

# **UNIVERSITY OF DODOMA STUDENTS' BY-LAWS**

## **PART 1 PRELIMINARY**

1 These rules shall be called as the University of Dodoma Students (General conduct, Disciplinary Offence, Disciplinary Proceedings and Penalties) By-Laws, here after referred to as the “By-Laws”

1 In these By-Laws, unless the context otherwise requires, The Act means the Universities Act 2005 (NO. 7 Of 2005).

“Advisory Disciplinary Panel” means a panel established under part IV rule 12 of these By-Laws.

“The Appeal Committee” means the Appeals Committee established under section 52 of University of Dodoma Charter, 2007.

“Baraza” means and includes campus Baraza and University Students Baraza constituted by all students at the University.

“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 power 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 of the respective provisions of these By-Laws.

“The Council” means the Council of the University of Dodoma.

“The Dean of Students” for the purpose of these By-Laws, means the Dean of Students and Assistant Deans of Students.

“Disciplinary Authority” means a disciplinary authority established under section 46 of the University of Dodoma Charter, 2007.

*Citation*

Definitions

“Disciplinary Offence” shall have the meaning ascribed to it under section 46 of the University of Dodoma Charter, 2007.

“Natural Justice shall include the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and the specific law alleged to have been violated the right to tender defense and the right to appeal.

“Student” means any person admitted to the University as a candidate for a degree, certificate or other award of the University including short term and occasional students.

“The Students’ Organization” has the same meaning as that ascribed to it under section 43 of the University of Dodoma Charter, 2007.

“The University” means the University of Dodoma established by section 3 of the University of Dodoma Charter, 2007

“Hostels” shall mean and include hall of residence, and blocks of residence supervised by the University.

“Vehicles” includes motorcar, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land.

- 2 Wherever it appears in these By-Laws, a singular shall include a plural form and vice-versa.
- (i) Every student on enrolment shall be supplied with a copy of these By-Laws and or any other University or part of the University regulations for the time being in-force. Acceptance of a place in the University is conditional upon agreement by the student to abide by the By-Laws. The operation and applications of these By-Laws is without prejudice to the constitutions and the general laws of the United Republic of Tanzania.
- (ii) Payments of prescribed fee shall be a condition for registration to pursue and/or to continue



with studies at the University, provided that the manner of payment shall be in accordance with instructions enunciated from time to time in the University prospectus.

For avoidance of doubt, prescribed fees shall be such fees as are approved by the Council and shall include students' organization membership subscription or "Students' Union Fees".

## **PART II DISCIPLINARY OFFENCES**

- 4 For the purpose of these By-Laws, general disciplinary offence shall include the following:
- (i) Conduct which does or is likely to cause damage, defacement or violence to person or property within the University provided that such conduct is that of a student toward another student, member of the University Community or any other employee or employees of the University provided further that the conduct in question occurred on the University campus.
  - (ii) Using force or offering violence against or striking a fellow student, an officer or any member of the University community provided that such violence occurred on university campus.
  - (iii) Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other property of the University whether or not such property has been leased to any public or private company or person;
  - (iv) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic or administrative activity(ies) or both academic and administrative activities authorized by the University;
  - (v) Unauthorized use of, or interference with, any technical electrical or other services or installation of the university;
  - (vi) Where a student is charged with a criminal offence which is not a misdemeanor under the law;

*General Disciplinary Offences*

- (vii) Unauthorized possession of a key to University property;

- (viii) (a) Refusal or failure to comply with a lawful order or directives given by any officer of the University acting on his/her behalf or under an order from any competent organ or officer of the University;
- (b) Knowingly giving information known to be or not believed to be true the giver thereof or any other person in that behalf;
- (ix) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students against any officer or employee of the University in the course of performing such officer's or employee's duties;
- (x) Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, University or any other institution whether in cash or otherwise;
- (xi) 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 knowing to have been barred from the University premises by a competent authority;
- (xii) Refusal or failure to obey any lawful order issued under the University regulations or rules promulgated by a competent organ of the University;
- (xiii) Failure or refusal to attend to a meeting called or authorized 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 Rule 13.1 of these By-Laws;
- (xiv) (a) 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 By-Laws;

