# DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)



# STUDENTS' CODE OF ETHICS AND GOOD CONDUCT

DIT/HR/COD/01/R.NO 40

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# PART ONE PRELIMINARY

#### **Foreword**

Education is not solely the acquisition of knowledge and skills; it also involves shaping character and fostering values that contribute to personal growth and societal well-being. The Institute plays a pivotal role in nurturing responsible, ethical and disciplined individuals who uphold integrity and respect in all aspects of their academic and personal lives.

This document outlines the ethical principles and code of conduct that every student is expected to adhere to. It serves as a guide to maintaining academic honesty, fostering mutual respect, and creating a conducive environment for learning and personal development. By embracing these standards, students not only enhance their own academic journey but also cultivate a culture of trust, accountability and excellence within the Institute, thereby reinforcing public confidence.

The Institute expects students to act with integrity, demonstrate responsibility and uphold the values that define a true scholar and responsible citizen. Furthermore, the Institute reserves the right to issue various regulations, rules, directives and guidelines for the implementation of this code.



#### 1.1 Introduction

Dar es Salaam Institute of Technology (DIT) is a higher learning institution established by the Act No. 6 of 1997 to replace the Dar es Salaam Technical College (DTC), which was originally founded in 1957. The Institute has four campuses:

- DIT Main Campus in Dar es Salaam
- ii. DIT Mwanza Campus in Mwanza Region
- iii. DIT Songwe Campus in Songwe Region
- iv. DTC-DIT Dodoma Campus in Dodoma Region

DIT offers a wide range of academic programmes across various fields including maintenance management, computational science and engineering, civil engineering, computer engineering, electrical engineering, mechanical engineering, science and laboratory technology, oil and gas engineering, information technology, mining engineering, biomedical equipment engineering, communication systems technology, electrical and renewable energy technology, multimedia and film technology, biotechnology, food science and technology and leather processing and leather products technology.

Training at DIT is competency-based, emphasizing on the ability to perform occupational tasks effectively. The Institute employs a Teaching Factory approach which integrates technical training with real-life industrial operations, ensuring that students gain hands-on experience in a practical and business-oriented environment. The programmes stipulated herein are offered at various levels of learning, as accredited by the Regulator, the National Council for Technical Education and Vocational Training Authority (NACTVET), ranging from NTA Levels 4, 5, 6, 7, 8 and 9. In this regard, the Institute enrolls and admits students of different ages and diverse backgrounds in terms of behavior and culture.

The rapid advancement in global development, particularly in technology, has led students to be eager to learn and adapt to new environments. However, this eagerness may sometimes result in behavioral changes and misconduct. The Institute has an obligation to ensure that students admitted for studies live and conduct themselves in a manner that is acceptable to the society.

This code of ethics and good conduct is a guide to how the students should conduct themselves while pursuing their studies. It is a document which sets a consistent approach to dealing with and correcting students' behavior to promote academic excellence and build a respectable and trusted community.



#### 1.2 General Statement

As a higher learning institution, Dar es Salaam Institute of Technology (DIT) fosters an environment of academic excellence, professionalism and personal responsibility. Life at DIT requires self-discipline, ethical behaviour and accountability. The Institute is committed to preventing unethical conducts and any actions that violate customs, norms, national policies, laws, rules and regulations. It actively ensures that students and the entire community are engaged in detecting and addressing misconduct and illegal practices promptly.

Any deviation from this Code of Good Conduct shall result into disciplinary action. It is expected that every individual at all levels of the Institute upholds and promotes integrity, honesty and ethical conduct.

# 1.3 Vision, Mission and Slogan

#### Vision:

To become the leading technical education Institution in addressing societal needs.

#### Mission:

To provide competence-based technical education through training, research, innovation and development of appropriate technology.

## **DIT Slogan:**

DIT is an agent of industrialization, a progressive and customer-centred higher learning institution.



# 1.4 Objectives

This Code of Ethics and Good Conduct is intended to achieve the following objectives:

- To establish and maintain a conducive teaching and learning environment, good relationship and harmony among DIT student community.
- ii. To build awareness among students on what is expected of them by their respective nations as future professionals.
- iii. To provide a peaceful environment for administrative staff, academic staff and visitors and encourage positive social interaction so as to maintain a good corporate image.
- iv. To safeguard all the physical activities and properties of the Institute or any other property within the premises or under the care of the Institute.
- v. To set general guidelines on students' welfare, conduct and discipline.

