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THE WILDLIFE CONSERVATION ACT,
(CAP. 283)

REGULATIONS

(Made under section 96(2))

THE WILDLIFE CONSERVATION (ADMINISTRATION AND MANAGEMENT OF
PASIANSI WILDLIFE TRAINING INSTITUTE) REGULATIONS, 2020

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THE WILDLIFE CONSERVATION ACT,

(CAP. 283)

REGULATIONS

(Made under section 96(2))

**THE WILDLIFE CONSERVATION (ADMINISTRATION AND
MANAGEMENT OF PASIANSI WILDLIFE TRAINING INSTITUTE)
REGULATIONS, 2020**

**PART I
PRELIMINARY PROVISIONS**

Citation	1. These Regulations may be cited as the Wildlife Conservation (Administration and Management of Pasiansi Wildlife Training Institute) Regulations, 2020.
Interpretation	2. In these Regulations, unless the context otherwise requires-
Cap. 283	“academic staff” means a person employed by the Board for purposes of teaching; “Act” means the Wildlife Conservation Act; “admission” means the procedures of admitting applicants to a course; “almanac” means an annual calendar containing important dates of the Institute's events; “Board” means the Governing Board of the Institute established under paragraph 6 of the Establishment Order; “Candidate” means a student who is eligible to sit for examinations of the Institute; “chief invigilator” means a person appointed to supervise invigilators; “continuous assessment” means a form of educational examination that evaluates a student's progress throughout a prescribed course; “curriculum” means a list of subjects or modules

	comprising a course of study in the Institute;
	“Deputy Principal” means Deputy Principal appointed under regulation 5;
	“Director” means the Director of Wildlife appointed under the Act;
GN. No. 465 of 2020	"Establishment Order" means the Wildlife Conservation (Pasiansi Wildlife Training Institute Establishment) Order, 2020;
	“examination draft” means a set of questions, answers, assessment plan and module outline compiled by the module coordinator and submitted to the Examinations Officer;
GN. No. 465 of 2020	“Institute” means the Pasiansi Wildlife Training Institute established under the Wildlife Conservation (Pasiansi Wildlife Training Institute) Establishment Order;
	“instructor” means a person who teaches students in the Institute;
	“invigilator” means a person who supervises candidates during examinations to ensure examination regulations are adhered;
	“module coordinator” means a person who is responsible for coordinating a module;
	“module” means a set of standardized parts which constitutes a particular subject;
	“paramilitary training” means a militarized training similar to professional military;
	“Principal” means the head of the Institute appointed in accordance with paragraph 10 of the Establishment Order;
	“programme” means a combination of modules or subjects leading to a basic, certificate course or any other award;
	“scripts” means a written paper containing examination answers; and
	“staff of the Institute” means academic staff and administrative staff of the Institute.

PART II
ADMINISTRATION OF THE INSTITUTE

- Committees of Board 3.-(1) There shall be Committees of the Board as follows:
- (a) Management Committee;
 - (b) Training Committee;
 - (c) Integrity and Disciplinary Committee;
 - (d) Examinations Committee;
 - (e) Quality Control and Assurance Committee (QCAC); and
 - (f) Student Disciplinary Committee.
- (2) The composition, functions and proceedings of the committees shall be as prescribed in the First Schedule to these Regulations.
- Administration and Management of Institute 4.-(1) Subject to paragraph 10 of the Establishment Order, the management and administration of the Institute shall be vested in the Principal assisted by two Deputy Principals.
- (2) The functions of the Principal shall be as provided for under the Establishment Order.
- Deputy Principals 5.-(1) There shall be two Deputy Principals appointed by the Board as follows:
- (a) Deputy Principal Planning, Finance and Administration; and
 - (b) Deputy Principal Academic, Research and Consultancy.
- (2) Functions of Deputy Principal shall be as provided for under the Establishment Order.
- Dean of Students 6.-(1) There shall be a Dean of Students who shall be the administrative head of students' affairs.
- (2) Functions of the Dean of Students shall be as provided for under the Establishment Order.
- Staff of Institute 7.-(1) The staff shall be responsible for the general execution of the academic and administrative functions of the Institute and related matters, bearing such title,

designation and occupying such offices as provided for in the Establishment Order and these Regulations.

(2) The Institute shall have such number of units as prescribed in the Establishment Order.

(3) The Principal, with the approval of the Governing Board, shall issue guidelines for proper administration of the functions of the units provided for under the Establishment Order.

Training
services and
support unit

8.-(1) The training services and support unit of the Institute provided under the framework document in the Establishment Order shall be headed by training and support services officer.

(2) The training services and support unit of the Institute shall have four sections:

- (a) library section;
- (b) resources section;
- (c) museum section; and
- (d) zoology section.

Library section

9.-(1) The library section shall provide access to information services necessary for learning, teaching and research activities to students and all staff of the Institute.

(2) The library shall be open every Monday to Friday from 08.00 hours to 22.00 hours and Saturday from 08.00 hours to 12.00 hours.

(3) During Sundays, and public holidays the library shall be open from 15.30 hours to 22.00 hours.

(4) Notwithstanding subregulation (2) and (3), the Principal may approve any other time for opening or closure of library.

Resources,
Museum and
Zoology
sections

10.-(1) The Resources section of the Institute shall provide training and field equipment such as tents, power point projectors, binoculars, GPS devices, field laptop computers, firearms, compass direction, and other related equipment.

(2) Museum section shall provide services of stuffed and non-stuffed trophy of mammals, birds and reptiles in accordance with the Act.

(3) Zoology section shall provide laboratory services in relation to various biological specimens for practical learning purposes.

Guidelines

11. The Principal may, with the approval of the Board, issue guidelines for proper administration of the units provided under the Establishment Order.

