

EASTERN AFRICA STATISTICAL TRAINING CENTRE



STUDENTS' BY-LAWS

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STUDENT CODE OF CONDUCT

SECTION I: PRELIMINARY MATTERS

Many educational institutions incorporate a student code of conduct, or by-laws, in which it expects its students to, follow. A well-written student code of conduct should be simple and cover basic expectations that each student should meet.

It is hoped that this proposed Code of Conduct on being following will help to create a mutual respectful atmosphere between all individuals involved within EASTC including management, lecturers, staff members, students, parents, and visitors.

To ensure that EASTC student develop both the attitude and spirit of RESPECT, the Code should be presented to the students with that in mind. Respect denotes both a positive feeling of esteem for a person and also specific actions and conduct representative of that esteem. Respect can be defined as allowing yourself and others to do and be their best.

As such, all entities are expected to remain respectful to each other at all times. Students and lecturers especially are expected to greet each other with kind words and student/lecturer exchanges should be friendly, in an appropriate tone, and should remain respectable. The majority of student/lecturer interaction should be positive.

While at all Centre-sponsored activities, students are expected to follow this Student Code of Conduct.

1.1 FOREWORD

The Students' Conduct Code (or Students' By-Laws) of EASTC is a prescribed compendium of Students' Regulations (made under Section 7(i) of the EASTC Act, 1994). This Code applies to all students and the student organization at the Eastern Africa Statistical Training Centre (EASTC). These By-laws shall be called **The EASTC Students' (General Conduct, Disciplinary Offences, Procedures, and Penalties) By-laws.**

1.2 PREAMBLE

1.2.1 Whereas the EASTC has been established for the pursuit of high quality education in statistics, research, consultancy and ethical values;

And

1.2.2 Whereas such quality education, research, consultancy and ethical values can best be attained successfully when peace, tranquility and good cooperation accompanied with respect between members of EASTC prevail;

1.2.2 Having been aware of the following, that is to say:

- 1) That the Eastern Africa Statistical Training Centre (EASTC) was established under Act No. 213 of 1994 to provide training in Official Statistics, and conduct research and consultancy in statistical activities;
- 2) That the Centre's fundamental purpose can be realized only if its members work and interact peacefully in conditions, which permit freedom of thought and expression in the spirit of respect for the rights of other persons;

Now therefore,

1.2.3 This Students' Code of Conduct is established hereby and promulgated as 'By-Laws' to assure prevalence of the said conditions and ultimately, attainment of the mission of the Centre. and made to maintain the favorable conditions and protect the Centre from actions, which would damage its academic reputation or the status of the Centre and its members.

1.3 MISSION OF THE STUDENTS' CODE

1.3.1 The primary mission of the Students' Conduct Code is to set forth the community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of the Eastern Africa Statistical Training Centre. Founded upon the principle of freedom of thought and expression, an environment conducive to

learning is one that preserves the freedom to learn -- where academic standards are strictly upheld and where the rights, safety, dignity and worth of every individual are respected.

- 1.3.2 Learning is a process defined by the exchange of ideas and the advancement of knowledge. As such, learning entails a community of scholars and professionals united by their participation in, and commitment to, intellectual exchange. The Centre is, first and foremost such a community. Learning also involves reflecting on decisions and improving decision-making in the future. By establishing the standards of this community, the Student Conduct Code serves not just as a disciplinary system, but also as a part of the educational system. Hence, a corollary mission of the Student Conduct Code is to teach students to live and act responsibly in a community setting, with respect for the rights of other students and members of that community, and for the property, common resources, code of conduct, and laws associated with that community, and to encourage the development of good decision-making and personal integrity. In this way, a peaceful environment is guaranteed for lecturers, non-teaching staff and visitors to encourage positive social interaction, so as to maintain a good corporate image.
- 1.3.3 To assist in building up role awareness among students as trained future professional statisticians expected of them by their respective nations.
- 1.3.4 Students are simultaneously members of the EASTC community and the broader community (the surrounding village, the region and city of Dar es Salaam, the hosting nation of Tanzania, the students' and staff's countries of origin and world). The Student Conduct Code, and the processes of its administration and enforcement, is directed specifically toward maintaining the standards of the EASTC community. Within its jurisdiction the EASTC may impose disciplinary sanctions against students or student organizations when their conduct materially interferes with the educational objectives of the EASTC or EASTC community members.

- 1.3.5 To ensure the safeguarding of all the Centre's physical facilities and property, including assets and utilities available for use by students during their stay at EASTC.

SECTION II: DEFINITIONS AND INTERPRETATION

(This section of the Code outlines the definitions and interpretation of words commonly used in the Code. In these By-laws, unless the context otherwise requires, the act means **The Act No. 213 of 1994**).