#### 1.5 Scope and application

This Code of Ethics and Good Conduct applies to all full-time and part-time registered students while they are present at the Institute, using the Institute's facilities, or participating in events organized by the Institute or those in which the Institute is involved.

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# PART TWO CODE OF ETHICS AND GOOD CONDUCT

# 2.1 Academic Integrity

- (a) Students should ensure that all work submitted, including assignments, research and examinations, is entirely their own unless otherwise stated.
- (b) Falsifying information—including plagiarism, fabrication of academic research or projects, or submitting another person's work—is strictly prohibited. This includes any form of academic dishonesty or the submission of work generated using technologies such as artificial intelligence (AI) without proper acknowledgment or prior authorization.
- (c) Students must be punctual and consistent in attending classes, lectures, tutorials, tests, examinations, meetings and events.
- (d) If a student is unable to attend a class or an event due to unforeseen circumstances, they must promptly communicate with the responsible person through authorized means.
- (e) A student's failure to attend meetings, seminars, and other scheduled events; failure to meet the required attendance threshold; non-submission of assignments; or unjustified absence from classes, tests, or examinations shall constitute a breach of the code of good conduct. Students are strictly prohibited to impersonate each other during class attendance registration.
- (f) Students must, before the beginning of a session, be seated in the lecture room or venue at which a lecture or training is provided. They must not enter or leave the lecture room or venue without permission of the respective lecturer or facilitator.
- (g) Students must collaborate with peers respectfully and ethically. Group work should reflect equal contribution from all members.
- (h) Any use of mobile phones or electronic devices for the purposes of communication, gaming, entertainment, recording and filming during class hours is prohibited unless permitted by the respective session supervisor.
- (i) Students must seek support through DIT students' services including academic advising, counselling and career guidance to enhance their personal and professional growth.



Students must adhere to the dress code provided by the Institute and are explicitly prohibited from wearing clothing or accessories that:

- (a) display offensive language, symbols or images, hate speech or indecency;
- (b) tend to lower personality, image and reputation, including but not limited to slippers (yebo-yebo);
- (c) promote illegal activities (e.g. drugs, alcohol or tobacco);
- (d) are excessively revealing—such as garments with holes, low-cut tops, overly tight or shorts or skirts, or attire that exposes underwear or the breasts—is not permitted;
- (e) may be deemed inappropriate or distracting.
- (f) contain messages that undermine the Institute core values or policies.;
- (g) have indecent body appearance such as long hair, rough dread, dreadlocks for boys, wearing earrings for boys, having tattoos and coloured hair is highly prohibited;

#### 2.3 Technology and Social Media

- (a) Students must use Institute's computer(s), e-mail, internet services and other electronic media solely for academic or other permitted purposes.
- (b) Students must use social media responsibly and strictly avoid posting or sharing contents that are offensive, degrading, defamatory or damaging personal and Institute reputation.
- (c) They must refrain from cyber-bullying, hacking, unauthorized access, online sexual harassment, unauthorized sharing of confidential information and misuse of digital resources.

#### 2.4 Substance Abuse

- (a) Students are strictly prohibited to use, posses, or distribute any illegal drugs, unprescribed medications or any controlled substances.
- (b) Excessive alcohol consumption that impairs judgment or disrupts academic or campus life will not be tolerated.
- (c) Where a student's substance abuse brings significant impact to his/her well-being or academic performance, the Institute reserves the right to notify the student's parents or guardians.
- (d) Students with any signs of mental health problems shall be reported to dispensary, wardens, Block Managers or Class Representatives.



## 2.5 Gambling and Betting

Any form of illegal gambling or betting, be it for fun or economic gain, is prohibited within the Institute, and should be reported.

