

## **RULES AND REGULATIONS**

The rules and regulations have been briefly presented in this website as extracts from DMI Academic Guidelines, Policy, Procedures and Rules. They are intended to give a quick review on DMI routine activities.

### **1. Primacy of Institute Examination Regulations**

The institute examination rules take precedence over any other rules, including those of external or professional bodies, unless variation is specifically permitted.

### **2. Examinations Rules**

The examination rules contained in Annex 2 detail programmes of action that the DMI has decided to take on all matters related to examinations and awards.

### **3. Examinations**

**3.1.** There shall be a written and, where the module demands, a practical examination during each semester for module taught.

**3.2.** Timing of examinations shall be between 0800 and 2000 on any weekdays but excludes government/religious holidays and other days when the institute is closed.

### **4. Registration for modules**

**4.1.** First Semester students shall register in their respective Departments for the programme during the orientation week while the other semester students will register for modules for the subsequent semesters two weeks before the end of first semester.

**4.2.** Elective modules shall be registered at the department offering the programme.

**4.3.** A student shall be allowed to add or drop a module within the first two weeks of the semester.

**4.4.** A student shall be examined in all modules registered for.

**4.5.** For an elective module to be offered, the minimum number of students shall be five.

### **5. Absence from Examination**

**5.1.** A student who absents himself/herself (unauthorized absence) from an examination without compelling reasons shall be discontinued from the Institute.

**5.2.** A student allowed to be absent (authorized absence) from the end of Semester examination shall carry forward that/those module(s) as incomplete and shall have to sit and pass the respective examination(s) when next offered.

### **6. Dates and duration of Examinations**

**6.1.** Dates of examinations shall be indicated by Board of Examinations in the time table and the respective examinations.

**6.2.** Duration for end of semester examinations shall be two hours for NTA 4, two and half hours for NTA 5-6 and three hours for NTA 7 - 8.

## **7. Informing Students of Their Examination Results**

- 7.1. Students shall be informed where and how to get their results as directed by the Board of Examinations.
- 7.2. The Institute shall not, except in its absolute discretion, communicate with students or parents, or any other person claiming to act on behalf, on matters related to examination results.

## **8. Progress from Semester to Semester**

- 8.1. A student shall be allowed to proceed to the next semester as a continuing student after passing all the examinations for the semester.
- 8.2. A student who fails in some of the modules shall be allowed to proceed to the next semester as a probation student provided the GPA is not less than 2.0.
- 8.3. A student getting a GPA less than 2.0 shall be discontinued from studies.
- 8.4. A probation student (s) shall be allowed to do supplementary examinations.
- 8.5. Supplementary shall be conducted in September of each academic year and shall be notified by the Board of Examinations.
- 8.6. A probation student failing supplementary examination(s) shall be allowed to continue to next level while carrying- over the respective modules.
- 8.7. A probation student failing the carry-over examination modules shall repeat the year of the respective module.
- 8.8. The carry-over modules shall be studied and assessed as a fresh module.
- 8.9. The supplementary modules shall bear a pass mark of “C” without continuous assessment.
- 8.10. A student under probation absenting oneself from a scheduled examination without compelling reason(s) shall be deemed to have attempted the examination and failed and thus the particular opportunity lost. In the event that it is the third attempt then he/she shall be discontinued.

## **9. Postponement of Studies**

- 9.1. Permission for postponement of studies will be granted by the Principal.
- 9.2. Student will be allowed to postpone his/her studies not later than the 7th week of the semester.
- 9.3. The maximum duration for postponement of studies shall be two semesters for certificate and diploma students and four semesters for degree students.

## **10. Procedure for Calculating Grade Point Average (GPA)**

In calculating the GPA, credits for all core and fundamental programmes shall be used as well as credits from electives making the minimum required credits for the particular NTA programme. However, where student takes elective modules more than minimum required, credits from electives with highest scores adding to the minimum particular NTA award shall be used in calculating GPA. The scores for the remaining electives shall be entered into the transcript.

## **11. Replacement of Lost Academic Certificates**

The Institute may issue another copy in case of loss of the original certificate on condition that:-

- a) The applicant produces a sworn affidavit;
- b) The certificate so issued shall be marked "COPY", across it;
- c) The replacement certificate shall not be issued until 12 months after reporting the loss to the Institute;
- d) The applicant must produce evidence that the loss has been adequately publicly announced, including a written report from the Police;
- e) A fee prescribed by the Institute at the beginning of the academic year shall be charged, for the copy of the certificate issued.

## **12. Issue of Transcript of Grades**

The Institute may issue transcripts at a cost prescribed at the beginning of the academic year.

## **13. Weighting of Individual Assignments**

Weighting of individual assignments within the assessment component shall reflect the relative difference in their importance or level of difficulty.