For purposes of the Student Conduct Code and unless the context requires otherwise:

2.1 "Academic Dishonesty" means the violation of the Centre's policy involving academic integrity. Examples include, but not limited to:

- 2.1.1 Intentional tampering with grades, resubmitting assignments for more than one class without the permission of the lecturer; and
- 2.1.2 Intentionally taking part in obtaining or distributing any part of a test that has not been administered;
- 2.1.3 Cheating as defined in 2.6;
- 2.1.4 Plagiarism, as defined in 2.33;
- 2.1.5 Knowing furnishing false information to a Center's Official;
- 2.1.6 Fabrication, as defined in 2.19.

2.2 "Academic Staff member" means a person hired by EASTC to conduct classroom, research or teaching activities or who is otherwise considered by the Centre to be a member of its faculty, including officers of instruction, officers of research and officers of administration.

2.3 "Accused Student" means any student accused of violating the Student Conduct Code.

2.4 "Advisory Disciplinary Panel" means the constituted

2.5 "Appeals Committee" means the Centre's Appeals Committee established under this Code.

2.6 "Cheating" means any act of deception by which a student misrepresents or misleadingly demonstrates that he or she has mastered information on an academic exercise that he or she has not mastered. Examples include but are not limited to:

- 2.6.1 Giving or receiving unauthorized help in an academic exercise;
- 2.6.2 Use of sources or resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- 2.6.3 Acquisition, without permission, of tests or other academic material belonging to a member of the Centre's faculty or staff;
- 2.6.4 Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or

class discussion.

2.13 "Complainant" means any person who submits a complaint alleging that a student violated the Student Conduct Code. The Complainant need not be a person who was the target or victim of the alleged violation.

2.9 "Contacting" has its common meaning. It includes, but is not limited to, communicating with or remaining in the physical presence of the other person.

2.10 "Contact of a Sexual Nature" for purposes of Sexual Misconduct in the Student Conduct Code means the touching of the genitalia, anus, buttocks or breasts of a person or causing such person to touch the genitalia, anus, buttocks or breasts of another.

2.11 "Contempt" means disregard of, or disobedience to, the rules or orders of any tribunal under this Code or an interruption of its proceedings by disorderly behavior or insolent language in a way or place that disturbs the proceedings or ignores the authority of the tribunal.

2.12 "Dean of Students" is the person designated by the Centre's Management or designee to be responsible for the administration of the Student Code and students' social affairs.

2.13 "Drug" means a controlled substance or its immediate precursor classified in under the Tanzania's laws pertaining to Tanzania Food and Drug Act.

2.14 "EASTC" or "Centre" means the Eastern Africa Statistical Training Centre and all of its undergraduate, graduate and professional programmes, divisions, activities and classes and may be used interchangeably with "institution."

2.15 “EASTC Appeals Committee” means the person or persons authorized by this Code to consider an appeal from a determination by the Students’ Disciplinary Committee that a student has violated the Student Code.

2.16 “EASTC Official” means a person having assigned EASTC responsibilities who is performing their EASTC assignment.

2.17 “EASTC Premises” includes all land, buildings or grounds owned, leased, operated, controlled or supervised by the Centre including adjacent sidewalks and pavements.

2.18 “EASTC Sponsored Activity” means any activity, including activities sponsored or organized by recognized student organizations, on or off EASTC premises that is directly initiated or supervised by the Centre.

2.19 “Explicit consent” includes an affirmative verbal response or voluntary acts unmistakable in their meaning. **Explicit Consent** for purposes of Sexual Misconduct in the Student Conduct Code means voluntary, non-coerced and clear communication indicating a willingness to engage in a particular act.

2.20 “Fabrication” means the intentional use of information that the author has invented when he or she states or implies otherwise, or the falsification of research or other findings with the intent to deceive.

2.21 “Gambling” means an activity in which a person stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under the control or influence of the person, upon an agreement or understanding that the person or someone else will receive something of value in the event of a certain outcome.

2.22 “Harassment” means

- (a) Intentionally subjecting a person to offensive physical contact;
- (b) Unreasonable insults, gestures, or abusive words, in the immediate presence, and directed to, another person that may reasonably cause emotional distress or provoke a violent response (including but not limited to electronic mail, conventional mail and telephone) except to the extent such insults, gestures or abusive words are protected expression; or

(c) Other types of prohibited discrimination, discriminatory harassment, and sexual harassment as defined by law.

2.23 “Hazing” means any initiation rites, on or off campus, involving any intentional action or situation that a reasonable person would foresee as causing mental or physical discomfort, embarrassment, or ridicule. Individual acceptance of or acquiescence to any activity that occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing. Activities and situations that may occur as part of hazing include, but are not limited to:

- (a) Sleep deprivation or causing excessive fatigue;
- (b) Physical or psychological shock;
- (c) Public stunts or jokes;
- (d) Compelled ingestion of any substance;
- (e) Degrading or humiliating games or activities;
- (f) Activities that have an adverse effect on academic progress;
- (g) Forced servitude; or
- (h) Other activities which violate regional, national or local laws.

2.24 “Hostels”, shall mean hall of residence supervised by the EASTC.

