



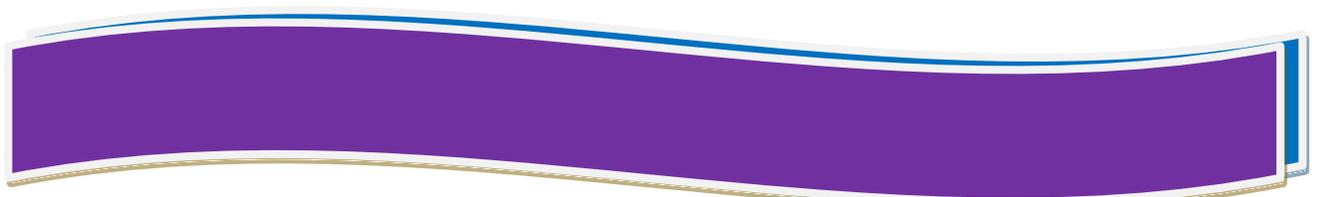
TO LEARN TO SERVE

# ST JOHN'S UNIVERSITY OF TANZANIA



## STUDENT HANDBOOK

2022



# STUDENT HANDBOOK 2022

## The Vice Chancellor's Message



I am pleased to welcome you to St John's University of Tanzania (SJUT) located in Dodoma, the capital city of Tanzania. Our university is a Christian oriented university owned by the Anglican Church of Tanzania (ACT). The university does not discriminate on the basis of religion, race, gender identity or any other divisive characteristics. The St John's University of Tanzania is an appropriate choice for you to undergo training and fulfill your future expectations as it offers a wide range of academic programmes as shown on our website. We offer a holistic education for your intellectual, social and spiritual growth. Our motto is: **TO LEARN TO SERVE**. We welcome you to study at St John's University of Tanzania.

Prof. Yohana P. Msanjila  
**Vice Chancellor**

# STUDENT HANDBOOK



Diploma Nursing students with their instructor doing demonstration at SJUT Nursing Skills Laboratory

2022

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## CHAPTER ONE

### NATURE AND CHARACTER OF THE UNIVERSITY

#### PART I

##### 1. Identity

**(a) Our Vision**

To be a distinguished Christian University of global standards developing humankind holistically To Learn to Serve.

**(b) Our Mission**

To provide and maintain high quality teaching and learning in disciplines essential for socio-economic development and transformation; to undertake research, innovation and consultancy; and to engage with the community within which we serve.

**(c) Our General Objectives**

- (i) To advance the knowledge transfer from one generation to another in the fields of arts, sciences, research, technology and learning.
- (ii) To provide higher education facilities, to conduct research, disseminate and utilize research findings for improvement of the community's wellbeing.
- (iii) To ensure the process of mentoring of the intellectual, aesthetic and social growth of students' attitudes.

**(d) As a Christian University**

St John's University is committed to the Lordship of Jesus Christ and the proclamation of the Gospel, seeks to explore the tension between Christian and societal values in order to engender spiritual growth, and high moral principles. The St John's University of Tanzania celebrates other traditions of faith and hopes to learn to live together with persons of all faiths and traditions.

**(e) As an Anglican University**

Education at St John's University of Tanzania is pursued in the context of the Anglican understanding of the Christian faith, and is distinguished by the conviction that human experience must be understood in the light of God's revelation in the person and Ministry of Jesus Christ. Education at St John's University therefore aims to serve God's purpose in getting where the Gospel is freely proclaimed, reflected upon, related to all that is known, and where the Christian life of love, forgiveness and service is nurtured by precept and example. All students should abide with rules and regulations of St John's University of Tanzania as a Christian University under Anglican Church of Tanzania.

**(f) As a Socially Responsible University**

St John's University of Tanzania aims to prepare graduates to lead lives of service. Its target is to send into professional and managerial ranks, graduates accustomed to searching out areas of need and addressing those needs with skills acquired or strengthened at St John's University of Tanzania.

**(g) As an International University**

St John's University of Tanzania seeks to bring the World to Dodoma City the capital of a beautiful Land-Tanzania.

**2. Education at St John's University of Tanzania**

**(a) Academic Excellence**

Academic excellence in teaching, research and service to the community is well recognised and forms an important and integral part of the academic and organizational life of the University.

**(b) Academic Integrity**

All our academic outputs are produced in line with the international quality assurance of academic integrity to be enhanced by the introduction of quality control of academic and organizational life of the University.

**(c) Academic Freedom**

We recognise the spirit of free and critical thought and enquiry, through tolerance of a diversity of beliefs and understanding as well as fostering open exchange of ideas and knowledge amongst the staff and/or students.

**(d) Teaching and Learning**

We create a holistic teaching and learning environment, which is student-centred and provide facilities for students such as lecture theatres, classrooms, laboratories, library, sports grounds etc. with social, cultural and recreational opportunities that will facilitate the full realization of their potential for academic and personal growth.

**(e) Research Relevance**

We ensure that research addresses relevant national or social problems, as well as taking into account the need for the global village.

**(f) Information Communication Technology**

We recognise the importance and use of Information and Communication Technology in academic delivery and management.

**(g) Professional and Ethical Standards**

We subscribe to professional and ethical standards by upholding the highest professional standards and ethical behavior through openness, honesty, tolerance, quality, integrity, service and respect to individuals in all disciplines.

**3. Student Life at St John's University of Tanzania**

**(a) Religious and Ethnic Diversity**

Although the Anglican Church of Tanzania wholly owns the University, students from all walks of life are welcome and have equal opportunity to academics and related services, and that the University community will be comprised of individuals from a wide range of ethnic, national and religious backgrounds, reflecting the diversity of Tanzania.

**(b) Counseling**

All students with personal problems whether or not related to study will have access to counselling and advice services at the University Counselling Bureau. Students at St John's University are encouraged to talk about their difficulties; whether emotional, academic or involving relationships, in order to find a way forward. Confidentiality is ensured.

**(c) Accommodation**

Because we understand that the right accommodation is an important factor in the student's life and performance, we are constantly working to improve the accommodation facilities. We also encourage private companies and individuals in the country to invest in modern students' accommodation facilities in Dodoma so that they cater for the growing demand for such facilities.

**(d) Chapel Services**

Morning glory held daily from 5:00 am to 8:00 am, Evening prayer from 07:00 pm to 08:00 pm at the University Chapel. The Chaplain to the University is a full-time member of staff responsible for the spiritual care of students of all faiths and staff and he is always available for counselling services.

**(e) Community Chapel**

In addition to chapel services there is a general Christian Fellowship (Community Chapel) every Tuesday between 10:00 to 11:00 am for all Christians and for the cause of Christian Unity. Members of all Christian denominations are recommended to attend to further enhance this Christian Unity, bearing in mind that the Church of Christ is one but having many denominations. Through the Christian Fellowship, students will discover more what they have in common for further promotion of the concept of Christian Unity.

**(f) Friday Fellowship**

Friday fellowship is intended for students from every denomination to have its own fellowship on every Friday from 12:00 pm to 1:00 pm.

## **PART II**

### **1. Applicability of Sections**

The terms defined in the Citation, Section 2 of Chapter Five (Students By-Laws), shall be construed as to apply to the whole Student Handbook.

### **2. General Information**

The St John's University of Tanzania Student Handbook contains detailed information about the Registration, Library Code of Conduct, E-Library and Laboratory Policy, Student affairs Policy, Accommodation Policy and By-Laws. The Student Handbook directs the student about Examination Regulations.

**(a) Registration**

All important information about registration is found in this part. Students are required to know the registration procedures and regulations of the University.

**(b) Examination Regulations**

The Examination Regulations are contained in a separate booklet. The regulations are the centre of the academic life of the student. Every student must have a copy of the booklet.

**(c) Library Code of Conduct and Regulations**

The library is a very essential part of the academic life of students at this University. In order to make full use of this facility, a code of conduct and a set of regulations have been laid down for students to follow.

**(d) E-library and Computer Laboratory Policy**

In the modern academic life, students would not only depend on the University library alone. They will have access to other on-line libraries through this facility. It is for this reason there is a policy that will guide this essential service.

**(e) Students Affairs, Policy and By-laws**

This is the centre of student's social life at this University. There is a guiding policy of how students should carry out their affairs in a Christian University like SJUT. The students' by-laws will facilitate the smooth running of students' affairs in a more legal and organised manner to make students learn to serve.

**3. Registration Information**

**(a) Student Admission**

- (i) Joining instructions will be sent to successful applicants at the time they receive an offer of a place, indicating the date on which they should report for the Registration and Orientation Programme. University requirements and other necessary information will accompany the joining instructions.
- (ii) Students will join the university through sending their application at the university through online platform under '**Students Information Management System**' (SIMS) and their names will be sent to TCU and NACTE for verification process.
- (iii) Admission is conditional upon the receipt of satisfactory Medical Report from the recognised Government Medical Officer. Every student must belong to a Health Insurance Policy of his choice which is operational nation-wide and which handles a wider spectrum of diseases.
- (iv) No student enrolled in the university may enroll for a degree programme at any other Higher Educational Institution without special permission in writing, from the Deputy Vice Chancellor Academics, under the recommendation of the Senate.

**(b) Student Registration**

- (i) The registration period is two (2) weeks or fourteen (14) days. Failure to complete registration during this period may result in the withdrawal of the offer of a place.
- (ii) Students will be registered under the names appearing on the certificates they submitted for their application. Once registered, names may not be changed unless legal procedures are followed. No change of names will be allowed in the final year of study.

**(c) Students' Identity Cards**

- (i) Students will be issued with identity cards (ID). Registered students must carry with them ID cards at all times at the university compound.
- (ii) The identity card is not transferable and any fraudulent use may result in the loss of student privileges or suspension.
- (iii) Loss of an identity card should be reported to the office of Dean of Students who will cause to be issued a replacement upon payment of a fee of Tshs. 15,000/= . The stated amount may be subjected to change from time to time.

**(d) Student Accommodation**

Students should respect and implement the University's accommodation policy as provided in chapter four.

**(e) Payment of University Fees**

- (i) Tuition fees are payable in full at the beginning of each academic year or in two equal instalments each at the beginning of each semester. The students are also required to pay compulsory charges as provided in the joining instructions. No student be allowed to register or attend classes unless the required fees have been paid.
- (ii) Students will create their payment bills through Student Information Management System (SIMS). All necessary information will be displayed on student's individual account. For example, Student names, Registration number, Program of study, Year of study, control number and the amount to be paid.

