



**INSTITUTE OF ENVIRONMENT, CLIMATE  
AND  
DEVELOPMENT SUSTAINABILITY**

**STUDENTS PROSPECTUS**

**2024/2025**

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# **INSTITUTE OF ENVIRONMENT, CLIMATE AND DEVELOPMENT SUSTAINABILITY**

## **1. INTRODUCTION**

The Institute of Environment, Climate and Development Sustainability (IECDS), is a specialized Environment and climate Institute based in Dar es Salaam, Tanzania, aiming at providing professional training in the fields of environment and climate change for sustainable development.

IECDS is a nonprofit making subsidiary training Institute to Environmental Protection and Management Services (EPMS) that was established in 1997 by a group of high level Tanzanian professionals in the area of Environmental Education, Research, Social Impacts Assessment, Climate Change, Environment Pollution Management and Natural Resources Management with profound experience in both government and private sector services. The organization dedicated to work with the global community in addressing the increasing climate change and environmental challenges, through collaborative research, policy studies and networking for sustainable development.

IECDS is the only Tanzania Training Institute which is accredited to the Green Climate Fund (GCF) and UN Framework Convention on Climate Change (UNFCCC) Secretariat with the global recognition in environment and climate change training. It offers various long and short-term courses including Certificate and Diploma courses in Environment and Climate Sciences and Management of Natural Resources as well as tailor made courses related to climate change and development sustainability. Both long and short-term courses offered by IECDS are of international standards and are recognized worldwide. The Programmes offered by IECDS provides graduating students opportunity to work competently on Environment and Climate Change issues within the country, across Africa and worldwide as well as within the United Nations systems.

## **DEPARTMENTS**

IECDS has two Departments:

- (i) Department of Environmental Science and Management, and
- (ii) Department of Strategic Management and Innovations.

Since its establishment, IECDS has been undertaking its training courses under the Department of Environmental Science and Management. In the year 2018 IECDS established the Department

of Strategic Management and Innovations. The aim of the departments is to provide professional and academic trainings that generate innovative and sustainable development solutions for developing countries, particularly the African countries. The departments develop training programmes that address critical technical capacity, knowledge and skill gaps needed by African youths, governments and non government organizations for social- economic development. The departments offers long and short-term courses including Certificate and Diploma courses in a main stream of IECDS with a focus of transforming knowledge and skills of environment, science, management and natural resources into enterprises in order to create businesses from knowledge and solve unemployment problem for African Youths.

**Our Vision:** To be a centre of excellence in delivering high quality training, research, and consultancy services in climate change, environment and natural resources management.

**Our Mission:** To provide high quality professional training at craft and supervisory level, to meet the needs of various stakeholders in the areas of environment, natural resources and climate change nationally and internationally.

Since its inception, the aim has been to produce trained technicians who will work flexibly in different climate change and environmental management activities, through competence- based curriculum in Environmental Science and Management. With the Department of Strategic Management and Innovation environmental Science and management technicians will be transformed into Entrepreneurs and Business men and women.

## **2. LEGAL STATUS**

The Institute of Environment, Climate and Development Sustainability (IECDS) is a Tanzania based High-Learning institute which is registered by NACTVET with Registration no REG/ANE/031. It is one of the few recognised training institutes worldwide with competence and capacity to provide environment and climate change training programmes and related fields.

IECDS is registered as a not for profit making training institute under the Tanzanian company law with registration No. 53651 and TIN registration No. 107-511-563.

The institute is also recognized by other National and International Environmental related entities through its teaching as well as participation in different environmental activities facilitated by such entities.

Currently, IECDS offer the following programmes;

1. Certificate in Environmental Science and Management
2. Certificate in Environmental Health and Safety Management
3. Certificate in Land Survey and Mapping
4. Ordinary Diploma in Environmental Science and Management
5. Ordinary Diploma in Environmental Health and Safety Management
6. Ordinary Diploma in Land Survey and Mapping

