

# MARIAN UNIVERSITY COLLEGE

(A Constituent College of St. Augustine University of Tanzania)



## Students' By-Laws

2015-2016

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# MARUCO STUDENTS' BY-LAWS

## **PREAMBLE**

Whereas the University College has been established in pursuit of truth, high quality education, research, consultancy and ethical values;

### **And**

Such as truth, quality education, research, consultancy and ethical values can best be attained peacefully when peace, tranquillity and good cooperation accompanied by respect among members of the University prevail.

### **Moreover**

There are established By-Laws to assure prevalence of these conditions and ultimately, the achievement of the mission of the University College.

# PART ONE

## PRELIMINARY

### 1. SHORT TITLE

These By-Laws shall be cited as the Marian University College Students' By-Laws (General Conduct, Disciplinary Offences, Procedures, Penalties and appeals).

### 2. INTERPRETATION

In these By-Laws unless the context provides otherwise the

**"Appeal Committee"** means a Committee established under Article 56 of the Trust Rules of SAUT.

**"Baraza"** means and includes University College Students Baraza constituted by all students at the relevant campus or at the University College as whole.

**"The Trust Deed and the Rules"** means the Constitution of St. Augustine University of Tanzania.

**"Council"** means the Council of St. Augustine of Tanzania.

**"Deans of Students"** means any officer appointed by the Governing Board with respect to Article 20 of the Trust Deed and the Rules to be responsible for students' affairs other than those related to finance.

**"Students' Disciplinary Committee"** means a Committee established under Article 55 of the Trust Rules.

**"Students"** means any person admitted to the University College as a candidate for a Degree, Advanced Diploma, Diploma, Certificate or other award of the University College and includes any person enrolled to pursue any course or study of the University College and paying his/her fees regularly.

**"Students' Organization"** means the organization established under Article 51 of the Trust Rules of Marian University College.

**"TEC"** means "Tanzania Episcopal Conference".

**"The University"** means St. Augustine University of Tanzania.

**"The University College or The College"** means Marian University College (A Constituent of St Augustine University of Tanzania).

**“MARUCO”** means Marian University College.

**“Sexual Misconduct”**. Sexual misconduct is defined as sexual contact without consent by an acquaintance or a stranger and includes: intentional touching without consent, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breast, groin, thighs or buttocks; rape (sexual intercourse without consent or whether by an acquaintance or stranger; attempted rape; sodomy [oral or anal intercourse without consent]; or sexual penetration with an object without consent). To constitute lack of consent, the acts must be committed either by threat, force, and intimidation or through the use of the victim’s mental or physical inability such as when the victim is physically or mentally incapacitated by alcohol, drugs, or other means.

Sexual Misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed.

**“Demonstration”** means but not limited to unlawful demonstration/protest.

**“Misconduct”** means a wrongful, improper behaviour, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one’s acts.

In connection with University discipline, “misconduct” generally shall be construed to be any student’s behaviour that is unacceptable to the University but does not violate criminal statutes including:

- absenteeism,
- tardiness,
- bullying,
- inappropriate language,
- Drunkenness,
- Drug use,
- Fighting,
- assault on fellow student(s), staff, lecturers
- harassing people,
- wilful damage to property,
- subjecting people to racial, gender, religious abuse
- truancy,

- behaviour not conforming to prevailing standards or laws,
- gross Dishonest or bad management
- deliberate wrongdoing

“**Gross misconduct**” can lead to immediate dismissal, expulsion or discontinuation from the University because it is serious enough and possibly criminal, e.g. stealing, wilful endangering the safety of others or sexual harassment.

### **3. APPLICATION**

These By-Laws shall apply to all students of the Marian University College (MARUCO) including their adaptations. The Principal shall be responsible to the Governing Board for the enforcement of the By-Laws.

### **4. COMMENCEMENT**

These By-Laws are made by the Governing Board in accordance with Article 54 of the Trust Deed and Trust Rules of MARUCO shall come into force on such date as the Board of Trustees may approve.