**(f) University Refund Policy**

- (i) The University shall not refund an overpayment while a student is enrolled, but shall carry credits forward to subsequent academic years.
- (ii) Fees will not be refunded if a student withdraws or leaves the University without permission or justified cause. If a student is expelled or absconds after the first three months of the academic year, fees will not be refunded.
- (iii) The University refund policy for a student with a multiple sponsorship is to pay back the money to one of the sponsors of the student. The normal procedure is to carry forward the fees to the student's next year of study.
- (iv) Should SJUT make any refund for fees overpayment it will charge a withdrawal fee at a rate to be determined to offset ledger fee costs charged by the banks for the transaction.

**(g) The University Fee Structure**

The University fee structure for courses and programmes is subject to periodic reviews and change whenever the University Management considers it economically expedient. Students will be duly informed and in good time of any changes in the University fees.

**(h) Postponement of Studies**

- (i) Students may be allowed to postpone studies after the start of the academic year for exceptional reasons such as serious ill-health or social problems. Permission to postpone studies shall be considered by the Deputy Vice Chancellor Academics after the student has produced convincing reasons for postponement.
- (ii) Both the requests for postponement and later on resumption of studies must be routed through the Dean of Faculty or school and the copy to be submitted to the Dean of Students.
- (iii) A student postponing studies must make sure he gets a written permission to that effect before leaving the University.
- (iv) A student allowed to postpone studies will be re-admitted if only he writes a reminder to the Deputy Vice Chancellor Academics before the following academic year, a copy shall be sent to the Dean/Director of Faculty/School and the Dean of Students. Any prolongation of postponement (if any) should be requested at this time and cannot exceed two academic years.
- (v) A student who is a Higher Education Students Loans Board beneficiary should apply on-line for a loan before resuming studies in order to be considered for a further loan.

**(i) Discontinuation from Studies**

- (i) A student discontinued on academic grounds from a degree programme shall not be re-admitted to the same programme until two years have elapsed, but may be admitted to a different programme.
- (ii) A student may be discontinued from studies for reasons of poor academic performance or by expulsion on disciplinary grounds.
- (iii) A student expelled on disciplinary grounds may re-apply to join the University after staying out of the University for two years and will apply to be admitted into the first year of study.

**(j) Adherence to the Students' By-Laws**

- (i) All students shall commit themselves in writing to abide by the University Rules and Regulations, Student By-Laws and student Code of Conduct. A copy of these documents shall be made available to the students, either separately or in the Handbook.
- (ii) Ignorance of the law, rules and regulations of the University by a student is no defence or excuse against an offence committed by the student.
- (iii) Students shall make sure they read, understand and obey the requirements of this Student Handbook and the SOSJUT Constitution.

**(k) Requirement for Course Materials**

Every student shall buy for himself a set of equipment or Faculty Requirements relevant to and for use in his course of study. The Faculty/School Dean/Director will recommend a list of such equipment to the students for them to buy.

**4. Matters Appertain to Graduation**

**(a) Cleaning up List of Graduands**

Before graduation of students in the final year there shall be a list cleaning up of the graduands to make sure the list is in order. The cleaning up will include:

- (i) Making sure the right students are presented for graduation.
- (ii) Checking that the correct names appear as per registration records.
- (iii) Reminding all continuing students to mind their personal records so that they put them in order long before graduation is due.
- (iv) Students should write to the DVCA (through the Examination and Admission officer) on any irregularity in their names four (4) months before graduation time to avoid last minute rush and disappointment.

**(b) Collection of Certificates and Academic Transcripts**

- (i) Certificates and transcripts may be collected soon after graduation.
- (ii) The Certificates and transcripts shall be collected from the issuing officer at the same day lodged with the Examinations Office.
- (iii) Continuing students may collect statements of results continually if they have convincing reasons for doing so.
- (iv) The student shall have to pay TZS 6,000 (six thousand) for the provision of Provisional Results. This cost is subjected to revision
- (v) Student should have completed paying all university fees before sitting their final examinations
- (vi) Those staying off-campus should also have paid up their accommodation rents to their landlords so as to keep SJUT in good books with the off-campus accommodation providers.

**Disclaimer: *SJUT Management will not be responsible for the collection of Debts for the landlords.***

**(c) No Collection of Certificates by Proxy**

Strictly, the practice for collection of a certificate and/or transcript is by the owner of the certificate and transcript. Collection of transcripts and/or certificates by a proxy is not allowed.

**(d) Custody fee on Certificates Collection**

- (i) The uncollected certificates will be kept by the University for the maximum period of one year without a student paying penalty charges. After one year of graduation, students who have not collected their certificates, will be required to pay a custody fee of TZS 5,000.00 (five thousand) per month before collecting his or her certificates.
- (ii) If student fails to collect his/her certificates, a debt collector will be appointed to collect the fee and the cost for engaging the debt collector will be borne by the student

## **5. Keeping Abreast of News and Announcements**

- (a) The Student Information Management System (SIMS) is the chief means of communication at the University. Every student is advised to login on his/her account to access university new/announcements and other updates.
- (b) The notice board is another means of communication at the University. Students are urged to read notices daily. A student not responding in time to the requirements of a notice by a competent organ may be contacted by phone at his own expense.
- (c) To strengthen and enhance communication between the students and the Administration every student shall give to the Admission Officer his most current and commonly used phone number for use in case of need.

## CHAPTER TWO

### STUDENTS' AFFAIRS POLICY

#### PART I

#### 1. Introduction

##### (a) Christian Ethos of the University in Relation to Students' Affairs Policy

SJUT is a Christian University under the ownership of the Anglican Church of Tanzania. It is for this reason that student affairs and by laws shall be built on Christian ethos of the University through the rule of faith summed up in the following words, "seeking to love God with all our hearts as he has revealed himself to us" and the rule of life, summed up in the following words, "seeking to love our neighbors as ourselves". In upholding this Christian ethos therefore SJUT shall expect students to respect public times of worship and rest, respect legitimate authority of the state, the family, the Church and the University. SJUT shall expect students to tell the truth and renounce all forms of plagiarism, and false testimony. At SJUT men and women will dress decently and treat each other with decency and purity. We uphold human and civil rights of persons regardless of faith and religion, race, ethnic groups and gender.

##### (b) University Centre for Counseling

The St John's University of Tanzania will establish a fully-fledged centre that will attend the ever-increasing needs of students and effect comfortable counselling. Students have a variety of problems ranging from social, academic, psychological, economic to personal which the university has to address.

#### 2. Students Services

##### (a) General Personal Counseling

- (i) SJUT through the Dean of Students' Office, Academic Advisors, Student Government, student peers, etc. shall provide and facilitate the provision of general counselling services.
- (ii) SJUT shall strive to establish and strengthen the capacity of counselling through employment of trained counsellors in order to suffice the need and network with qualified counselling experts.
- (iii) SJUT shall, in collaboration with psychiatric staff offer mental health counselling/psychotherapy and make referrals when needed.
- (iv) The responsibilities of Student Administrators shall be separated into two different activities: counselling and discipline enforcement
- (v) SJUT shall strive to facilitate the provision of adequate space for administration of counselling services

##### (b) Spiritual Counseling

- (i) SJUT shall network with religious leaders to assist the students to become good leaders.
- (ii) SJUT shall assist, through the Christian staff on campus, to liaise with an impartial counsellor seasoned in Christian doctrine.
- (iii) SJUT through the Moslems on campus should cite an impartial Sheikh who

will assist in providing counselling services to the Moslems.

- (iv) SJUT should set a mechanism for ensuring coordination between spiritual counsellors and the Dean of Students' Office.

**(c) Career Guidance**

- (i) SJUT shall encourage students to be job-creators and not job-seekers through entrepreneur training.
- (ii) SJUT may facilitate and encourage relevant placement of its graduates through possible sources like communicating with employment sources and others.

**(d) Sports and Games Objectives**

- (i) Establishing office of the sports and games and later establishing it as a department in the Directorate of Students Services.
- (ii) Developing proper and acceptable sports and game programmes which do not interfere with academic programmes. Conducive situation should be created to allow both staff and students participate in sports and games.
- (iii) The University Calendar shall be made to recognize that students need to recreate themselves in sports, play games and that they need to participate in the competitions organized by institutions of higher learning within and outside the university.
- (iv) The annual University budget for sports and games shall take into account the annual sports events organized by the various bodies for students in the institutions of higher learning. It shall also take into account sports and games facilities and equipment required by the Sports and Games office.
- (v) SJUT will encourage gender equity and access to sports facilities.

**(e) Students Governance**

- (i) The students' affairs policy can be realized if student leaders capitalize on their strength to engage the appropriate impelling forces for development and effectively avoid impediments. The principles, which students must capitalize on are answerability to SJUT management, student unity, social cohesion, peace and stability.

The present challenge ahead is to ensure that deliberate efforts are made to rekindle the hope, confidence, faith and commitment between Students Government and the SJUT Management. The following are three key forces and potentials that need to be promoted and utilized: a developmental mindset imbued with confidence, commitment and empowering culture; competence and a spirit of competitiveness; good governance and the rule of law.

- (ii) The University has established a Students Organization (SOSJUT) to govern and manage student affairs. For crisis free management of the University the SOSJUT and SJUT administrative hierarchies must be utilized to the full by all the students.

**(f) Developmental Mindset and Empowering Culture**

A progressive and development orientated culture needs to be inculcated into the student's way of life, orientation to the goals of development vision, a culture of

self-development, hard work, responsible saving, investment, self-confidence and reasonable self-esteem.

**(g) Developmental Community Spirit**

A positive community spirit well balanced with individual initiative in the promotion and management of socio-economic development activities and in other national affairs at all levels of society, shall be developed by inculcating a culture of sharing ideas and facilities within the students' community and between students and the community as a way of pooling together resources for the good of all.

**(h) Adjudicatory and Control Services**

- (i) The University shall enforce self-discipline in all the students and ensure a just and participatory dispute settlement, mediation and conflict resolution system in which students and their participatory organs at hall, faculty and other levels are involved.
- (ii) The University after considering all aspects of its interests and the merits of each student's case may provide limited legal support /aid to students involved in civil offences.
- (iii) The University may permit students with serious urgent cases leave of absence to attend funerals of their beloved if the cases occur during weekend days provided procedures are then followed to formalize the request for leave.
- (iv) The University policy is that when a student submits a request for postponement of studies he should continue with studies until such request is consented and permission granted.
- (v) The student postponing studies should not leave the University until the letter allowing him to postpone is given to him.
- (vi) The University shall institute mechanism to let its student government account for its expenditure. Students budget expenditure shall be audited by the SJUT Internal Auditor to encourage the student leadership be responsible to their fellow students.