(b) If a student having been called upon to give evidence before the Advisory Disciplinary Panel, turns hostile or refuses without lawful

excuse to give evidence or to answer a question or produce a document or any other thing required by such a panel

- (xv) Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Authority or any other competent Authority of the University;
- (xvi) Unauthorized holding of University and/or campus Baraza or general meeting, for avoidance of doubt, such meetings scheduled in the University Almanac currently in force shall be deemed to be authorized. Emergency Baraza may be held only after the Deputy Vice Chancellor Planning Finance and Administration (DVC-PFA) has approved provided that the same have the effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorized by the University, provided further that in any other cases three day notice be given to the DVC-PFA prior to the holding of such emergency Baraza;
- (xvii) Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant organ of the University namely, the Vice Chancellor; Dean of Students, Dean/Director of relevant School/Institute, Head of relevant Department, or Students' Organization, as the case may be depending on the intended audience and the status of the guest speaker/social entertainers.
- (xviii) Forming and establishing unauthorized students groups which are likely to cause disunity and disorder at the University or in the wider Community;
- (xix) Without derogating the right to freedom of expression, willful writing of defamatory literature and 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 or against the University, Government or any civil leader.

**(xx) Sexual harassment of whatever kind,** Sexual harassment shall consist of any or all but not limited to the following:

- a) Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures,

- b) Belittling comments on a person's anatomy, pressuring demands for date;
  - c) Pressuring for sexual activity or favors;
  - d) Asking about personal sex life, explicit sexual suggestions in return for reward;
  - e) Telling lies or spreading rumors about a person's sex life with the purpose of assassinating the character of the victim;
  - f) Unwanted physical contacts of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting grabbing;
  - g) Displaying of pornographic and sexually suggestive picture and/or sexual objects;
  - h) Transmitting offensive written, telephone or electronic communications of sexual nature;
  - i) Indecent exposure;
  - j) The use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or punish another for his or her refusal;
  - k) The creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature;
- (xxi) Rape or indecent assault;
- (xxii) Indecent exposure;
- (xxiii) Public and/or group sex;
- (xxiv) Mismanagement and/or embezzlement of student's organization funds and/or of any other recognized student society established under the auspices of the students' organization in accordance with the relevant provision of the students' organization's constitution for the time in force;
- (xxv) Collecting or charging money from any student or students groups without prior permission of the University organs, namely the Dean of
- (xxvi)

Students, the Students' organization, or in special cases, the Dean/Director of the relevant school/Institute or the Head of the relevant Department as the case may be;

- (xxvii) Unauthorized carrying of lethal weapons within the campus which is likely to jeopardize peace;
  - (xxviii) Illegal entry into another student's room;
  - (xxix) Instigating or inciting students to boycott classes;
  - (xxx) For the avoidance of doubt, instigating or inciting shall mean and include persuasion, pressure, threats or encouragement with the intent that the student or students persuaded, pressured, threatened or encouraged commit(s) the offence in question;
  - (xxxi) Planning or participating in an unlawful demonstration which shall include planning the route for the demonstration, encouraging the organizers of the demonstration and providing banners or posters for the demonstration;
- 5.1
- (i) Students may be offered accommodation in the University hostels or any University rented accommodation facilities. Where campus accommodation is not available to all students, priority shall be given to disabled students and such other categories as Council shall determine from time to time.
  - (ii) The occupants shall be required to sign for all property found in their room at the beginning of each semester. The occupants shall ensure that they sign off at the end of each semester, otherwise they will be charged for the property/not handed in.
  - (iii) Payment of rent fees shall be made at the **beginning of each semester**. All excuses shall be approved by the Dean of Students;

*Provisions  
Relating to Residence*

*Failure to observe any of the following rules shall constitute a Disciplinary Offence*

(iv) The occupants shall be required to sign an accommodation contract at the beginning of each academic year and return the copy of the contract to the Warden.