## **PART TWO**

### **GENERAL CONDUCT**

#### **5. (1) STUDENT CONDUCT**

- (i) Students are required to conduct themselves decently at all times and in a manner suitable for the reputation of their status as University College students.
- (ii) (a) Students shall be expected to treat each other, members of staff, and the members of the University College community in general, with courtesy and consideration and in particular, by observing moral and ethical norms at all times.  
(b) Any proved sexual misconduct involving students of the same or opposite sex calls for immediate expulsion of both students. Any proved sexual misconduct involving a student and an outside visitor or a member of staff may lead to immediate dismissal of the student concerned.
- (iii) Students are required to sign a declaration form that they shall respect the Catholic goals of the University/MARUCO.

#### **(2) DRUNKENNESS, NOISE & NUISANCE**

Students are prohibited from drunkenness, undue noise, disorderly conduct and making a nuisance of any kind within the area/premises of the University College.

#### **(3) DEMONSTRATION & MOB ACTIONS**

Demonstrations, strikes, mob actions and unauthorized assemblies are forbidden.

#### **(4) DAMAGE TO UNIVERSITY PROPERTY**

Maliciously damaging, defacing or destroying any University College property shall be considered as a disciplinary offence.

#### **(5) SMOKING/DRUGS**

- (i) Smoking is prohibited in the Library, Cafeteria, Lecture Rooms and Laboratories and in all public places.
- (ii) Students are prohibited from drug use, possession and trafficking which shall cause severe disciplinary action

including expulsion from the University College and/or complaints made to Public Authority calls for prosecution in respect of the relevant misconduct, criminal act(s) as prescribed by the law of the Country.

- (iii) Any other offences or misconduct which contravene the Laws of the Country.

## **(6) REPORTING FOR STUDIES**

Students are required to report at the College/MARUCO and registered on the first day of each semester or the prescribed date of the academic year. After the lapse of registration period from the prescribed date (usually two weeks from the start of academic year), each student reporting late shall be barred from registration unless satisfactory reasons are given for reporting late and hence considered as de-registered/terminated from studies. Any late registration is liable to a fine of Tsh. 100,000/= or as from time to time shall be determined by the University College authority.

## **(7) COMMUNICATION WITH OUTSIDERS**

Students, on the basis of freedom of expression as guaranteed under the country's Constitution, may communicate with outside institutions, and the media in their private capacity. In matters concerning the University College, all communication and correspondence, by students or by officials or recognized student associations to institutions shall be routed through the Dean of Student or the Dean of the Faculty as the case may be. Correspondence and communication about the University College to the Chancellor, Vice-Chancellor, TEC, Government Authorities, representatives of foreign governments, international non-governmental organizations, local and international news media and any such like institution shall be routed through the Principal.

*Any student who routes communication without observing the prescribed procedures commits a disciplinary offence.*

## **(8) PUBLICATIONS**

Students wishing to publish articles in the University College Newspapers, Bulletins etc. or make use of any print or electronic media shall be expected to observe laws of libel which prohibit, *inter alia*, publishing of:



- (i) Defamatory statements about a person which exposes that person to hatred, scorn and contempt, or is likely to injure him or her in his or her trade or profession.
- (ii) Seditious statements or pictures that may incite people to violence, even if the writer has no intention to do so.
- (iii) Blasphemous statements about religious matters that may offend deeply the feelings of those who hold those matters sacred.
- (iv) Obscene statements, or pictures which are likely to spoil or likely to corrupt or corrupts those people into whose hands the paper may fall.
- (v) Any confidential information received from police or public officers in the course of their official duties or enquiries.
- (vi) Any matter which is likely to bring a court of law into contempt or to hinder its administration of justice.
- (vii) Works of others without their permission and thereby abusing copyright.

#### **(9) ILLNESS**

Illness or accidents must be reported to the University College Dispensary authority and/or the Dean of Students and to the Head of the Department.

If a student opts to be treated outside the University College and such treatment as the case may be shall require the student to be admitted outside the University College or be away from classes for more than two days, he/she shall communicate the same to the University College Dispensary Authority or Dean of Students.