2.25 “Institution” means the Eastern Africa Statistical Training Centre and all of its undergraduate, graduate and professional departments or units, activities and programs and may be used interchangeably with “EASTC.”

2.26 “Ministerial Administrative Board” or “MAB” means the Board comprising appointed members, by the Ministry of Finance of the United Republic of Tanzania, responsible for overall administrative affairs of EASTC.

2.27 “May” is used in the permissive sense.

2.28 “Mental Disorder” for purposes of Sexual Misconduct in the Student Conduct Code means that a person suffers from a mental disease or disorder that renders that person incapable of appraising the nature of the conduct of another person.

2.29 “Mental Incapacitation” for purposes of Sexual Misconduct in the Student Conduct Code means that a person is rendered incapable of appraising or controlling one’s own conduct at the time of the alleged offense because of the

influence of a controlled or intoxicating substance or because of any act committed upon the person without consent.

2.30 “Member of the EASTC Community” includes any person who is a student, faculty member, EASTC official or any person employed by the Centre.

2.31 “Natural Justice” shall include the right to be heard by an impartial body, the right to be informed of the specific offence alleged to have been committed and the specific law alleged to have been violated, the right to tender defense and the right to appeal.

2.32 “Penetration” for purposes of Sexual Misconduct in the Student Conduct Code means any degree of insertion, however slight, of the male genital organ or any object into the female genital organ or buttocks of the human body, or the male genital organ into the mouth.

2.33 “Physical Helplessness” for purposes of Sexual Misconduct in the Student Conduct Code means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to engage in an act.

2.34 “Plagiarism” means using the ideas or writings of another as one’s own. It includes, but is not limited to:

2.34.1 The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement;

2.34.2 The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

2.35 “Policy” means the written regulations of the University. Examples of where written policies may be found include, but are not limited to:

2.35.1 The Student Conduct Code;

2.35.2 Hostels’ Use Contract;

2.35.3 Information posted by the Centre on its web pages or notice boards;

2.35.4 Computer Acceptable Use Policy;

2.35.5 Living Group Alcohol policy;

2.35.6 Graduate/Undergraduate Catalog;

2.35.7 Student Handbook.

- 2.36 “Regional Administrative Board”** or “RAB” means the Board comprising appointed members, by their respective countries from the Eastern African Region, responsible for policy matters of EASTC.
- 2.37 “Rector”** means the Centre’s Rector.
- 2.38 “Shall”** and “will” are used in the imperative sense.
- 2.39 “Sexual Misconduct”** means unwanted penetration.
- 2.40 “Student”** any person admitted at EASTC as a candidate for Degree, Diploma, Certificate or any other award of the EASTC and includes any person enrolled to pursue any course or study or use the EASTC facilities.
- 2.41 “Unwanted Penetration”** is Penetration of another person, or causing the Penetration of another person, when one:
- 2.41.1** Does not first obtain Explicit Consent from that person;
- 2.41.2** Knows or should have known the person was incapable of consent by reason of Mental Disorder, Mental Incapacitation, or Physical Helplessness.
- 2.41.3** Nonconsensual personal contact occurs when a student subjects another person to contact of a sexual nature when a reasonable person would know that such contact would cause emotional distress:
- (A) Without having first obtained Explicit Consent; or
- (B) When he or she knows or should have known the person was incapable of consent by reason of Mental Disorder, Mental Incapacitation, or Physical Helplessness.
- 2.41.4** Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with work or academic performance because it has created an intimidating, hostile, or degrading environment and would have such an effect on a reasonable person of the alleged complainant’s status when the conduct is unwelcome and sufficiently severe or pervasive that it deprives that person of benefits of the Centre’s educational environment.
- 2.42 “SG”** means students’ government.
- 2.43 “Student”**, any person admitted at EASTC as a candidate for Degree, Diploma, Certificate or any other award of the EASTC and includes any person enrolled to pursue any course or study or use the EASTC facilities.

- 2.44** “**Students’ Assembly**” means a lawful meeting of all students convened by either the Students’ Organization Government or EASTC Management.
- 2.45** “**Student Organization**” means any group of EASTC students meeting criteria for group recognition established by the Centre.
- 2.46** “**Vehicles**”, includes motor car, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land.
- 2.47** “**Unwanted Contact**” means repeated or persistent contact or attempts to contact another person when the contacting person knows or should know that the contact is unwanted by the other person; and
- 2.47.1** The contact would cause a reasonable person fear of physical harm; or
- 2.47.2** The contacting person knows or should know that the contact substantially impairs the other person’s ability to perform the activities of daily life.

SECTION III: GUIDING PRINCIPLES

- 3.1** The Centre seeks an environment that promotes personal maturity, academic achievement, professional development, and integrity, that is protective of free inquiry, and that serves the educational vision and mission of the Centre.
- 3.2** The Centre seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the Centre; and that does not threaten the physical or mental health or safety of members of the Centre community.
- 3.3** The Centre is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
- 3.4** The Centre supports and is guided by the country’s law while also setting its own standards of conduct for its academic community.
- 3.5** The Centre is dedicated to the fair, rational and orderly resolution of conflict.

