



MOZAMBIQUE – TANZANIA CENTRE FOR FOREIGN RELATIONS

STUDENTS' BY-LAWS

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ABBREVIATIONS

CEFRESO	Centre for Foreign Relations Students' Organization
CFR	Centre for Foreign Relations
DAB	Disciplinary Appeal Board of the CFR
SDC	Students' Disciplinary Committee

1.0 PREFACE

1.1 Background

The Mozambique - Tanzania Centre for Foreign Relations (MTCFR), herein referred as the Centre was established in January 1978, by an agreement between the governments of the United Republic of Tanzania and the Republic of Mozambique, signed by the then Ministers for Foreign Affairs of Tanzania and Mozambique. The Centre has been incorporated in the Diplomatic and Consular Immunities and Privileges Act No. 5 (1986) that gives it a diplomatic status. This document therefore is based on the Constitution, Diplomatic immunity, Act and other Government Directives in the current situation of the Centre.

1.2 Vision, Mission and Core Values

1.2.1 Vision

To be a centre of excellence in national, regional and international affairs.

1.2.2 Mission

To provide high quality scholarly services through training, research and consultancy in diplomacy and strategic studies in the context of national, regional and international affairs.

1.2.3 Core Values

In pursuit for excellence, MTCFR is guided by the following values:

- (i) Integrity: Committed to act honestly, fairly and openly, to honour its commitments.
- (ii) Professionalism: Committed to comply with acceptable standards and quality assurance.
- (iii) Customer service excellence: Dedicated to go provide best possible whilst adopting to their changing requirements.
- (iv) Teamwork: Committed to promote a sense of shared and collective responsibility.
- (v) Creativity and Innovation: Committed to support continuous learning and encourage creativity and innovation in academic and administrative matters in order to achieve its overall strategic goals.

1.2 Functions of the Centre

The following are the functions of the Centre as stipulated in article 3 of its constitution:

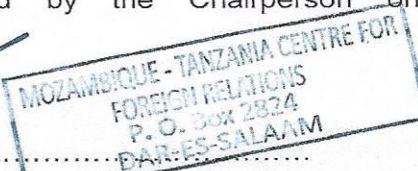
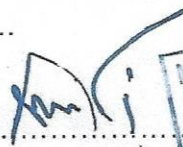
- (i) To promote social, economic and political awareness by providing opportunities for the study of international affairs and of training in the principles, procedures and techniques of diplomacy;
- (ii) To conduct training programmes in such subjects associated with international affairs and diplomacy as the Governing Council may from time to time decide;
- (iii) To engage in research into the problems and needs of selected subjects and to evaluate the results achieved by its training programmes;
- (iv) To provide advisory and other ancillary services to the Governments and such other bodies or organizations as may be determined by the Governing Council;
- (v) To sponsor, arrange or provide facilities for conferences and seminars on subjects within the competence of the Centre;
- (vi) To arrange for publication and general dissemination of material produced in connection with the work and activities of the Centre; and
- (vii) To undertake or enter into any transaction which in the opinion of the Governing Council is calculated to facilitate the proper and efficient carrying on of its activities and proper performance of its functions.

2.0 AUTHORITY AND EFFECTIVE DATE

These Students' By-laws has been prepared based on paragraph 11 of the Centre's Constitution and shall become effective from July, 2022. The approval of this document shall mean to repeal the previous Students' By-laws of the Centre.