#### **(10) LEAVE OF ABSENCE**

A student may obtain leave of absence for a period not exceeding ten days during semester time, on the application to the Dean of Students. Such an application shall be accompanied by a written approval of the Student's Class Advisor and Head of Department on a prescribed form.

#### **(11) VACATING THE CAMPUS DURING VACATIONS**

Students are generally not allowed to stay at the campus during long vacation days. A student who has a particular and exceptional

reason(s) to stay at the campus and who secures the permission of the Dean of Students to stay at the campus shall be bound by these By-Laws as they would during the semester time, and will be required to pay in advance a prescribed boarding fee and shall be required to make his/her own arrangements for meals, dispensary and hospitalization services.

## **(12) STUDENTS MOTOR VEHICLES**

Students wishing to keep and drive motor vehicles (including scooters and motor cycles) within the University College campus should not park on official parking place (reserved places).

It is provided that the University College shall not be responsible for any damage to or loss of the vehicle and/or motor accidents involving students and third parties.

The permission for any student to keep and drive a motor vehicle within the campus may be withdrawn wherever it is obvious to the University College that the student is a dangerous or reckless driver.

## **(13) EMPLOYMENT**

No student may be employed in any kind of employment contracts whatsoever at or outside the campus during semester studies without prior permission from the Legal Officer (Corporate Counsel) upon being satisfied that the student's academic work performance will not be affected by such undertaking. Contravention of these rules shall be construed as disciplinary offences punishable under these By-Laws.

## **(14) MEETING**

The meeting of the Students' government and of any Committee or sub-Committee and of any Students' Organization shall be held after lecture hours unless prior permission is obtained from the Dean of Students to hold such meetings during lecture hours. This shall apply to any other social clubs or religious activities at the University College.

## **PART THREE**

### **PARTICULAR RESIDENTIAL REGULATIONS**

#### **6. (1) HOSTEL**

- (i) A student may opt to live in the University College hostel at the campus if accommodation is available, or may opt to live outside the University College campus. In the cases of off-campus, the University College will supervise residence, and the By-Laws for College residence within the campus shall, *mutatis mutandis* apply to such students living off-campus.
- (ii) Students who opt to live in the University College hostels must comply with the regulations as established by the University College. The failure to adhere to these regulations will make the student to lose the privilege of staying in the Hostel.
- (iii) Every student shall, pay for accommodation at full rate as the College may determine from time to time before being granted any accommodation in the College hostels or in any other premises on campus earmarked for residential purposes. Even during supplementary examinations, students shall pay for accommodation.
- (iv) The Dean of Students shall, after providing the student with opportunity to make defence, has the power to evict any student who has fraudulently secured accommodation in any premise of the University College or any student who has been allocated accommodation without having paid for such accommodation in advance.
- (v) Students of the opposite sex are not allowed to share a room/bed in the University College hostels.

#### **(2) CLEANLINESS**

Students shall be responsible for the care of the rooms they occupy and the surroundings and for daily cleaning of the rooms. In no way shall walls of rooms be ruined or damaged with nails, cello tape and pictures. Timetables may be fixed on book shelves and not on walls.

### **(3) CHANGING OF ROOMS**

Students are not permitted to change rooms without the permission of the Hostel superintendent or the Dean of Students. Such permission will normally come into effect at the beginning of a new semester.

### **(4) ELECTRICAL FITTINGS**

Under no circumstances may students interfere or tamper with electric fittings and installations nor should they use any electric appliances other than an electric iron and radio sets from the sockets provided for the purpose.

### **(5) USE OF MUSICAL INSTRUMENTS**

The hostels shall be a place of rest, peace and retreat hence; there should be no noise at any time. Musical instruments should be tuned at room sound and should not be used after midnight.

### **(6) COOKING**

No cooking is allowed in hostels and storing of paraffin, petrol or any other combustibles/flammable is not allowed.