### **3. ADMISSION REGULATION**

- Application is done directly to the Institute whereby all students who meets the required admission qualifications can apply to these programmes.
- All selected students are required to report for the orientation programme that normally takes place during the week preceding the beginning of the new academic year.
- Successful applicants are being registered only after paying the requisite institute fees.
- Paid fees are not refundable.
- The deadline for registration of first year Students will be three weeks, from the first day of the orientation week.
- Students discontinued from studies because of examination irregularities will be considered for re-admission after they have been away for three years. They will be required to re- apply and compete with other applicants for re- admission into the year they ended.
- No change of names by students will be entertained during the course of study at the Institute and students they will only be allowed to use names appearing in their certificates.
- No student will be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after having satisfactory evidence of the reasons for postponement and written approval from sponsor. Special circumstances shall includes;
  - A. Prolonged sickness
  - B. Serious social problems and
  - C. Severe sponsorship problem

### **4. ADMISSION FOR SHORTCOURSES**

The Institute provides regular short courses and tailor made upon request in the area of Climate

Change, Environment, Development sustainability and related fields. These are scheduled between one week and three months. Regular courses may include:

1. Understanding the key aspect of project development for the green climate fund (GCF)
2. Environment, Health and Safety Management
3. Donor funded Environmental project writing skills and Financial Management
4. Environmental and social safeguards standards and procedures
5. International Climate Change Governance and Security
6. GCF projects preparation and Management
7. Climate Change: Risks and Opportunities for the Finance Sector.
8. Monitoring and evaluation of Climate Change Adaptation.
9. Community Capacity Enhancement for Climate Change Adaptation.
10. Climate Change Vulnerability Reduction through Social Entrepreneurshi
11. Climate Change and Disaster Management
12. Carbon trade projects planning and implementation
13. Geographical Information Systems (GIS) and Remote Sensing
14. GIS for Climate Change Monitoring and Impact Evaluation
15. Global Environmental Governance and Negotiation skills.
16. GIS for Environmental Management and special planning for sustainable rural and urban development
17. GIS for Land Use Planning
18. Survey and Mapping with Global Positioning Systems
19. GIS for Water Supply and Sewerage Management
20. Climate Change and FoodSecurity.

## **5. GENERAL MINIMUM ENTRANCE REQUIREMENT**

A candidate shall be deemed eligible for consideration for admission to any of the Certificates or Ordinary Diploma Programmes offered if the candidate has obtained:

- (a) Certificate of Secondary Education Examination (C.S.E.E) or equivalent, with passes in four approved subjects one of which being any science subject or Geography.
- (b) At least one principal pass and Subsidiary in appropriate subjects obtained at the sitting for Advanced Certificate of Secondary Education Examination (A.C.S.E.E).

Specific requirements for each programme are shown below

## **6. PROGRAMMES AND ADDITIONAL REQUIREMENT BY THE INSTITUTE**

### **Direct Entry Requirement**

#### **CERTIFICATES**

##### **Basic Technician Certificate in Environmental Science and Management**

The Institute offers a one year academic program for form four leavers who wish to undertake Basic Technician Certificate training in Environmental Science and Management and Environmental Health and Safety Management. The entry requirement is at least four passes at 'D' level in any subject one of them should be a science subject or Geography.

##### **Basic Certificate in Land Survey and Mapping**

This is a one year course for form four leavers. The entry requirement is at least four passes at 'D' level in any four science subjects only.

#### **DIPLOMA**

##### **Diploma in Environmental Science and Management and Environmental Health and Safety Management.**

This is a two years course for form six leavers and those with basic certificate in any of the natural science subjects, such as Agricultural, Forestry, Wildlife, Fisheries, Health and related fields. for form six leavers the entry requirement is at least one principal pass in any of the science subjects or Geography and any one subsidiary pass.

##### **Diploma In Land Survey and Mapping**

This is a two years course for form six leavers with at least one principal pass in any of the following subjects; Geography, Physics, Chemistry and Biology. Those with a Certificate in any other related studies at a minimum of a second class level pass from any NACTVET registered Institute may also apply.

### **Equivalent qualifications**

Certificate of other related study with at least a second class level from any institution approved by NACTVET.

For all programmes at the Certificates and Diploma level, EAC and other foreign students should send their relevant certificates for verification with NACTVET before admission.



## 7. FEES MODE OF PAYMENT

All local payment for fees should be paid directly to the bank account as provided in the joining instructions; and one must provide a receipt for all payments.