These Students' By-laws are approved by the Governing Council of the Mozambique – Tanzania Centre for Foreign Relations and signed by the Chairperson on this day of

17th July '22



Ambassador Ramadhan Muombwa Mwinyi
Chairperson of the Governing Council

DEFINITIONS

In these By-laws, unless the context otherwise requires:

Appeal	means an application to a higher authority in dealing with students' misconduct for a decision to be reversed.
Authorized Officer	means Staff of the Centre when discharging his or her duties.
By-laws	means Rules and Regulations governing students' conduct at the Centre.
Centre	means the Centre for Foreign Relations.
Counsellor	means a lawyer, advocate or legal advisor.
Dismissal	means formal termination of the student's registration.
Expulsion	means deregistration of a student by the Centre.
Fine	means any amount of money charged to a student serving as a compensation for an offence he or she has been charged with.
Jurisdiction	means the right, power or authority by a competent authority dealing with student's misconduct to administer justice.
Lethal weapon	means an object such as knife, gun, spear, arrow, machete, axe, etc. that can be used for fighting or attacking, or any deadly weapon such as firearm, device, instrument, material or any other substance that is capable of producing bodily harm or death in the manner that is used or intended to be used.
Offence	means any defined misconduct against the rules and regulations under this By-laws.
Rustication	means removal or suspension of a student from the Centre for certain welfare issue until such issue is resolved.
Restitution	means return, restoration, or replacement of any damaged Centre's property by a student.
Reprimand	means a formal expression of disapproval from any student's Misconduct.
Sanction	means a punishment for breaking this By-Laws.
Special Days	refer to public holidays of the United Republic of Tanzania, weekends and the Independence Day of the Republic of Mozambique.
Stern warning	means serious and disapproving warning.

Strike	means refusal to perform scheduled activities.
Student	means a person admitted to the Centre as a candidate for long and/or short course.
Suspension	means being barred from attending regular Centre's activities for a particular period of time.
Visitor	means any person who enters Centre's premises for official purpose while she/he is not a member of the CFR Community.

PART I

A.0 PRELIMINARY

A.1 Acceptance of the By-laws

- A.1.1 Student Registration at the Centre is conditional upon the agreement by a student to abide to these By-laws;
- A.1.2 Payment of prescribed fees shall be a condition for registration to pursue and/or continue with studies at CFR provided that the manner of payment shall be in accordance with instructions enunciated from time to time;
- A.1.3 For avoidance of doubt, prescribed fees shall be such fees, as approved by the Governing Council and shall include Centre for Foreign Relations Students' Organization (CEFRESO) membership subscriptions;
- A.1.4 All payments such as fees, and contributions shall be paid direct to the Centre; and
- A.1.5 The CEFRESO shall govern all students' affairs as per its Constitution together with its Rules and Regulations.

A.2 Application

- A.2.1 These By-laws shall apply to any person who is a student of the Centre;
- A.2.2 Every student shall be presumed to be knowledgeable of the contents of these By-laws; and
- A.2.3 These By-laws shall be applicable upon approval of the Governing Council.

PART II

B.0 STUDENTS' CODE OF CONDUCT

B.1 Standard of Conduct

B.1.1 The Centre maintains a conducive learning environment compatible with the orderly conduct by its students

B.1.2 As a condition of enrolment, all students assume the responsibility to observe standards of conduct that will contribute to the pursuit of academic excellence. This responsibility includes, but not limited to:

B.1.2.1 Practicing high standards of academic and professional honesty and integrity.

B.1.2.3 Respecting the rights and privileges of the members of CFR Community and refraining from any conduct that would interfere with Centre's functions or endanger the health, welfare or safety of other persons.

B.1.2.4 Complying with the rules, regulations, procedures, policies, orders and standards of conduct of the Centre.

B.1.3 An orientation programme for all newly admitted long course students shall be conducted in the first week.

B.2 General Rules and Regulations

B.2.1 At the beginning of every semester, all students shall report at the Centre on the prescribed date as the Centre may determine from time to time;

B.2.2A student shall not be registered at the Centre if he or she reports after two weeks of the beginning of the new year/semester. PGD Students may have a different registration arrangement;

PART III

C.0 DISCIPLINARY OFFENCES AND CHARGES

C.1 Disciplinary Offences and Charges

For the purpose of these By-Laws, general disciplinary offences and charges shall include the followings:

C.1.1 Conduct by a student which causes or is likely to cause a damage or violence towards any member of CFR Community and/or their property or CFR property shall be a disciplinary offence punishable by suspension for a period of not less than one month and compensation to the value of the property damaged.