# 2.6 Health and Hygiene

- (a) Students should eat in designated areas which are cafeterias and dining hall. Eating or drinking in halls of residence is strictly prohibited unless otherwise.
- (b) Students are prohibited from smoking, chewing and spitting tobacco products and consumption of alcohol in all Institute premises.
- (c) Students shall maintain personal and environmental cleanliness by showering regularly, disposing of waste in designated bins, and ensuring that halls of residence, pathways, beds, rooms, bathrooms, classrooms, and Institute grounds remain clean. Littering with items such as food wrappers, beverage containers, papers, or any other waste materials is strictly prohibited.
- (d) Sick students must report or be reported to dispensary, block managers or warden or stay home when they are feeling unwell.
- (e) Students must avoid sharing personal items like towels, combs or utensils for eating or bathing to avoid spread of germs.
- (f) All registered students are advised to join National Health Insurance Fund (NHIF) or any other recognized Health Insurance Funds for medical care at the Institute Dispensary or other nearby hospital or recognized Health Centre.
- (g) A student who contracts a contagious disease shall observe all precautions to prevent the spread of such a disease.
- (h) A student who misses a lecture, tutorial, practical, examination, defense, presentation, seminars, coursework component (s) or any other formal academic engagement on medical grounds shall notify in writing his/her respective Head of Department through the Institute Medical Officer and Director of Students Services.
- (i) A student who receives medical attention at a medical facility other than the Institute Dispensary shall, on return, report and submit records to the Institute medical officer in charge of the Institute Dispensary for verification of their treatment in case of a need.
- (j) Every student shall abide by the Student's Welfare Policy and National Policy and Guidelines on HIV/AIDS issues.



(k) A student with special medical cases that require special attention must indicate it the personal particular's form during registration.

## 2.7 Private Life and Personal Arrangements

- (a) Private activities including businesses, business posters, party or any other social event within the Institute premises are not permitted.
- (b) Any private activity that tends to annoy or disturb others, whether performed within or outside, Institute's premises is strictly prohibited.
- (c) Students must develop effective time management skills to balance academic, personal and social commitments.

#### 2.8 Bribery/Corruption

Students are strictly prohibited from offering or promising gifts in form of money or any consideration, soliciting or forcing any favour for a service from any person or entity either in person or by using another person.

#### 2.9 Fraud and False Presentation

- (a) Students are strictly prohibited to act or behave in a fraudulent manner including forgery or altering payment or other documents, whether physically or electronically; deliberately making an inaccurate entry in the Institute's records, financial and academic reports and/or submitting false reports with the intention to gain any unfair financial, academic or social welfare advantage.
- (b) Students are prohibited to make, either intentionally or unintentionally, any false presentation of material facts, knowing or believing to be untrue, which will either mislead or help the maker to obtain an unfair advantage.
- (c) A student who, on application or registration at the Institute, submits false information, certificates and/or any other documents shall be liable to disciplinary and/or criminal procedures and upon proof, shall lose rights and be disqualified from Institute's registration.

# 2.10 Excessive Borrowing and Indebtedness

(a) Students must avoid unnecessary borrowing that creates excessive debts. Borrowing can only be necessary when one has exhausted all other means.



(b) The office of the Director of Students Services and other Institute authorities shall not be responsible for any non-official loan arrangements entered between students, staff or services provider or any person.

# 2.11 Bullying, Harassment and Discrimination (Stigmatization) 2.11.1 Bullying

- (a) Students are responsible for creating and maintaining a friendly learning environment.
- (b) Students are prohibited from acts and conduct which amount to abusive, offensive, intimidating, malicious, or insulting behaviour.
- (c) Students are prohibited from abuse of authority since it violates the dignity of an individual or a group of people, creating a hostile and humiliating environment against an individual or a group.

#### 2.11.2 Harassment

Conducts which violate the dignity of fellow students or any member of the Institute or create intimidation, hostility, degradation, humiliation, or offensive environment are strictly forbidden.

# 2.11.3 Discrimination/Stigmatization

The Institute prohibits students:

- to act or behave in an unjust or prejudicial treatment of different categories of people, especially on grounds of ethnicity, race, age, sex or disability;
- to use abusive language, insults, insubordination, physical aggression, deliberately causing injury to another, or any other disorderly conduct or malicious disturbance including intimidation and harassment;
- (c) any form of discrimination and stigmatization based on HIV/AIDS status or other Non-Communicable Diseases (NCDs) and disabilities.