Student
uniforms

12.-(1) There shall be the Institute's students uniforms to be specified in the Second Schedule.

(2) Every student admitted to the Institute shall be required to be in the institute's student uniform whether for short courses or long courses.

(3) The Institutes shall ensure that students are supplied with uniforms as per institute's requirements.

(4) Notwithstanding subregulation (2) the Principal may specify special uniforms for students who are not admitted for paramilitary training.

(5) A person other than students shall not be allowed to wear the Institute's students uniform unless on special occasion as may be approved by the Principal.

PART III ADMISSION

Application for
admission

13. Application for admission into any programme offered by the Institute shall be addressed to the Principal.

Qualification for
admission

14.-(1) An applicant for technician certificate in wildlife and law enforcement shall possess either of the following qualification:

- (a) Advanced Certificate of Secondary Education Examination from National Examination Council of Tanzania with at least one principal and one subsidiary pass in any subjects and holder of certificate of secondary education with minimum of four passes including Biology and Geography; or
- (b) basic technician certificate in wildlife management and law enforcement, wildlife

management, tourism or tour guiding from any accredited institution.

(2) An applicant for basic technician certificate in wildlife management and law enforcement shall be required to have a Certificate of Secondary Education with at least four passes including passes in Biology and Geography.

Procedures for application

15.-(1) Application forms shall be available at the Principals' office and in the Institute's website between the months of March and June of each academic year.

(2) An applicant shall fill the application form and submit the same to the Principal together with attachment of certified copies of relevant certificates.

(3) Notwithstanding subregulation (1), an applicant who is an employees of Tanzania National Parks, Ngorongoro Conservation Area Authority, Tanzania Wildlife Management Authority, Wildlife Division, District Council or Non-Governmental Organizations shall submit his application form through his respective employer.

(4) Applicants shall be selected based on academic performance and verification through NACTE Institution Panel.

Procedures upon selection of applicant

16.-(1) An applicant who has been selected to undertake a course with the Institute shall be required to-

- (a) submit to the Institute, a medical examination report using Form No. 1 set out in the Third Schedule to these Regulations;
- (b) register as a student with the Institute within the first week of commencement of the course;
- (c) obtain and read thoroughly these Regulations and Student's By-Laws.

(2) A selected applicant who fails to report to the Institute within the first week of the course shall not be registered.

Tuition Fee and other financial requirements

17. Tuition fee and other financial requirements shall be as prescribed by the Board.

PART IV
EXAMINATION

- Application of
this part
18. This part shall apply to all assignments, examinations, take home essays, practical's, tests, field assignments and reports.
- Establishment of
Examination
Board
- 19.-(1) There shall be an Examination Board which shall be composed of-
- (a) a Chairman who shall be appointed by the Board;
 - (b) the Principal who shall be the Secretary;
 - (c) the Deputy Principal Academic, Research and Consultancy;
 - (d) head of departments;
 - (e) Examination Officer;
 - (f) quality assurance officer;
 - (g) Dean of Students; and
 - (h) two representatives of students.
- to-
- (2) The functions of the Examination Board shall be
- (a) make standardization or correction of semester or supplementary examination results when the need arise;
 - (b) scrutinize and evaluate students' marks and performance and submit them to the Board for approval; and
 - (c) release final results for semester or supplementary examinations.
- Abiding to
examination
regulations
20. A student shall take cognizance of and abide to the guidelines on examination regulations and rules issued by the Principal by signing an adherence form provided to him by the Institute during the first week of commencement of the course.
- Examination
sessions
- 21.-(1) Examination sessions shall be duly indicated in the Institute's almanac.
- (2) The timetable for the examinations shall be released two weeks before the commencement of the examinations.

Semester examinations	22. The end of semester examinations shall be administered through the office of the Examination Officer.
Records of examination results	23.-(1) An examination instructors shall keep proper records of examination results and submit the same to the examination officer. (2) Examination instructors shall ensure that all continuous assessments are ready and displayed for candidates before the end of semester examinations begin.
Eligibility of semester examination	24.-(1) A student shall be eligible to sit for examination if he- (a) is registered for the respective course; (b) scores 50% on module continuous assessment during the semester period; (c) attends a minimum of 75% of a module class sessions as indicated in course timetable; and (d) has paid the tuition fee in full and any other dues required to be paid. (2) A candidates shall be required to have his student identity card when entering the examination room, and shall use his registration number as the examination number.
Dates of end of semester examinations	25. Examinations for the first and second semester shall be conducted as indicated in the Institute's almanac.
Failure to sit for examination	26. Any candidate who fails to sit for the end of semester examination shall- (a) be allowed to sit for the examination during the next relevant or similar examination session if he provide sufficient reasons; or (b) be discontinued from the Institute if he fails to provide sufficient reasons as required under paragraph (a).
Examination processing	27.-(1) An instructor who teaches the respective modules shall be responsible for setting examination questions and submit the same to module coordinators.

(2) The module coordinator shall within one week before the commencement of the scheduled examination period compile the examination questions and submit examination draft in soft and hard copies to the Examination Officer together with the relevant authorized syllabus used in teaching.

(3) The Examination Officer shall submit draft examination to the Examination Committee for moderation and approval.

(4) All examinations shall bear instructions mentioning categorically which materials are authorized to be used in the examination, and the instructions shall be read together with instructions on the examination answer booklet or script.

(5) Where there is a loss of scripts, the Institute shall recall the affected candidates to re-sit for the examination at the time specified by the Principal, and the staff responsible for such loss shall be held accountable.

(6) The processing of examinations shall-

- (a) be done under maximum confidentiality and integrity; and
- (b) remain under the custody of the Examinations Officer.

Leakage of
examinations

28.-(1) In case there is a leakage of an examination, the Institute shall cancel the examination and require the students to sit for another examination as may be directed by the Principal.