### **(7) ROOM FURNITURE**

Each student shall be given the necessary items in the room for residence including a bed, mattress, reading desk and a chair and shall be responsible for the care of these items, the handing/taking over of which shall be made in writing. No furniture including chairs should be added or taken out of the room.

### **(8) BED TIME**

All students are required by the By-Laws to be in their rooms or residence latest by midnight except where permission is granted by the Dean of Students or Hall Warden or any other authorized University College Official.

### **(9) SHARING OF ROOMS**

Students shall be expected to live harmoniously with one another in their allocated rooms. If a student is found to be misbehaving towards his/her roommate, the misbehaving student may be ordered out of the room or may be given a probationary period of good

behaviour of up to one semester and shall be called before the Disciplinary Committee to defend himself/herself and may be suspended up to a period of one year.

#### **(10) VISITORS**

Students may be allowed to entertain a fellow student of same sex of MARUCO in their rooms from 10:00 a.m. to 10:00 p.m. In every case they must show due regard for the rights of their roommate and other students.

At no time and under no circumstances are outside visitors or students of the same or opposite sex allowed to share a bed. Visitors from outside must leave the campus by 6:00 p.m.

#### **(11) UNAUTHORIZED PERSON**

Students shall not be allowed to live with any unauthorized person or persons in their rooms including their children, relatives or spouses.

#### **(12) CARE OF KEYS**

Loss of keys by students must be immediately reported to the Janitor on duty or the Dean of Students. The students will make replacement of the key or lock or key-holder upon payment of the replacement cost responsible for its loss or damage.

#### **(13) RETURN OF KEYS**

Students must clear their rooms entirely of personal belongings at the end of the semester and return keys to the hostel Janitor or Dean of Students by written evidence e.g. signature to the effect. Failure to do so shall involve the paying of full residential charges by the occupants of the room from the beginning of the vacation to the time the key is returned plus any other suitable punishment.

# PART FOUR

## COLLEGE DRESS CODE

### 7. DRESS CODE

The decent dress code is applicable to all students to provide and maintain high professional ethical standards of integrity and discipline on the campus. All students shall maintain person hygiene, dress in decency, modesty and respectable attire in Accordance with acceptable norms. The following are the dress code to be adheres by all MARUCO Student.

#### **Dresses not acceptable to female students are:**

- Dress that leaves out shoulders and armpits, chest, waist breasts, stomach, underwear or back open/visible;
- Skirts that do not cover the knees/thighs when standing or seated (mini-skirts),
- Trousers, dress with excessive slit (Mpasuo), mesh type of see-through/ revealing through clothes,
- Any type of dress that covers the entire face, wrapping 'khangas/vitenge', capped sleeves, shanga miguuni (kikuku)
- Dress with political, sports or religious advocacy or slogans,
- Casual wear like jeans of any kind, kangas, madela, headscarves, slippers, (except during sports time),
- Dress with immoral/terrifying images/pictures e.g. snake, skeleton, crossbones, unbuttoned shirts, obscene/abusive language
- Dress with words which may tarnish the College reputation,
- Students should not wear all types of sport jersey or shorts or pedopusha, sports shoes, tracksuits, pajamas, (except during sports time),
- Tongue piercing and teeth twinkles
- Inappropriate hair style for like pleating, kiduku, coloured/ decorated hair (goldish, whitish, yellowish, greenish etc)

**Dresses not acceptable to male students are:**

- Monkey style - Trousers hanging under the buttocks notably known as "Mlegezo"
- Studs/earrings /hats or caps /culture /neck rings/ body tight/ flip – flops, shanga miguuni (kikuku) etc.
- Students should not wear jeans or any casual wear like slippers, sleeveless tops, vests, T-shirts with pictures or words.
- Dress with political, sports or religious advocacy or slogans,
- Dress with immoral/terrifying images/pictures e.g. snake, skeleton, crossbones, unbuttoned shirts, obscene/abusive language
- Dress with words which may tarnish the College reputation,
- Students should not wear all types of sport jersey or shorts or pedopusha, sports shoes, tracksuits, T-shirts, pajamas, (except during sports time),
- Any type of dress that covers the entire face or capped sleeves,
- Tongue piercing and teeth twinkles
- Inappropriate haircuts, hair style for like pleating, kiduku; coloured/ decorated hair (goldish, whitish, yellowish, greenish etc)