**(i) Students Activities**

St John's University of Tanzania shall make sure students' activities are promoted and realized.

- a) Encouragement will be required from the University in order to facilitate students with sports gear and push the same to engage in and organize student activities. They should have the spirit of helping each other in the development of activities.
- b) SJUT shall persuade students to volunteer for community service activities. SJUT shall encourage students' involvement in projects and self-reliance activities in and outside the University for their self-enrichment and that of the community.

## **PART II**

### **POLICY STATEMENTS ON STUDENT AFFAIRS**

#### **1. On Counseling**

- (a) SJUT has counselling office staff.
- (b) SJUT to publicize counselling and employ enough counselling staff.
- (c) Students' organization to convince their fellow students to use counselling services.
- (d) SJUT enrolls a few students with disabilities and strives to make available special accommodation and infrastructure for the disabled:
  - (i) A special unit to deal with students with disabilities will be established.
  - (ii) To encourage sponsors in funding necessary facilities for disabled students.

#### **2. On Student Residence**

- (a) SJUT through the Dean of Students Office shall facilitate students' access to decent and affordable housing facilities both within university owned facilities and off campus- housing facilities as much as it is practicable.
- (b) SJUT to ensure, where feasible that accommodation needs of various groups such as students with mental and physical disabilities, and foreign students are met.
- (c) Expectant mothers (students) shall be advised and encouraged to look for safe accommodation off campus. They should vacate campus residence when they are in pregnancy for five (5) months to the delivery date.
- (d) SJUT is to ensure that housing facilities are of a quality conducive to students' academic and social life.
- (e) SJUT is to encourage students' adherence to tenancy agreement conditions, residence regulations and fire safety rules.

#### **3. On Health Services**

- (a) SJUT is to ensure that students have access to quality and cost- effective curative and preventive health services.
- (b) A Student falling ill during semester period will get a sick sheet from the Dean of Students' office as a first step before he/she goes for treatment at the University Dispensary or at another hospital with the referral of the SJUT Medical Officer.
- (c) SJUT shall ensure that all necessary equipment and facilities for provision of curative and preventive health care are provided and well maintained.
- (d) SJUT shall assist students admitted at the campus dispensary, or other referral hospitals
- (e) SJUT dispensary to facilitate students' access to specialized treatment not provided at the dispensary
- (f) SJUT to ensure first aid kits and firefighting equipment are provided in halls of residence and classroom blocks

#### **4. On Catering Services**

- (a) SJUT shall provide the necessary facilities for provision of catering services.
- (b) SJUT is to ensure that quality-catering services are provided to students in terms of decent eating-places, healthy menus at affordable prices, appropriate and clean cooking facilities, conveniently run services.
- (c) SJUT is to encourage safe environment for provision of catering services.
- (d) SJUT may periodically review catering services provision for the purpose of ensuring that quality services are provided.

#### **5. On Services for Students with Special Needs**

- (a) SJUT shall ensure that it provides equal access to substantive curricular offerings and appropriate related services for all students.
- (b) SJUT has to ensure independence, empowerment, integration and inclusion of students with disabilities in the academic community.
- (c) SJUT is to provide an enabling environment for students with disabilities to participate fully in educational and social activities offered at the university.
- (d) SJUT may provide room for consideration of the needs of students with disabilities in designing the curriculum, delivery of lectures, independent studying, assessment procedure and examining students.
- (e) SJUT is to encourage students with disabilities to disclose their disabilities upon admission to ensure that the necessary support is provided.
- (f) SJUT is to encourage members of the community to respect and treat students with disabilities on equal basis with all others.
- (g) The university shall honour reasonable requests for accommodation of temporary disabilities such as physical injury, illness and counselling on pregnancy.
- (h) The university shall recognize and provide accommodation of students with learning disabilities i.e., disorders inhibiting student's abilities to comprehend issues such as: developmental articulation disorders, expressive language disorders, receptive disorders, reading disorders (dyslexia), writing disorders, arithmetic disorders (dyscalculia) and difficulties with coordination, self-control, attention, anxiety etc.

#### **6. On Student Bereavement**

- (a) SJUT ensures that students under distress do receive sufficient help.
- (b) SJUT will always work towards improving the handling of students' bereavements.
- (c) SJUT ensures that the bereaved are facilitated through laid down procedures

#### **7. Students' Dress Code Standards**

The SJUT Dress Code is based on the fundamental question of character improvement and maintenance. In turn character improved and maintenance are based upon a person's own introspection and re-discovery of what one is, what he does, why and how he does it and for what or whose benefit. Introspection includes self-examination, self assessment and self evaluation. The SJUT community member must think critically about his behavioral conduct because he is at the University to serve or "to

learn to serve” the community. The Following are the guidelines on the decent dress to be used at the University campus, hostels, events sponsored by university and at any event where students are attending in the name or representing the institution outside the university.

**(a) Women’s Clothing**

Unacceptable clothes for women include:

- (i) Gowns or skirts hanging above the knees. The knee joints should be well covered by the skirt or gown.
- (ii) Transparent dresses of any kinds which are not supported by a reasonably heavy underskirt.
- (iii) Clothes with slits above the knees.
- (iv) Tightly fitting clothes and skin tights.
- (v) Dresses exposing the stomach, breasts, waist, thighs and such other clothes as tops, low cuts and pants of all kinds.
- (vi) Excessive Over- adornment with neck-laces, bangles, earrings or other jewelers and make-up which make someone look showy.
- (vii) All kinds of shorts except during sports and games
- (viii) Any cloth covering the face thus hiding identity.

**(b) Men’s Clothing**

Prohibited men’s wear is:

- (i) Slovenly looking clothes such as ‘mlegezo’ trousers and shorts, which also show the underwear.
- (ii) All kinds of shorts except during sports and games
- (iii) Un- buttoned shirts and sleeveless shirts.
- (iv) Clothing that reveals the torso.
- (v) Head stockings, caps (other than religious head wear eg. the muslim cap), hoods and bandannas worn round the head.
- (vi) Men should not wear plaited hair, dread-locks, earrings, ornamental beads. The chains that will be allowed are the religious chains bearing the cross or medal.
- (vii) Turbans worn alone or over caps.
- (viii) Robes (kanzu): They are not an official wear: therefore, they are not generally accepted. These may be worn only during times of prayer or when students are going or coming back from prayers

**8. On Student Conduct**

- (a) Students shall observe the University Student Dress Code as a mark of decency, self-respect and general acceptability to the community
- (b) SJUT students are not permitted to use addictive substances for example alcohol, drug abuse, opium, tobacco etc in the university compound.
- (c) SJUT prohibits the use, sale and possession of unauthorized drugs or related products within the university premises.
- (d) SJUT shall prohibit sale, use and possession of firearms or weapons by students within its premises
- (e) SJUT shall deal with heavily indebted students (particularly out borrowing money from people) who do not make an effort to pay their debts

- (f) Above all: -
  - (i) The University insists on good student conduct and decent personal deportment at all times.
  - (ii) The student shall not behave or act in a manner that endangers his own or other people's health and wellbeing.

## CHAPTER THREE

### LIBRARY CODE OF CONDUCT AND REGULATIONS

#### 1. General

##### (a) Mission

To acquire, organize, and provide access and guidance to a wide variety of information and materials which would help to fulfill the intellectual, educational, spiritual, social, and recreational needs of both the academic community: lecturers and students, and members of the administration.

##### (b) Goal

The main purpose of the library is to ensure that users receive services adapted to their needs and materials appropriate for their use. The library will also ensure that users of this institution are able to access information electronically for the same purpose.

#### 2. Admission for Use of the Library

##### (a) Accessibility to Library Facilities

All members of the University Council, members of the academic community: teachers and registered students, and members of the administrative staff are entitled to the use of the library as readers.

However, the Director may admit other authorized persons who are not members of the University to use the library. The Director may also reserve the right, subject to the approval of the Library Committee, any person from the use of the library owing to persistent disregard of the library rules and regulations, or for any other adequate cause which shall be considered to be undesirable, in the Director's judgment. Suspension of student defaulters shall be effective until such time as their cases shall have been considered by the Student Disciplinary Committee.

##### (b) Library Membership Registration

No person may exercise the privilege of borrowing library materials unless he has filled out a borrower's registration form at the library desk to activate his library membership status. That signifies that the borrower will have read library rules and agreed to abide by them.

- (i) There shall be a Semester Library Registration of students, which shall be concurrent with their registration for courses for that academic year. Any student holding overdue library materials will not be registered in the library until he returns the materials and pays the fine, and will therefore be unable to borrow books.
- (ii) After activating his membership status, the applicant will now be able to access the library database and borrow library materials from both the Special Reserve (SR) and the Lending Library.
- (iii) Students will be responsible for any library items borrowed using their

“ID and Smart Card”. Approved and registered users of the library shall present their bar-coded or electronically-tagged identity cards to borrow books from the regular collection (Lending Section).

(c) **Use of Special Collection**

Materials in the Special Collection are open to all registered users entitled under 2(a) above. All materials in the closed access within the special collection will be issued for reference purposes only against a reader’s identity card.

(d) **Borrowing of Books - General**

The right of borrowing is accorded to the persons mentioned in 2(a) above, but the prior approval of the Director or his designee shall be necessary in the case of persons who are not members of the University. They will be classified as “External Borrowers”, and may borrow upon payment of US \$30 or its equivalent in Tanzanian shillings as library user’s fee per academic year.