(2) Disciplinary action shall be taken to a staff and students involved in a leakage of examinations.

(3) Any other person involved in leakage of examinations shall be subjected to legal action.

Invigilation of
examinations

29.-(1) All examinations shall be invigilated by instructors appointed in writing by the Examinations Committee and such appointment shall remain confidential.

(2) An invigilator shall collect answer booklets and examination papers of respective modules from the Examinations Office and sign an Examination Material Chain of Custody Record Form as prescribed in the Third Schedule.

(3) An invigilator shall, before the examination day, satisfy himself that the number of candidates match with the examination venue allocated for each examination.

(4) An invigilator shall, on the examination day, ensure that:

- (a) they are present at the examination room at least half an hour before the examination commence;
- (b) a candidate does not exchange with another candidate any working tools in the examination room;
- (c) the examination room is clean, tidy and suitable for the examination;
- (d) at the end of the examination the candidate hands in his answer scripts, unused booklets and subsequently signs the attendance register.

Invigilators'
report

30.-(1) An invigilator shall immediately after the examination-

- (a) return all examination materials;
 - (b) report in writing to the Examination Officer of any irregularity detected during the examination; and
 - (c) sign the Invigilator's Report Form set out as Form No. 2 set out in the Third Schedule to these Regulations.
- (2) The report under subregulation (1) shall-
- (a) have a detailed explanation of the irregularity;
 - (b) be accompanied by any material that may be relevant to clarify the incident; and
 - (c) be witnessed by at least one person.

Prohibitions
relating to
candidates

31.-(1) A candidate shall only enter in the examination room with the permission of the invigilator.

(2) A candidate shall not be allowed in the examination room after elapse of the first thirty minutes of the examination.

(3) A candidate shall not be allowed to leave the examination room before the first thirty minutes from the start and in the last thirty minutes of the examination unless the invigilator is satisfied that such candidate has a serious

case.

(4) A candidate shall sign out and sign in, every time he is permitted to leave the examination room.

(5) Sitting arrangement shall be in such a way that each candidate occupies one desk whenever possible and that there is a reasonable distance between candidates.

Identification of
candidates

32. An invigilator shall verify the *bonafide* candidates by checking their identity cards before entering the examination room.

Invigilation
procedures

33.-(1) The Institute shall ensure that an examination room has a minimum of two invigilators or such other number of invigilators as determined by the Examinations Committee.

(2) An invigilator shall open the examination envelopes before the candidates and verify if the question papers are for that particular examination.

(3) An invigilator shall distribute answer booklets and question papers to the candidates once they are properly seated.

(4) An invigilator shall instruct the candidates to-

(a) read carefully the instructions on both the question papers and the answer booklets during the first five minutes of the examination;

(b) observe the time for starting and finishing the examination; and

(c) sign the attendance register.

(5) Announcements by invigilators shall be kept at a minimum level to avoid distracting candidates.

(6) An invigilator shall, using the Candidate's Registration Form set out as Form No. 3 in the Third Schedule to these Regulations, make entry of attendance of all candidates.

(7) Administrative staff of the Institute shall not assume any role as invigilators.

Security during
examinations

34. The Institute shall maintain maximum security in the examination room and other premises within the Institutes when the examination is in progress.

Unauthorised
materials

35.-(1) The following material or devices shall not be allowed in the examination rooms:

- (a) mobile phones;
- (b) laptops;
- (c) note books, class notes, text books, handouts or any other written papers;
- (d) handbags or wallets;
- (e) overcoats; and
- (f) any other materials which are specifically prohibited in a particular examination paper or as may be directed by the Principal.

(2) A candidate who contravenes the provisions of this regulation shall be discontinued from studies.

Attendance of
instructors

36. A module coordinator shall be physically present at the beginning of examination and shall remain within the campus to clarify queries that may arise.

Examination
irregularities

37.-(1) A candidate who commits an examination irregularity shall be discontinued from studies.

(2) A staff who commits an examination irregularity shall be committed to disciplinary action of a public servant.

(3) Any person other than candidate or staff who commits examinations irregularities shall face legal action.

(4) For the purpose of these Regulations, examination irregularities includes-

- (a) entering an examination room with unauthorized material, copying the work of another candidate during the examination or test, copying notes or other materials during the examination or test, collaborating with another candidate during the examination or test or falsifying test results;
- (b) eye shifting and peeping at another candidate's examination or test, paper impersonation, selling, buying, stealing or any other way of obtaining examination or test questions prior to the sitting of the examination or test;
- (c) copying another student's academic work;

- (d) access to examination questions prior to sitting for the examination;
- (e) starting an examination before being authorized;
- (f) continuing with the examination after being told to stop;
- (g) communicating with other candidates either verbally or through other means during the examination;
- (h) permitting another candidate to copy from or use one's scripts or papers;
- (i) removing without permission examination answer booklets or sheets from the examination room;
- (j) distortion or violation of officially arranged sitting plan in an examination room;
- (k) failing to comply with any examination rules, instructions, regulations or directions given by an invigilator;
- (l) causing commotion of any kind in the examination room;
- (m) failure by any candidate to sign on a form or report linking him to an examination irregularity;
- (n) destroying any evidence related to any suspected irregularity; or
- (o) any other act or omission that may be reasonably considered as examination irregularity by the Principal.

Procedures for
handling
examination
irregularities

38. The following procedures shall be followed in handling examination irregularities:

- (a) invigilators shall approach the candidate immediately upon suspicion or discovery of cheating;
- (b) all unauthorized material shall be immediately confiscated;
- (c) a candidate caught cheating shall be required to counter sign on the Form No. 2 set out in the Third Schedule to these Regulations;
- (d) one candidate and another invigilator may be

- required to sign as witnesses;
- (e) candidates caught committing examination irregularity shall be allowed to continue with the examination after completing the recording of the irregularity incidence;
- (f) cases of examination irregularities shall be reported to the Examinations Officer who shall then report to the Examinations Committee;
- (g) the Examination Committee shall within twenty four hours serve the candidate with the written notice to appear before the Committee;
- (h) Examinations Committee shall give the candidate the opportunity to defend his case and shall prepare a report to be submitted to the Training Committee;
- (i) the decision of the Training Committee shall be communicated to the affected candidate within two days after the meeting of the Committee.