### **13.1. Weighting of Assessment Components**

- i) The weighting of assessment components for programmes that contribute credits towards the awards are as follows:

Semester Examination Component:	40%
Continuous Assessment Component:	60%
- ii) For each of the assessment components under i) above, the weight given to the practical examination or practical continuous assessment component, where applicable, shall be proportional to the weight assigned to the practical element in the module being assessed.
- iii) At least 2/3 of the continuous assessment (60%) which is 40 marks out of 60 marks must be obtained for student to be allowed to sit for examination of the respective module.
- iv) At least 10% out of 40% must be obtained from the examination of the respective module if not the students shall sit for supplementary of the respective module.
- v) A student who absents oneself from any continuous assessment test or fails to submit assignment(s) given during the programme work without compelling reasons shall be considered to have attempted such test (s) or assignment(s) and shall be given a zero mark

### **13.2. Dates and duration of conducting continuous assessments shall be indicated by the respective Lecturer(s)/Instructor(s) in the module schedules.**

### **13.3. Responsibilities of Students**

#### a) General Responsibilities

It is the responsibility of students to comply with the programme and module requirements for attendance and for completion of assessment.

#### b) Particular Responsibilities

Students should note these responsibilities in particular:

- i) Student's attendance should not be less than 80% of the total module hours.
- ii) Ensure that they are aware of examination dates and programme work submission dates; and
- iii) Attend examinations and submit work for assessments as required.

### **14. Penalties for Late Submission of Assignments**

Students who fail to submit assignments by the prescribed date without good cause shall be penalized as given below:

- a) 1 day late: 5% of the possible total mark will be deducted from the mark achieved by the student.
- b) 2 to 9 days late: 5% of the possible total mark will be deducted from the mark achieved by the student for every day on which the work remains submitted.
- c) 10 days late or more: a mark of zero will be recorded.

In these regulations, "Days" include weekdays and vacations, but exclude weekends, Government holidays and other days when the Institute is closed.

### **15. Discontinuation**

- a) A student getting a GPA less than 2.0 shall be discontinued from studies.
- b) Any student who will be found to have cheated in any part of the examination shall be deemed to have failed in that examination for that semester and shall be discontinued from the Institute, subject to confirmation by the Academic Council.
- c) If an examiner of an examination confirms that cheating or an examination leakage has taken place then the provisions in (a) above shall be applied to the student involved.

### **16. Examination Eligibility**

- a) A student who fails to meet a minimum of 80% attendance shall be allowed to repeat a semester/year if he/she was absent on acceptable grounds. In the case of unacceptable grounds he/she shall be discontinued from the programme
- b) Where non-attendance is due to reasons beyond the control of the student e.g. illness, the Principal may waive the minimum attendance requirement, if the student requests so. However, after the examination results no appeal shall be entertained on this ground.
- c) A student should have attained at least 2/3 of the continuous assessment (60%) which is 40 marks out of 60 marks must be obtained for a student to be allowed to sit for examination of the respective module

## **17. Appeal**

- a) Student may appeal to the Principal or his/her delegate for his examination script to be re-marked after paying appeal fee.
- b) Except where unfair marking or other academic irregularity in the conduct of the examination is alleged, no appeal shall lie in respect of any other grounds.
- c) No appeal shall be entertained after a lapse of 30 days from the date of publication of the results.

## **18. Medical Examination**

A student's offer of place in this Institute is subject to his/her being proved medically fit. Students are therefore required to arrange to be medically examined by a registered medical practitioner and forward the certificate of medical fitness to the DP/ARC before coming to the Institute. The student himself or herself is responsible for any medical examination fees and other expenses related thereto.

## **19. Immigration Formalities**

Every foreign student is required to obtain a valid passport and other relevant documents as appropriate before she/he leaves for Tanzania. The Institute will assist registered students with valid travel documents to obtain study permits from the Director of Immigration Services, P.O. Box 512 Dar es Salaam, Tanzania.

## **20. Accommodation**

The Institute does not provide accommodation facilities to students. However the Institute can provide advice or assistance to students in finding appropriate accommodation in the city. Accommodation costs will be borne by the students themselves.

## **21. Transport**

Travel and transit subsistence allowance shall be paid by the students themselves. The Institute does not pay for the students' transport expenses to and from the Institute. Also the Institute does not pay for the students' transport to and from Industrial Training site.

## **22. Fees**

Fees are payable in advance. Students will not be admitted unless their fees have been paid at the beginning of the academic year. Fees once paid are not refundable. An invoice for the required fees may be obtained from the Institute on request.

## **23. Property**

The Institute does not accept responsibility for any loss or damage to any student's property that may occur. Students are therefore, advised to take care of their valuable items and not to leave any of their valuables in classrooms. They are further advised to clearly mark their personal effects including books.

## **24. Students Organization**

The Dar es Salaam Maritime Institute Students Organization (DAMISO) is the officially recognized organization representing all students at the Institute. The objectives of the organization are:

- a) To provide social, recreational and cultural coordination;
- b) To voice the collective wishes of its members (students);
- c) To negotiate with various authorities; and
- d) To promote the educational welfare and interest of its members.

The organization is headed by an elected president whose term of office is normally one academic year. The official address for each student at the Institute shall be that of the Institute.

## **25. Facilities at DMI**

The Institute has classrooms, Resource Learning Centre, workshop, computer laboratories, Electro lab, full mission engine room simulator and full mission bridge simulator, DMS Engine Room Simulator, GMDSS laboratory, two standby generators, seamanship training centre and lifeboats.