- (i) All borrowers shall be required to present their identity cards t respective issue points of the library.
- (ii) The Director shall reserve the right, subject to the approval of the Library Committee, to prohibit or to restrict the borrowing of certain classes of materials and of individual works. There shall be a clear indication in such materials that they may not be borrowed or that borrowing them is restricted.
- (iii) No material shall be removed from the library until it has been officially issued to the borrower at the issue desk.
- (iv) For all borrowers, except in the case of certain specified items, the loan period shall be two weeks. The book or material may be renewed for a further period if their item or document has not been reserved by another reader.
- (v) The loan period during vacation shall be the duration of such a vacation. All materials may be subject to recall by the supervisor.
- (vi) The borrower in whose name a book is borrowed shall be solely responsible for returning it
- (vii) There shall be clearance of Library materials at the end of each Academic Semester whereby books held by each and every borrower shall be returned to the library.  
Thereafter the borrower who is continuing association with the University by study or employment may borrow for the vacation only. At the beginning of each academic semester readers shall clear their vacation and other loans. Readers who do not comply will have their borrowing privileges suspended, including that of the use of Special Reserve.
- (viii) The Bursar shall not refund any deposit or caution money due to a student whose course terminates at the end of the session and who has not returned library materials until all materials have been returned. An amount equal to the fine will then be charged against the deposit.
- (ix) The Director reserves the right to recall any book before the date on which it is due. The Director may require that all books be returned when stock inspection is to take place.
- (x) The number of items which an undergraduate may have on loan at any one

time shall not exceed five (or for graduate students not more than ten volumes), while the number of volumes which an academic member of staff may have on loan from the library at one time shall not exceed fifteen. If sufficient reason is given the Director may upon application, allow an increase in the number of books borrowed.

- (xi) Books may be reserved for borrowing. However, they will be returned to the shelves if not claimed within one week after the notice has been sent to persons reserving them.

(e) **Fees and Penalties for Unreturned, Lost, or Damaged Books**

Borrowers who damage, lose, or fail to return a library book shall be charged:

- (i) The total overdue fines
- (ii) The current cost of the book and processing costs
- (iii) Any borrower who fails to return books to the library on the date due, shall be liable for a fine of TZS. 1,000/= per book each day until the book has been returned.
- (iv) If the students fail to return the book in 30days, that student will be required to the cost of purchasing the new book.
- (v) In the case of finalist students, their Examination and Statement of Results, transcripts and certificate will be withheld by the DVCA until unreturned library items have been recovered, or the amount due to the library in fines, the value of materials and penalty have been paid by the borrower.

(f) **External Borrowers**

- (i) Borrowing by non-University Members:  
Readers who are not members of the University and who have been accorded borrowing privileges may borrow two books at one time unless otherwise authorized by the Director.
- (ii) The period of Loan shall be the same as for members of the University.
- (iii) External borrowers are subject to the same rules and penalties as regular borrowers, as described in 2(a-e).

(g) **Discipline in the Library**

- (i) Silence shall be observed in the library.
- (ii) Mobile phones shall be switched off/silence mode while in the library.
- (iii) The use of matches or open lights in any part of the library is prohibited.
- (iv) No food shall be brought into the library including all type of drinks and fruits as they attract insects easily.
- (v) No dispatch case or wallet of over 8" x 5" in size or attaché cases may be brought into the library. Overcoats and mackintoshes shall be left in the area provided for them.
- (vi) Readers must dress and behave in a manner that will not cause either offence or damage. Thus, for example, the removal of shirts, the placing of feet on furniture, and the wearing of high-heeled shoes are forbidden.
- (vii) Loose sheets of paper for the purpose of taking notes may be taken into the East African and Law Sections, but files, folders, papers and other books shall not be taken into this section. Law students may take a limited number of textbooks into the Law Section.

(viii) The assistant at the control counter in the entrance lobby shall insist that readers show all their books on leaving the library as a precaution against the accidental or illegal removal of library materials. Borrowers shall give the assistant their full cooperation in this matter.

(h) **Damage and Loss of Library Books and Property**

(i) Readers or borrowers shall be responsible for any injury occurring to books while in their charge, and shall pay the full value of such books in case of damage. Readers are also responsible for their tickets. Any material borrowed against a borrower's ticket shall be the responsibility of the person whose name is on that borrower's ticket. Books represented as lost or missing will be replaced at the borrower's expense and the borrower will be charged the fees and penalties listed in item 2(e).

(ii) The marking of books will be regarded as injury, and the person responsible shall pay the cost of replacement.

(iii) Bottles of ink shall not be brought in the library.

(i) **Stealing or Mutilation of Library Property**

Any person who is found guilty of stealing or mutilating library property shall be penalized as follows: -

(i) The person shall pay the fees and penalties listed in item 2(e).

(ii) A student shall be rusticated for three months, provided that those three months are within term time, for a first offence and shall be permanently dismissed for a second offence.

(iii) An External Borrower shall lose access to privileges and may be subject to criminal charges.

(j) **Miscellaneous Information**

(i) Coats, bags, parcels, etc. shall be left in the area assigned for them in the entrance lobby and shall not be brought into the library.

(ii) Readers shall show their identity cards at every checkpoint at the Issue Desk when checking out a book, and upon request.

(iii) Student Identity Cards are not transferable. In the event of an ID Card transfer from one library user to another, the two parties will be held responsible.

(iv) Readers are requested not to re-shelve books taken from the shelves for consultation. Readers shall place the books on the tables or trolleys for re-shelving by the library staff.

### **3. E-Library and Computer Laboratory Policy**

(a) **General**

(i) All users will be authenticated. No user may use another person's ID and password nor should anyone reveal their password to another user.

(ii) No changes should be made to any hardware. The only exception is to add paper to a printer. All problems should be reported to the IT Department. No attempt should be made to fix them.

(iii) No hardware should be moved. In the short term all users will use a single user Id and password (This will be changed once we have a server installed).

(iv) No software should be installed.

- (v) The computing facilities in the e-library are for use for matters directly relating to academic study only.
  - (vi) No food or drink in the e-library.
- (b) **Internet Access and Use**
- (i) Download is allowed only for information related to academic study.
  - (ii) Any student who is found to have accessed any pornographic material will be denied further access instantly and disciplinary action to be taken.
  - (iii) Not to be used by students to discuss SJUT's or URT's administrative issues (e.g., use of social networks like Facebook).
- (c) **Email Access and Use**
- (i) No bad language.
  - (ii) No impersonation of other people.
  - (iii) Attachments to emails which are being sent should be kept below 1GB.
  - (iv) Attachments to incoming e-mail should not be opened unless they have been virus checked. It is recommended that they should not be opened at all if they are from an unknown source.
  - (v) Only e-mails related to academic study be sent from the e-library.
- (d) **Virus Checking**
- (i) Immediately informing the ICT department of any warning messages about viruses.
  - (ii) Immediately informing the ICT department of any warning message that the virus software is out of date.
  - (iii) Ensuring that no flash drives should be put into any computer unless they have been virus checked by the duty technician.

## CHAPTER FOUR

### STUDENTS' ACCOMMODATION POLICY

#### 1. General Purpose

This accommodation policy aims to reduce legal, health and safety, financial liability and to control cost of managing St John's University of Tanzania hostels. The objective is to provide a context for management of all hostels within the university. The policy provides broad guidelines on the conduct of ethical standards, eligibility of the residence, off campus life, proper use of community property and services and disciplinary offences. This policy shall be applied taking into account the functions of the Deputy Vice Chancellor Planning, Finance and Administration; Dean of Students and the Janitor.

#### 2. Applicability

This policy applies to all on campus students hostels of St John's University of Tanzania and all off campus student's university related hostels.

#### 3. Vision

SJUT aspires to be *a distinguished Christian University of global standards developing humankind holistically to learn to serve.*

#### 4. Mission

The mission statement of the University is to provide and maintain high quality teaching and learning in disciplines essential for socio-economic development and transformation; to undertake research, innovation and consultancy and community engagement for socio-economic development and holistic transformation of the community that we serve.

#### 5. Policy Objectives

This policy seeks to;

- (i) Provide guidelines that promote an effective, efficient, reliable and cost effective in accommodation services.
- (ii) Ensure the proper usage of university hostels equipment.
- (iii) Provide standard procedures for enhancement, control and maintenance of university hostels.
- (iv) Provide a system of accountability and responsibility of the students to their landlords.
- (v) Strengthen good relationship between university management and off-campus hostel owners.

## **6. Student Residence On and Off - Campus**

The following are provisions relating to student residence in and out of campus.

- 6.1 The University will only partially be responsible for providing accommodation to students in on campus accommodation. Those students who cannot get on campus accommodation will have to go for privately owned residential places.
- 6.2 The university will maintain good working relationship with private hostel owners with whom there will be an agreement or understanding to accommodate our students. The terms of agreement between private hostel owners and SJUT will be made known to students staying in those hostels.
- 6.3 Students By-Laws and Accommodation Agreements will be used in the management of the conduct of university and private accommodation of students.
- 6.4 SJUT, by use of the agreements reached will advise hostel owners to maintain highest level of cleanliness, ethical standards and a reasonable rate of accommodation rents.
- 6.5 On the other hand SJUT will encourage students to be responsible tenants of both private and University accommodation.

## **7. Conduct and Ethical Standards**

- 7.1 Student staying in on-and off-campus residences should maintain high standards of ethics.
- 7.2 Every on-and-off campus student resident should behave in a manner which does not offend others. Acts related to sexuality, harshness, selfishness, use of offensive language, hatred of others, stealing, excessive welcoming of visitors in the room, especially visitors of the opposite sex, are some of the bad habits which should be avoided.
- 7.3 Students in rooms, halls/hostels should live in harmony and mutual understanding as a demonstration of the Christian love which is expected to exist between them.

## **8. Eligibility for Campus Residence**

- 8.1 Apart from the accommodation criteria set by the University students whose places of domicile are nearby Dodoma City area will generally be ineligible for on campus residence. The Dean of Students' Office will have information of all students' places of domicile to facilitate this requirement.
- 8.2 Accommodation on medical grounds to students with ill health and severe physical impairment or disabilities will be considered provided that they have genuine medical recommendation from recognized hospital, their places of domicile which will be checked and approved by the Medical Officer in-charge of the SJUT Dispensary
- 8.3 Since on campus accommodation has limited capacity, the order of priorities for room allocations will be on the following lines.
  - (i) First come, first served basis
  - (ii) Top priority will be given to the disabled and those approved medically to have ill health.