## **PART FIVE**

### **REGULATIONS RELATING TO ACADEMIC LIFE**

#### **8. (1) REGISTRATION**

Every student shall be registered for one programme only. For each semester/academic year students shall register within two weeks from the start of academic year otherwise shall be considered to have terminated studies. For the first year students once admitted to a particular programme a student may transfer to a different programme before registration with permission from the relevant academic authority at MARUCO.

#### **(2) FEES**

No student shall be allowed to register or attend classes unless the required fees have been paid. Fees shall be paid in full at the beginning of the academic year or in two equal instalments at the beginning of each semester. It is an offence by the Laws of Tanzania and by these By-Laws for any student to present forged receipts, fake, counterfeited cheques or any other financial documents during making payments to the University College.

#### **(3) LECTURE ATTENDANCE**

Student shall be required to attend at least 75% of the lecture hours to qualify for sitting for University College Examinations. No student shall be allowed to expose/hold on hands or place on the bench or use cellular/mobile phone during lectures and therefore called to switch off mobile phone while attending lectures.

#### **(4) MISSING LECTURES**

In the event of a student missing lectures, it is the responsibility of the student to inform the lecturer concerned or the Head of Department.

#### **(5) TESTS AND EXAMINATION**

A student shall be required to sit all tests and examinations prescribed to qualify him/her for the University College award. Any special reason that may prevent a student from sitting any



examination shall be reported to the Head of Department, notified to the Faculty Dean, Corporate Counsel, and permission granted in writing prior to the time of the examination.

A student who forges or holds a fake student Identity card, examination card or any University document contravenes these By-Laws and if proved the student shall be expelled from studies and be reported to the relevant government authority(ies) for legal action.

#### **(6) RELEASE OF RESULTS**

Except for final examination, tests and course work assessment results shall be under the mandate of the respective lecturers within reasonable time. Final examination results shall be released at a date prescribed normally in the University College almanac. Students are not allowed to seek results from any academic or non-academic staff member by telephone, letter or any other way before the prescribed date shown on the almanac or that notified to students.

#### **(7) EXAMINATION RULES**

Students are required to strictly adhere to examination rules; failure to observe examination rules is punishable by expulsion from the University College or disqualification from entitlement to the University College award.

#### **(8) LIBRARY SERVICES**

Library services shall be available to students at the prescribed operating hours and library regulations established by University College authorities.

#### **(9) LIBRARY RULES**

Every student who uses the library shall inform himself/herself with the procedures, rules and regulations of the University College library. Failure to observed procedures, rules and regulations of the University College library shall constitute a disciplinary offence.

## **PART SIX**

# **REGULATIONS RELATING TO STUDENT STAFF RELATIONS**

### **9. (1) ENQUIRIES OF GENERAL DISCIPLINE**

In the overall sense, the Dean of Students is the one to whom most enquiries and complaints of general discipline should be directed.

### **(2) ENQUIRIES OF ACADEMIC MATTERS**

For matters of purely academic nature, Class Advisors and/or Heads of Departments are the ones to be consulted.

### **(3) CONSULTATIONS**

Unless otherwise stated, all consultations with staff must be made in their respective offices.

### **(4) SERVICES OF UNIVERSITY COLLEGE STAFF**

The services of the University College staff e.g. secretarial work, photocopy, email etc. shall not be used by students in a private or official capacity without prior authorization of the officer in-charge of the section or department as the case may be.

### **(5) ABUSE AND HARASSMENT**

No student shall abuse or harass any member of staff of the University College, members of families of the College or the visitors of staff members at or outside the College campus.