#### 2.12 Student Identification

- (a) Students must, at all times, while within the Institute's premises or on an academic trip, make self-identification.
- (b) They must wear and display visibly their identity cards or any other Institute official identification at all times when entering the Institute premises, offices, classes or other learning sites.



#### 2.13 Obeying Rules and Instructions

Students shall obey laws, regulations, rules and all valid instructions given by the Institute.

# 2.14 Respect for Others

- (a) All students shall respect the diversity of cultures, religions, genders and backgrounds within the DIT community.
- (b) Students must demonstrate respect to fellow students, staff members, local community and visitors. Discrimination, harassment, or bullying of any kind will not be tolerated.
- (c) Students must communicate with peers, staff and guests respectfully both in person and online avoiding offensive language or behaviour.
- (d) Students must resolve disputes amicably and seek mediation from staff or students' services officers when necessary.

#### 2.15 Security and Safety

- (a) Students must prioritize their own security and safety and that of others. Students are expected to follow emergency procedures, using facilities responsibly and reporting hazards or suspicious person(s) or activities to the appropriate authorities.
- (b) Any form of violence, possession of weapons or an act that threatens the safety and well-being of oneself or others are strictly prohibited.
- (c) Students are prohibited from entering the Institute premises between 0:00 hours. and 5:00 hours unless prior written permission has been obtained from the relevant authority.
- (d) It shall be an offence for a student to steal or attempt to steal or aid someone to steal property from either other students, Institute staff, the Institute or any member of the general public.
- (e) It shall be the duty of every student to report incidents which are unwelcoming or endanger or likely to affect the security.
- (f) Unauthorized use of, or interference with any technical, electrical or other services or installation in the Institute is prohibited.

# 2.16 Use of Institute's Facilities

(a) All students shall utilize the Institute's facilities including equipment, classrooms, libraries, hostels and utilities responsibly and solely for their intended academic or officially approved purposes.



- (b) Any act of vandalism or tampering with Institute's property is strictly prohibited. Each student must ensure safety of the Institute's facilities.
- (c) Any student must report promptly to the Institute any vandalism or tempering practices
- (d) Students must maintain cleanliness of all shared facilities; dispose waste properly, and report any damage or malfunctions to the respective authorities.
- (e) Students must be considerate when using shared resources; avoid monopolizing equipment or materials.
- (f) No Institute's property shall be moved from its proper place without the written consent of the block warden or appropriate authority.

#### 2.17 Political Activities

- (a) Students must refrain from directly engaging in political parties' activities such as gatherings, rallies, campaigns, demonstrations within the Institute's premises and other learning places.
- (b) Students, while around the Institute's premises, are prohibited from dressing clothes or attires and/or putting up posters that are affiliated with political parties.
- (c) Notwithstanding the above, a student shall not discriminate his/her fellow student(s) based on differences in political affiliation.
- (d) No student or group of students shall host an outsider to conduct political activities in the Institute.

#### 2.18 Communication

- (a) Students must maintain respect, courtesy and profession while communicating, in any form, be it verbal, written or digital, with the Institute or fellow student(s) or other externals.
- (b) Any student's official communication must be done through proper channels.
- (c) Students must seek permission to use Institute's platforms in communicating their affairs.
- (d) All posters/notices/banners and any other forms of the same must be authorized by the Director of Students Services. Fixing un-authorized posters/notices/banner on buildings, trees, roads and/or other person's vehicles in the Institute or any other area of the Institute other than the notice boards shall constitute an offence.



(e) Students should visit notice boards, Institute website and other electronic means of communication to get notices and instructions from the Institute.

## 2.19 Confidentiality and Secrecy

- (a) Students should not disclose any confidential information relating to the Institute or fellow student(s) unless disclosure is officially authorized by the Institute, fellows or compelled by the competent authorities.
- (b) Students must act with integrity and respect on the privacy or secrecy of any individual.

# 2.20 Participation in Campus Life

- (a) While at the Institute, students have the right to engage in clubs, societies and events to enrich their experience and build a well-rounded skill set.
- (b) Students should participate in community service initiatives to contribute positively to society.
- (c) Students must practice environmental habits such as reducing waste, recycling and conserving energy and water.