- (iii) Foreign students (male and female).
- (iv) Female students from other regions and districts in Tanzania and female students in the holy orders.
- (v) Female students from Dodoma City (Outer Circle).
- (vi) Male students in the holy orders.
- (vii) Male students from outside the Dodoma City (if there are yet some rooms)

8.4 SJUT Hostels have three (3) categories of rooms which are;

- (a) Rooms of 2 people
- (b) Rooms of 4 people
- (c) Rooms of 6 people

8.5 Criteria for rooms allocation for category ‘a’ and ‘b’ above will be as follows;

- (i) Religious orders (nun, pastor, priest, brother and imamu)
- (ii) Age (above 25 years)
- (iii) Seniority (3<sup>rd</sup> and 4<sup>th</sup> year)
- (iv) Special group (students with disability)
- (v) Health problems (those approved medically to have ill health)
- (vi) SOSJUT Top Leaders and Hall Representatives

8.6 Once accommodation is provided to a student the lease period will be one Academic Year which is the sum total of all course work days and any additional days which a student will be allowed to spend in residence before vacating the room and handing back the room door key to the Janitor. Accommodation fee will be charged for the extra days of stay

## **9. Off Campus Accommodation**

Students who cannot get on-campus accommodation are advised to look for off – campus accommodation in the University neighbourhood. Such students will sign a contract with the landlord upon reading and understanding the terms of the contract. After signing the contract, the students must honor the contract terms. The management through the Dean of Students services can assist in making available a list of off-campus accommodation facilities for students who find difficult to locate the same. However, it should be clearly known and understood that the agreement still remains between students and the landlords. It is the responsibility of the student to reflect the positive image of the university where she/he is. A negative report about a student’s behaviour off campus may result in disciplinary action.

## **10. Contract/ Agreement**

10.1 A student offered campus/ or off-campus accommodation will sign an agreement stipulating the terms and conditions of occupancy of the room or accommodation space. The student should read carefully the terms and conditions before signing the contract because once signed it becomes binding.

10.2 Among other things the student will be responsible for the safety of the inventory materials and the careful use of services such as water, electricity, etc. Each student will sign forms for the inventory materials found in the rooms. Since rooms are shared, students will be collectively responsible for most of the inventory materials.

## **11. Lease Period**

- 11.1 The lease period for rooms is one Academic Year. The student will sign an Accommodation Agreement/Contract after paying accommodation fees.
- 11.2 The Application season for First Year students is after the student receives the letter of admission to SJUT and accommodation will be allocated to students who will have applied for it subject to availability of rooms and beds.
- 11.3 Continuing students meeting all necessary accommodation criteria will re-apply at the end of the Academic Year and by any means must pay accommodation fees at least seven days before the start of a new Academic Year.

## **12. Breach of On-Campus Accommodation Contract/Agreement**

- 12.1 Students may legally breach the on-campus accommodation contracts on the following grounds;
  - (i) Expectant mother (student) pregnancy when she is five months before delivery
  - (ii) Health problem proved by the medical doctor
  - (iii) Students who scores repeat semester or discontinuation.
  - (iv) Disciplinary issues (no refund to be made)

## **13. Accommodation Fees**

- 13.1 Accommodation fees will be levied at a flat rate per person per bed and will be prescribed from time to time.
- 13.2 The same rate of fees will be charged to all East African students enrolled at SJUT. The fees for non-East African students will be paid as will be prescribed from time to time by University Management.

## **14. Proper Use of Communal Property and Services.**

- 14.1 Property held or used communally such as toilets, laundry, wash places, taps, etc. must be used properly and wisely.
- 14.2 Any damage or loss of a communally owned property shall be collectively compensated in order to restore that property or service to use.
- 14.3 At the beginning of each academic year the Hall residents will be given the status and condition of all communal property for them to know and look after.
- 14.4 Property damaged by an individual will be compensated by the student who causes the damage.

## **15. Illegal Occupation and Exchange of Rooms**

- 15.1 Illegal occupation of a room whether or not the room is occupied is strictly forbidden. Likewise, illegal exchange of rooms is not allowed. Any student found guilty of such practices as stated in this section will be dealt with according to students by laws.

## **16. Random Checking of Residences**

- 16.1 There will be periodic checks into the conduct of occupancy of the halls. Students may or may not be notified about the coming inspection depending on the nature of the inspection. The inspection/checks will be done by Janitor/Warden or one of the staff in the Dean of Students' Office.
- 16.2 There will be two types of checks. These are:
- (i) Routine formative checks purporting to assess problems and find remedies to them.
  - (ii) Random surprise checks to deal with emergency issues.

## **17. Reporting of Violation, Damage or Loss of Property.**

Every on-campus student should report violation of contract terms by a fellow student and damage or loss of property incurred in the halls of residence, however caused. Failure to report will lead to collective compensation for the loss or damage.

## **18. Male-Female Student Interaction in Rooms of Residence**

- 18.1 Male-female visits are allowed in rooms of residence between 8.00 am and 10.00 p.m. Visits outside these prescribed times can be made with the permission of the Dean of Students or one of the staff in the Dean of Students' Office. Students can avoid unnecessary visits by the use of phones.
- 18.2 Unbecoming sexual behavior is strictly not expected or allowed in Halls of residence

## **19. Visits by Outsiders in Rooms of Residence**

- 19.1 Visits into rooms of residence by people other than fellow students are not allowed. For the purposes of these regulations, relatives are outsiders. Students may entertain their visitors in the cafeteria or canteen.
- 19.2 Visits by outsiders to the University hostels should be over by 10.00 pm (22.00 Hours).

## **20. On-Campus Hostel Meeting**

- 20.1 There are shall be on-campus dwellers meeting organized by Dean of Students Office once per semester for the following purpose;
- (i) Orientation on how to live on the hall of residence
  - (ii) Orientation on the proper use hostel properties/facilities
  - (iii) Building team spirit among students for the respective hall and hostel

## **21. Provisions Relating to Vacation from Residence**

- (a) Students vacating halls of residence for a holiday or long break shall move their luggage out by use of a gate pass.
- (b) All students shall be required to vacate the Hostels at the end of each semester

when the University closes for vacation.

- (c) Students are not allowed to leave or keep their personal belongings into the cupboards or vacated rooms during vacation time. All cupboard must be left open to ascertain that no valuable items are left in there.
- (d) Students in their final year may be granted permission to stay in the Hostels for the short vacation immediately preceding their final examinations. Provided that, in that event, they shall undertake to meet the cost of their stay at a prescribed rate.
- (e) Students may, under special circumstances not specified above, be permitted to live in Hostels during vacation with the approval of the Dean of Students and at prescribed rates.
- (f) Students who have particular assignments or exceptional reasons to stay in Hostels either free of charge or at reduced rates, as may be stipulated in the terms of such permission and who secure the consent of the Dean of Students, may be permitted to stay in Halls of Residence.
- (g) Loss of keys by students must be immediately reported to the Janitor/Warden on duty. The key will be replaced on payment of the cost of a new key or new lock by the student responsible for its loss or for its safe custody (hereinafter referred to as "key holder").
- (h) Keys must be returned on leaving the Hostel at the end of each semester or any length of stay. Failure to do so shall entail the paying of full residential charges from the beginning of vacation to the time the key is returned. Each key holder must ensure that he has signed in the key book when the key is returned to the Janitor or Warden.

## **22. Disciplinary Offences**

- 22.1 Failure to observe any of the following rules shall constitute a disciplinary offence: -
- (i) Students shall be enjoined to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms.
  - (ii) Cooking of any form is not allowed in the Hostels. For the avoidance of any doubt, cooking includes frying, roasting, boiling, baking and warming by use of any source of energy and any appliance.
  - (iii) Students shall not interfere with or transfer furniture or fittings of any kind from any part of the University buildings without prior written permission from the office of the Dean of Students, Deputy Vice Chancellor (Planning, Finance and Administration) or Matron of the Hostel as the case may be. Notwithstanding the generality of this paragraph, any student wishing to install any additional furnishing in his room may do so, subject to prior knowledge and written permission from the office of the Dean of Students or The Deputy Vice Chancellor ((Planning, Finance and Administration).
  - (iv) No cooking or cooling appliances and no electric devices other than reading lamps, Tvs, computers, radios, or video players shall be used in student rooms or in any other un-authorized place or space.

- (v) A wall point fixed in a room will take a maximum current of 13 amps. Electric lights must not be left on during day time or when an occupant is not in the room.
  - (vi) Ironing of clothes shall be done in the laundry and not in the rooms.
  - (vii) Musical appliances and instruments such as radios, video sets and other noise-making instruments shall not be used between 10.00 pm and 6.00 am. Provided that at any other time, music shall not be played beyond room sound for avoidance of causing nuisance and annoyance to other residents of the Hostel.
  - (viii) For specific official students' functions, permission to extend musical performance in specified places and for a specific time within university may be granted by the office of Deputy Vice Chancellor ((Planning, Finance and Administration).
  - (ix) A resident student shall obey rules and instructions made in respect of hostels and shall refrain from a conduct which may bring discredit upon his hostel or is prejudicial to the welfare of other residents of the hostel such as drunken and disorderly conduct, over-blasting music etc.
  - (x) Students shall not be allowed to stay with any unauthorized person or persons in their rooms, including their children or other relatives.
  - (xi) Student shall be expected to live peacefully with one another in their allocated rooms. If at all one student is found to be misbehaving towards his room-mate(s) the misbehaving student may be given a probationary period of good behavior of up to 10 weeks or one semester, whichever is the shorter.
  - (xii) To avoid disturbance to others within the room and hall of residence, lights out time shall be mutual agreement; and
  - (xiii) Regulations for University residence within the Campus shall also be applied to the students living in off-campus residences supervised by the University.
- 22.2 To avoid inconveniences students should learn to obey these rules and develop time consciousness so as not to trespass the visiting times prescribed above.

### **23. Policy Adherence**

With policy guidelines herein stated, it is the expectation that the management, operation and maintenance of the University hostels shall be enhanced to obtain the highest benefit to the university in promoting general university accommodation services.

### **24. Policy Review and Amendment**

- (i) A review period of five (5) years following from the date of passage of this policy and consideration and incorporation of the needed amendments thereof.
- (ii) Where necessary, depending on the prevailing conditions, the Dean of Students may advise the DVCPFA for a review to be conducted at any time. The DVCPFA, in turn, if satisfied that a review is indeed needed, will report this matter to management.

(iii) The amendment of this policy is necessitated by general in-country as well as general university prevailing conditions and may be done through general university administrative procedures with express approval of the university council and reviews incorporated during the mandated review periods

**CHAPTER FIVE**  
**STUDENT BY-LAWS**

**PREAMBLE**

**1. WHERE AS:**

- (a) St John’s University of Tanzania (SJUT) was established by the Anglican Church of Tanzania (ACT) with the purpose of fulfilling a Christian mission to transform the mind, the soul and the body through its programmes.
- (b) This University is a Christian Centred University focusing all its programmes through the guidance of/and obedience to the word of God by conducting and promoting Higher Education and Research through Scientific fact finding enquiries to all students without any form of discrimination. Only by imparting appropriate knowledge and skills to our young people can our country overcome poverty.
- (c) The University fundamental purpose, mission and vision can best be achieved only if students’ general conduct can reflect their purpose of being at the University.

