

(IJA)
INSTITUTE OF JUDICIAL ADMINISTRATION
LUSHOTO

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NEW STUDENTS' GENERAL INFORMATION

The institute offers a one-year BASIC TECHNICIAN CERTIFICATE IN LAW (**NTA Level 4**) and two-years ORDINARY DIPLOMA IN LAW (**NTA Level 5 & 6**).

The following INSTRUCTIONS are provided for as guidance to students who have been offered admission into the Institute. Student should read carefully before reporting to the Institute. Upon arrival, student will be issued with the **Institute's By-Laws** which will govern his/her stay at the Institute.

1.0 THE INSTITUTE OF JUDICIAL ADMINISTRATION LUSHOTO.

2.0 ARRIVAL AT THE INSTITUTE.

The first Academic Semester commences on **07th October 2024**. New Students are expected to arrive at the Institute on **28th September, 2024 for orientation**.

3.0 REGISTRATION.

- Students will be required to register officially with the Institute. The registration will take place from 07th October, 2024.
- For registration purposes, students are required to bring their Original birth and academic Certificates/Transcripts. Failure to do so you will not be registered.
- You are also required to bring with you **five (5) coloured passport size photographs** with white background recently taken.
- Every selected student is required to participate fully in the orientation programme. Further information about this programme will be availed to students upon their arrival at the Institute.

4.0 BOOKSHOP SERVICES:

The fee structure includes a modest allowance for textbooks and stationery, which can be bought from the Institute's Book shop. Students are advised to request their sponsors for more financial support for text books and stationeries.

5.0 LIBRARY SERVICES:

- Reading resources and facilities such as basic textbooks, statutes, law reports, and other reading materials are available in the library, from which the students will have an access to read. Although our library contains enough materials, students are encouraged to have copies of the following materials:-

- Glanville Williams, *Learning the Law*, (any edition),
- *Advanced English Dictionary*,
- *Any Law Dictionary*.

6.0 ACCOMMODATION:

The Institute has limited accommodation in its Halls of Residence, both for female and male students. Students may be offered accommodation residence in the following, priority, upon payment of the requisite fees;

- (i) Students with confirmed Physical disabilities.
- (ii) Certificate in Law students.
- (iii) First year Diploma students
- (iv) Second year Diploma students.

However, off campus accommodation is available and is coordinated by the Institute for all selected students. **Therefore, private arrangement for off campus accommodation is not allowed.**

7.0 BEDDING:

The Institute does not provide students with bedding linen. They are therefore advised to bring with them Pillow, Bed Sheets, **Blankets**, Mosquito Net and a small bucket.

7.1 CLEANLINESS OF ROOMS:

The task of sweeping and keeping student's room is upon students themselves. Cleaners of the Institute will only clean the corridors, toilets and bathrooms. Students are expected all the time to maintain general cleanliness.

8:0 MEDICAL SERVICES:

Medical services at Institute's dispensary will be available for all students with National Health Insurance Fund (NHIF) Cards, only (*Bima ya Afya*). If a student does not have NHIF Card, he/she is advised to make necessary arrangement to obtain NIDA number and pay **TShs 50,400/=** as the fee for the said NHIF card. **No student will be registered without NHIF card.**

9:0 MEAL SERVICES:

Each student will bear his/her own meal costs. However, Cafeteria services will be available at the Institute at a reasonable cost.

10.0 TUITION FEES PAYMENT MODALITIES:

- Students are required to pay tuition fees for the First Instalment immediately before registration through individual's control numbers that will be published together with the list of selected applicants. No cash payments will be accepted. No students will be registered unless they produce to the Institute's Registrar on the registration date, **government payment receipt** as evidence of tuition fees payment.
- The Institute's **FEE STRUCTURE** has been attached with this document for the purpose of guiding students on the tuition fees payment.
- Money for private use or incidental **expenses should not be deposited** into the Institute's bank account. In default thereof 2% will be charged as bank charges, and the reimbursement will be processed after the registration process is completed.

11.0 SPECIAL ATTIRE

The Institute has special dressing code. The dressing code of the institute is decent **black trouser/skirt, black coat, white shirt/blouse, light blue shirt/blouse, black tie, T-shirts** and **black shoes**. Student will be required to wear this attire throughout his/her stay at the Institute. Failure to do so will result into disciplinary action.

**Issued by the office of Academic Director
2024**