### **(6) OFFER OR MONEY, GIFT OR INDUCEMENT**

- (i) No student may offer any money, gift or any inducement of any kind to anyone, any staff members of the University College under any circumstances whatsoever. Contravention of this Regulation will be construed as an attempt to offer a bribe punishable under the By-Laws and may be dealt with through legal proceedings as established by the law of Tanzania.
- (ii) Where a student is facing charge(s) before the court of law, may be suspended if, in the opinion of the University College

management, it appears right to do so until his/her case has been resolved by the court of law in which he/she stands charged.

## **PART SEVEN**

### **REGULATIONS RELATING TO STUDENTS' RELATIONS WITH FELLOW STUDENTS**

#### **10. (1) INTERFERENCE WITH FELLOW STUDENTS WELFARE**

Students are expected to conduct themselves in a manner which does not interfere with the welfare of their fellow students and the community in general.

#### **(2) DAMAGE, DEFACEMENT OR VIOLENCE TO ANOTHER STUDENT**

Conduct which does or is likely to cause violence to another student at or outside the University College campus shall be seen as a grave offence punishable under these by-Laws and/or calling for legal proceedings under the law of Tanzania.

The following will also be construed as disciplinary offences punishable under these By-Laws:

- a. Theft of a fellow student's property or University College property or theft in any form as defined by the law of the country-Tanzania.
- b. Use of slanderous, abusive, obscene/none existing or threatening language by any student against a fellow student or member of staff.
- c. Using force, assault, harassment, violence against a student or staff, or hitting a fellow student or staff.
- d. Conduct which is likely to obstruct or to frustrate the holding of:
  - i. Any lecture, class, laboratory, research work or other instructional activity given or authorized by the University College.
  - ii. Any meeting function or lawful activity authorized by the University College.
- e. Unauthorized possession of a key to a fellow student's room or to other University College property.
- f. Knowingly inviting or entertaining a former student or students in the University College who are known to have

been dismissed from the University College and barred from entering the University College premises.

- g. No student may offer any money or inducements of any kind to a fellow student.

### **(3) STUDENT GOVERNMENT**

The student government is an extension of the University College Administration and students are expected to co-operate with it in channelling their wishes, views, and grievances of a general nature to higher authorities. Students shall be expected to make full and timely payments of prescribed fees to the Students' Organizations. To avoid doubt, prescribed fees shall be such fees as approved by the Governing Board and shall include Student Organization membership subscription or Students' Union fees.

## **PART EIGHT**

### **DISCIPLINARY PROCEEDINGS**

11. (1) Disciplinary offences committed by students shall be dealt with by the Student's Disciplinary Committee.

#### **(2) COMPOSITION OF STUDENTS DISCIPLINARY COMMITTEE**

- a) The Deputy Vice Principal for Administration and Finance shall be the Chairman.
- b) The Deputy Vice Principal for Academic Affairs shall be Vice Chairman.
- c) Dean of Students
- d) Dean of the Faculty or Director of the Centre or Directorate to which the student(s) belong.
- e) Two senior members of the Academic staff nominated by the Principal.
- f) Legally qualified person as approved and or appointed by the Deputy Principal or other higher authorities and may be the attorney, advocate, magistrate or judge and who does not hold any post at the College.
- g) One representative from the Students' Organization

#### **(3) INVESTIGATION OF AN OFFENCE**

Upon receipt of a complaint that a student has committed an offence, the Corporate Counsel shall make inquiries within reasonable time preliminary findings of the case.

#### **(4) FORMULATION OF A COMPLAINT**

Where a complaint is made by any person or body charging a student with a disciplinary offence, such offence shall be formulated and addressed to the Students Disciplinary Committee.

#### **(5) EXPLANATION OF A COMPLAINT**

Upon receipt of such information, the Students Disciplinary Committee may require the student whom such a complaint is made or is received as the case may be, to tender an explanation and may cause further investigation to be made and such further evidence to

be obtained and may find out that such advice and assistance as is thought helpful and appropriate. Provided that the Students Disciplinary Committee may in any case where a complaint is made or information received and where the Committee asks a student for such explanations as aforementioned, supply the student with copies of the complaint or a summary of the information, as the case may be, and such particulars thereof as will enable the student to make answers thereto.