C.1.2 Act or conduct which obstructs or is likely to obstruct and/or which frustrates or is likely to frustrate the holding of any academic and/or administrative activities authorized by the Centre shall be a disciplinary offence punishable by suspension for a period of not less than one month.

C.1.3 A student shall not be permitted into class after 15 minutes have elapsed since the beginning of the class.

C.1.4 Use of cellular phones in classrooms, laboratories or library is prohibited and the facilitator, laboratory attendant, or library officer as the case may be, may evict the student from the classroom/laboratory/ library.

C.1.5 Any harassment (verbal or physical) during or after class hours shall be a disciplinary offence punishable by suspension for a period of not less than fourteen (14) days.

C.1.6 It shall be a disciplinary offense punishable by suspension for a period of not less than one semester to engage in any online or social media activity that may compromise ethical values or reputation of the Centre such as exposure of one's

nude photographs, pornography, inciting violence, using abusive and indecent language in social media, or participating in any other activity prohibited by the relevant laws applicable in the United Republic of Tanzania at the time of the commission of the offence.

- C.1.7 It shall be a disciplinary offense punishable by expulsion to interfere, penetrate, hack or bypass Centre's network security systems and communication media in place with or without an intention of committing any offence or committing any act that will hamper the performance of the Centre's ICT infrastructure.
- C.1.8 It shall be a disciplinary offense punishable by expulsion for the use of ICT skills and products in any unacceptable manner such as the use of pirated software within the Centre's network and/or any use of ICT skills to violate rules of the Centre and those of the land.
- C.1.9 On top of the disciplinary measures related to offences stipulated under subsections VI, VII and VIII the offender shall also be apprehended to the relevant government authorities.
- C.1.10 Unauthorized placing of any notices, posters, signs or any other things in any place within the Centre's premises is strictly forbidden and any person who contravenes the same shall be issued a written warning.
- C.1.11 Drunkenness by any student of the Centre on campus shall be a disciplinary offence punishable by suspension for a period of not less than fourteen (14) days.
- C.1.12 Smoking cigarettes in the library, cafeteria, lecture rooms, computer rooms or any other place within the Centre's premises shall be a disciplinary offence punishable by suspension for a period of not less than fourteen (14) days.
- C.1.13 Any unauthorized possession of the Centre's property shall be a disciplinary offence punishable by a written warning.

- C.1.14 Wilful refusal or failure to comply with a lawful order or directives given by any competent authority of the Centre or someone acting on its behalf shall be a disciplinary offence punishable by suspension of a period not less than fourteen (14) days.
- C.1.15 Wilful failure or refusal to attend a disciplinary call as prescribed by these By-laws shall be a disciplinary offence punishable by suspension of a period not less than twenty one (21) days.
- C.1.16 Wilful refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Committee or any other competent authority of the Centre shall be a disciplinary offence punishable by dismissal from studies.
- C.1.17 Use of slanderous, abusive, obscene or threatening language by any student against any other student or any officer or employee of the Centre in the course of performing such officer's duties shall be a disciplinary offence punishable by suspension for a period of not less than one semester.
- C.1.18 To give false information, forging a document or perpetrating forgery or alteration or misuse of any Centre's document, record, account, computer account or instrument of identification shall be a disciplinary offence punishable by dismissal from studies.
- C.1.19 To keep possession, engage in any business or transaction or to administer any illegal drugs to oneself or any other person for whatsoever reason shall be a disciplinary offence punishable by dismissal from studies.
- C.1.20 Use of any weapon both within and/or outside the Centre premises and possession of weapon within Centre premises shall be a disciplinary offence punishable by dismissal from studies.
- C.1.21 To instigate and/or participate in any mob justice, strike, boycott of classes or any civil commotion shall be a disciplinary offence punishable by dismissal.