## 8. NTA LEVEL 4 TO 6 PROGRAMMES COURSES

### NTA level 4 first Semester

#### Environmental Science and Management

Course code	Course Title	Units/credits
GST04101	Basic communication skills	09
GST04105	Basic computer Applications	09
GST04104	Basic Business Mathematics	08
EMT04106	Basic Heritage Conservation Skills	11
GST04103	Elements of Entrepreneurship	08
EMT04109	Elements of Environmental Health and Safety	11

### NTA level 4 second semester

#### Environmental Science and Management Stream

Course code	Course title	Units/credits
EMT04207	Basics of Environmental Waste Management	11
EMT04208	Basics of Natural Resource Management	11
EMT04202	Elements of Environmental Management	12
EMT04211	Basics of Climate Change	10
EMT04210	Basics of Ecology	9
GST04212	Field Practical Training	10

### NTA level 4 first Semester

#### Environmental Health and Safety Management

Course code	Course title	Units/credits
GST04101	Basic Communication Skills	08
HST04102	Elements of Environmental Health and Safety	12
GST04103	Elements of Entrepreneurship	09
GST04104	Basic Business Mathematics	08
GST04105	Basic Computer Applications	09
HST04106	Fundamentals of Occupational Hygiene	11

### NTA level 4 Second Semester

#### Environmental Health and Safety Management

Course code	Course Title	Units/credits
HST04207	Basic Management of Health and Safety Systems	9
HST04208	Basics of Law in Health and Safety	11
EMT04209	Basics of Environmental Management	11
HST04210	Elements of Ergonomics	11
EMT04211	Fundamentals of Risk Management	11
GST04212	Field Practical Training	10

**NTA level 4 First Semester  
Land Survey and Mapping**

<b>Course code</b>	<b>Course Title</b>	<b>Units/credits</b>
GST04101	Basic Communication Skills	9
LST04102	Basics of Land Surveying	12
GST04103	Elements of Entrepreneurship	08
GST04104	Basic Mathematics	08
GST04105	Basic Computer Applications	09
EMT04106	Elements of Environmental Management	11

**NTA level 4 Second Semester  
Land Survey and Mapping**

<b>Course code</b>	<b>Course Title</b>	<b>Units/credits</b>
GST04101	Basics of Photogrammetry	11
LST04208	Basic Physics of Measurement	11
LST04209	Basics of Cartography	11
LST04210	Spatial Data Analysis	11
LST04211	Basics of GIS	09
GST04212	Field Practical Training	10

**NTA level 5 First Semester**

**Environmental Science and Management**

<b>Course Code</b>	<b>Course Title</b>	<b>Units/Credit</b>
GST 05104	Business Mathematics and Statistics	08
GST05101	Communication Skills	08
GST05103	Principles of Entrepreneurship	08
EMT 05102	Principles of Environmental Management	11
EMT 05106	Principles of Biodiversity	11
GST05105	Information and Communication Technology	09

**NTA level 5 second semester**

**Environmental Science and Management**

<b>Course code</b>	<b>Course title</b>	<b>Units/credits</b>
EMT05207	Climate Change and Environmental Management	11
EMT05208	Natural HeritageConservation	11
HST05209	Environmental Health and Safety	11
EMT05210	Risk Management	11
EMT05211	Fire Prevention and Protection	11
GST05212	Field Practical Training	10

**NTA level 5 First Semester****Environmental Health and Safety Management**

Course code	Course title	Units/credits
GST05101	CommunicationSkills	09
HST05102	Principles of Occupational Health and Safety	12
GST05103	Principles of Entrepreneurship	09
GST05104	Business Mathematics and Statistics	08
GST05105	Information and Communication Technology	09
HST05106	Principles of Occupational Hygiene	12

**NTA level 5 Second Semester****Environmental Health and Safety Management**

Course code	Course title	Units/credits
HST05207	Legislative Compliance and Corporate Responsibility	09
HST05208	Management of Health and Safety Systems	09
EMT05209	Principles of Environmental Management	11
HST05210	Principles of Ergonomics	11
HST05211	Fire Prevention and Protection	11
GST05212	Field Practical Training	10