SECTION IV: JURISDICTION

4.1 This Code of Conduct shall apply to all full-time students of EASTC. The Student Conduct Code (Code) shall apply to student conduct that occurs on EASTC premises or at EASTC-sponsored activities. At the discretion of the Rector or delegate, the Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial Centre interest and either:

- (a) Constitutes a criminal offense as defined by the country's law, regardless of the existence or outcome of any criminal proceeding; or
- (b) Indicates that the student may present a danger or threat to the health or safety of the student or others.

4.2 This Code of Conduct shall be cited as the EASTC Students' By-laws 2012, and shall come into force after being tabled by the EASTC Management and later endorsed by the EASTC Regional Administrative Board.

4.3 The Rector of EASTC shall be responsible to the RAB for the enforcement of this Code.

4.4 Whenever it appears in these By-laws, a singular shall include a plural and vice versa.

4.5 Every student shall be supplied with a copy of these By-laws and other EASTC regulations being in force. Acceptance of a place at EASTC is conditional upon agreement by the students to abide by the By-laws.

SECTION V: THE RESPONSIBILITIES OF DUAL MEMBERSHIP

5.1 EASTC students are both members of the Centre community and citizens of their respective countries. As citizens, students are responsible to the country of which they are a part, and, as students, they are responsible to the academic community of the Centre.

5.2 By enforcing its Code, the Centre neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the Centre will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

5.3 Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

SECTION VI: SERVICES AND FACILITIES AVAILABLE TO STUDENTS PROVISIONS RELATING TO RESIDENCE

6.1 Students' Accommodation

Except where accommodation is provided by the Centre, students shall find their own accommodation outside the Centre.

6.2 Hostel rooms

The rooms are furnished with basic furniture. Occupants are responsible for the proper care of all property and any damage or loss must be reported to the Dean of Students. Management from time to time shall determine the number of occupants of the rooms.

6.3 Signing for EASTC Property

The room occupants shall be required to sign for all inventories and the conditions of EASTC property found in the room at the beginning of each semester. They shall be required to sign off at the end of semester, otherwise they shall be charged for property not handed in.

6.4 Cleanliness

Students are required to take care of the room. They are fully responsible for the general cleanliness and tidiness of the room.

6.5 Cooking in Hostels

Cooking of any form is not allowed in the hostels. Cooking entails any kind of applying heat to food or beverage to render it edible or drinkable by use of any appliance or any source of energy. Any such appliances or sources of energy

found in hostel rooms shall be confiscated by the Dean's office until the end of the semester.

6.6 Transfer of Furniture

Students shall not interfere with or transfer furniture or fitting of any kind from any part of the Centre buildings without prior written permission from the Office of the Dean of Students.

6.7 Musical Appliances in Hostels

Musical appliances with loud sound and noise making through amplification, such as musical systems, kits and guitars shall not be entertained in students' rooms.

6.8 Students' Functions

For specific official students' functions, permission to extend musical performance in specified places within the Centre may be granted by the Dean of Students until not beyond 12.00 midnight.

6.9 Vacating Hostel Residences

All students shall be required to vacate the hostel rooms in which they stay at the end of each semester when the Centre closes for a brake or vacation.

6.10 Permission to stay on campus during vacations

6.10.1 Students may be granted permission to stay on campus during vacations provided that in that event they shall undertake to meet the cost of their stay at prescribed rates.

6.10.2 Students, under special circumstances or who have particular assignments or an exceptional reason to stay in hostels either free of charge or at reduced rates, as may be stipulated in the terms of such permission and secure the consent of the Rector, may be permitted to stay in hostels.

6.11 Keys

6.11.1 Keys must be returned on leaving the hostel 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 key is returned, plus any other suitable punishment. Each key holder must ensure that he/she signed in key book when the key is returned to the Dean of Students.

6.11.2 Loss of keys by students must be immediately reported to the Dean of Students. The key will be replaced by the Warden on payment of the cost of a new key or new lock by the student responsible for its loss or for its safe custody.

6.12 Laundry drying

Balconies, windows, corridors and common areas shall not be used for drying or airing of beddings, towels or clothing.

6.13 Money and valuables

Each student shall be personally responsible for safety of his/her money and valuables brought in the room. The Centre shall not be responsible for any losses.

SECTION VII: PROVISIONS RELATING TO CAFETERIA AND LIBRARY SERVICES

7.1 The Centre's catering services is privatized; students pay their meals served in the Centre's Canteen and elsewhere as the case may be.

7.2 Students shall observe such behaviour and regulations as may be set out by the cafeteria operators.

Admission to the library and use of the books are continual upon the strict observance of the library regulations, ignorance of which shall not be accepted as an excuse of their non-observance. The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions as efficiently as possible. Failure to observe the rules can lead to disqualification.