Appeals

39.-(1) A candidate who is not satisfied by the decision of the Training Committee may, within fourteen days from the date the decision was delivered, appeal in writing to the Board, and the written appeal may be accompanied by any document necessary to support the appeal.

(2) The Board shall hear and determine the appeal and communicate its decision to the candidate within fourteen days after the Board meeting to which the hearing relates.

(3) The decision of the Board shall be final.

Marking of examinations

40.-(1) Marking of examinations shall be conducted as follows-

- (a) module coordinators shall submit relevant marking schemes of their respective modules to the Examinations Officer before commencement of marking;
- (b) marking shall be done by a panel of internal examiners appointed by the Deputy Principal Academic Research and Consultancy;

- (c) the Deputy Principal Academic Research and Consultancy shall appoint panel leaders for each examiners panel;
 - (d) the panel leaders shall sign a logbook every time they take and return scripts from Examinations Officer;
 - (e) internal examiners shall not leave the marking room with answer scripts without a written permission from the Examinations Officer;
 - (f) marking shall be done within the time frame specified in the Institute's almanac;
 - (g) each marker shall fill in an examination marker report after completing marking and shall sign below each sheet and report;
 - (h) the marker for each subject or module panel shall fill summary of performance and update the marking scheme and submit them together with the marked scripts to the Examination Officer; and
 - (i) internal examiner shall report to the Examination Officer, anomalies observed during marking.
- (2) A person who negligently or intentionally loses or misplaces examination answer scripts shall be eligible for disciplinary action.

External
examiners

41.-(1) The end of semester examination results of the Institute shall be submitted to the external examiners for verification.

(2) The Principal shall submit names of potential external examiners together with their Curriculum Vitae to the Board and the Board shall approve such number of names as may consider necessary.

(3) The appointed external examiners shall serve for a term of three years and may be reappointed for another term.

(4) Marks awarded by external examiners shall be final except where the difference between the marks awarded by internal and external examiners exceeds ten marks.

(5) Where the difference between the marks awarded by internal and external examiners exceeds ten marks, the examination shall be remarked by another external examiner and his marks shall be final.

Compilation of
results

42.-(1) The Examination Committee shall supervise and compile examination results within five days after the end of marking exercise.

(2) The Compilation shall be based on marks or grades awarded by examiners only and any arbitrary addition or reduction of marks shall be treated as a case of dishonesty and shall face disciplinary action.

Release of
examination
results

43.-(1) After compilation of results, the Examination Committee shall submit the results to the Training Committee for verification and release of provisional results.

(2) Provisional results shall be submitted to the Examination Board for approval and release of final results.

Supplementary
examinations

44. Supplementary examinations and dates for sitting of such examinations shall be as provided for in the Institute's almanac.

Special
examination

45. A student who, on reasonable grounds, is unable to sit for the end of semester examination may, with special permission from the Principal, be required to do a special examination.

Appeals against
examination
results

46.-(1) A student who is not satisfied with his results may appeal to the Principal against the decision within fourteen days from the release of the provisional results.

(2) An appeal letters shall be accompanied by relevant documents and a non-refundable fee as may be prescribed by the Board.

(3) The Principal shall forward all appeals to the Examination Board for their decision.

(4) The Principal shall, within seven days after the determination of the appeal, inform the appellant in writing the decision of the Examination Board.

Other
examination
rules

47. The grading system, pass mark, special rules, procedure to postpone test and examination, course assessment, issuing of certificates and awards, loss of academic certificates, destruction of student script shall be as specified in the Fourth Schedule to these regulations.

By-Laws

48. Students shall abide to the Pasiansi Wildlife Training Institute Students By-laws prescribed in the Fifth Schedule to these Regulations.

FIRST SCHEDULE

(Made under regulation 3(2))

COMPOSITION, FUNCTIONS AND PROCEEDINGS OF THE COMMITTEES

- | | |
|---|---|
| Composition
and functions
of
Management
Committee | <ol style="list-style-type: none">1. The composition of the Management Committee shall be as follows:<ol style="list-style-type: none">(a) Principal who shall be a Chair;(b) Members are:<ol style="list-style-type: none">(i) Deputy Principal - Academics, Research & Consultancy;(ii) Deputy Principal - Finance and Administration;(iii) Quality Assurance Officer;(iv) Administrative Officer who shall be a Secretary;(v) Dean of Students;(vi) Head of Department Wildlife Management and Law Enforcement;(vii) Finance and Budget Officer;(viii) Head of Procurement Management Unit;(ix) Public Relations & Marketing Officer;(x) Head of Department Wildlife Tourism; and(xi) Head of Information and Technology Unit.(2) Functions of the management committee shall be as follows:<ol style="list-style-type: none">(a) to oversee the activities of other standing committees;(b) to appoint members of various standing committees where applicable;(c) to approve the Institute's annual budget;(d) to prepare policies of the Institute;(e) to approve the calendar of events (almanac);(f) to approve the Institute's Examination Rules and Regulations;(g) to review and approve the contents of the Institute's prospectus;(h) to review the teaching achievement and performance of the Institute's staff;(i) to appoint the Graduation Ceremony Chairperson and Secretary;(j) to approve the safari – in charge(s) for the field training safari;(k) to approve the process of hiring casual laborers.(3) The management committee shall convene six times annually or when need arises. |
| Composition
and functions
of training
committee | <ol style="list-style-type: none">2.-(1) The composition of the training committee shall be as follows:<ol style="list-style-type: none">(a) Principal who shall be the Chairman;(b) Deputy Principal Academics, Research & Consultancy who shall be the Secretary;(c) all instructors who shall be members;(d) the following administrative staff,<ol style="list-style-type: none">(i) senior administrative officer;(ii) senior accountant;(iii) senior procurement officer.(2) Functions of the training committee shall be as follows:<ol style="list-style-type: none">(a) to prepare reports concerning different awards and academic matters to the institute's Advisory Board and NACTE;(b) to review the courses offered and propose additions of new courses of different levels to the Advisory Board and National Accreditation Council for Technical Education (NACTE);(c) to release the semester or supplementary provisional examination results;(d) to approve students to be given prizes as per Institute prospectus;(e) to discuss and advice academic matters and its improvements;(f) to allocate subjects to instructors as per timetable; |