**NTA level 5 First Semester****Land Survey and Mapping**

Course code	Course title	Units/credits
GST05101	CommunicationSkills	08
LST05102	Land Surveying instruments	12
LST05103	Cartography	09
GST05104	Engineering Mathematics	08
GST05105	Information and Communication Technology	09
GST05106	Statistics	09

**NTA level 5 Second Semester****Land Survey and Mapping**

Course code	Course title	Units/credits
LST05207	Photogrammetry	11
LST05208	Computer Aided Design	11
LST05209	Topographic Surveying	11
LST05210	Cadastral Surveying	11
LST05211	Project Management	11
GST05112	Field Practical Training	10

**NTA LEVEL 6 FIRST SEMESTER****Environmental Science and Management**

Course code	Course title	Units/credits
GST05109	Work and societal Development	09
EMT 06101	Environmental Monitoring and Evaluation	15
EMT06103	Analysis of Environmental concerns	10
EMT06104	Environmental Policies and Legislation	10
EMT06105	Environmental Project Planning	15

**NTA LEVEL 6 SECOND SEMESTER****Environmental Science and Management**

<b>Course code</b>	<b>Course title</b>	<b>Units/credits</b>
EMT 06202	Environmental Impact Assessment and Auditing	10
EMT 06206	Environmental Project Management	20
EMT 06207	Environmental Project undertaking	20
EMT 06208	Environmental Conflict Management	11
EMT 06210	Special Project Undertaking and Reporting	20

**NTA LEVEL 6 FIRST SEMESTER****Environmental Health and Safety Management**

<b>Course code</b>	<b>Course title</b>	<b>Units/credits</b>
GSTo6101	Management and Supervisory Skills	09
HSTo6102	Occupational Health and Safety Management	11
HSTo6103	Principles of Environmental Safety	09
GSTo6104	Research Methodology	09
HSTo6105	Emerging issues in Environmental Health	09
HSTo6106	Health and Safety Culture Promotion	09

**NTA LEVEL 6 SECOND SEMESTER****Environmental Health and Safety Management**

<b>Course code</b>	<b>Course title</b>	<b>Units/credits</b>
HSTo6207	Occupational Health and Disability Management	11
HSTo6208	Health and Safety Legislation and Policy	11
HSTo6209	Public Health Management	08
HSTo6210	Safeguarding Health in the Workplace	11
EMTo6211	Environmental Waste Management	11
GSTo6212	Project Report	10

**NTA LEVEL 6 FIRST SEMESTER****Land Survey and Mapping**

<b>Course code</b>	<b>Course title</b>	<b>Units/credits</b>
GSTo6101	Management and Supervisory Skills	09
LSTo6102	Land Information Systems	11
LSTo6103	Remote sensing	11
GSTo6104	Research Methodology	11
LSTo6105	Engineering Survey	11
LSTo6106	Land use and Urban Development Planning	11

## NTA LEVEL 6 SECOND SEMESTER

### Land Survey and Mapping

Course code	Course title	Units/credits
LSTo6207	Project Report	17
LSTo6208	Land Law	11
EMTo6209	Environmental Management	09
GSTo6210	Entrepreneurship Development	09
GSTo6212	Project Report	10

### Department of Strategic Management and Innovation Academic Audit Unit for NTA Levels 4-6 Programmes

Academic Audit Unit for programmes leading to the awards of NTA levels 4-6 shall be one academic year.

#### Progression and Awards

- (a) A candidate who satisfies the examiners by attaining the pass mark in all modules in an academic year shall:
  - (i) In the case of years other than the final year, be eligible to proceed to the following year of study (or subsequent level).
  - (ii) In the case of NTA Level 6, be eligible for the award of Ordinary Diploma; NTA Level 5 be eligible for the award of Technician Certificate and NTA Level 4, be eligible for the award of Basic Technician Certificate.

#### 9. CERTIFICATE/DIPLOMA COURSES ASSESSMENT

In accordance with the examination regulations of the Institute, Certificate /Diploma students in both course will be assessed in the following areas;

1. Seminar contributions
2. Class test
3. Practical work
4. Research project and
5. End of semester examination

## **Seminar contributions**

Each student will be expected to make a presentation on an assigned topic to the class at least twice but not more than four times in a semester. To obtain the desired level of material and analytical inputs, topics will be assigned to students at least one week before the respective seminar session. The contribution will be presented verbally to the course coordinator then in written form. The assessment shall include the evaluation of;

- Clarity and ability to express oneself,
- The content presentation - the capacity of research analysis and systematization in the presentation.