7.3 The library rules are as follows:

7.3.1 Every student who uses the library shall acquaint himself/herself with the procedures, rules and regulations of the library. Failure to observe any of the following provision of this section shall constitute a disciplinary offence.

7.3.2 A student using library facilities shall be required to ensure that all books, periodicals, magazines borrowed are taken care of and returned to the library on

- the prescribed date and intact. Every student reading in the library should do so without causing undue noise or disturbance to other readers.
- 7.3.3 A student entering the library shall be neatly dressed. Sandals and shoes with hard knocks shall not be worn when entering the library.
- 7.3.4 Smoking is not permitted in the Library.
- 7.3.5 Consumption of food and drinks is not permitted in the Library.
- 7.3.6 No bags, umbrellas, parcel, etc except files and books may be brought into the Library.
- 7.3.7 On leaving the Library, all users are required to produce for inspection all books and items taken out of the Library.
- 7.3.8 Silence must be observed strictly in the Library.
- 7.3.9 Reservation of seats is not permitted. Books and other articles left for any length of time on chairs and tables may be removed by the library staff.
- 7.3.10 Users must be decently dressed and conduct themselves properly in the Library.
- 7.3.11 The Library staff on duty has the right to request a user to leave the premises if he/she is found to be violating any of the Library rules.
- 7.3.12 Official time for determining fines on overdue books and for other purposes will be read according to the time determined. The correct time will be determined by the library staff at the counter services.
- 7.3.13 Books must be returned by the due date or earlier if recalled by the Librarian. Failure to return a book by the date specified will be treated as a serious offence. The Library will endeavor to send overdue notices but will not be held responsible for non delivery, under whatever circumstances.
- 7.3.14 A fine can be imposed on anyone returning an overdue book for any infringement of these rules. The rate will be determined by the Librarian according to the value of the [BORROWED] book.
- 7.3.15 The Librarian is empowered to withhold Library facilities for any infringement of these rules.
- 7.3.16 The Library will not accept responsibility for the loss or misplacement of personal belongings.
- 7.3.17 The Librarian may amend the Library Rules and Regulations when necessary.

- 7.3.18 Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action/actions to be taken. A borrower is allowed to either replace the book lost or damaged by purchasing it himself or requesting the Library to replace it. All books replaced must be of the latest edition. If the book is one of a set or series they may be called upon to replace the whole set or series.
- 7.3.19 Any misconduct that disturbs individuals or employees, or that hinders use of the library materials is prohibited. Such misconduct might include, but is not limited to:
- a. Loud or boisterous behavior.
 - b. Conversation that is above an acceptable noise level or is disturbing to other individuals or employees.
 - c. Playing personal tape recorders at level audible to others.
 - d. Using or parking bicycles, roller skates, skate boards or other vehicles within the library building.
 - e. Abusing library furniture, equipment, or materials.
 - f. Running in the library.
 - g. Harassing others, either verbally or through actions. Harassment may include initiating unwanted conversations with other individuals or employees, impeding access to the building or an area of the building, etc.
- 7.3.20 In each case the individual receives one warning, and at the second offense must leave the library for the rest of the day.
- 7.3.21 Fighting is prohibited, and all individuals involved must leave the building for the rest of the day.
- 7.4 The library will be open at specified hours. The hours of opening and closing shall be posted on the library notice boards.

SECTION VIII: DISCIPLINARY OFFENSES.

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code of Conduct:

8.1 Academic Dishonesty.

8.1.1 Academic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing an EASTC academic record; or fabricating or falsifying data, research procedures, or data analysis.

8.1.2 Academic dishonesty also includes, but is not limited to, the description above. It could also be said that academic dishonesty is any act that violates the rights of another student with respect to academic work or that involves misrepresentation of a student's own work.

8.1.3 Also included would be cheating on assignments or examinations, inventing or falsifying research or other findings with the intent to deceive, submitting the same or substantially similar papers (or creative work) for more than one course without consent of all instructors concerned, depriving another of necessary course materials, and sabotaging another's work.

8.2 Disruptive Classroom Conduct.

Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the lecturer's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

8.3 Falsification.

Falsification means willfully providing EASTC offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official

EASTC records or documents or conspiring with or inducing others to forge or alter without proper authorization EASTC records or documents; misusing, altering, forging, falsifying, or transferring to another person EASTC-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to an EASTC official or an emergency service agency.

8.4 Refusal to Identify and Comply.

Refusal to identify and comply means willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by an authorized EASTC official.

8.5 Attempts to Injure or Defraud.

Attempts to injure or defraud means making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the EASTC when done with intent to injure, defraud, or misinform.

