



**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF MINERALS**



**TANZANIA GEMMOLOGICAL CENTRE**

**STUDENTS CODES OF CONDUCT**

Issued by: Management of Tanzania Gemmological Centre

March, 2016.

This Code of Conduct, which contains policies arranged alphabetically, establishes standards of behaviour for students at Tanzania Gemmological Centre as follows: -

- Academic Honesty**
- Alcohol**
- Discriminatory and Other Harassment**
- Endangering the Safety of Others**
- Failure to Comply**
- False Information**
- Misuse of Materials, Services or Property**
- Sexual Misconduct**
- Theft**
- Weapons, Dangerous Instruments, and Explosive Chemicals or Devices**

**Note:** A violation of the Code of Conduct may also constitute a violation of other laws of the Country. Therefore, resolution through both the student conduct system and prosecution through the criminal justice system may result. Resolution of a violation of the Code of Conduct will proceed separately from prosecution through the criminal justice system or any other method. A delay in resolution through other methods will not delay resolution through the student conduct system. Students should be aware that student status does not insulate them from awareness of and compliance with other laws.

#### **PREAMBLE**

Whereas the Centre was established and exists for the pursuit of training in value addition activities;

#### **AND**

Whereas the Centre's fundamental purpose can be achieved only if its members can work peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons;

#### **NOW THEREFORE**

These Code of Conduct are, established as standards of behaviour for students at the Tanzania Gemmological Centre

## **1.1 PRELIMINARY PROVISIONS**

These Code of Conduct shall be cited as the Tanzania Gemmological Centre Student General Conduct, and shall come into force on such date as the Steering Committee may approve.

## **1.2 DEFINITIONS**

- i. "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 specified law alleged to have been violated; the right of tender defence and the right to appeal;
- ii. "Student" means any person admitted to the Centre as a candidate for diploma, certificate or other award of the Centre including short term and occasional students;
- iii. "Centre" means the Tanzania Gemmological Centre; and
- iv. "Vehicle" includes motorcar, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land.

### **A. Academic honesty**

#### **1. Statement of Policy**

All students must be honest and forthright in their academic studies. To falsify the results, to cheat on an assignment, or to allow or assist another to commit these acts and hence corrupt the educational process is a disciplinary offence.

#### **2. Academic Violations**

##### **A. Cheating**

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:

- i. Copying all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own;
- ii. Allowing another person to copy one's own academic work - whether intentionally or unintentionally; and
- iii. The unauthorized use or possession of a class textbook, notes.

## **B. Academic Misconduct**

Academic misconduct is any act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to:

- i. Bribing another person to obtain an academic exercise, including answers to questions of an administered academic exercise;
- ii. Failing to adhere to standards of professional behaviour established by a faculty member, academic program or college in conjunction with an academic course;
- iii. Posting of notes or other materials from a class (whether the student is enrolled in the class or not) on the Internet, whether or not for a fee, without express permission from the faculty member.
- iv. Missing an exam in order to gain an advantage; and
- v. Engaging in other actions that undermine equity and reduce the objectivity of evaluation of student work.

## **B. Alcohol**

### **1. Statement of Policy**

All students must comply with applicable laws and these alcohol regulations.

### **2. Prohibited Activities**

- a. The possession of alcohol or prescription drug not issued to student;
- b. Consume or seem to have consumed alcohol at the Centre;
- c. The misuse, sale, delivery or transfer of alcohol or drugs;
- d. Driving while impaired by any drug, whether it be legal or illegal; and
- e. A violation of any applicable local, state law relating to alcohol or drugs.

## **C. Discriminatory and other harassment**

### **1. Statement of Policy**

The Centre is committed to promoting an academic and work environment that is free from all forms of harassment and discrimination whether that discrimination or harassment is because of race, color, national origin, disability, religion, age, veteran status, any other characteristic protected by law or any other characteristic specific to the person being harassed.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. Any verbal, written or physical conduct toward another that is based on a person's race, color, national origin, disability, religion, age, veteran status, other characteristic protected by law or any other characteristic specific to the person being harassed, that:
  - i. Unreasonably creates an intimidating, hostile or offensive learning, living or working environment; or
  - ii. Unreasonably interferes with an individual's academic or work performance.
- b. Discriminatory harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious that it unreasonably limits an individual's ability to participate in or benefit from the activities of the Centre;
- c. Behaviour of a discriminatory nature that does not necessarily rise to the level of discriminatory harassment may nonetheless be inappropriate in the community of the Centre, disruptive in the classroom, or violate other Centre policies and could warrant remedial actions and/or discipline; and

## **D. Endangering the safety of others**

### **1. Statement of Policy**

A student shall not endanger the lives or safety of oneself or others.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. Creating an unsafe condition or environment which could cause harm to the student or others;
- b. Acting in a manner that endangers or reasonably could endanger the health, safety or welfare of the student or anyone else; or
- c. Instigating, participating or otherwise encouraging others to engage in a fight, riot or other disruption.

## **E. Failure to comply**

### **1. Statement of Policy**

It is a violation to ignore, disobey, disregard or otherwise violate any provision of this Code of Conduct or any applicable rule.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. Failing to comply with the directive of the Centre, including any sanction imposed by the TGC management;
- b. Failing to comply with the terms of any policy, procedure or agreement.
- c. Absenteeism without authorization, disturbances to others during classes, etc

## **F. False information**

### **1. Statement of Policy**

A student shall not provide false or misleading information.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. Making a false or misleading oral or written statement to any (including, but not limited to, application for admission, when the student knew or should have known the statement was false;
- b. Making a false or misleading oral or written statement at any point of the student conduct process or any other process used to address student behaviour;
- c. Making a false or misleading oral or written statement that misrepresents the character, qualifications or reputation of another;
- d. Falsely reporting a safety hazard (including but not limited to, a fire, explosive or incendiary device) by any means including by activating an emergence fire alarm on campus when no emergency actually exists;
- e. Falsely reporting a crime or violation of this Code of Conduct or any other University policy;
- f. Possessing or displaying any form of false identification or any identification not one's own;
- g. Assuming or attempting to assume the identity of another person.

## **G. Misuse of materials, services or property**

### **1. Statement of Policy**

A student shall not misuse any material, service or property.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. Destroying, damaging or misusing any property belonging to another;
- b. Destroying, damaging, misusing, reproducing, altering or defacing any student identification card, Centre-provided key or access card;
- c. Use of mobile phone in a class; and
- d. Wearing of immoral clothes;

## **H. Sexual misconduct**

Sexual misconduct includes sexual assault, sexual harassment, dating violence, stalking and sex discrimination.

## **I. Theft**

### **1. Statement of Policy**

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the Centre, its guests, and all members of the Centre community.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. The unauthorized taking, misappropriation, possession, retention or disposal of any property owned or maintained by the Centre, another student, a person attending a Centre sponsored event or any other person; or
- b. The unauthorized taking or use of any Centre owned or contracted service.

## **J. Weapons, dangerous instruments, and explosive chemicals or devices**

### **1. Statement of Policy**

The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited.

### **2. Prohibited Activities**

Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items:

- a. Any deadly weapon, defined as any instrument, item or material readily capable of causing death or serious physical injury;
- b. Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);

- c. Any sword (whether decorative or not), or other martial arts weapon;
- d. Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or
- e. Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, including fireworks and illegal or potentially dangerous chemicals.