5.2 (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 is not allowed in the hostels except in designated premises. For avoidance of doubt, disallowed cooking which amounts to disciplinary offence includes frying, roasting, baking and boiling (except boiling water using electric kettle) by use of any source of energy.

(iii) Students shall not interfere with or transfer furniture or fittings of any kind from any part of the University building without prior written permission from the office of the Warden of the Hostel.

Notwithstanding the generality of this paragraph, any student wishing to install any additional finishing in his/her room may do so subject to prior knowledge and written permission from the office of the Warden.

(iv) No cooking or cooking appliances and no electric device other than reading lamps, table fan, electric iron, electric razor, electric hair dryer electric kettle, radio recorder player, TV, VCR and computer shall be used in student's rooms or in any other unauthorized place or space.

(v) Students shall not use electric appliances which exceed the maximum current of 13 amps at wall PowerPoint.

(vi) Musical appliances and instruments, such as record players, radio, TV, VCR, *computer* and other noise making

instruments may be used provided that music shall not be played at noise levels that are a nuisance and annoyance to other residents of the hostel.

(vii) For specific official students function, permission to extend musical

*Permission  
to leave  
Campus*

Performance in specified places within the University and the University own hostels may be granted by the Dean of Students until but not beyond 3.00 am.

(viii) A resident shall obey rules and instructions made in respect of Hostel and shall refrain from conduct which may bring discredit upon his/her hostel.

(ix) No student shall be allowed to entertain visitors of either sex in his/her room beyond 6:00pm for outside visitors and 12:00 midnight for *University of Dodoma students*.

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

(xi) Students shall be expected to live peacefully with one another in their allocated rooms. If at all a student is found to be misbehaving toward his/her roommate, the misbehaving student may be ordered out of the room or may be given a probationary period of good behavior of up to 10 weeks or one semester, whichever is the longer.

(xii) Regulations for University residence shall apply *mutatis mutandis* to the students living in off-campus supervised by the University.

(xiii) (a) No student shall travel during semester time outside Dodoma town without permission.

*Provisions  
relating to  
vacation  
residence*

(b) Permission for travel for a weekend outside Dodoma town may be granted by the Dean of Students.

(c) Permission for travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Dean of the relative School and copied to the Dean of Students and the Warden.

- (d) Permission for travel for more than a week shall be obtained from the Deputy Vice Chancellor Academic, Research and Consultancy (DVC-ARC) through the Dean of the relevant School and notified to the Dean of Students and the Warden.
  - (xiv) Subletting any unauthorized person in the hostel(s) of residence for avoidance of doubts, unauthorized person include student(s) and or any other person not allowed in the particular room/hall hostel of residence).
  - (xv) Failure or delay to pay accommodation fees within the stated period without approval of respective University Authorities
  - (xvi) Breach of accommodation contract;
- 5.3 (i) All students shall be required to vacate the hostels of residence at the end of each Semester when the University closes for vacation;
- (ii) Students may under special circumstances not specified above, be permitted to live in hostels of residence during the vacation with approval of the Dean of Students;
- (iii) Loss of keys by students must be immediately reported to the

Warden or Janitor on duty. The key will be replaced on payment of the cost of a new lock by the student responsible for its loss or for its safe custody (herein after referred to as 'Key holder');

Keys must be returned on leaving

*Provisions relating to kitchen* the hostel of residence at the end of each Semester, Failure to do so shall involve the paying of full residential *and* charges from the beginning of vacation to the time the key is returned;

- 1 Students utilizing the University catering system are required to observe cafeteria regulations. Failure to observe any of the following rules shall constitute a disciplinary offence:
  - (i) The kitchen shall be out of bound to all students except for students appointed to observe Cafeteria matters. Smoking is not allowed in the cafeteria, hostels and/or any public places.
  - (ii) Any criticism of or complaint about, cafeteria service shall be made through a suggestion box or through students organization and/or Dean of

Students to the catering  
superintendent.