**2. NOW THEREFORE:**

These By-Laws are promulgated and made to maintain these conditions and protect the University from actions of students which would damage its academic reputation, standing, vision and the mission and to provide for the rights, privileges and obligations of students enrolled at the University.

**PART I**

**PRELIMINARIES**

**Section I**

**Citation**

- 1. (i) These By-Laws shall be cited as the St John’s University of Tanzania Student (General Conduct, Rights, Disciplinary Offences, Disciplinary Proceedings and Penalties) By-Laws, 2022 (hereinafter referred to as the “Students By-Laws”).
- (ii) These By-Laws are made by the University Council in accordance will the provisions of the St John’s University of Tanzania Charter of 2008, under Rule 50 (1) (p) whose object and purpose, interalia, is to provide for the control, governance and administration of the University.

## **Section 2**

### **Definition**

2. In these Students By-Laws, unless the context otherwise requires: -
- "Advisory Disciplinary Panel" means the Student Disciplinary Committee acting under the capacity of advisors to the Disciplinary Authority".
  - "The Appeals Committee" means the Appeal Committee established under Part VI Section 21 of these Students By-Laws;
  - "Competent authority" shall have the same meaning as "competent organ.";
  - "Competent Organ" includes such board, committee, office or officer of the University vested with express or implied legal powers to do or to disallow or to order the doing or disallowance of such act or acts as is or are referred to in any other respective provisions of the Students By-Laws;
  - "Council;" means the University Governing Council of St John's University of Tanzania, established under Article 8 of the Charter of the University of 2008;
  - "Dean" for the purposes of these students By-Laws, means the Dean of Students of the University and Assistant Deans of Students;
  - "Disciplinary Offence" shall have the meaning ascribed to it under Part III of the Students By-Laws;
  - "Faculty" shall mean the same as "school" and vice versa;
  - "He" shall include "she"
  - "His" shall include "her/hers"
  - "Minor offence" means a commission against or a breach of good conduct which are sufficiently offensive to warrant disciplinary action to be taken against an offender;
  - "President means the elected head of the Student Organization (SOSJUT)"
  - "Student" means any person admitted to the University as a candidate for a postgraduate, undergraduate and non-degree, or other award of the University. For the purpose of these By-Laws, students also include those who are not full time students studying at the University;
  - "Student Disciplinary Authority" means a disciplinary authority established under rule 31 of the First Schedule of the Charter of the University of 2008;
  - "Student body" means the totality of all students seen as one community;
  - "Students Disciplinary Appeals Committee" (SDAC) means a committee set to hear disciplinary appeals of aggrieved students, persons or Disciplinary Authority;
  - "Student Disciplinary Committee" means a Committee established under Part V Section 15 of these "Students By-Laws";
  - "Student Disciplinary Sub-Committee is a panel lower in rank than a Student Disciplinary Committee for dealing with minor offences of students.
  - "Students' Organisation" means a duly constituted student body at the University,

established under rule 24 of the First Schedule of Charter of the University of 2008;

- “The University” means the St John’s University of Tanzania as established by the Charter of the St John’s University of Tanzania;
- “Vehicle” includes motor car, motor scooter, motor cycles, tricycle;
- ” singular” bicycle and other mechanical means of conveyance on hand;
- ” Whenever it appears in these students By-Laws a singular shall include a plural form of a word and vice-versa; and
- “Unity of purpose” means singleness or constancy of commonly or mutually shared objectives between people.

### **Section 3**

#### **Acceptance of By –Laws and Payment of Fees as Conditions for Admission, Registration and Graduation**

3. (a) Every Student on enrolment shall be informed of the Students By-Laws and of any other University regulations for the time being in force.

Admission and registration to the University are conditional upon agreement by the student to abide by the Students By-laws. The operation and application of the Students By-Laws is without prejudice to the Charter of the University and the Constitution and General Laws of the United Republic of Tanzania.

- (b) Payment of prescribed fees shall be a condition for admission and registration to pursue and or to continue with and complete studies at the University; provided that the manner of payment shall be in accordance with instructions promulgated from time to time in the University Prospectus. For avoidance of doubt, prescribed fees shall be such fees as are approved by the University management and shall include program fee and compulsory charges.
- (c) Every finalist student shall finish paying to the University all University fees and to off-campus accommodation providers all accommodation rent before sitting for the final semester examinations. Failure to that, a student will have to apply for special examinations and by the time of special examinations should have cleared all his/her debt.

## **PART II**

### **RIGHTS, PRIVILEGES AND OBLIGATIONS OF STUDENTS**

#### **Section 4**

##### **Rights and Privileges of Students**

4. Subject to the provision of these by-laws deriving from the University Charter as well as the constitution of the United Republic of Tanzania, students enrolled at the university shall enjoy rights and privileges including: -
- (a) (i) The right of involvement in decision making on matters relating to the University through representation in various organs of the University (including Faculty Boards, Senate and University Council)
  - (ii) Right of worship through registered religions and religious denominations.
  - (iii) Right of access to academic affairs such as attending classes and getting the education offered or promised to be offered and the right to use the library and e-library facilities.
  - (iv) Right to be heard, and to appeal against a disciplinary penalty imposed against a student.
  - (v) Right to appeal against academic assessments deemed to be unfair.
  - (vi) Right to personal privacy and privacy of the information made in confidence within the context of the law.
  - (vii) Right to use the established administrative hierarchies of SOSJUT and SJUT for the enhancement of student welfare.
  - (viii) Right to proper health care.
- (b) (i) Freedom to establish and or join legally recognised clubs and associations within or outside the University.
  - (ii) Freedom of involvement in political and social affairs provided that no student or group of students will engage in political activities inside the university campuses and premises.
  - (iii) Freedom to participate in sports and games as well as access to sports and games facilities.
  - (iv) Freedom of choice of accommodation, whether to stay in-campus hostels or off-campus.

#### **Section 5**

##### **Obligation of Students**

5. Every student shall be under the obligation: -
- (a) To uphold the University Charter, the Student Handbook and the SOSJUT Constitution
  - (b) To educate oneself to the best of one's ability for the benefit of society.
  - (c) To fulfil academic commitments and duties with competence, integrity and self-discipline in the pursuit of academic and social excellence.
  - (d) To give due respect to the SJUT administration and staff, leadership of the United Republic of Tanzania (URT), public emblems, symbols and totems such

- as the National Flag, flags belonging to political parties, flag raising and lowering, use of the flag area and the handling of other related issues.
- (e) To uphold and practice the vision of the university “To Learn To Serve” as a basis for service to community now and after graduation.
  - (f) To fully use the SOSJUT and SJUT administrative hierarchies to solve individual or group problems.
  - (g) Above all to commit oneself to the unity of purpose of acquiring an education for which this university was established and which the student voluntarily opted to pursue.

## **Section 6**

### **Boycotts, Demonstrations and Strikes**

6. Boycotts, demonstrations and strikes are highly discouraged at SJUT bearing in mind the unity of purpose between the Anglican Church of Tanzania and the University on the one hand, and the students coming to join it on the other.

Sanctions in the form of boycotts, demonstrations and strikes by students are out of place for the following reasons: -

- (a) There are better ways of solving student problems than a resort to the use of strikes.
- (b) The administrative hierarchies established by SJUT for student governance are competent enough to handle students’ needs and problems.
- (c) Strikes are counter-productive to the unity of purpose between the Anglican Church of Tanzania, the University and the students who benefit from the education the University offers.
- (d) Boycotts, demonstrations and strikes do not paint a good picture of the University and the product of graduates coming out of it.
- (e) They are usually destructive to infrastructure, many times injurious to human life, and economically wasteful in terms of resources, money and time.
- (f) Strikes, demonstrations and boycotts are not commensurate with serious academic practices because academicians will usually solve their problem at a round table, and that is what is expected of the students at SJUT. If however, the SOSJUT leadership, after having gone through the hierarchical stages of problem resolution, is convinced that a demonstration, boycotts or strikes is the only viable solution, it may legally file an intention for a boycott, demonstration or strike.
- (g) For cross-cutting student problems such as student loans and academic matters, all faculties must be consulted so that no group of students from other faculties are dragged into a boycott, demonstration or strike which does not concern them.
- (h) Should the SOSJUT leadership decide to stage the boycott, demonstration or strike and prior to announcing such a decision to the student public, the SOSJUT President shall: -
  - (i) Report the dispute and purpose for such boycott, demonstration or strike to the Dean of Students for final trial of effecting resolution;
  - (ii) If the Dean of Students fails to solve it, he shall report the said matter to the SJUT Management, where there will be discussed in the Management

Meeting, sitting together with the SOSJUT leaders. If the settlement is not achieved the President shall further.

- (iii) Take the matter to the USRC for discussion and later to the Student Baraza for consideration and/or approval.
- (iv) Notwithstanding the provision of Section 6, students shall not take part in a boycott, demonstration or strike, unless a secret ballot has been conducted at a fully constituted Student Baraza under the supervision of the Dean of Students, SOSJUT leaders and a neutral third party (preferably a State Attorney) and two thirds or more of the students involved in the dispute, shall vote for a boycott, demonstration or strike.
- (v) On such approval, the President shall write to the Police informing them of the intention, categorically stating the manner, time and place of their intended action, as well as the rightful participants of the boycott, demonstration or strike.
- (vi) Make sure that he has received a reply from the Police acknowledging receipt of his letter of intention to stage the boycott, demonstration or strike.
- (vii) Make sure the permit from the Police has reached the Student Disciplinary Authority either directly from the Police or through the SOSJUT President to ensure the SJUT Administration is well informed.
- (viii) Having taken all the pertinent steps laid down in this Section the boycott, demonstration or strike shall be legally authorized to take effect.

### **PART III**

#### **DISCIPLINARY OFFENCES**

##### **Section 7**

##### **General Disciplinary Offenses**

7. For the purposes of these Students By-Laws, general disciplinary offences shall include the following: -
- (a) Conduct which does or is likely to cause damage, loss, defacement or violence to a person or property within the University provided that such conduct is that of a student towards another student, member or members of staff or any employee or employees of the University or the University itself, notwithstanding that the conduct in question occurred outside the University Campus.
  - (b) Using force or offering violence against or striking a fellow student, an officer or any other person at the University Campus or outside the University Campus.
  - (c) Maliciously damaging, defacing or destroying any items or property of the University.
  - (d) Act or conduct which is likely to obstruct or willfully obstructs or aims to frustrate or frustrates the implementation or the holding of: -
    - (i) Any lecture, class, laboratory work, research or other instructional activity given or authorised by the University;
    - (ii) Any meeting, function or lawful activity authorised by the University.