## **Class tests**

For every subject taught there shall be at least two class tests. Timing of the class tests shall be determined by respective lecturer/tutor

## **Practical field work**

Certificate and second year students shall be required to undertake practical work at the end of the second semester. The practical work is designed to impart skills on the practical process of planning which is about linking knowledge to action/practice. The timeframe of conducting field work shall be not less than 56days. At the end of which, each student will prepare and present a plan document related to planning skills and innovations covered (more clarification will be given by the practical work coordinator).

## **End of semester examination**

At the end of each semester, each student has to answer a specified number of questions related to different modules taught within the respective semester.

## **Research Project**

At the end of the second semester there will be a research project for third year students that will last for six weeks. Third year students will be required to produce a Comprehensive Research Paper of any aspect of Environment (natural resource management, climate change, renewable energy technology, waste management and others) depending upon an area of specialization. This paper will be marked as an independent and complete subject.

## **Distribution of marks: theory and practical**

### **➤ Theory**

Class tests	20%
Assignments	40%

End of semester 40%

➤ **Practical**

Field attachments (practical work) PASS

**10. GRADING SYSTEM**

The grading system given in the table below shall be used in offering to candidates sitting for examination conducted by IECDS as per NACTVET requirements. The letter grades shall be assigned points as follows;

<b>CERTIFICATE</b>			<b>ORDINARY DIPLOMA</b>		
<b>GRADE</b>	<b>DEFINITION</b>	<b>SCORE</b>	<b>GRADE</b>	<b>DEFINITION</b>	<b>SCORE</b>
A	Excellent	80 – 100	A	Excellent	75 -100
B	Good	65 -79	B+	Very Good	65 - 74
C	Average	50 -64	B	Good	55 - 64
D	Poor	40 -49	C	Average	45 - 54
F	Failure	0 -39	D	Poor	35 - 44
I	Incomplete	-	F	Failure	0 -34
Q	Disqualification	0	I	Incomplete	-
			Q	Disqualification	0

**11. AWARDS**

**General principle**

A student will be eligible for the respective award after successfully completing the minimum credit requirement. The academic committee of the institution, upon satisfaction that a student has attained such required number of credits, may recommend such an award to be conferred to the respective student.

**Awards Classification**

<b>CERTIFICATE</b>		<b>DIPLOMA</b>	
<b>Class awards</b>	<b>Cumulative GPA</b>	<b>Class Awards</b>	<b>Cumulative GPA</b>
First class	3.5 – 4.0	First class	4.1-5.0
Second class	2.7 - 3.4	Upper second class	3.5 – 4.0
Pass	2.0 -2.6	Lower second class	2.7 – 3.4
Discontinue	1.1-1.9	Pass	2.0 – 2.6
		Discontinue	1 – 1.9

## 12. STUDENTS CODE OF CONDUCT

The Institute of Environment, Climate and Development Sustainability (IECDS) is committed to providing an excellent environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all students, tutors and parents.
- Ensuring students' responsibility for their own actions and behaviour.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behaviour at the Institute and describes the disciplinary system to be implemented by the college concerning disobediences by students. The Code of Conduct applies to all students while they are at the college premises or when they are away from the college representing it or attending a college function or on leave.

All students at IECDS are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the Institute.

## 13. INSTITUTE RULES

For an individual to enjoy the privileges of a community and Institute, he or she must abide by the rules and norms of the body. When a learner enters in the Institute he/she automatically becomes a member of IECDS community. Rules and regulations exist to encourage the highest possible standards of behaviour and to enable the Institute to run as smoothly as possible. Underpinning any system of rules and regulations must be common sense, decency and concern for the well-being of others. IECDS students are expected to recognize the need to behave in a way which graces the Institute, wherever they are within the premise or outside.