- C.1.22 Wilful obstruction of the work or proceedings conducted by the Disciplinary Committees or any other competent organ of the Centre or interference with witnesses in disciplinary proceedings under these By-laws, wilful tempering, destruction of evidence or obstructing and threatening witnesses who appear or are about to appear before Disciplinary Committees shall be an offence punishable by suspension of a period not less than one semester.
- C.1.23 Writing or disseminating of defamatory remarks by any student or a group of students against any student, member of CFR Community or against the CFR shall be a disciplinary offence punishable by suspension for a period of not less than one month.
- C.1.24 Acting as an agent of CFR without authorization shall be a disciplinary offence punishable by dismissal from studies.
- C.1.25 Tampering with or misuse of fire extinguisher or any other safety equipment or disregarding, circumventing or disabling any security or safety device or system shall be a disciplinary offence punishable by suspension for a period of not less than one month.
- C.1.26 The use of another person's identity, password, identification number or any other identification card or assisting in any of the above shall be a disciplinary offence punishable by dismissal from studies.
- C.1.27 Any violation of Laws applicable in the United Republic of Tanzania within or outside the Centre's premises shall be a disciplinary offence punishable by dismissal from studies provided that such dismissal shall follow after a conviction of that student by the Court of Law.
- C.1.28 Sexual harassment of whatever kind by a student towards any member of the CFR Community is a disciplinary offence punishable by suspension of not less than one semester. Sexual harassment shall consist of, but not limited to the following:

- C.1.28.1 Telling lies or spreading rumors about a person's affairs, sex life with the purpose of damaging the character of the victim;
- C.1.28.2 Unwanted physical contacts of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, grabbing;
- C.1.28.3 Displaying of pornographic and sexually suggestive pictures and/or sexual objects;
- C.1.28.4 Transmitting offensive written or electronic communications of sexual nature in any medium;
- C.1.28.5 Indecent exposure of sexual private body parts;
- C.1.28.6 The use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or punish another for his or her refusal.
- C.1.29 Students borrowing books, periodicals, magazines, any documents or facilities from the Centre's library shall personally be responsible for their care and safety and shall return intact the borrowed item to the issuing officer on the date specified or agreed for the return of such item. Any student who violates this rule shall have committed a disciplinary offence and be issued with a written warning in case of non submission of the item borrowed within a specified time and compensation to the value of the item in the event of loss, destruction or damage of the item borrowed.
- C.1.30 Any form of dishonesty, disorderly conduct or unbecoming behavior by any student of the Centre both on and off campus shall be a disciplinary offence punishable by penalties ranging from oral, written warning to a suspension for a period of not less than fourteen (14) days or dismissal, depending on severity or gravity of the offence as shall be determined by disciplinary committees.

- C.1.31 It shall be a disciplinary offence punishable by dismissal to conspire to defeat any provision of this By-Law.
- C.1.32 It shall be a disciplinary offence punishable by dismissal to forge a document or perpetuate forgery with intent to cause lies to any person, Centre or any others institution.
- C.1.33 It shall be a disciplinary offence punishable by suspension of not less than one semester to collect or charge money from any student or group of students without the prior permission of the Centre's authority.
- C.1.34 It shall be a disciplinary offence punishable by a written warning to invite outsider to hold any sort of meeting without prior approval of the Director or to invite a student barred from the Centre's premises
- C.1.32 It shall be a disciplinary offence punishable by suspension of not less than one semester to mismanage and/or embezzlement of CEFRESO'S funds.

PART IV

D.0 DISCIPLINARY ACTION PROCEDURES

D.1 General Procedures for Disciplinary Sanctions

This section describes the general procedures under the Students' Code of Conduct for enforcing the Centre's rules and regulations. In all situations whether handled formally or informally, basic standards of fairness shall be observed in the determination of:

- a) The truth or falsity of the charges against the student;
- b) Whether the alleged misconduct violates this code; and if so;
- c) The sanctions to be imposed, if any.