8.6 Threatening, Harassing, or Assaultive Conduct.

Threatening, harassing, or assaultive conduct means engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

8.7 Disorderly Conduct.

8.7.1 Disorderly conduct means engaging in conduct that is likely to cause damage, incites or threatens to incite an assault, violence or breach of the peace to person or any property within the Centre; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized EASTC activities; or use of slanderous, abusive, obscene or threatening language by any student against any person at the Centre, provided that such conduct is that of a student towards another student, member or members of staff or any employee or any person

outside the Centre. In the case of the disorderly conduct outside the Centre, the interests of the Centre will be paramount in dealing with the offence.

8.7.2 Using force or offering violence against or striking a fellow student, officer or any member of the EASTC community provided that such violence occurred in EASTC campus. Students shall be expected to treat each other, members of staff, and the members of the community in general, with courtesy and consideration and in particular ,by observing moral and ethical norms.

8.13 Illegal or Unauthorized Possession or Use of Weapons.

Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when authorized by law and, where applicable, by proper EASTC authority.

8.9 Illegal or Unauthorized Possession or Use of Drugs or Alcohol.

Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol illegally or, where applicable, without proper EASTC authorization.

8.10 Unauthorized Use of EASTC Facilities and Services.

Unauthorized use of EASTC facilities and services means wrongfully using EASTC properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently-through deceit, unauthorized procedures, bad checks, or misrepresentation-goods, quarters, services, or funds from EASTC departments or student organizations or individuals acting in their behalf.

8.11. Theft, Property Damage, and Vandalism.

8.11.1 Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

8.11.2 Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other property of EASTC whether or not such property has been leased to any public or private company or person.

8.12. Unauthorized Access.

Unauthorized access means accessing without authorization EASTC property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes. Unauthorized access includes knowingly inviting or entertaining a student, organization, students or any other person or unregistered groups known to have been barred from the Centre.

8.13. Disruptive Behavior.

Disruptive behavior means willfully disrupting EASTC events; participating in a campus demonstration that disrupts the normal operations of the EASTC and infringes on the rights of other individuals; leading or inciting others by use of inciting literature to disrupt scheduled or normal activities of the EASTC; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs or obstructs any proceedings by authorized EASTC activities or functions.

8.14. Hazing.

Hazing means any act taken on EASTC property or in connection with any EASTC-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose

of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

8.15. Rioting.

Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a EASTC-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

8.16. Gender/sexual harassment and/or discrimination

Sexual/gender harassment/discrimination of whatever kind, which may be physical and/or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical or gestures, sexual advances; or sexually explicit. Sexual harassment shall consist of any or all but not limited to the following:

- 8.16.1 Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures.
- 8.16.2 Belittling comments on a person's anatomy, pressuring demands for date, sexual activity or favors.
- 8.16.3 Asking about personal sex life, explicit sexual suggestions in return for reward.
- 8.16.4 Telling lies or spreading rumors about a persons' sexual life with the purpose of assassinating the character of the victim.
- 8.16.5 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, patting or grabbing.
- 8.16.6 Display of pornographic and sexually suggestive picture and/or sexual objects.

8.16.7 Transmitting offensive written, telephone or electronic communications of sexual nature.

8.16.8 Indecent exposure.

8.16.9 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.

8.16.10 The creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature.

8.17 Sexual misconduct

Any proved sexual misconduct involving students of the same or opposite sex calls for immediate expulsion of both concerned.

- i. Rape or indecent assault.
- ii. Indecent exposure.
- iii. Public and or group sex.

13.18 Violation of EASTC Rules.

Violation of EASTC rules means engaging in conduct that violates or leads to refusal or failure to comply with a lawful order or directive given by EASTC, directorate/deanery, departmental or administrative unit regulations that have been posted or publicized, including provisions contained in EASTC contracts with students. For avoidance of doubt, violation of rules includes knowingly giving information known to be false or not believed to be true by the giver thereof or any person in that behalf; or refusing to attend to a call by disciplinary authority when summoned by a proper written notice by such authority or organ.

8.19. Violation of One's Country's Laws.

Violation of one's country's laws means engaging in conduct that violates one's country's law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

8.20. Unauthorized holding of 'baraza, 'indaba' or students' general meeting.

No students' assembly, whether 'baraza', 'indaba' or students' general meeting which is unauthorized shall be held. Meeting schedule in the calendar shall be deemed to be authorized. Emergency students' assembly may be held only after the RECTOR has approved provided that the same have no effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorized by EASTC. Demonstrations, strikes, mob actions and an authorized assembly are forbidden.

8.21 Persistent Violations.

'Persistent violations' means engaging in repeated conduct or action in violation of this Code.

8.22 Defamatory literature and uttering insults or obscene language

Without derogating the right to freedom of expression, willful writing of defamatory literature and uttering insults or obscene language by any student or group of students against any other student or group of students or any employee of the EASTC or against EASTC ,Governments or any civil leader. Students, on the basis of their freedom of expression as guaranteed under the country's constitution may communicate with outside institutions and news media in their private capacity. In matters concerning EASTC all communication and correspondence, by students or by officials of the SG or officials of the students or officials of recognized students association, to institutions shall be routed through the RECTOR. Communication and correspondence about EASTC to the MAB (ministerial advisory board), RAB (regional advisory board), Board Chairperson, Government Authorities, and Representatives of foreign governments, International news media and any such like institution shall be routed through the Rector.