### **General Principles: Forbidden Behaviour**

- (i) The Conduct which does or is likely to cause damage, defacement or violence to person or property within the Institute provided that such conduct is that of a student towards another student, member or members of the Institute community or any other employee or employees of the Institute, provided further that the conduct in question occurred on any of the Institute campuses or hostels rented by the Institute;
- (ii) Using force or offering violence or threats against or striking a fellow student, an officer or any member of the Institute community provided that such violence occurs on any of the Institute campuses or privately rented hostels.
- (iii) Maliciously damaging, spoiling or destroying any property of the Institute;



- (iv) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic or administrative activity(ies) or both academic and administrative activities authorized by the Institute;
- (v) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any lecturer, officer or employee of the Institute in the course of performance of such lecturer's or officer's or employee's duties;
- (vi) 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;
- (vii) Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the Institute namely, the Principal, Dean of Students, head of department or Students' Organization, as the case may be depending on the intended audience and status of the guest speaker/social entertainers;
- (viii) Forming and/or establishing unauthorized students' groups which are likely to cause disunity and disorder at the Institute or in the wider Community;
- (ix) Without derogating the right to freedom of expression, wilful writing or defamatory literature and uttering insults or obscene language or visual material in any form by any student against any other student or any employee of the Institute, or against the Institute, Government or any civil leader;
- (x) Sexual harassment shall consist of any or all but not limited to the following:
  - a) Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures;
  - b) Belittling comments on a person's anatomy, persistent demands for dates;
  - c) Pressuring for sexual activity or favours;
  - d) Telling lies or spreading rumours about a person's sex life with the purpose of assassinating the character of the victim;
  - e) Unwanted physical contact of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting, grabbing, or cornering;
  - f) Displaying of pornographic and sexually suggestive pictures and/or sexual objects;
  - g) Transmitting offensive material whether written, telephone or by electronic communications of sexual nature;

- h) Indecent exposure;
  - i) Rape or indecent assault;
  - j) Public and/or group sex
- (xi) Mismanagement of student's organization funds and/or of any other recognized student society established under the auspices of the students' organization in accordance with the relevant provisions of the students organization's constitution for the time being in force;
  - (xii) Collecting or charging money from any student or student groups without prior permission of the Institute organs; namely the Dean of Students, the Students' organization, or special cases, the Head of the relevant Department, as the case may be;
  - (xiii) Unauthorized carrying of weapons within the campus which is likely to jeopardize peace; For avoidance of any doubt, weapons shall include but not limited to the following: firearms, sticks, knives, machete, clubs, and the like weapons.
  - (xiv) Illegal entry into another student's room;
  - (xv) No students' organization shall engage in any political party's activities on campus, conduct its affairs or have a constitution which in any way or manner whatsoever offends or conflicts with the provisions of the Act or Charter or of any other written law.

**Provisions and offences relating to residence**

- i. Students may be offered accommodation in the Institute Hall of Residence or any hostel or residence rented to the Institute. Priority shall be given to students with disabilities and such other categories of special group as well as foreigners;
- ii. The rooms in the Institute hostel will be furnished with double décor beds, table, chairs and fun and with self-contained environment in some rooms. Occupants are not allowed to remove permanent fittings in the rooms and are responsible for the proper care of any property found within the room and any damage or loss must be reported immediately to the Warden/matron and paid for by the person who caused the damage;
- iii. Payment of rent fees shall be made at the beginning of each semester. All excuses shall be channelled through the Matron, Dean of Students and approved by Principal.
- iv. The occupants shall be required to sign an accommodation contract at the beginning of each academic year, vacation, and programme and return the copy of the contract to the Matron.

- v. Students shall be enjoined to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms;
- vi. Cooking is not allowed in the hostel hall or rooms of residence. For avoidance of any doubt, disciplinary offence includes: frying, roasting, baking and boiling food stuffs (except boiling drinking water using electric kettle) by use of any source of energy;
- vii. Students shall not interfere with or transfer furniture or fittings of any kind from any part of the Institute building without prior written permission.
- viii. No cooking or cooling appliances and no electric devices other than reading lamps, table fan, electric iron, electric razor, electric hair dryer, electric kettle, radio, recording player, TV, and computer shall be used in students rooms or in any unauthorized place or space;
- ix. Musical appliances and equipment, such as record player, radio, computer and other noise making equipment may be used provided that music shall not be played at noise levels that are a nuisance and annoyance to other residents of the hall/room.
- x. For specific official student functions, permission to extend musical performance in specified places within the institute may be granted by the Dean of Students and Matron until but not beyond 6.00 a.m.
- xi. No student shall be allowed to entertain visitors of either sex at lobby beyond 6.00 pm for outside visitors;
- xii. No student shall be allowed to entertain visitors of either sex in his/her room beyond 20.00hrs;
- xiii. Students shall not be expected to live with any unauthorized person or persons in their rooms, including their children or other relatives; equally each room of residence shall accommodate the officially recognised and allowed number of occupants.
- xiv. Students shall be expected to live peacefully with one another in their allocated rooms. If at all one student is found to be misbehaving towards his/her roommate the misbehaving student shall be evicted from the room with immediate effect;