- (iii) The work of or proceedings conducted by the Disciplinary Authority, Advisory Disciplinary Panel or any other competent organ of the University or interference with witnesses in disciplinary proceeding conducted under these Student By- Laws.
- (e) Unauthorized use or interference with any technical, electrical or other service or installation of the University.
- (f) Theft committed within or outside the University; for avoidance of doubt, where a student is charged with and convicted of theft under the law, the University may take disciplinary measures against such a student notwithstanding that he is prosecuted and or punished by a court of law.
- (g) Unauthorized possession of a key to university property.
- (h) Refusal or failure: -
  - (i) To comply with a lawful order or directive given by an officer of the University acting on this behalf or under an order from any competent organ or officer of the University; For avoidance of doubt refusal or failure in this paragraph includes knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in that behalf.
  - (ii) To obey any lawful order issued under University Regulations or rules promulgated by a competent organ of the University.
  - (iii) Failure or refusal to attend a meeting called or authorised by the Disciplinary Authority or any other competent organ of the University when summoned to do so by a proper written notice by such Authority or organ as prescribed under section 15 of these By-Laws.
  - (iv) To abide by the ruling or decision and/or penalty made or imposed by the Disciplinary Authority or any other competent authority of the University.
- (i) Willful obstruction of the work of/or proceedings conducted by the Disciplinary Authority, Advisory Disciplinary Panel or any other competent organ of the University, or interference with witnesses in disciplinary proceedings conducted under these Students By-Laws.
- (j) Use of slanderous, abusive, obscene or threatening language by any student against any other student or employee of the University in the course of performance of such student officer's or employee's duties.
- (k) Forging document or uttering a false statement or perpetrating forgery with intent to secure something or admission based on a false document, cause loss to any person, University, or any other institution whether in cash or otherwise.
- (l) Knowingly inviting or entertaining a student or students in the University whose name or names appear on the University Notice Board as having been barred or otherwise known to have been barred from the University premises by a competent authority.
- (m) Unauthorized holding of Student's Organization's meetings, for avoidance of doubt, such Students' Organization's meetings as re-schedule in the University almanac currently in force shall be deemed to be authorised, provided that emergency meetings may be held only after the Deputy Vice Chancellor (Academics) as approved of the same if they have the effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorised by the University, provided further that in any other case, a three

days' notice shall be given to the Deputy Vice Chancellor (Academics) prior to the holding of such emergency meeting.

- (n) Illegally staging or calling a strike, boycott or demonstration against the University or another organ having a Memorandum of Understanding with the University.
- (o) Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the University or Students Organisation under the permission of the Dean of Students as the case may be, depending on the intended audience and the status of the guest speakers/social entertainers.
- (p) Forming and /or establishing unauthorized student groups;
  - (i) Which are likely to cause disunity and disorder at the University or in the wider community outside the University
  - (ii) Gambling of any kind.
- (q) Without derogating the right to freedom of expression, willful writing of defamatory literature and/or uttering insults or obscene language by any student or group of students against any other student or group of students or any employee of the University, against the University, Government or any civil leader.
- (r) Sexual harassment of whatever kind; for avoidance of doubt, sexual harassment may be physical and/or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical or gestural sexual advances; or sexually explicit derogatory statements, or sexually discriminatory remarks made by a student of the University which are offensive or may reasonably interfere with another student's smooth and peaceful pursuance of his studies; or which undermine one's general feeling of security or creates threatening or intimidating study environment.
- (s) Violation of the SJUT dress code in disregard of decency and respect for oneself and the community at large.
- (t) Mismanagement and or embezzlement of Students Organization funds and/or funds of any other recognized student organisation in accordance with the relevant provisions of the Students' Constitution for the time being in force;
- (u) Collecting or charging money from any student or student groups without prior permission of the relevant University organs; namely, the Dean of Students, the Deputy Vice Chancellor (Planning, Finance and Administration), the Student Organisation under authority from Dean of Students or, in special cases, the Dean of the relevant Faculty as the case may be.
- (v) Unauthorized carrying of lethal weapon within the Campus which is likely to jeopardize peace.
- (w) Illegal entry into another student's room.
- (x) Engaging in acts or conduct that may endanger or are prejudicial to one's health, safety and wellbeing; and
- (y) Minor offences such as misconduct, littering of campus, misuse of public property, becoming a nuisance or a bore to others.

## **Section 8**

### **Permission/Notification to Leave University, College or Campus**

8. (a) A resident student is advised not to sleep out of the University, college or campus during semester-time without notifying the relevant Competent Authority of the University. Sleeping out of the University includes coming into campus or leaving campus after midnight. Because of security risks students are strongly advised to return to campus before 12:00 midnight.
- (b) Notification for travel by both resident and non-resident students for a week-end outside the region shall be made to the Dean of Students.
- (c) Permission to travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Dean/Director of the relevant Faculty/School and notified to the Dean of Students.
- (d) Permission for travel for more than a week shall be obtained from the Dean/Director of the relevant Faculty/School and notified to the Dean of Students' office.
- (e) Students wishing to travel abroad/outside Tanzania will process their travel protocols through the Dean of Students. Permission will be granted by the Vice Chancellor, or in the absence of the Vice Chancellor either the Deputy Vice Chancellor (Academics) or Deputy Vice Chancellor (Planning, Finance and Administration).

## **Section 9**

### **Provisions Relating to Cafeteria & Kitchen**

9. (a) Meals shall normally be served to students in the cafeteria at prescribed times. Students should adhere to the terms and conditions as shall be prescribed from time to time by the competent authority;
- (b) Students shall not take ugali, rice and banana meal or any other major dishes in their rooms of residence; and
- (c) Failure to observe any of the following rules shall constitute a disciplinary offence: -
  - (i) That the kitchen shall be out of bounds to all students except for student leaders appointed to oversee cafeteria matters;
  - (ii) Except with the permission of the Catering Officer, no student may take any equipment such as crockery, glasses, cutlery, etc. from the dining place;
  - (iii) Those students should return soda bottles to owners as soon as they finish the drinks; and
  - (iv) Any criticism of or complaint about cafeteria services shall be made through Students' Organisation leadership and to be reported to the Dean of Students.

## **PART IV**

### **GENERAL REGULATIONS**

#### **Section 10**

##### **Part Time Employment**

10. Students may undertake paid employment at SJUT or outside the university during semester time subject to prior permission from the respective Faculty Deans and Dean of Students. Assurance shall be provided that the academic work of such students would not suffer through such employment.

#### **Section 11**

##### **Use of University Facilities**

11. Failure to observe any of the prohibition provisions of this Section shall constitute a disciplinary offence; -
  - (a) Students shall not use University IT facilities for private matters except as stipulated in Chapter 2 Part I (3): E-Library and Computer Laboratory Policy.
  - (b) Officials of the Students' Organisation or recognized student societies or clubs may, with written permission from the Dean of Students, request transport from the Director of Human Resource Management and Administration;
  - (c) Eating and drinking are prohibited in the Library, Lecture rooms and lecture theatres, Seminar rooms, Laboratories and Computer labs; and
  - (d) Students should not litter the teaching rooms with wrapping paper of sweets, candies or the skin of fried groundnuts.

#### **Section 12**

##### **Official Correspondence**

12. All official correspondence by students or by officials of the Students' Organisation or by officials of recognised student societies to Parastatals, Non-governmental organisations, etc., shall be routed through the Dean of Students or the Dean of Faculty as the case may be.

Correspondence to the Chairperson of the governing Council, Chancellor, Government Ministries, State House, Representatives of Foreign Government and International Non-Governmental Organisations or any other such official bodies shall be routed through the Vice-Chancellor.

### **Section 13**

#### **Collection of Money in the University**

13. Application for permission to undertake fund-raising activities shall be made to the Dean of Students through the Students' Organisation. Collectors shall be required to submit to the Dean of Students, a statement of the money received and show how the money has been or is to be expended. A special form for collection of such funds will be stamped by the Dean of Students. No photocopies of the forms are allowed to be used for collecting money.

### **Section 14**

#### **Keeping Vehicles on Campus**

14. (a) Any student who wishes to bring his vehicle to the University shall comply with the general law of the country governing the driving and parking of vehicles as well as the relevant rules which are in force on the University Campus and shall register the vehicles with the Dean of Students office and copy to Security officer.
- (b) Provided that registration shall be conditional upon production or inspection of: -
- (i) Student's ID Card
  - (ii) The vehicle registration card;
  - (iii) The current certificate of insurance;
  - (iv) When demanded, a certificate of road worthiness;
  - (v) A clean current driving license in the applicant's name

The campus speed 20km per hour. Reckless driving or abuse of vehicles regulations will subject the offending student to forfeiture of vehicle use privileges. Vehicles must NOT be used for offensive activities.

- (c) Provided further that such registration shall be renewed annually.
- (d) The university shall not be responsible for any vehicle damage or theft.

## **PART V**

### **EXERCISE OF DISCIPLINARY POWERS**

#### **Section 15**

##### **Advisory Disciplinary Committee**

15. In the exercise of statutory functions, the Deputy Vice-Chancellor (Planning, Finance and Administration), as Disciplinary Authority, shall normally be assisted by a Panel consisting of members of the Student Disciplinary Committee.

- Provided that, Student Disciplinary Committee shall involve the following members;
- (i) Deputy Vice Chancellor (Planning, Finance and Administration) as the Chairman of the Committee and the Disciplinary Authority.
  - (ii) A legally qualified person with five years' experience as the Advocate, State Attorney or Magistrate who does not hold any office at the University.
  - (iii) Two students Representatives.
  - (iv) Two members of staff of the University one representing Academic Staff and another one representing Administrative and Technical Staff.

(a) There shall be a Student Disciplinary Advisory Committee to deal with minor disciplinary cases. The Student Disciplinary Advisory Committee will have powers to impose penalties on offenders such as warning, reprimand or fines in monetary terms; and

Provided that, Student Disciplinary Advisory Committee shall involve the following members;

- (i) Dean of Students (Chairperson)
  - (ii) Three students representative from year 2, 3 and 4 (Gender balance to be considered)
  - (iii) Prime Minister (SOSJUT)
  - (iv) One member from Dean of Students office
  - (v) One member with knowledge on laws/legal
- (b) The Student Disciplinary Advisory Committee may refer difficult cases with their recommendations to the Chairperson of Student Disciplinary Committee.

