered for higher NTA level .
- vi. Supplementary examination(s) shall be attempted not more than two times
- vii. Permission for postponement of semester examination(s), , shall be granted by the Principal after consultation with the Deputy Principal Academics, Dean of Students.

c) Abscondment and absence from continuous assessment component(s) and semester or supplementary examination(s)

- i. A candidate who fails to submit an assignment, practical work, field execution on time without compelling reasons shall be awarded 50% of the total marks scored.
- ii. A candidate who fails to submit an assignment, practical work, field execution for more than one day without compelling reasons shall be awarded a zero mark.
- iii. A candidate who absents from any test given as part of the coursework without compelling reasons shall be considered to have attempted such test shall be awarded a zero mark.
- iv. A candidate who absents from semester examination(s) or supplementary examination(s) without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.
- v. A candidate who fails to score 50% of continuous assessment shall be required to complete the same before attempting semester examination(s) of the respective module. Such a candidate shall be responsible for initiating a request for the same and the total score shall be capped to 50%..
- vi. A candidate allowed to be absent from semester examination(s) shall be considered as incomplete and required to sit for respective examination(s) during the subsequent respective semester examination(s).
- vii. Permission for postponement of semester examination(s), or supplementary examination(s) shall be granted by the Principal after consultation with the Deputy Principal Academics and Dean of Students.
- viii. Postponement of continuous assessment component shall be granted by the module instructor upon candidate's request in writing before three days of commencement of the same and reported to the Deputy Principal Academics or Examination Officer.

Part III

Conduct and Administration of Continuous Assessment and Examinations

5. Proper conduct and administration of Continuous Assessment and examination
 - a) The following guidelines shall be used to ensure proper conduct and administration of Assessment.
 - i. The assessment shall be conducted by the Tutors and the results of such assessment and shall contribute to respective module final marks.
 - ii. The established guidelines include the weights to be assigned to the various modes of assessment and the overall contribution of the assessment component to the final grade
 - iii.
 - iv. Students are not allowed to copy the work of their colleagues in any continuous assessment components. Any student, regardless of who copied from another, found guilty of such offence shall be penalized by the module tutor by awarding zero marks..
 - v. Any student found cheating during the test shall be awarded Incomplete that will lead to supplementary for respective module.
 - b) The guidelines for marking, recording, and submission of scores shall include continuous assessment and semester examination scores.
 - i. Continuous assessment shall include assignments, quizzes, tests practical and field execution report shall carry 60% of the final marks for all modules.
 - ii. Semester examination shall carry 40% for all modules.
 - iii. The pass marks for NTA Level 4-6 is 50%.
 - iv. Minimum threshold pass mark for NTA level 4-6 is 20 out of 40.
 - c) Module tutor shall be involved in compiling student's Continuous assessment for modules he/she facilitates.
 - d) Students shall be informed about their performance in continuous assessment throughout the semester so that they can monitor their progress.
 - e) At the beginning of a module assessment plan showing the nature of the work and how will be assessed, shall be explained to students. .
 - f) The deadline for submission of field attachment or special project reports must be noted and observed by the students before commencement of semester examination(s).
 - i. Penalties for late submission of not more than three consecutive days from the deadline without permission from Head of Department shall lead to deduction of 50% of total

marks, and more than that, the report shall not be accepted and shall be awarded zero mark.

- g) The continuous assessment for each module shall be completed prior to semester examination. Continuous Assessment for students shall be compiled by the respective tutors and final results shall be released and signed by students before semester examination commences.
 - h) If a student shall not sign his/her continuous assessment of any module due to any reason shall be deemed that he/she has agreed to the existing score marks and such marks shall be recorded as final unless otherwise it will be proved beyond doubt by student giving in writing valid evidence to the Deputy Principal Academics or Examination Officer responsible for examination of him/her not signing the continuous assessment and such evidence shall be applied to adjust the continuous assessment marks accordingly.
 - i) All original copies of signed Continuous Assessment results shall be handled over to the Deputy Principal Academics for safe Custody.
6. Semester examination for modules with three to six credit hours shall be administered for two hours, module with seven credit hours to nine credit hours shall be administered for two hours and half while module with twelve to fifteen credit hours shall be administered for three hours.

7. Field Attachment and Special Project Reports

- a) There shall be field attachment for all students in which students will perform various activities in different organization where they will be attached for a period as specified in the respective curricula.
 - i. NTA Level 5 students shall undertake field attachment as part of their assessment.
 - ii. Tutors of the institute shall visit students during their field attachment for assessing their performance. The final assessment of the field attachment shall be provided by the assigned supervisor's, report attached with a student's log book, tutor's report and the report written by the student as a product of the field attachment .
 - iii. Field attachment reports shall be submitted to the Head of Department at the date that shall be set by the institute. The report shall be marked the same way as other semester examinations.