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Training Institute)*

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- (g) to propose the techniques of implementing and review the curricula;
(h) to review and approve the institute's curricula and syllabus;
(i) to receive and determine students appeals against punishment he received.
(3) The training committee shall convene monthly and when need arise.
- Composition and functions of Integrity and Disciplinary Committee
- 3.-(1) The composition and functions of the Integrity and Disciplinary Committee shall be as follows:
(a) Principal who shall be a Chairperson;
(b) Senior Administrative Officer who shall be Secretary; and
(c) any three senior staff members appointed by the Principal.
(2) Functions of the Integrity and Disciplinary Committee shall be as follows:
(a) to receive and determine cases of violation of work ethics at the Institute;
(b) to deal with corruption cases at the Institute (custodian of anti-corruption policy);
(c) to propose or recommend actions to be taken against a staff or members of staff who violate work ethics;
(d) any other duty that may be prescribed by the Ministerial Integrity and Disciplinary Committee.
(3) The Integrity and Disciplinary Committee may convene when need arise.
- Composition and functions of Examinations Committee
- 4.-(1) The composition and functions of the Examination Committee shall be as follows:
(a) Deputy Principal Academics, Research and Consultancy who shall be a Chairman;
(b) Examination Officer who shall be a Secretary;
(c) members shall be:
(i) Head of Department Wildlife Management and Law Enforcement;
(ii) Quality Assurance Officer;
(iii) Curriculum Development Officer;
(iv) Head of Department Wildlife Tourism.
(2) Functions of the Examination Committee shall be as follows:
(a) examination moderation;
(b) to select students who deserve to be prized as per examination policy or prospectus and submit the names to the training committee;
(c) to give verdict on the candidates' continuation, supplementary or repeat guided by end of semester or supplementary examination results and submit them to the Examination Board;
(d) to approve marking schemes of the end of semester examinations.
(3) The Committee shall convene before semester examinations and after marking of semester examinations or when need arise.
- Composition and functions of Quality Control and Assurance Committee
- 5.-(1) The composition of the Quality Control and Assurance Committee shall be as follows:
(a) Deputy Principal Academics, Research and Consultancy who shall be a Chairperson;
(b) Quality Assurance Officer who shall be a Secretary;
(c) members shall be-
(i) Procurement Officer
(ii) Examinations Officer;
(iii) Curriculum Development Officer;
(iv) Infrastructure Management and Project Development Officer;
(v) administrative officer;
(vi) Dean of Students;
(vii) students' representative;
(viii) two members from Advisory Board or other personnel appointed by the Principal.
(2) Functions of the Quality Control and Assurance Committee shall be as follows:
(a) to ensure that quality policies and objectives are set, implemented and evaluated;
(b) answerable to the advisory Board for the quality of different Institute equipment's and facilities;
(c) to receive and make evaluation on status of different Institute equipment and facilities;
(d) to check and approve quality of constructed buildings or repaired ones;

Composition
and functions
of Student
Disciplinary
Committee

- (e) to check and approve the quality of purchased equipment;
 - (f) to ensure the Institute provide the necessary inputs to enhance provision of quality education;
 - (g) to coordinate security activities and monitor their implementation;
 - (h) to evaluate security problems and take appropriate actions; and
 - (i) arrange daily roster for guards and their respective locations within the Institute.
- (3) The Committee shall convene three times a year or when need arise.

6.-(1) The composition of the Student Disciplinary Committee shall be as follows:

- (a) Deputy Principal Academics, Research & Consultancy who shall be a Chairman;
- (b) Dean of Students who shall be Secretary;
- (c) members shall be:
 - (i) Institute's Matron;
 - (ii) two Instructors appointed by the Principal;
 - (iii) two student's representatives; and
 - (iv) disciplinarian.

(2) Functions of the Student Disciplinary Committee shall be-

- (a) to receive reports of students misconduct;
 - (b) to assess students' conduct based on Institute Rules and Regulations;
 - (c) to interview culprits; and
 - (d) to advise the Principal on punishment or warning to be taken depending on the offender
- (3) The Disciplinary Committee shall convene quarterly or when the need arise.