For avoidance of any doubt misbehaving includes but is not limited to being drunk, smoking, disorderly conduct, over blasting music and/or drug abuse inside the room, bringing unauthorized guests into the room, immoral acts in the presence of roommates in the room and/or within the hall/hostel premises;

- xv. Regulations for institute residence within the campus shall apply mutatis mutandis to the student living off-campus residences supervised by the Institute;

- xvi. Subletting any unauthorized person in Hostel(s) of residence is strictly prohibited; For avoidance of any doubts, unauthorized person shall include any student or person not allocated to the particular room/hostel of residence;
- xvii. Sleeping people of same sex or different sex in one bed in the hostel, residence hall is strictly prohibited, unless further written note from matron is issued.
- xviii. Deliberate abortion is an offence and illegal punishable by Tanzanian laws

#### **Class Attendance**

- i. No student shall miss a class session, without permission.
- ii. Absence from School for a period of thirty days consecutively without permission from the Institute's Principal shall be regarded as discontinued student.
- iii. No student shall travel during semester time outside Dar es Salaam Region without permission;
- iv. Permission for travel for a weekend outside Dar es Salaam Region may be granted by the Dean of Students and Matron;
- v. Permission for travel for less than a week and involving missing lectures, test, exams, seminars and/or laboratory work may be obtained in writing from the head of the relevant department and notified to the Dean of Students and the matron;
- vi. Permission for travel for more than a week shall be obtained from the Principal or Deputy Principal (Academic Affairs) through the head of the department and notified to the Dean of Students and the matron.

#### **13.4. General Appearance**

To maintain good image of the institute, students are reminded to be appropriately attired in a manner befitting the status of institute students as well as the occasion,. When at campus students shall dress appropriately, example:

- i. Students are expected to wear decent clothes and appear neat and tidy at all times. Very short dresses, light tight or transparent will not be allowed.
- ii. No short or half trousers of any form are permitted during class hours
- iii. Students shall wear neat, decent and well covered clothes
- iv. Students shall not wear anything that cover their faces so as to prevent ready identification

#### **Valuables and Personal Belongings**

The college will not be held responsible for theft of or damage to personal belongings on college premises (e.g. cell phones, bags, books and clothing).

### **Examination rules**

- i. No candidate shall be allowed in an examination room during an examination except the candidates concerned and those supervising the examination.
- ii. Candidates must appear at the examination room at least twenty minutes before the commencement of the examination.
- iii. No candidate shall communicate with another candidate in the examination room or copy from another candidate's answers.
- iv. Candidates who bring any unauthorized materials or electronic devices into an examination room or who assist or obtain assistance from other candidates or from any unauthorized source are liable to penalties
- v. No student may eat or drink during an examination/Test.
- vi. No student may have in his possession, or in his immediate vicinity, any material (such as notes or textbooks) which could assist them in any way during the writing of the examination/ Test.
- vii. No materials or electronic devices shall be brought into the room or used at an examination except those authorized.
- viii. In general, candidates will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination, nor to leave except under supervision until at least half an hour after the examination has commenced.
- ix. No candidate shall be permitted to leave the room during the last thirty minutes of the examination. The supervisor shall notify candidates distinctly when the examination is finished.
- x. No student is permitted to borrow any equipment from or lend any equipment to another learner once the examination has started.
- xi. Examination booklet and other material issued for the examination shall not be removed from the examination room except by authority.
- xii. No candidate shall continue writing an answer, or add anything to answers, after the supervisor has announced the expiration of time.
- xiii. Mobile phones are not allowed in the examination and shall be switched off or in silent mode during the normal class sessions.