The Criteria for judging students' misconduct shall include, but will not be limited to; the standards of conduct as stated in Part II. Informal hearing shall use the procedures governing brief adjudicative proceedings. Formal hearing shall be conducted by the Disciplinary Appeal Board (DAB) and shall follow the procedures required for formal adjudicative proceedings. Informal settlements may also be conducted. The said procedures involve the following steps:

- D.1.1 Persons who believe that a violation of the Students' Code of Conduct has been committed should contact Students' Services Department
- D.1.2 The Head of Students' Services Department is vested with the power to initiate disciplinary proceedings against student under this code of conduct. The Head of Students' Services Department may delegate the authority to initiate disciplinary proceedings consistent with these rules and regulations to members of the staff and the members of CEFRESO. The delegation constitutes Student-Centre Hearing Panel (SCHP) as an advisory body in disciplinary matters.
- D.1.3 The Students' Services Department shall begin a disciplinary proceeding by holding, or directing the SCHP to hold an informal hearing with student(s) charged with the misconduct. Based on informal disciplinary hearing, the Students' Services

Department may choose to exonerate the student, dismiss the action, impose an appropriate sanction and/or refer the matter to the Students' Disciplinary Committee (SDC) whereas;

- D.1.3.1 The sanction of dismissal has been recommended; or
- D.1.3.2 The sanction of restitution whose value shall be prescribed from time to time has been recommended; or
- D.1.3.3 The sanction of suspension has been recommended; then the matter shall be referred directly to the DAB.
- D.1.4 Students have the right to appeal against any sanction imposed at an informal hearing to the SDC, except that when such a sanction identifies an existing or potential exceptional circumstance, the matter shall be referred directly to the DAB.
- D.1.5 All decisions of the SDC identifying existing or potential exceptional circumstances as deficient, shall be referred directly to the DAB. In most cases, the DAB conducts an Administrative review through a formal hearing.
- D.1.6 Any decision based on a formal hearing conducted by the DAB may be appealed to the Director of the Centre or his/her delegate for a final review. All orders of dismissal shall be reviewed by the Director or his/her delegate. Orders entered by the Director's delegate shall be subject to approval by the Director of the Centre.
- D.1.7 The Director or his/her delegate may take emergence disciplinary action when a student(s)' conduct threatens the health, welfare or safety of the CFR Community or members thereof and/or damage of property.
- D.1.8 When questions of mental or physical health are raised in misconduct cases, the Office of the Director shall cause the medical examination to be done before two Consultant Physicians designated by a Medical Officer approved by the Centre. After examining the student, the Consultant Physicians shall recommend to the

Office of the Director as to whether the case should be handled as a disciplinary matter or medical case.

D.1.9 The following authorities conducting proceedings under these rules and regulations have the authority to issue protective orders and summons:

D.1.9.1 Students' Services Department,

D.1.9.2 The Chairperson of the Disciplinary Appeal Board, and

D.1.9.3 The Director of the Centre or his/her delegate.

D.1.10 In a case involving an alleged offence, the victim and the accused are entitled to the same opportunities to have others present during a disciplinary hearing and they shall both be informed of the outcome of such disciplinary proceedings.

D.1.11 Any final order resulting from a disciplinary proceeding shall become part of the student's disciplinary record.

D.1.12 All hearings conducted under these rules and regulations shall generally be held in a closed session in respect of the privacy of the student concerned. The presiding officer may exclude from the hearing room any person who is disruptive of the proceedings and may limit the number of persons who may attend the hearing in order to afford safety and comfort to the participants and orderliness to the proceedings.

NB: A student's complaints Form (Form No. 4) is appended.

D.2 Disciplinary Sanctions

The following disciplinary sanctions may be imposed to student(s) for misconduct:

D.2.1 Restitution

An individual student may be required to retribute for damage or other loss of property and for injury to persons. Failure to pay, or to make in writing Centre's approved arrangements to pay, shall result in cancellation of the student's registration and will prevent the student from registering with the Centre.