SECOND SCHEDULE

(Made under regulation 12(1))

INSTITUTE'S STUDENTS UNIFORM SPECIFICATIONS

	FULL COMBATS Color: Jungle Green Material: Cotton 60% and Polyester 40% DESIGN OF A COMBAT TROUSER ➤ Two front pockets. ➤ Two back/rear pockets with flaps, each back/rear pocket with two buttons. ➤ Two cargo pockets with flaps, each cargo pocket with two buttons. ➤ Front closure with four buttons. ➤ Waist with three large belt loops and seven narrow belt loops. ➤ Bottom of the trouser with adjustable drawstring/draw cord leg closure for a secure fit. DESIGN OF A MILITARY COMBAT SHIRT ➤ Long sleeve shirt with cuff adjuster, three buttons cuff closure and button tab sleeve. ➤ Two flap closure pockets on each side of a chest with two buttons each. ➤ Soft stand-up collar with stays. ➤ Front closure with five buttons. ➤ Two bottom pockets (one to the left and another to the right) with flaps and two buttons each. ➤ Back adjuster with three buttons on each side. ➤ Shoulder strap parallel to the shoulder seam on each shoulder and the button near the collar. ➤ Bottom and middle adjustable drawstring. ➤ Insert the Pasiansi Wildlife Training Institute log (permanent press) on the left side of the shirt above the pocket (the picture of the log will be provided). DESIGN OF A MILITARY HAT Round with PWTI log (permanent press) in front of the hat as per master sample.
	GREEN T-SHIRTS SPECIFICATIONS ➤ Color: Green ➤ Material: Cotton:40%, Polyester 60% ➤ Insert the PWTI log (permanent press) (at the chest) as per master sample.

	WHITE T-SHIRTS SPECIFICATIONS ➤ Color: White ➤ Materials: Cotton 40%,Polyester 60% ➤ Insert the PWTI log (permanent press) (at the chest) as per master sample BLUE PT SHORTS ➤ Color: Blue ➤ Materials: Cotton 40%,Polyester 60% (ISTIM NO.1 ORIGINAL) as per master sample GREEN PT SHORTS ➤ Color: Green ➤ Materials: Cotton 35%,Polyester 65% (ISTIM NO.1 ORIGINAL) as per master sample	
	LONG MILITARY BOOT SPECIFICATIONS Color: black Sole: rubber sole Height: 8 inches Material: pure leather grade A (genuine cow leather) Printed upper leather Rubber heated material out sole Shoelaces: black shoelaces with tipped plastic aglets (plastic shoelace tips) Shoelace length: 100cm Composition shoelace: Nylon Number of lacing holes: 11 with black aluminium eyelets Plain spit and shine leather toe cap Plain shine back strap/cap Ripped steel shank at the middle Shock absorbing cushioned insole AS PER MASTER SAMPLE	

THIRD SCHEDULE

(Made under regulations 16(1)(a), 30(1)(c), 33(6) and 38(c))

FORMS

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PARAMILITARY TRAINING

MEDICAL EXAMINATION FORM

FIRST NAME.....SURNAME.....OTHER
NAMES.....
AGE.....
SEX.....TRIBE.....
MARITAL STATUS.....CITIZENSHIP.....

PERSONAL HISTORY

Is the examinee suffering from any of the following? Indicate Yes or No.

- | | |
|-------------------------------------|---------------|
| 1. Tuberculosis..... | 2. |
| Pneumonia..... | |
| 3. Pleurisy..... | 4. |
| Asthma..... | |
| 5. Rheumatic fever..... | 6. Allergy |
| disorder..... | |
| 7. Heart disease..... | 8. Gastric or |
| duodenal..... | |
| 9. Recurrent indigestion..... | 10. |
| Jaundice..... | |
| 11. Dysentery..... | 12. Varicose |
| veins..... | |
| 12. Kidney or urinary disease..... | 14. |
| Diabetes..... | |
| 15. Epilepsy..... | 16. |
| Deformity..... | |
| 17. Psychotic..... | 18. Eye |
| disorder..... | |
| 19. Ear, Nose, Throat disorder..... | 20. Skin |
| disease..... | |

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- | | |
|--|---------------------------------|
| 21. Anemia..... | 22. Gynecological disorder..... |
| 23. Malaria other topical disease..... | 24. Cholera..... |
| 25. Major or Minor operation..... | 26. Serious accidents..... |
| 27. Any other serious disorder..... | |

PHYSICAL EXAMINATION

- | | | |
|---|------------------|---------------------|
| 1. Height..... | 2.Weight..... | 3.Skin disease..... |
| 4. Eye conjunctivae | | |
| Pupils..... | | |
| Vision right..... | vision left..... | |
| 5. Please state condition of ENT: | | |
| Ears (if any discharge)..... | | |
| Mouth and throat..... | | |
| Nose..... | | |
| 6. Any abnormality..... | | |
| 7. Cardiovascular system..... | | |
| Blood Pressure systolic..... | | |
| Diastolic..... | | |
| Heart: Any Murmur..... | | |
| Arteries and veins..... | | |
| 8. Abdomen: | | |
| Hernia..... | | |
| Hydrocele..... | | |
| Mases..... | | |
| Liver..... | | |
| Kidneys..... | | |
| Rectal..... | | |
| Any clinical evidence of hyperacidity or gastric duodenal ulcer?..... | | |

LABORATORY

- 1.Urine albumen.....
 - Sugar.....
 - Bilharzia.....
2. Stool: Special emphasis on Hookworm or Bilharzia
3. Blood examination
 - Hemoglobin level.....
 - Neutrophils.....
 - Eusinophilis.....
 - Basophiles.....
 - Lymphocytes.....
 - Monocytes.....
 - ESR.....
4. X-ray examination - chest.....
5. Serology..... Widal test.....
- VDRL.....
6. Pregnant test.....
- Other relevant medical remarks.....

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CONCLUSION.

I have examined

MR/Mrs./Miss.....
.....and consider that he/she is/is not physically and mentally fit to attend a course
that involve physical exertion.

..... Dr.....

Date

Name

Signature

Title.....

Address

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FORM

NO. 2

INVIGILATOR'S REPORT FORM

This form must be completed after each examination and returned together with the candidates register and answer booklets.

Please report any incident whereby the normal conduct of the examination has been affected, for example, possession of unauthorized materials, late arrivals, noise disturbances, suspected student malpractice etc. and any action taken, for example, extra time allowed etc.