**(6) POWERS TO SUMMON**

The Students Disciplinary Committee shall have power to summon any person to give evidence or information or produce anything in connection with such an offence.

**(7) STUDENTS DISCIPLINARY COMMITTEES PROCEDURES**

The Students' Disciplinary Committee shall adopt its own procedure as may be provided; such procedures shall ensure that principles of natural justice are observed as prescribed in article 76 of the Trust Rules of SAUT and its Constituent Colleges.

**(8) RIGHT TO DELEGATE POWERS**

"The Chairperson may, by writing under his/her own hand, delegate all or any of his/her powers vested in him/her by these By-Laws, to the Dean or Director of a Faculty, School, Institute, Centre of Directorate, as the case may be.

## **PART NINE**

### **PENALTIES**

12. Upon finding that a student is guilty of a disciplinary offence, the Students Disciplinary Committee shall impose punishment as it may consider appropriate. The Students Disciplinary Committee may impose such penalties including warning, reprimand, fine, compensation or expulsion depending on the seriousness of the offence as follows:
- (a) Violating By-Laws: Part II 5(1) (i), (ii), 5(7) 5(8) (i) – (vi); Part III 6(5); Part V 8(2); Part VI 9(6) shall constitute a very serious case under the penalty of immediate dismissal or expulsion from the College.
  - (b) Offences against By-Laws: Part III 6 (1) – (13); Part VI 9(5); Part VII 10 (2) are under serious case punishable by:
    - (i) A written warning for first offence.
    - (ii) Suspension and/or dismissal for second offence.
  - (c) Violation of By-Laws; Part II 5 (1) (ii), (2)-(14); shall be considered minor cases subject to the imposed punishment of:
    - i. A written warning,
    - ii. Very strong warning,
    - iii. A number of written warnings given with the effect of recording and mentioning them in the student's recommendations to his/her sponsor or employer.
  - (vi) Suspension and/or expulsion for the second offence. Provided further that the Students' Disciplinary Committee may instead require that such student found guilty of an offence shall not graduate or obtain his/her certificate, diploma and/or academic transcript until the debt is discharged or punishment is executed.
  - (d) Offences against By-Laws Part IV are punishable by:
    - (i) A verbal warning by the Lecturer in the event when such act occurs in the lecture hall and/or the Student will be ordered out of the lecture hall for the particular day and the Lecturer will be obliged to report such incident to the Legal Officer (Corporate Counsel) or Dean of Students.



- (ii) In case the student's dress code misbehaviour persist after being verbally warned or given a strong written warning, the said student may be suspended for one year with approval of the Disciplinary Committee.

## **PART TEN**

### **APPEALS**

13. (1) Appeal by an aggrieved party against a decision of the Students' Disciplinary Committee shall be made to the Appeals Committee as provided under article 56 of the Trust Rules of SAUT and its Constituent Colleges.

#### **(2) COMPOSITION OF APPEAL COMMITTEE**

Subject to the provisions of Article 56 of the Trust Rules, the Appeals Committee shall be composed of:

- (a) A chairman chosen from the members of the University College Governing Board.
- (b) Three members of the Governing Board.
- (c) One representative from the Students' Organization
- (d) A legally qualified person chosen by the Governing Board annually, who have been involved in the investigation, inquiries, hearing or decision prior to the commencement of the appeal process and/or decision of any matter connected or otherwise associated with the appeals.

#### **(3) PERIOD FOR APPEAL**

Where an aggrieved party is dissatisfied with the decision of the Disciplinary Committee, he/she may appeal to the Appeals Committee within thirty days of the disciplinary action.

#### **(4) MODE OF APPEAL**

Such an appeal shall be by way of a memorandum submitted to the Appeals Committee through the Legal Officer (Corporate Counsel) and setting out the grounds for appeals.