D.2.2 Suspension

A student may be suspended from the Centre for violation of Centre's rules and regulations, procedures, policies and standards of conduct or order. The duration and conditions, if any, for the suspension shall be specified in writing. Suspension serves as a warning to a student that further misconduct may lead to dismissal from the Centre. A suspended student shall report to the Head of Students' Services Department a one day following the last day of his/her suspension.

D.2.3 Dismissal

A student's enrolment in the Centre may be terminated for violation of Centre's rules and regulations. A dismissal is considered as a serious sanction and will be imposed only after the formal due process review provided for in this Code, policies, and standards of conduct or orders.

D.3 Jurisdiction

- The Head of Students Services or his/her delegate shall initiate any disciplinary action related to violation of any of the Centre's rules and regulations, procedures, policies and standards of conduct or orders.

PART V

E.0 DISCIPLINARY HEARING

E.1 Informal Disciplinary Hearing

- E.1.1 Students' Services Department may initiate a disciplinary proceeding by conducting or directing a member of staff serving in the Students' Services office to conduct an informal hearing with the student accused of misconduct. This informal disciplinary hearing may be nothing more than a face to face meeting between initiating officer(s) and the student(s), and no special notice of the meeting is required. The purpose of this informal disciplinary hearing is to provide an opportunity for the student to respond to allegations of misconduct before a disciplinary action is taken and the student loses any rights to an informal hearing by his or her failure to attend.
- E.1.2 During an informal disciplinary hearing the student must be provided with the following information:
- E.1.2.1 The alleged misconduct;
- E.1.2.2 The specific section(s) of the Students' Code of Conduct allegedly violated; and
- E.1.2.3 The possible sanctions that may be imposed.
- a. If the order imposes a sanction and exceptional circumstances as defined in subsection C above the matter shall be referred directly to the Disciplinary Appeal Board and the student shall be informed that he/she has the right to request a formal hearing.
 - b. If the order imposes a sanction, then the student must be informed that he or she has fourteen (14) days from the date of order (or twenty one (21) days from the date of mailing of the initial Students' order) to request a hearing before the Students' Disciplinary Committee. If the student chooses not to appeal, the order becomes the final.

- E.1.3 Within ten (10) days of the conclusion of the hearing and any associated investigations, the student shall be provided with a written order which shall include a statement of the decision, the reasons for the decision and information about appealing against the decision. In a case involving a victim, both the victim and accused shall be informed of the outcome of the hearing.
- E.1.4 A student may request a hearing by the Students' Disciplinary Committee at any time during these informal proceedings.
- E.1.5 The official record of this informal hearing shall consist of all documents prepared or considered by the Students' Services office with regard to the dispute at hand.
- E.1.6 Any initial order from the Students' Disciplinary Committee may be appealed by timely submission of a written petition to the Disciplinary Appeal Board.
- E.1.6.1 If the appeal is not lodged by student(s) to the appropriate body within fourteen (14) days of the initial order (or within twenty one (21) days of the date when the Centre mailed the initial order to the student), the right to appeal is waived and the order becomes final whereas;
- a. All initial orders shall be hand delivered, mailed or electronically mailed to student(s) concerned
 - b. Any student involved in a disciplinary hearing is required to provide his/her current and accurate contacts to the Students' Services office.
- E.1.6.2 All petitions for appeal shall be made in writing to the Director of the Centre. The petition shall state the reasons for the appeal and indicate points of disagreement with the initial order.
- E.1.7 Student wishing to request a formal hearing before the DAB shall write a petition for appeal stating that a formal hearing is being requested and must identify the specific exceptional circumstances warranting such a hearing.

E.1.8 After conducting the appropriate review, the DAB may sustain, reduce or vacate the sanction imposed by the initial order, except that if the review is in the form of a formal hearing before the DAB, whereby that Board may increase any sanction.