In the event of suspected student malpractice written evidence, for example, unauthorised notes etc. should be enclosed with this form. Please continue on additional sheet(s) and photocopy extra copies of this form, if necessary.

If no such disturbances have occurred, please tick the 'Nothing to Report' section and sign and date the form.

VENUE	
Date	
Course	
Module Code	
Module Name	
Pre-Exam Announcements Were Read Out <i>(please tick)</i>	
No illegal incidence to Report <i>(please tick)</i>	
Time of Incident	
Candidate <i>(Name & candidate number)</i>	
Details of incident: <i>(Please continue on a separate sheet if necessary)</i>	

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Additional material/evidence attached (<i>please specify</i>)	

Name of invigilator Sign

Name & signature of candidate purported to have committed examination irregularities

Name of candidate Sign

Witnesses (If any)

1. Name of other candidate Sign

2. Name of other invigilator Sign

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FORM NO. 3

SEMESTER EXAMINATION

CANDIDATE'S REGISTRATION FORM

COURSE: COURSE NO:

 MODULE CODE: WLT MODULE NAME
 DATE:/...../..... VENUE:

INVIGILATORS SIGNATURE NUMBER OF CANDIDATES ...

1.
 2.
 3.
 4.
 5.

S/N	NAME OF CANDIDATE	EXAMINATION NO.	BOOKLET NO.	SIGN
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

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12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				

FOURTH SCHEDULE

(Made under regulation 47)

OTHER EXAMINATION RULES

Grading system	1.-(1) Grading shall determine modular credit system and credits available for each course module as listed in the official course curriculum.
	(2) The grade awarded for any given course module shall be based on the final module mark expressed as a percentage and calculated to two decimal places awarded for that module, the grade awarded shall based on the following standards:

Percentage equivalents to Grade

NTA levels 4 and 5		
Grade	Definition	score
A	Excellent	80 – 100
B	Very Good	65 – 79
C	Good	50 - 64
D	Poor	40 - 49
F	Failure	0 - 39

- (a) Grades awarded for each course module are then converted into grade points on the basis of the following standards:

A = 4; B = 3; C = 2; D = 1; F = 0

- (b) At the end of the course program each student's final grade point average (GPA) is calculated and a student is awarded a class or division on the following GPA range:

Class of Award	Cumulative GPA
First Class (I)	3.5 – 4.0
Second Class (II)	3.0 – 3.4
Pass (III)	2.0 – 2.9
Fail	0.0 – 1.9

Pass Mark	2. The pass mark shall be 50% for continuous assessment and 50% for the end of semester examinations of each module.
Special rules	3. The scoring mark shall be as follows:
	(a) student scoring a cumulative grade point average (GPA) of less than 2.0 for both first and second end of semester examinations shall not be eligible for award of the respective certificate of the course;
	(b) a student with GPA of 2.0 and above but failed in one or more modules shall be required to sit for supplementary examination(s) in the respective module(s);
	(c) in a supplementary examination, a pass mark shall be recorded as 50%;
	(d) student sitting supplementary examination(s) shall pay examination fee as may be prescribed by the Board;
	(e) a student failing in supplementary examination in the first or second end of semester examination(s) shall be allowed to repeat the

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	module's examination(s) in the next academic year; Provided that, such student shall write a letter of request for sitting for the examination(s) sixty days prior to the date of the examination(s) and shall pay in the Institute's Bank account an amount to be prescribed by the Board for each module examination prior to registration;
	(f) the minimum pass mark shall be 50% for continuous assessment and 50% for end of semester examinations of each module;
	(g) a student scoring a cumulative grade point average (GPA) of less than 2.0 for both first and second end of semester examination is a failure and shall only be awarded a certificate of attendance.
	(2) Where the repeating student fails the examination(s) he may be awarded a certificate of attendance.
Procedure to postpone tests and examinations	4.-(1) A student may be allowed to postpone tests and examination for the reasons of-
	(a) ill health supported by a doctor's medical certificate;
	(b) financial problems; or
	(c) for any other reasons which in the opinion of the Principal is strong enough to prevent one from sitting for tests and examinations effectively.
	(2) A student who wish to postpone under subparagraph(1) shall write a letter of requesting for a postponement and address it to the Principal.
	(3) The Principal may approve or decline a request for postponement.
	(4) Where the Principal approves the request shall allow the student(s) to sit for the assignments, test(s) or examinations at an appropriate time.
Course assessment	5.-(1) A student shall be assessed by course assessment at the end of semester examination.
	(2) Course assessment is formed by timed tests, assignments and field practical, and shall be conducted for a module during each semester and which shall account marks to be determined in the Curriculum.
End of semester examination	6.-(1) End of semester examination is formed by modules with practical component and
	modules without practical component.
	(2) End of Semester examination shall accounts for marks as prescribed in the Curriculum.
Institute awards	7.-(1) There shall be Institute Awards which may be issued depending on the National Technical Award (NTA) level upon successful completion of a course.
	(2) The awards shall be-
	(a) Technician Certificate in Wildlife Management and Law Enforcement (TCWLE);
	(b) Basic Technician Certificate in Wildlife Management and Law Enforcement (BTCWLE); and
	(c) Certificate of Attendance in Wildlife Management and Law Enforcement.
Issuing of certificate and	8.-(1) Academic certificate and transcripts shall be issued to a successful candidate after thorough verification of results.
	(2) The Examinations Committee shall prepare a list of duly qualified