- iv. A student failing in field attachment report shall be required to resubmit the report only once during the supplementary examination session and graded as supplementary examination grades regulations. Failure to that he/she shall be discontinued from studies.
- b) NTA Level 6 students shall undertake special project as part of their assessment
 - i. Each student shall be allocated a supervisor who will guide him/her throughout the special project process.
 - ii. The supervisors shall assess and mark the report on the basis of Special project marking guidelines issued by the institute and submit the marked report to the Deputy Principal Academics or Examination Officer two weeks after the submission of the reports by a student.
 - iii. A Student whose report is timely submitted but failed shall be required to resubmit his/her reports during supplementary examination(s).
 - iv. A student, whose data were wrongly collected, shall not be allowed to proceed with special project report writing and shall be required to go back to the field for data recollection.
 - v. A student failing in field special project report shall be required to resubmit the report only once during the supplementary examination session and graded as supplementary examination grades regulations. Failure to that he/she shall be discontinued from studies.
 - v. A student who fails to submit or resubmit their special project reports within the stipulated time shall be considered to have failed and shall be discontinued from studies.
- 8.** Each student shall be required to adhere to institute general guidelines and examinations regulations as prescribed hereinafter.
 - a) A student shall be required to be around the examination room 30 minutes before commencement of the examination.
 - b) A student shall not be allowed to enter in examination room after 30 minutes of the commencement of the examination, or leave the examination room 30 minutes before the end of the examination.

- c) A student shall not be permitted to eat or drink anything in an examination room or to have any items on their desk, other than items which have been expressly approved for use during the examination.
- d) Each student shall sit at the desk or chair as it may be indicated by the Invigilator or indicated on the notice at the Examination Room entrance.
- e) Students must not turn over the examination paper on the desk until permitted to do so by the Invigilator.
- f) Students shall place their current identity cards visible on their desks for the purpose of checking, without undue disturbance, after the start of the examination and they will be asked to produce them.
- g) Students shall sign examinations attendance form for each module examined upon submission of answer booklets before leaving examination room. Students who will not sign examination attendance form shall be considered as not attended that examination.
- h) The Invigilator will remind all students how to complete the cover sheet of the answer booklet and indicate proper use the answer book. Students are required to read the instructions both on the answer booklet and question paper
- i) A student shall ensure that he/she has an adequate supply of mathematical set, pens, scientific calculator, etc., required for an examination and shall use blue/black ink pen to write test or semester examinations.
- j) A student shall not be allowed to bring or borrow examination kits or plain paper from his/her neighbour.
- k) In any event, no person may enter or leave the Examination room without the Invigilator's permission.
- l) A student shall rise up hand to seek for help from invigilator.
- m)
- n) It shall be the responsibility of each student to ensure that orderliness and tranquillity are maintained in an examination room and that he/she shall not take part in any conversation or behaviour that could distract the attention of any other.
- o) Each student shall be required to write his/her examination number on the space provided on answer booklet or as it shall be instructed by question paper or invigilator and that student shall not write their names on answer booklet.
- p) Students shall be informed the time remaining to complete the examination regularly by invigilators and will also declare end of examination where all students will stop writing

examination and stand up for handling answer booklets otherwise student will be subjected to violation of examinations regulations and five (5) marks shall be deducted and recorded in invigilation form.

- q) Students shall not be allowed to write rough work in the question paper instead all rough work shall be done at the back pages of the answer's booklet and crossed thereafter.

Part IV

Cheating, Irregularities, Nullification, and Disqualification of Results

9. Nullification of Examination results shall be as follows:

The Advisory Board shall nullify all the respective examination results and discontinued from studies to any Student if it is determined that unfair means like cheating and other irregularities, have been used in the examination; or Ineligible Student sat for the examination.