E.1.9 Only the office of the Director of the Centre may issue a final order of dismissal.

E.1.10 Sanctions, if any will be imposed only after an order becomes final.

E.2 **Formal Disciplinary Hearing**

E.2.1 **Students' Disciplinary Committee (SDC)** ,

The SDC shall be composed on a need basis and shall consist of seven (7) members appointed by the Director, two of which shall be from the CEFRESO. The Committee shall appoint their chairperson, who is not a student, to preside over a particular session. The Chairperson shall ensure that procedural safeguards and guideline are followed accordingly.

E.2.2 **Disciplinary Appeal Board (DAB)**

E.2.2.1 The DAB shall consist of the Chairperson; who is the Director of the Centre, and seven (7) members appointed by the Director, provided that members of the SDC shall not be part of the DAB. At any meeting of the DAB five (5) members shall constitute a quorum.

E.2.2.2 The main function of the DAB is to receive and deliberate on appeals coming from the Students' Disciplinary Board.

E.2.2.3 DAB member may be disqualified from a particular hearing for a conflict of interest.

E.2.2.4 A student before the DAB may challenge the impartiality of a DAB member by a written petition.

E.2.2.5 DAB shall conduct a formal hearing within thirty (30) days upon the student's written request.

E.2.2.6 The DAB shall give a sanction within fourteen (14) days after the formal hearing.

E.2.3 Hearing Procedures

The Chairperson of the DAB shall schedule the time and place of the hearing and give a written notice five (5) days in advance to all parties. The notice shall include:

E.2.3.1 The names and addresses of all parties to whom the notice is being given and if known, the names and addresses of their representative(s);

E.2.3.2 The name, business, address, and/or phone number of the person designated to represent the Centre at the hearing;

E.2.3.3 The official file number and name of proceeding;

E.2.3.4 The name, mailing address, and telephone of the Chairperson of DAB;

E.2.3.5 A statement of the time, place and nature of hearing;

E.2.3.6 A statement of the authority and jurisdiction under which the hearing is to be held;

E.2.3.7 A reference to the particular sections of the charges against the student;

E.2.3.8 A short and plain statement of charges against the student; and

E.2.3.9 A statement that a student who fails to attend the hearing or otherwise respond to this notice may lose his/her right to a formal hearing.

- a. The student may be represented by a counsellor and/or be accompanied by an advisor of the student's choice. No student shall be compelled to give self-incriminating evidence.

- b. The chairperson shall afford both parties the opportunity to respond, present evidence and argument, conduct cross-examination and submit rebuttal evidence.
- c. Testimonies of parties and witnesses shall be made under an oath or an affirmation.
- d. The Chairperson of the DAB may issue summons and enter protection orders.
- e. Findings, conclusions and decisions by the DAB shall be based exclusively on the evidence of the record from the hearing on the matter officially noted in the record.
- f. The Board shall enter an initial order which shall be saved in writing on the student in not more than twenty (20) days after conclusion of the hearing.
- g. The student shall be informed of procedures for appealing the decision. If the student does not appeal against the SDC decision, the SDC decision shall stand.
- h. The Chairperson shall maintain an official record of the hearing.

NB: The Appeal Form (Form No. 2) is appended

PART VI

F.0 GENERAL INSTRUCTIONS AND PROCEDURES

F.1 Permission to Travel during the Semester

F.1.1 Students with special reasons (determined by the authority) and evidence intending to travel for less than a week and who are certain of missing lectures, seminars, tests, assignments and examinations shall seek permission in writing from the office of the Deputy Director – Academic, Research and Consultancy through the Head of Students' Services.

F.1.2 Permission to the students shall not exceed 14 days at once and 21 days in a semester. On the contrary the student shall automatically be discontinued from studies.

F.1.3 All official academic trips shall be approved by the Director of the Centre through the Deputy Director – Academic, Research and Consultancy.