## **26. Medical Services**

The Institute does not provide medical services at its campus. However students are advised to attend public hospitals or any other recognized medical facilities in the city when sick. Foreign students shall be required to have medical insurance.

## **27. Discipline**

All students admitted to this Institute are supposed to observe the Institute rules. Students who register for programmes conducted by the Institute shall abide with all lawful orders given by the Principal or any other officer to whom such power has been vested. Failure to observe or comply with lawful orders on the part of the student may lead him or her to disciplinary proceedings or summary dismissal.

## **28. Sponsorship**

It is highly recommended that students have sponsors who will pay for their fees and living cost. However students who, will pay for their own fees will be allowed to do so. Students who will receive sponsorship of the Government of the United Republic of Tanzania will be required to adhere to the Government's sponsorship policy. The Institute does not offer sponsorship or financial assistance of any kind. It is the responsibility of the student himself/herself to seek a sponsor who will pay for the Institute fees and allowance.

## **29. Institute Rules**

- 29.1.** All students are required to conduct themselves in a sensible manner and with decorum. Undisciplined students may be suspended or required to withdraw from the programme of study.
- 29.2.** Drunkenness within the Institute compound is strictly prohibited. Any student found drunk and if his/her drunken behaviour is likely to cause disturbance of peace, drastic disciplinary action will be taken which may include expulsion.
- 29.3.** Attendance and punctuality to classes are highly demanded by the Institute administration. A student who arrives more than fifteen (15) minutes late will be marked “absent.” An official (written) explanation may be required for being late.
- 29.4.** During the training period students are required to observe and maintain the laws of the country. Students who commit offenses will be taken care of by law enforcing instruments and the Institute administration will not be bound to bail the culprits out of lawful custody.
- 29.5.** Students are not allowed to use the Institute office telephones. Making telephone calls/texting while classes are in session is strictly prohibited.
- 29.6.** Students are at all times required to appear smart and in decent manner and accepted dress code. Indecent dresses, wear of sandals (Kanda mbili), caps, and sunglasses are prohibited.
- 29.7.** Government property must be taken care of. Loss or damages to public property belonging to DMI is recoverable at replacement cost.
- 29.8.** Students wishing to proceed home to attend urgent family affairs will be required to seek written permission from his/her respective Head of Department.
- 29.9.** Taking meals, fruits, sodas or any types of food in classrooms except drinking water are strictly prohibited.
- 29.10.** The Institute’s security guards are the enforcers of some of the rules and must therefore be obeyed.
- 29.11.** It is prohibited to move any Institute furniture from its assigned locations.

## **30. Students’ General Discipline, Offences and Penalties**

- 30.1.** All students shall obey lawful orders at all times in their actions and pronouncements.
- 30.2.** Students have a duty to conduct themselves with due regard for the Institute’s objectives thus, uphold its good name and reputation.
- 30.3.** Therefore, every student shall act in a respectful manner towards all fellow students, staff, as well as members of the public; regardless of race, gender, religious belief, language or disablement.

## **31. General Code of Conduct**

- 31.1.** Students’ grievances shall be addressed through proper channels i.e. Students government and Institute Management. Students’ Government leaders have direct access to DP/ARC, DP/PFA and the Principal.

- 31.2. Smoking is prohibited in Lecture rooms, Hall and Library.
- 31.3. Every student of this Institute shall abide to all relevant laws of this country.
- 31.4. Firearms, explosives or other dangerous weapons shall not be brought in the premises of the Institute except by express permission of the Institute Management.
- 31.5. Any change of name shall not be allowed at any time during one's studentship at the Institute. A name once registered cannot be changed during the whole period of study (every student is supposed to have sorted out any problems with their names before registration with the Institute).

## **32. Academic Conduct**

- 32.1. Students sitting for an examination or test shall comply with the instruction of the invigilator/supervisor.
- 32.2. Students must show their respective identity card at any time when required by an authorized officer of the Institute. No student shall sit for examination or test without displaying his/her identity cards.
- 32.3. Students must complete all the programme work as given, short of that one does not qualify to sit for semester examinations. All work shall be presented to the respective lecturer within schedule otherwise one must provide evidence of the good reason(s) as to why did not present his/her work.
- 32.4. Any student intending to travel outside Dar es Salaam region during the semester must seek permission from the Institute Authority.
- 32.5. Fees are payable in advance. Students will not be admitted unless their fees have been paid at the beginning of the academic year. Fees once paid are not refundable. An invoice for the required fees may be obtained from the Institute on request.

## **33. Table of Offences and Penalties**

- 33.1. A student who has been given a lesser punishment upon being found in contravention of DMI Rules shall be expelled from the Institute if found repeating the same offence.
- 33.2. The Disciplinary Committee will deal with student disciplinary matters.

## **34. Industrial Training Conduct**

During industrial training students are bound by the student's code of conduct and by the rules of conduct of the place of training. Industrial training shall be attended one hundred percent attendance and shall be at a place allocated by the Institute.