#### **(5) EXECUTION OF AN APPEAL**

On an appeal under these By-Laws the Appeals Committee may:

- (a) Require the presence of any of the parties involved in person or proxy as it deems fit.
- (b) Uphold the findings and punishment or
- (c) Set aside the findings and punishment imposed on him/her  
or

- (d) Direct the relevant disciplinary Committee to investigate fresh the disciplinary offence of misconduct and report back its findings and recommendations (Order re-trial).

**(6) DECISION ON APPEAL AGAINST DISMISSAL OR EXPULSION**

The decision of the Appeals Committee shall be final and not subject to review by any other authority in the University and prescribed in the University by article 56 of the trust rules of SAUT and its Constituent Colleges.

## **PART ELEVEN**

### **MISCELLANEOUS**

14. 1) Any student is free to marry. Married students, like any other student, shall be required to abide by these By-Laws. No separate family accommodation shall be provided or guaranteed by the University College to married couples or breast feeding mothers and their infants.

#### **2) STUDENTS NAME**

All the University College Certificate, Diploma, Advanced Diploma, Degree and any other University College award shall be issued using the names which appear on the certificate by which a student gains admission at the University College.

No change of names shall be allowed in academic testimonials and/or transcript unless such changes have first been effected in all testimonials and or transcript which were used to gain admission in the University.

#### **3) ISSUANCE OF CERTIFICATES**

- a) Certificates shall be issued under the office of the Corporate Counsel.
- b) The Legal Officer (Corporate Counsel) shall make announcement on the procedures and guidelines for issuance of the Certificates to the graduates either before or during or immediately after the graduation ceremony.
- c) Certificates are categorized under University College legal documents and therefore only the right owner shall be given the Certificate. No person may collect someone's Certificate unless Special power of Attorney with Personal Identification card shall be given that the owner may never have an opportunity to collect in person his/her Certificate.

#### **4) LIMITATION OF BY-LAWS**

These By-Laws are not exhaustive of all rules and By-Laws governing students conduct at the University College and do not override the application of special regulations applicable in specific

organs of the University College such as the College Library, College places of worship etc.

**5) EXTENSION OF BY-LAWS TO FIELD PRACTICAL, STUDY TOURS AND ASSIGNMENTS OUTSIDE THE CAMPUS**

These By-Laws shall apply and be enforceable to students who are undergoing Teaching Practice, Field Practical Training, Study Tours or doing authorized assignments; e.g. news collection outside the College campus.

**6) SIGNING STUDENTS AGREEMENT FORM**

Students are required to sign the STUDENT AGREEMENT FORM which shall be a binding undertaking by the student that he/she shall be governed by these By-laws. A student who will not sign the STUDENT AGREEMENT FORM shall be construed that he/she has declined his/her offer to study at the College.

**7) EXCLUSION OF STUDENT FROM STUDIES AND EXAMINATIONS**

- (i) The University College shall have the power to exclude any student from studies and examinations if such a student has not paid his fees, accommodation charges or any other lawful arrangement involving the student and the College.
- (ii) He/She may be readmitted to the university when all the outstanding debts have been settled.
- (iii) The University College shall have the power of holding examination results and certificate for any student.

**8) STUDENTS SUSPENDED FROM STUDIES**

Any student suspended from studies, shall unless permitted by the Principal or any person acting on his behalf, stay off - campus.

**9) STUDENTS TO BEAR COSTS OF SUSPENSION**

Any student after being suspended from studies and who resumes studies at the College shall personally bear all the cost and other consequences of such suspension.

**10) STUDENTS COMPLAINTS**

Students complaints of any nature shall first be handled by the University College established mechanism for handling students' complaints after such complaints have been presented to the Dean of Students' by the students' organization.

## **PART TWELVE FINAL PROVISIONS**

- 1) The University Council through the College Governing Board shall have the power to amend these By - Laws at any time it deems necessary.
- Where any dispute arises as to the application and or interpretation of these By - Laws, the dispute shall be placed before the Senate of the University after receiving recommendation of Academic Committee for determination or further directive and, if need arises, before the University Council whose decision shall be final.