#### 2.21 Alumni Relations

- (a) Students must represent DIT positively as future alumnus, striving to uphold the values and reputation of DIT in their professional and social life.
- (b) Students must stay connected by maintaining a strong relationship with the Institute and contribute to its growth and development.

## 2.22 Compliance with Institute Policies

- (a) Students must familiarize themselves with and abide by all DIT policies including those related to academics, discipline and students conduct.
- (b) Students must report any violations of the Code of Conduct to the appropriate authorities. Whistle blowers shall be protected from retaliation.
- (c) Students must be aware that violations of this Code of Conduct may result into disciplinary action including warnings, suspension or expulsion.



## 2.23 Spirituality and Worship

- (a) All religious groups or associations shall be registered to the office of Deputy Rector, Planning, Finance and Administration through the Directorate Office of Students Services in a manner described in 2.30.
- (b) Prayers outside the designated places of worship shall require permission from the Deputy Rector, Planning, Finance and Administration.
- (c) Students' fellowships during week days shall be conducted from 20:00 PM to 21:00 PM except for overnight fellowships prayers which shall not go beyond 00:00 midnight. The Director of Students Services through the Head of the relevant unit may grant special permission for such functions.

## 2.24 Dancing and other Similar Functions

- (a) Permission must be sought to hold an official or non-official function involving dancing, partying, concerts or any other similar functions at the Institute.
- (b) Permission in the above provision shall be obtained from the Head of the respective unit where the function will be conducted. If the function involves the whole Institute, the said permission shall be sought from the Deputy Rector Planning, Finance and Administration through the Director of Students Services.
- (c) Any official or non-official students' functions such as dance and any other similar functions held in the Institute premises in any day of the week shall not go beyond 00:00 midnight. The Director of Students Services through the head of the relevant department may grant special permission for such functions.
- (d) A student who will manage to obtain permission must conduct the function in the designated premises.

#### 2.25 Demonstrations

- Demonstrations either within or outside the Institute are prohibited, except under the circumstances provided under the laws of the United Republic of Tanzania.
- (b) No student or group of students shall engage in activities which are likely to cause breach of peace, such as:



- i. Mounting road blocks on any parts of the Institute roads;
- ii. Stopping motorists or any other persons using the Institute or public roads
- iii. Inciting other students for unlawful action
- iv. Using offensive and/or profane language
- v. Forcing other students out of lecture rooms or the library
- vi. Dressing in a provocative manner
- vii. Extorting funds from Institute staff and members of the public
- viii. Inciting violence and destruction of life and property
- ix. Throwing stones and/or other objects targeting persons, vehicles or buildings
- x. Lighting fires on the roads in the Institute or beyond and/or;
- xi. Destroying the environment by cutting trees, flowers and/or defacing buildings.

#### 2.26 Abuse of Position and Insubordination.

- (a) Any student who disobeys or obstructs or interferes any Institute official or service provider in performance of his/her duties shall be guilty of an offence.
- (b) Any student who disobeys or obstructs or interferes with any Institute students' organization leader in performance of his/her duties shall be guilty of an offence.
- (c) Any leader of the Institute students' organization or association shall not use his/her position to the detriment of other leaders and students in general.

#### 2.27 Student's Death

Any death of a student shall be reported to the Director of Students' Services and handled in accordance with the Students' Relief Fund Policy. If the deceased is a resident of Institute's halls of residence, the information shall be channeled through block warden's office.

## 2.28 Sports and Games

- (a) A student is prohibited from using Institute's sports facilities without permission from relevant authorities.
- (b) All Institute sports equipment shall be handled with care both within and outside the designated stores.



- (c) A student who loses or damages sports equipment, sports gears or facilities shall be obliged to repair or replace them as the case may be.
- (d) Students participating in games and sports must obey principles of fair play, honesty, integrity and respect to all participants including athletes, coaches, referees and spectators.
- (e) In all games and sports, be it for competition or recreation, students must uphold and maintain norms and customs, good conduct and achieve victory through skills and efforts rather than cheating, manipulation or harmful behaviour towards opponents.