- 1) The primary responsibility of the **Institute** is to provide a conducive environment for conducting examinations. All parties involved in the examination process shall be obliged to maintain academic integrity and ethical conduct so as to ensure smooth conduct of the examinations and any violation of these regulations or plagiarism, cheating and other examination irregularities will be subject to disciplinary action.
- 2) Any detected examination irregularity shall be immediately reported in writing by the Examiner or Invigilator to the Examination Officer who shall determine the forms of cheating and recommend appropriate course of action as per **Institute** established rules and regulations
- 3) The **Institute** shall establish forms of cheating and examination irregularities, methods of identification of cheating cases and or establish control of cheating cases as prescribed hereinafter such as examples listed below but not limited to
 - a) Cheating may include entering an examination room with unauthorized materials, copying the work of another student during the examinations, copying notes, sheets or other materials during the examination, collaborating with another student during the examination, entering or using one's identity card(s) to perform or seat for examination on behalf of the another student who is the bearer of the said identity card.
 - b) Cheating shall also include **eye shifting** and peeping at another student's answer booklet, seeing, buying, stealing, copying or in any other way obtaining examination questions prior to the sitting for the examination.
 - c) Examination irregularity includes, but is not limited to:-

- i Having access to examination questions prior to sitting for the examination;
 - ii Possession of unauthorized material in the examination room such as mobile phones, pieces of written materials of any form;
 - iii Beginning the examination before being authorized;
 - iv Continuing the examination after being told to stop;
 - v Communicating with other students , either verbally or through other means during examinations;
 - vi Permitting another Student to copy from, or use one's scripts or papers;
 - vii Removing examination answer booklets/sheets from the examination room;
 - viii Detaching sheets from an answer booklet or sheets and writing on the questions' paper to facilitate copying by other student or other purpose;
 - ix Distortion and or violation of officially arranged sitting plan in an examination room;
 - x Failing to comply with any examination rules, instructions, regulations or directives given by an invigilator;
 - xi Failure by any student, to sign on cheating form in any irregularity discovered;
 - xii Destroying any evidence related to any suspected irregularity; or,
 - xiii Any other forms of colluding to cheat in examinations thereof.
- 10.** The procedure to be followed when dealing with cheating and other examination irregularities shall depend on when the cheating or other examination irregularity is identified depending on the nature of the cheating or examination irregularity and the cheating in examinations.
- 11.** The examination irregularities may be identified before starting the writing of the examination or during the writing of the examination paper or during marking of student examination answer scripts or booklets.
- 12.** Cheating before examination shall identify types of cheating or establish cheating cases or leakage occurring mostly during development of the examinations or identify contents or any part of it disclosed prior to writing the examination Cheating during the examinations may include but not limited to impersonation, external assistance, entering with unauthorized materials, copying, and access to foreign materials.
- 13.** Detection of cheating during and after the examination shall involve but not limited to signalling, gesturing and even whispering among student or series and coherent answers written by nearby students or records of security cameras or markers shall look for Similar

but consistent mistakes and peculiarities done by many students or well written answers with very few errors.

14. The Cheating cases or examination irregularities shall be controlled during examination in each examination room to have a minimum of two examination invigilators.
15. There shall be procedure for handling cheating or examination irregularities if a student is suspected of examination irregularity as prescribed hereinafter;
 - a) The invigilator shall approach the student immediately after suspicion/discovery of cheating.
 - b) All unauthorized materials shall be retained as evidence.
 - c) The student shall be required to sign on the cheating form or written report of the issue on the material time and place, in front of the invigilator or any other witness. Other nearby candidates may also be required by the invigilator to sign as witnesses. The invigilator's report shall be witnessed in writing by at least one invigilator as a witness.
 - d) Failure or refusal to sign on the cheating form shall mean accepting or causing commotion in the examination room, which is corresponding to violation of examination regulations and this shall lead to discontinuation from studies of the concerned student(s).
 - e) The invigilator shall report the matter explained in clause (d) herein above to the . .
 - f) The Examination Officer shall report the case of examination irregularity before the Board of Examiners which shall deliberate on the case as presented to them for recommendation to the Advisory Board.
 - g) All notices regarding cheating cases shall be in writing and dully to a student as shall be prescribed by Examination Officer.
 - h) The student, who refuses to collect his/her written notice from Examination Office after being required to do so, shall have violated these examinations regulations.
 - i) The student who continues with studies while his/her case is still pending for decision either by relevant authority is doing so or on his/her own will, and the fact shall not operate in favour his/her discontinuation.
 - j) The Examiners' Board shall have power to call any invigilator or student deemed necessary to assist the board reach its decision fairly.
 - k) A student who fails to appear before Examiners Board without prior notification, his/her case shall be nullified.
 - l)
 - m) A Student aggrieved with the decision of Advisory Board pertaining to cheating case may appeal to the Chairperson of the board.

- n) The appeal stated hereinabove sub clause shall be lodged within seven (7) days from the date the student is served with recommendation or decision of the Advisory Board.
- o) The Advisory Board may determine the appeal hereinabove stated whereas the student shall be notified of the determination of his/her appeal in writing and the decision of the Advisory Board regarding the appeal stated herein above clause(s) shall be final and conclusive.