Any candidate who commits any breach of these rules or is guilty of any misconduct in relation to the examination will be subject to disciplinary sanctions.

## **14. DISCIPLINARY SANCTIONS**

The purpose of sanctions is to help students understand their behaviour in the context of the college community and to discourage such inappropriate behaviour in the future. The sanctions listed below may be applied separately or in combination. Other appropriate sanctions which would enhance the educational value of disciplinary proceedings may be applied in a given case.

Upon breach of any of the disciplinary offences specified in these By-Laws, the Disciplinary Authority may impose penalties including warning, reprimand, fine, compensation, exclusion from room of Residence, suspension, rustication, and expulsion.

### **i. Warning**

Written or oral notification that certain conduct or actions are in violation of College regulations and that continuation of such conduct or actions may result in further disciplinary action.

### **ii. Fines**

Payment of a specific amount of money as determined by the circumstances of a particular case

### **iii. Restitution**

Reimbursement for damaged or misappropriation of property. Restitution may take the form of monetary or material replacement not in excess of the loss incurred.

### **iv. Loss of Privileges**

Limitation of college-related activities or services for a specific period of time, consistent with the offence committed

### **v. College Probation**

A specific period of observation and review of behaviour including terms appropriate to the offense committed during which the student must demonstrate compliance with College regulations and the terms of the probationary period. Failure to comply with the College's policies and completion of assigned sanctions will result in suspension or expulsion.

### **vi. Suspension**

Removal from the College community for a designated period of time which may include

specific requirements that must be fulfilled prior to reinstatement within the College community

**vii. Expulsion**

Permanent separation of the student from the Institute.

This is a student code of conduct and, as such, it does not presume to define or describe all the situations under which a student may be dismissed from the College. Thus, students may be placed on probation or suspended for academic and psychological reasons as well as for disciplinary reasons.

**15. MANAGEMENT TEAM**

**PRINCIPAL**

Mrs. Maria Locken Mushi, *BA, Geography and Environmental Studies-Mwenge Catholic University*

**MANAGER**

Mr. Raymond Mwombeki, *BA. Economics-UM, Canada.*

**DEPUTY- PRINCIPAL, FINANCE AND ADMINISTRATION**

Mrs. Neema Mpanga, *BA, Geography and Environmental Studies- IRDP, Dodoma*

**DEPUTY PRINCIPAL ACADEMIC, RESEARCH AND CONSULTANCY,  
DEAN OF STUDENTS**

Mr. Vincent Silvest Jafet, *BA. Environmental Health Sciences-Muhimbili University of Health and Allied Sciences(MUHAS)*

**QUALITY ASSURANCE OFFICER, WEBSITE COORDINATOR**

Ms. Veneranda Dosla, *Bachelor of Arts in Geography and Environmental Studies. MWECAU*

**HEAD, DEPARTMENT OF STRATEGIC MANAGEMENT AND INNOVATIONS**

Dr. Phillip Karumuna Mwanukuzi (*PhD in Geography, Clark University; M.Sc. Geomorphology, Manchester University, UK; B.Sc. Geology, University of Dar Es Salaam*)

**SENEOUR OFFICER, ENVIRONMENT AND CLIMATE CHANGE, TUTOR**

Mr. Jonathan Tangwa, (*MSc. Forestry—Tropical Woody Plants Ecology and Taxonomy.*)  
Perpetua, *BSc. in Environmental Planning and Management-IRDP, Dodoma, Msc. Public Health, UDSM*

**ADMISSION OFFICER**

*Ms. Gaudensia Daudi, Bachelor of Arts in Education-UOA*

**TUTOR & DEAN OF STUDENTS 2**

*Ms. Veneranda Dosla, Bachelor of Arts in Geography and Environmental Studies. MWECAU*

**FINANCE and ADMINISTRATION, BURSAR**

*Ms. Zuhura Abdallah, Bachelor of Science in Tax Management-IFM, Post Graduate Diploma in Education-DUCE*

**Librarian and Examination Officer**

*Ms. Specioza Andrew, BA. Library and Information management (OUT) Dar es salaam*

**Principal**

**Chair**