#### 2.29 Pregnancy or Maternity

- (a) A student is not allowed to reside in the Institute blocks of residence with a baby or/and a baby sitter.
- (b) Pregnancy will not be considered as illness unless otherwise advised by Institute Medical Officer in Charge.
- (c) Abortion or attempt to abort shall be an offence. The Hostel Warden must report it to the relevant authorities.
- (d) Unless special circumstances apply and the abortion case has already been addressed in accordance with the laws of the United Republic of Tanzania, the Institute shall initiate disciplinary proceedings directly against any student involved in an abortion or related case. Sanctions may include dismissal from studies, suspension for one academic year, a stern warning, or a combination of these penalties.
- (e) At any times, the Institute shall not be responsible for students' pregnancy or maternity issues.

#### 2.30 Students' Association and Clubs

- (a) Permission to form and register a students' organization or association or clubs other than the Dar es Salaam Institute of Technology Students' Organization shall be granted by Deputy Rector Planning, Finance and Administration through Director of Students Services. The permission shall be granted if the association or club has:
- i. A constitution,
- ii. Current leaders of the groups, and
- iii. The name of the guardian who shall be a staff from the Institute.
- (b) The Institute shall have a mandate to register, merge or ban any students' organization or association or club when proven to jeopardize peace in the Institute.



- (c) Unregistered students' organization or association or club shall not be allowed to operate in the Institute.
- (d) For an association or club or organization to be registered by the Institute, it shall obtain an introduction letter from a recognized and registered society.
- (e) A student or students forming an association or club in contravention of
   (a) above shall be subjected to disciplinary proceedings and suspended from studies for one academic year.
- (f) Forming and establishing unauthorized students' groups which are likely to cause disunity and disorder at the Institute or in the wider community shall be an offence warranting suspension from studies for one academic year.
- (g) At all times, these by-laws will prevail against the constitution or rules of any students' organization or association or club.
- (h) Notwithstanding the provisions under this Code of Ethics and Good Conduct, any amendments and/or changes done to the constitution of an association or organization or club shall be done in consultation with the Director of Students Services.
- (i) The Director of Students Services shall discuss with the association or organization or club leaders regarding reasons and provisions proposed for amendment in consultation with the Institute legal officer and other authorities. The Director of Students Services may approve or disapprove the amendments.
- (j) The Director of Students Services may give reasons for disapproving amendments and/or changes of any association or organization or club.

# 2.31 Homosexuality and Unnatural Offences

- (a) Intimate and/or sexual relationships or sexual activities among students of the same sex are STRICTRLY prohibited.
- (b) It shall be an offence to have carnal knowledge with any person against the order of nature; or have carnal knowledge with an animal; or permit a male person to have carnal knowledge of him or her against the order of nature, or permits a female person to have carnal knowledge of him or her against the order of nature.

#### 2.32 Sexual Affairs

Any sexual act within the Institute is highly prohibited.

# PART THREE MISCELLANEOUS

#### 3.1 Breach of Code of Conduct

Any violation of rules of Code of Conduct by any student shall amount to disciplinary action in accordance with disciplinary procedures provided under the students' disciplinary regulations.

# 3.2 Integrity Pledge

Every student shall fill in the Code of Conduct Acknowledgement Form and Declaration of Secrecy Form as may be prescribed by the Institute.

#### 3.3 Enforcement

- (a) All officers of the Institute including administrative and academic staff are empowered to issue warnings and bar any student who does not comply with these codes.
- (b) If there is serious breach of Code of Ethics and Good Conduct stipulated herein, any officer of the Institute may forbid a student from attending Institute official activities or debar from receiving service.
- (c) A student who violates this Code of Ethics and Good Conduct may be reported to the Director of Students Services for appropriate measures.
- (d) The Director of Students Services may institute disciplinary actions as provided under the Student Disciplinary Regulations against any student who breaches the Code of Ethics and Good Conduct.

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# **APPROVAL STATEMENT**

This Students' Code of Ethics and Good Conduct was approved at the 112th Council meeting held on 15th May, 2025.

Prof. Preksedis M. Ndomba

**RECTOR** 