F.2 Catering Services

F.2.1 Cafeteria services may be available at the Centre.

F.2.2 Students obtaining catering services at the campus shall be required to observe cafeteria services' conditions that shall be specified by the Centre.

F.3 Dress Code

F.3.1 The dress code of the Centre for Foreign Relations shall be observed at all time. The dress code shall be black or dark blue Kaunda suit or western suit, white shirt of long sleeve, long neck tie of similar colour, black or brown leather closed shoes and black socks.

F.3.2 It shall be the responsibility of each student to have at least two pairs of the described uniform made by the tailor of their choice.

F.3.3 A dress of whatever design which does not cover sensitive parts of the body above the knees, stomach, breasts, waist and/or back, being trousers of whatever design or style, skin tights and/or with transparent materials, being a dress which is too tight and/or with larger opening of slits showing the body above the knees is strictly prohibited in the Centre's premises and occasions.

F.3.4 A dress of whatever design which does not cover sensitive parts of the body above the knees, chest stomach, and armpits, being short trousers of whatever design or style, trousers which are so tight and/or loosely hanging below the waist is strictly prohibited in the Centre's premises and occasions.

F.4 **Sports and Games**

Students are encouraged to participate in Sports and games organized by the Centre that includes but not limited to football, table tennis, volleyball, netball, basketball and athletes.

F.5 **CEFRESO**

There shall be Centre for Foreign Relations Student Organization (CEFRESO) where all students shall be members and be required to contribute annual subscription fee. The Centre's management shall be responsible to approve CEFRESO'S Constitutions and oversee its implementation, and may make necessary changes thereof where necessary for the betterment of the Centre.

PART VII

G.0 MISCELLANEOUS

G.1 Interpretation of these By-laws

Any dispute arising from the interpretation and application of these By-laws shall be referred to the Governing Council whose decision shall be final.

G.2 Scope of these Bylaws

These By-laws are not exhaustive of rules and regulations governing students' conduct at the Centre's and do not exclude the application of specific regulations in various settings including but not limited to the Centre's library, laboratory and examinations regulations.

G.3 Amendment of By-laws

The Centre shall have power to amend or repeal these By-laws subject to procedures and approval of the relevant authorities.

G.4 Availability of By-laws

It shall be the duty of the Centre to make these By-laws available to students in such a manner the Governing Council may determine.

G.5 Study Tour

Students may be required to participate in study tour according to the academic requirement with prior approval of the Director through Deputy Director – Academic, Research and Consultancy.

G.6

Field Practical Training

Students shall be required to participate in Field practical training that according to academic requirement stipulated in the relevant course programme. The funding of Field practical training shall be the responsibility of each students and conducted with prior approval of the Director through Deputy Director – Academic, Research and Consultancy.

G.8

Simulation

Students shall be required to participate in simulation according to the academic requirement with prior approval of the Director through Deputy Director – Academic, Research and Consultancy.

APPENDICIES

Form No. 1

Complaint Form to Students' Disciplinary Committee

A: Personal Particulars

1. Full name:
2. Registration Number:
3. Programme:
4. Mobile No:.....

B: Description:

.....

.....

.....

.....

.....

C: Signature:..... Date:

Form No. 3

Notice to appear before Students' Disciplinary Committee

Dear

Please take note that a proceeding has been initiated against you on allegation of

.....
.....
.....

You are therefore required to appear in person onday of 20 at
..... hrs to for a formal hearing to be convened.....(place).

Signed.....

Date:

.....

CHAIRPERSON

Form No. 4

Student Complaints form Submitted to the Head of Students' Services Department

DATE	NAME OF STUDENT	REG	COMPLAINTS	SOURCE OF COMPLAINTS	SIGNATURE

REPORT OF THE HEAD OF STUDENTS' SERVICES DEPARTMENT

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SIGNATURE..... Date:.....

STUDENT'S COMMENTS

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STUDENT'S SIGNATURE..... Date:.....