## **Section 16**

### **Preliminary Procedure**

16. (a) When a complaint is made to and information is received by the Disciplinary Authority that a student has committed a disciplinary offence; the Disciplinary Authority shall make preliminary investigation of the case.
- (b) When a complaint is made by a person or persons charging a student with a disciplinary offence, such offence shall be formulated in writing and addressed to the Disciplinary Authority;
- (c) Upon receiving such information, the Disciplinary Authority may require the student against whom such complaint is made or in respect of whom such information is received, as the case may be, to tender an explanation and may cause further investigations to be made and such further evidence to be obtained and may obtain such advice and assistance as is thought appropriate;
- (d) Provided that the Disciplinary Authority may in any case in which a complaint is made or information received, and shall in any case where he asks a student for such explanation as aforesaid, supply the student with copies of the complaint or summary of the information, as the case may be, and such particulars thereof as will enable the student to make answers thereto;
- (e) If the Disciplinary Authority is of the opinion that no prima-facie case has been made out against the student, he shall inform both the student and the complainant of his decision not to hold any disciplinary proceedings, in which

- case, no further proceedings shall lie in respect of that complaint or information;
- (f) Where the Disciplinary Authority is of opinion that a prima facie case for disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute;
  - (g) The Disciplinary Authority shall serve upon the student and the complainant a proper notice. Such notice shall specify the charge or charges in respect of which the disciplinary proceedings are to be held, and shall inform the charged student (hereinafter referred to as “the defendant”) and the complainant of the time and in this paragraph “a proper notice” in terms of time means notice given within a reasonable time provided that such time shall be not less than seven days from the date of service of the notice on the student to the date of holding the disciplinary proceedings; notice on the student to the date of holding the disciplinary proceedings;
  - (h) The Disciplinary Authority shall serve such notice and the charges by delivery or tendering notes and charge signed by the Deputy Vice Chancellor (Planning, Finance and Administration).
  - (i) The service shall be made to the student personally whenever practicable.
  - (j) Where the Disciplinary Authority after using due and reasonable diligence cannot find the student (defendant) and the Disciplinary Authority is satisfied that there is reason to believe that the student is keeping out of the way for the purpose of service or for any other reason thus the notice and charge cannot be serviced by ordinary way. The Disciplinary Authority shall order the notice and charge be served by using Post Office and or any other means of communication available including e-mails.
  - (k) Service substituted by the order of the Disciplinary Authority shall be as effective as if it has been made on the student (defendant) personally.
  - (l) Either party shall, for the purpose of his defence or reply, as the case may be and upon request in writing for that purpose to the Disciplinary Authority, be entitled to be supplied by the Disciplinary Authority with a copy of an explanation, answers or other document given or sent to the Disciplinary Authority by or on behalf of the other party;
  - (m) Either the complainant or the defendant may at any time prior to the date of holding the disciplinary proceedings serve upon the other a notice in writing asking him to admit in writing any facts or produce any documents which are specified in such notice, material to the complaint or information or defence, as the case may be;
  - (n) The Disciplinary Authority may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day and date;
  - (o) The disciplinary proceedings shall be open, and shall be held in public provided that the Disciplinary Authority may, if he thinks fit, decide to hold disciplinary proceedings in public or exclude the public generally or any particular person;
  - (p) At the opening of the disciplinary proceedings the charge or charges shall be read, and if the student concerned is not present; and
  - (q) The Disciplinary Authority shall satisfy itself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in

paragraphs (d), (g), (h), (i), (j), and (k) and of this section.

- (r) If what is stated in paragraph (q) above is proved and the student (defendant) fails to appear for hearing on the date and time fixed in the notice and charge without showing any sufficient cause to the satisfaction of the Disciplinary Authority. The Disciplinary Authority shall proceed ex-parte and will enter an ex-parte judgement.

## **Section 17**

### **Procedure During Proceedings**

- 17. (a) The Complainant shall open the case and produce his evidence in support thereof;
- (b) The Disciplinary Authority shall then give opportunity to the defendant to state his case and produce evidence in support thereof;
- (c) At the conclusion of the case by the defendant, the complainant may address the Disciplinary Authority in reply; and
- (d) The Disciplinary Authority shall investigate and determine any dispute which is referred to him without regard to any law of evidence or procedure applicable to any court of law, and shall, subject to these Student By-Laws, be entitled to regulate as he sees fit, the procedure of any proceedings before him.

## **Section 18**

### **Giving Evidence**

- 18. (a) Evidence may be taken by the Disciplinary Authority by a verbal or written statement; and
- (b) Where a witness is called by a party, he will first be examined by the party which called him and then cross-examined by the other party and if necessary, again by the party which called him.

## **Section 19**

### **Decision of Disciplinary Authority**

- 19. The decision of the Disciplinary Authority, arrived at with due regard to the advice of the Advisory Disciplinary Panel, shall be recorded under his own hand and shall be announced by him in any manner he may deem fit.

## **PART VI**

### **PENALTIES**

#### **Section 20**

##### **Types of Penalties**

20. (a) Upon breach of any of the rules and regulations specified in these Students By-laws, the Disciplinary Authority, may impose penalties including warning, reprimand, fine, compensation, exclusion from Hostels of Residence, suspension and expulsion from the University as herein under provided, namely he: -
- (i) May give an ordinary or stern warning or reprimand to a student who contravenes the regulations in PART III, Section 7 (h), (l) and (p);
  - (ii) May suspend a student found guilty of disciplinary offences under PART III Section 7 (a), (c) (f), (e), h(i-ii) (i), (j), (m) (p), (q), (r), (s), (t), (u) and (v) for a period ranging from three weeks to a maximum of nine months or one academic year as decided by the Disciplinary Authority;
  - (iii) May expel any student found guilty of disciplinary offences under PART III Section 7 (b), (f), (k), h(ii), h (iv), (r), and (u);
- (b) The Authority may decide to impose penalties different from the above-indicated upon consideration of the need for the University to promote its mission and vision or expectations of the community from the students after his graduation. The Disciplinary Authority may impose other penalties as follows: -
- (i) Any student found guilty of a disciplinary offence under PART III Section 7(c), (e), (t) or (u) may, in addition to the penalty specified for the offence, be required to pay the money embezzled or collected, the property damaged as the case may be, with or without an interest thereon. Provided that such first mentioned penalty may be compounded upon repayment of the money. Provided further that the Disciplinary Authority may instead require that such student found guilty of a disciplinary offence under PART III Section 7 (c), (e), (t) or (u) shall not graduate or obtain his certificate, diploma and/or academic transcript until the debt is discharged.
  - (ii) Subject to the provisions of the next paragraph or any other relevant paragraph herein before contained, offences under PART III Section 8, 11 and Part IV Section 13 of these students By-laws shall be punished with penalties ranging from reprimand to exclusion from university residence or suspension.
  - (iii) Compensation may be charged in full or in part for loss suffered as a result of breach of the provisions of Section 8(d) and 8(e) as shall be determined by the Disciplinary Authority.
- (c) Without prejudice to the provisions of these By-Laws regarding disciplinary offences and penalties, the Disciplinary Authority may consider any other

misconduct not listed in these rules but the result of which may damage the mission and vision or objects of the University and in doing so, may decide on appropriate penalty as it deems fit, depending on the gravity of the misconduct; and

- (d) Mitigation in a case is the prerogative of the accused. But mitigation by someone other than the accused, with or without pecuniary interests in the case shall not necessarily be considered by the Student Disciplinary Committee or the Disciplinary Authority.

## **PART VII**

### **APPEALS**

#### **Section 21**

##### **Provisions Relating to Appeals**

- 21. (a) Appeal by an aggrieved party against a decision of the Disciplinary Authority or the University against the decision of the Student Disciplinary Committee shall lie to the Students Disciplinary Appeals Committee (SDAC) as provided under articles 42 of the Charter of the University.
- (b) Save that any member of the panel who took part in the decision which is the subject of an appeal before the Students Disciplinary Appeals Committee shall not take part in the hearing of such appeal. An aggrieved party upon giving notice within seven (7) days after the decision of his intention to appeal may appeal to the Students Disciplinary Appeals Committee within fourteen (14) days from the date the decision was passed and such appeal shall be in writing, setting out the grounds of appeal.
- (c) The Students Disciplinary Appeals Committee shall meet within 14days following the receipt of an appeal.
- (d) When an appeal has been lodged with the Students Disciplinary Appeals Committee execution of any penalty imposed by the Disciplinary Authority shall be stayed pending the determination of such appeal. Provided that the Disciplinary Authority may order execution of the penalty imposed depending on the nature or gravity of the offence in question.
- (e) At the hearing of an appeal by the Students Disciplinary Appeals Committee, the parties concerned shall be entitled to be heard. No other person in defence of/or representative capacity for the aggrieved party shall be allowed to appear before the Appeals Committee.
- (f) In determination of an appeal, the Students Disciplinary Appeals Committee shall have powers to: -
  - (a) Confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, or to reduce or set aside any penalty imposed by the Disciplinary Authority.

- (b) The Student Disciplinary Appeals Committee may revert a disciplinary case to the original committee of hearing if it deems it fit to do so.

## **PART VIII**

### **MISCELLANEOUS PROVISIONS**

#### **Section 22**

##### **Miscellaneous**

22. (a) Where there is an emergency need for overt operations of security officials or policemen amidst students in student compounds, the Students' Organisation will be informed as soon as possible of such presence.
- (b) Rape or indecent assault will be dealt with URT governing laws.
- (c) These By-Laws are not exhaustive of rules and regulations governing students' rights and privileges and are subject to the provisions of the Charter of the University and do not exclude the application of special regulations applicable in specific organs of the University such as the University Library or Accounts Department, etc.
- (d) In case of differences in interpretation of these By-Laws the Charter of the University shall prevail.
- (e) The University Academic Calendar shall be made available to students at the beginning of every Academic Year as an appendix to the University Prospectus, or as a separate document to students depending on the status of publication of the Prospectus in a particular year of study.
- (f) The University Prospectus, like the Student Handbook is a must read book. It tells a person what business there is at the University. It also gives to the student a panorama of the activities of the University which he must conform to and execute.