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transcripts	candidates and submit it to the Academic Officer for preparation of transcripts and academic certificates.
	(3) The Academic Officer shall prepare the transcripts and certificates and submit them to the Principal who shall then sign them.
	(4) The Principal shall submit the duly prepared and signed academic certificates to the Chairman of Advisory Board and Director of Wildlife for countersigning.
	(5) A candidate wishing to collect his transcript or academic certificate shall write a request letter to the Principal attached with a clearance form.
	(6) The academic or transcripts shall be issued to a student who has no any fee debt to the Institute.
	(7) A candidate collecting his transcript or statement of results shall pay a prescribed fee in the Institute's bank account and attach with a copy of the pay-in slip.
Loss of academic certificate	9.-(1) The Institute shall not re-issue another certificate where the first issued certificate has been lost. (2) Notwithstanding subregulation (1) the Institute may issue a duplicate certificate at a prescribed fee.
Destruction of student scripts	10.-(1) Marked final examinations answer scripts shall be kept in a secure and safe place and maintained by the Examinations Officer. (2) Students' scripts indicating may be destroyed twenty four months after the approval of results by the Training Committee; Provided that, after such period no appeal shall be entertained. (3) The Examinations Officer shall submit to the Training Committee a formal request to destroy student scripts indicating course module, year of study and number of scripts. (4) Upon receiving approval of the Training Committee to destroy the scripts, the Examinations Officer shall supervise in person the destruction process of the scripts which shall be done in a manner to avoid loss of any scripts. (5) The Examinations Officer shall prepare a written report and submit to the Training Committee explaining how the process of examination scripts destruction was conducted. (6) The Institute may at its discretion select some of the exceptionally best student answer scripts and keep them in the Institute Library or archives.
Prizes	11. Academic prizes offered by the Institute may be identified by types of prizes to be awarded for academic and non-academic excellences.

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FIFTH SCHEDULE

(Made under regulation 48)

PASIANSI WILDLIFE TRAINING INSTITUTE

STUDENT'S BY-LAWS, 2020

Citation	1. These By-Laws may be cited as Pasiansi Wildlife Training Institute Student's By-Laws, 2020 and shall apply to all students.
Application	2. These By - laws shall apply to all students of the Institute.
Major prohibitions to students in Institute Campus	3.-(1) A student shall not, while in the Institute campus-
	(a) go outside the main campus or any other designated training camp outside the main campus without prior permission from the Principal;
	(b) stay outside the main campus after mid night without permission of the Principal;
	(c) travel out of Mwanza City without principal permission;
	(d) invite any guest or visitor in the dormitory or in any designated training area;
	(e) enter in opposite sex dormitories without prior permission from the principal;
	(f) oppose the punishment given by the Instructor;
	(g) oppose instructions given by the Instructor;
	(h) have sex or love affairs within the Institute or any designated training area;
	(i) lactate or be pregnant during the relevant academic year;
	(j) possess or use any form of intoxicant including alcohol, drugs, marijuana or any related substances;
	(k) steal or be found in possession of stolen property;
	(l) engage in fighting, beating or quarrelling with anyone within the campus or any designated training area;
	(m) report any complain to police or any other authority without permission from the Principal where the source of the complaint has arisen within the Institute;
	(n) gain money or any property by means of fraud;
	(o) lie or cheating;
	(p) discriminate or harass his fellow student or anybody on grounds of sex, tribe, religion, nationality, ethnicity, marital status or disability;
	(q) disrespect instructor, staff or any other person; and
	(r) disclose secret or any confidential information of the Institute.
	(2) A student who contravene this paragraph shall be expelled from the Institute.

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	(3) Any student who is liable to be dismissed under this paragraph has the right to appeal in writing to the Chairman of the Board.
Medium prohibitions to students in Institute Campus	4. A student shall not, while in the Institute campus- (a) visit staff premises without permission; (b) ignore to follow the timetable; (c) use any institute's equipment, tool or any device without permission; (d) change, transfer, or repair any system of electricity, water pipes, or any equipment related to the institute's infrastructure; (e) cook, boil or use heater; (f) change Institute uniform in any way or style without permission; (g) smoking cigarette, tobacco or sniffing in campus or any designated training area; and (h) delay from returning back according to the time specified in the permission given without justifiable reasons.
	(2) A student who contravene this paragraph shall be suspended for a period of not less than two weeks and not more than four weeks and on repetition to be expelled from the Institute.
	(3) Any student who is suspended and is expected to attend an examination, test or assignment shall be required to do the same at his own cost as may be arranged by the Institute.
	(4) Where a student is suspended for four consecutive weeks shall be required to repeat the year at his own cost.
	(5) Any student who is convicted by the court of law shall be expelled from the Institute.
Minor prohibitions to students in Institute Campus	5.(1) A student shall not, while in the Institute Campus- (a) be filthy, keep long hair and beard; (b) appear without a uniform during study period and extra curricula activities; (c) leave their bed undressed, without cleaning their dormitories or designated area; (d) carry food outside the dining hall without permission; (e) enter the kitchen except members of food committee; (f) dispose wastes in undesignated areas; (g) switch on radio, television, or any music instrument in a loud voice or making noise; (h) make a call or picking up phone calls during study hours; (i) be late in class sessions or extra-curricular activities; (j) mix up uniforms; (k) swim, wash or fetch water in rivers, lakes or any water bodies without permission from the Principal; and (l) seek medical treatment without sick sheet.
	(2) A student who contravene this paragraph shall receive a minor punishment as specified under Institute paramilitary code and on repetition, be suspended for a period of not less than two weeks and not more that four weeks.

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Instructions to students	6.-(1) Students may be allowed to go out of the campus on Saturdays, Sundays and holidays after elapse of the first six weeks of academic year or as may be determined by the principal.
	(2) Students may receive visitors on Saturdays, Sundays and holidays from 8:00 a.m. to 5:45 p.m. after elapse of first six weeks of an academic year.
Amendment of By- laws	7. These by-laws may be amended at any time if the Institute management considers that it is appropriate to do so.

Dodoma,
19th October, 2020

HAMISI A. KIGWANGALLA
*Minister for Natural Resources and
Tourism*