Part V
Supplementary, Incomplete, and Discontinuation

17.1 Supplementary

- i. Any student who have unsatisfactory results of examination he/she required to sit for supplementary examination.
- ii. Any student who shall write supplementary examination shall be obliged to pay Examination fee of Tsh 20,000 per module. Other costs such as living, accommodation, transport or related cost shall be met by students. FITI shall have the power to determine and change prescribed Examination fees without prior notice to the students or other bodies as deemed it.
- iii. A student failing in any module(s) shall be required to sit for a supplementary examination in the failed module(s) provided that the student is not disqualified from taking the supplementary examination under these regulations.
- iv. A student failing to pass a module after a supplementary examination shall have to do another supplementary examination in the failed module. A student failing the second supplementary shall repeat a module when next offered. A student failing the repeated module shall be discontinued from the course.
- v. Regardless of the marks attained in the supplementary examination, the maximum final mark that a supplementing student shall be awarded is 50%.
- vi. A student failing in examinations with a GPA of 2.0 or above at the end of the semester shall be required to do a supplementary examination in the failed modules.
- vii. A student shall not be allowed to proceed to the next NTA level unless he/she has cleared all the modules in the preceding level.

17.3 Incomplete

- i. A student who has not done continuous assessment or semester examination shall has incomplete status
- ii. A student who has an incomplete in any module shall not be required to continue in the next NTA level.
- iii. A student who has an incomplete module(s) shall be required to pass the examination within one year otherwise shall be discontinued from studies.
- iv. A student who has an incomplete in continuous assessment and semester examination shall be required to register and attend classes on module(s) he/she has an incomplete whereby he/she shall be required to write continuous assessment components and semester examinations of a particular module(s).

17.4 Discontinuation

A student shall be discontinued from studies if one of the followings occurs:

- i. A student has been found guilty of any examination irregularities in accordance with these rules and students by laws
- ii. A student failing to pass a module after a supplementary examination shall have to do another supplementary examination in the failed module in the next examination session. A student failing the second supplementary shall repeat a module when next offered. A student failing the repeated module shall be discontinued from the studies.
- iii. If a student fails to sit for the examination during the scheduled examination session without prior written approval of the Principal, the student shall be considered to have failed the examination and shall be considered abscond and liable for discontinuation from studies

Part VI
Examination Appeals

18. (1) Any student has the right to appeal if she/he is not satisfied with examination results and shall be obliged to adhere to the following guidelines
- a) All examination appeals shall be handled by the Advisory Board.
 - b) Student(s) appealing for semester examination or supplementary examination shall pay non-refundable examination appeal fee of Tsh 50,000.
 - c) All appeals shall be accompanied by copy of original **institute** receipts payment of prescribed examination appeal fee and student will attach his/her copy of receipt.
 - d) All examination appeals shall be lodged to Advisory Board through the office of the Principal accompanied by all relevant and substantive evidence documented using the appropriate appeal forms maintained by the Examination Officer.
- (2) The Examination appeal procedure shall be as follows. As soon as examination results are released, any student who will not be satisfied by results may appeal against the decision and recommendation of the Advisory Board.
- a) At the opening of the examination appeal proceedings the appeal shall be read by Committee members to scrutinize the evidences and necessary attachment for further proceedings.
 - b) The Principal shall appoint a suitable expert(s) in the relevant module(s) to be a third marker(s) in the case of any appeal dully submitted within fourteen (14) days from the date of release of results.
 - c) The third marker shall re-mark the relevant script(s) using the same marking scheme and model answers used by the Internal and External Examiners.
 - d) The third marker shall briefly comment and write report on the marking exercise and submit to the Advisory Board.
 - e) Where a technical error is detected by the third marker shall provide a justified suggested remedy and award or remove any marks accordingly and third marker shall be supreme.
 - f) Where a technical error detected by third marker has affected marks or scores of other students of the same module, the third marker shall adjust all other affected scripts or students' marks accordingly.

- g) The Principal shall inform the appellant in writing of the decision of the **Advisory Board**.