SECTION IX: STUDENTS DISCIPLINARY COMMITTEE

9.0 Establishment of the Students' Disciplinary Committee.

The students' Disciplinary Committee shall be composed of the following persons:

9.1 Composition of the Committee

The students' Disciplinary Committee shall be composed of the following:

Registrar	-	Chairperson
Academic Officer	-	Secretary
SG Secretary General	-	Member
Head of Department (of the offender)	-	Member
SG Minister for Social Welfare	-	Member
Head, Policy and Planning	-	Member

9.2 Quorum

Four members of the committee shall constitute a quorum for the meeting.

9.3 Committee Procedures

The Students' Disciplinary Committee shall adopt its own procedures as it may think fit provided that such procedures shall ensure that the principles of natural justice are observed.

9.4 Committee Decisions

9.4.1 All questions at a meeting of the Students' Disciplinary Committee shall be decided by a majority of votes of the members present. In case of a tie of votes the Chairman shall have a casting vote.

9.4.2 The decisions of the Students' Disciplinary Committee may be subject to the Students Disciplinary Appeals Committee as provided under these Regulations.

SECTION X: STUDENTS' DISCIPLINARY APPEALS COMMITTEE

10.1 Establishment of the Centre's Student Disciplinary Appeals Committee

There is hereby established EASTC Students Disciplinary Appeals Committee composed of the following:

DR-ARC	-	Chairperson
Legal Officer	-	Secretary
DR-PFA	-	Member
Head, Human Resource and Administration-		Member
President SG	-	Member
Vice President SG	-	Member

10.2 Quorum

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

10.3 Appeals

10.3.1 Any party aggrieved by the decision and penalty imposed by the Students Disciplinary Committee as provided for under these regulations may appeal to the students Disciplinary Appeals Committee within seven days from the date the penalty was imposed.

10.3.2 Any appeal shall be in writing setting out the grounds of appeal.

10.4 Appeals Committee Meetings

The Students' Disciplinary Appeals Committee shall meet within seven days following the receipt of an appeal.

10.5 Hearing Procedure

At the hearing of the Appeal by Students' Disciplinary Appeals Committee, the parties concerned shall be entitled to be heard. No other person in defense of or in representative capacity for the aggrieved party shall be allowed to appear before the

student's Disciplinary Appeals Committee.

10.6 Appeals Committee Membership

Any member of the Students Disciplinary Committee who took part in the decision, which is the subject of an appeal before the students' Disciplinary Appeals Committee, shall not take part in the hearing of such appeal.

10.7 Appeals Committee Powers

In determining an appeal the, Students' Disciplinary Committee shall have power to confirm, vary or set aside any decision reached or enhance, reduce or set aside any penalty imposed by the Students Disciplinary Committee.

10.13 Decisions of the Students' Disciplinary Appeals Committee:

The decision of the Students' Disciplinary Appeals Committee on such an appeal shall be conclusive.

SECTION XI: DISCIPLINARY PROCEDURES

11.1 Breach of Regulations

Without prejudice to any specific penalties provided for in Regulations, breaches of these Regulations shall first be reported to the Dean of Students/Warden who shall have power to warn, reprimand, counsel or require any such student concerned to rectify such a breach after giving him/her an opportunity to be heard.

11.2 Non-Compliance with the Dean of Students/Warden directions

Non-compliance with the Dean of Students/Warden's direction to rectify the breach, or repeated breaches of any of these Regulations by any student provided for under these Regulations shall be reported by the Dean of student/Warden to the Student's Disciplinary Committee.

11.3 Disciplinary Committee Meeting

Upon receipt of a report from the Dean of students/warden, the Disciplinary

Committee shall meet within a week to consider such breach(s).

At such a meeting, the student concerned shall be entitled to be heard and the Disciplinary Committee shall have power to summon any person to give evidence or information or produce anything in connection with such breach in order to enable it arrive at an impartial and just decision.

SECTION XII: PENALTIES

12.1 Imposition of penalties

The Students' Disciplinary Committee may impose any of the following penalties in appropriate cases and in accordance with the Second Schedule to these Regulations.

12.1.1 A severe warning, with a direction to have it recorded in the personal file of the student concerned.

12.1.2 A fine commensurate with the nature of the offense committed.

12.1.3 A suspension from classes or hostel of the Student(s) involved for a period not exceeding one month at the student's own expenses.

12.1.4 A dismissal from hostel or Centre.

- (i). Where one has previously suffered a penalty specified in (12.1.3) above within same academic year;
- (ii). Where a student does not comply with the penalty provided for under (12.1.3) by either remaining or being seen within the Centre's class or hostel;

or

- (iii). Where a student happens to commit a criminal offense.
- (iv). In any other case the gravity of which the Disciplinary Committee considers it warranting dismissal.