Part VII

Examination offences and Penalties

S/N	Offence	Penalty
i.	Possession or access of unauthorized papers, books or notes that could be of Assistance to a student.	Nullification of all respective module Examination results and discontinued from studies
ii.	Talking to another Student or any person inside or outside the exams room during the exam session, without the permission of invigilators	Cancellation of respective module Examination results and shall sit for supplementary examination.
iii.	Receiving or attempting to receive or give help to another student	Cancellation of respective module Examination results and shall sit for supplementary examination.
iv.	Copying or indulging in copying from any paper or notes or allowing any other Student to copy any matter from his answer booklet or render in any manner any assistance to another Student in solving a question or part of question set in the question paper.	Nullification of candidates all examination results and discontinued from studies
v.	Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or destroy any such	Nullification of candidates all examination results and discontinued from studies
vi.	Consulting books, note books or papers or any other matter found with him/her while outside the exam room but during the examination	Nullification of candidates all examination results and discontinued from studies

	hours before he/she handed over his answer booklet to the invigilator.	
vii.	Writing on any other piece of paper a question set in the paper or anything connected with or relating to question set in the paper or solution thereof	Cancellation of respective module Examination results and discontinued from studies
viii.	Misconduct or misbehaving towards the invigilator	Cancellation of respective module Examination results and shall sit for supplementary examination
ix.	Forging or using another person's signature or student identity card or examination number or using a forged document knowing it to be forged and with view to seeking admission	Nullification of candidates All examinations results and discontinued from studies
x.	Smuggling in an answer booklet or continuation sheet or taking out part or arranging to send out answer booklet or continuation sheet during or after the examination with or without the help or collusion of any person connected with the examination centre or any agency within or outside examination	Nullification of candidates All examinations results and discontinued from studies
xi.	Impersonating a student or any member of FITI community before, during or after examination sessions	Nullification of candidates all examinations results and discontinued from studies

PART VIII
AWARDS

19 A graduating student shall only be awarded a certificate and an academic transcript after passing and meeting all examination requirements for the course. A duplicate of any of these documents shall be issued after producing a police report about the loss of the original document and paying a duplicate fee of TShs. 20,000.00 per copy. The fee is subject to revision from time to time as it deemed necessary.

19.3.1 Unless supported by certified legal documents, all academic documents issued by the Institute shall only bear particulars of the academic credentials used to admit him/her. Correction or alteration of any information on academic transcripts, certificates shall be charged Tsh. 20,000/=* or its equivalent. The fee is subject to be changed at any time.

19.3.2 The Institute shall withhold a certificate and academic transcript of any student who fails to pay any outstanding fees or any other debt a student may have with the Institute.

19.3.3 Authentication of any academic transcript and certificate shall be charged Tsh. 10,000/= or its equivalent per academic transcript or certificate. The fee is subject to be changed at any time.

19.3.4 Provisional results may be issued based on student's request; a fee of Tsh 10,000/= per copy shall be charged. The fee is subject to be changed at any time

CHAPTER SEVEN

SERVICE CHARTER

The Forest Industries Training Institute and its entire staff is committed to provide high quality services to all our clients with dignity, professionalism and within the shortest time possible. The table below indicates the kind of services and requirements on the same.

S N	Service rendered/Delivered	Customer requirements	User charges	Timelines	Responsible person
1	Admission of students	Minimum course requirement	As prescribed	Within two months after application	Registrar
2	Allocation of rooms for students	Fee payment	Nil	Upon reporting	Dean of students/Housekeeper
3	Issuance of students ID cards	Payment of requisite fees	As prescribed	One month upon reporting	Dean of Students
4	Teaching	Fee payment, Class attendance, Learning materials/equipment/protective gears	Prescribed fees	First fourteen weeks after beginning of semester, After official opening up to formal closure for short courses	Deputy Principal Academics
5	Catering	Payment	Nil	At documented meal times	Caterer
6	Health care services	Visit to the facility	Nil	Immediate	NHIF
7	Curriculum evaluation/examinations	80% class attendance, Student ID card, Examination card	Nil	Last two weeks before the end of semester	Deputy Principal Academics
8	Sitting for supplementary/special examinations	Request letter	As prescribed	Request be done one month before the papers are administered	Deputy Principal Academics

9	Examination appeal	Letter of appeal/remarking	As prescribed	Two weeks after the results are out	Registrar
10	Graduation ceremonies	Payment of graduation fee	As prescribed	Be held in November	Deputy Principal Academics
11	Issuance of academic certificate upon graduation and final transcript	Clearance certificate surrender of student's ID	Nil	One month	Deputy Principal Academics
12	Storage charge for certificates	Clearance certificate Surrender of Student's ID	As prescribed	Two months after graduation	Deputy Principal Academics
13	Transcript re-issue	Request for re-issue	As prescribed	Seven days upon payment of re-issue fees	Deputy Principal Academics
14	Certificate replacement	Letter of replacement, Original certificate to be replaced	As prescribed	One month upon payment of re-issue fees	Deputy Principal Academics
15	Confirmation/Verification of academic document	Copies documents	As prescribed	Immediate	Deputy Principal Academics
16	Letter in lieu of loss of certificate	Request letter Police abstract	As prescribed	Immediate	Deputy Principal Academics