12.2 Compensation

Notwithstanding the penalties as provided for above, the Student's Disciplinary Committee or any other competent body may require any student guilty of a disciplinary offense to pay compensation for the loss or damage caused to the Centre property or charges for the services of the Centre obtained illegally.

12.3 Review of previous Committee decisions

Where circumstances demand, the Disciplinary Committee shall have the power to revise its previous decision, provided that such review shall not be one, which would have an adverse effect upon the student concerned.

12.4 Imposition of a lesser penalty

Notwithstanding any penalty provided for under these regulations the Students' disciplinary Committee or any other competent body may impose a lesser penalty having duly considered the circumstances of a particular case.

SECTION XIII: SANCTIONS

The following sanctions may be imposed upon students or student organizations found to have violated the Code:

13.1. Warning.

A warning means the issuance of an oral or written warning or reprimand.

13.2. Probation.

Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

13.3 Suspension

Suspension means a temporary separation of the student, with conditions imposed, by prohibiting the student from attending EASTC activities and/or from residing within the campus of the Centre, for a defined period of time, after which the student is eligible to return to the Centre. Suspension may include conditions for readmission, and also includes the probability of more severe disciplinary sanctions if the student is found to violate and institutional regulation during the suspension period.

13.4. Required Compliance.

Required compliance means satisfying EASTC requirements, work assignments, community service, or other discretionary assignments.

13.5 Confiscation.

Confiscation means confiscation of goods used or possessed in violation of EASTC regulations or confiscation of falsified identification or identification wrongly used.

13.6 Restitution.

Restitution means making compensation for loss, injury, or damage.

13.7. Restriction of Privileges.

Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

13.13. Hostel Expulsion.

EASTC hostel expulsion means permanent separation of the student from EASTC hostels.

13.9. Expulsion.

Expulsion means the permanent separation of the student from the Centre.

13.10 Withholding of Certificate, Diploma or Degree.

Withholding of certificate, diploma or degree means the withholding of certificate, diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

13.11. Revocation of Admission or Certificate, Diploma or Degree. Revocation of admission or certificate, diploma or degree means revoking a student's admission to the University or revoking a certificate, diploma or degree already awarded by EASTC.

SECTION XIV: INTERIM SUSPENSION

The Rector may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee:

- (1) to ensure the safety and well-being of members of EASTC community or to preserve the Centre's property,
- (2) to ensure the student's own physical or emotional safety and well-being, or
- (3) if the student or student organization poses an ongoing threat of disrupting or interfering with the operations of the Centre.

During the interim suspension, the student or student organization may be denied access to all EASTC activities or privileges for which the student or student organization might otherwise be eligible, including access to EASTC hostels or property. The student or student organization has a right to a prompt hearing before the Rector or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

SECTION XV: MISCELLANEOUS

15.1 Marriage

Any student is free to marry. Married students, like any other student shall be required to comply with these Regulations.

15.2 Examination Regulations

Students' conduct relating to examinations shall be as provided in the Centre's Examination Regulations.

15.3 Centre's Certificates

15.3.1 All Centre' certificates shall be issued using the names, which appear on the certificates by which a student gains admission to the Centre.

15.3.2 An Centre's Certificate shall be issued in a different name only in special cases when there is sufficient evidence to show a change of name due to:

- marriage
- Change of religion
- Divorce
- Other circumstances that may merit consideration.

15.4 Part-time Employment

Students may undertake paid employment during term-time subject to prior permission from the respective Head of Department. Assurance must be provided that academic work of such students would not suffer through such employment.

15.5 General use of the Centre facilities and utilities

Students shall strive to conserve energy by putting off lights and electrical appliance whenever not needed, turn off water taps after use and shall use the Centre's utilities like water, A/C, computers and communication equipment and any other utilities in a responsible manner.

15.6 Students with vehicles

Any resident student who wishes to bring a vehicle to the Centre shall comply with the general law of the land governing the driving and parking of vehicles as well as the relevant rules which are in force on the Centre's campus and shall register the

vehicles with the Dean of Students/Warden. Provided that registration shall be conditional upon production for inspection of:

- the vehicle registration card.
- the current certificate of insurance.
- a current driving license in the applicant's name.

Without prejudice to the foregoing, Management of the Centre reserves the right to allow or refuse any student to park his/her vehicle.

15.7 Amendment of these Regulations:

The Management may, at anytime, amend these by-laws.

15.8 Disputes

Where any dispute arises with the interpretation of these Regulations, the dispute shall be placed before the Students' Disciplinary Appeals Committee and if need arises before the Management of the Centre for decision. The interpretation of the Management thereof shall be final and conclusive.

THIS CODE OF CONDUCT SUPERSEDES EXISTING DISCIPLINARY APPEALS POLICIES IN CONTRADICTION AND SPECIFICALLY REPEALS THE APPEALS POLICIES DATED BEFORE 1ST NOVEMBER 2012.