### **PART III GENERAL REGULATIONS**

7.
  - (i) Students shall show identity card in all places at all times when required to do so by an authorized person.
  - (ii) Students may undertake paid employment during semester time subject to prior permission from respective Dean of

*On part-time  
employment*

the School in which he/she belongs, provided that the academic work of such student would not suffer through such employment.

*On official  
correspondence*

*On collection  
of money in  
the University*

*On keeping  
Vehicles on  
campus*

8. Students may communicate with outside institutions and the news media in their private capacity. All other correspondence by the students Organization or by official of the Students Organization or by Official of recognized students societies to Government ministries, parastatals, non-governmental organization, etc shall be routed through the Dean of Students or Dean of the School as the case maybe, correspondence to the Chancellor, the State House, Representatives of foreign governments and International non-governmental organization or any other such official body shall be routed through the Vice Chancellor.
9. Application for permission to make general collection of money other than student's organization subscription or entrance fees from film show and other functions shall be made to the Dean of Students through the Students Organization. Collectors shall ensure that the money collected is deposited in the students government account through the Dean of Students and show how the money has been or is to be expended. Collectors shall ensure that the procedure is strictly adhered to.
10. Any student who wishes to bring a vehicle to the University shall comply with the general law of the land governing the driving and parking of the vehicles as well as the relevant rule which are in force on the University campus and shall register the vehicle with the Dean of Students office.

Provided that registration shall be conditional upon production for inspection of:

- Student Identity card
- The motor vehicle registration card
- The current certificate of insurance When demanded, a certificate of road worthiness,
- A clean current license in the applicant's name.

Provided further that such registration shall be renewed each academic year. Any student who fails to meet the above conditions shall not be registered.

11. Any student who brings to the University any vehicle which is not registered shall be guilty of a disciplinary offence.

**PART IV  
EXERCISE OF DISCIPLINARY POWERS**

- 12.0 (i) In the exercise of his statutory functions, the Deputy Vice Chancellor Planning Finance and Administration, as the disciplinary authority shall normally be assisted by an Advisory

Disciplinary Panel consisting of:

1. The Deputy Vice Chancellor (PFA), shall be the chairperson
2. Dean of Students who shall be the secretary
3. Two member elected by the Senate from among its members
4. Dean of the School, or as the case may be, Faculty, to which the student belongs as temporary member.
5. Three members elected by the Students' Organization provided that the DVC PFA is satisfied that

*Advisory  
Disciplinary  
Panel*

the appointed students are not directly related to the case.

(ii) The Deputy Vice Chancellor PFA shall appoint or designate such officers of the University, as he deems fit, the prosecution or condition of disciplinary proceedings before Advisory Disciplinary Panel or the Appeals Committee as the case maybe.

1 (i) 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.

(ii) When a complaint is made by any person or body charging a student with disciplinary offence, such offence shall be formulated in writing and addressed to the disciplinary Authority.

(iii) For the avoidance of doubts the disciplinary authority may summon the student or any other student or person who is conversant or supposed to be conversant with the information or facts of the complaint to appear before the disciplinary authority or any investigation officer for examination or interrogation.

(iv) If the disciplinary Authority is on the opinion that no Prima facie has been made out against the student, he/she shall inform the student and the complainant of his/her decision not to hold any disciplinary proceedings, in which case, no further proceedings shall be in respect of that complaint or information.

*Preliminary  
Procedure*

(v) Where the disciplinary Authority is of the opinion that a Prima facie case for a disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute.

(vi) The disciplinary Authority shall serve upon the student and the complainant notice. Such notice shall specify the charge or charges in respect in which the disciplinary proceeding are to be held, and shall inform the charged student (hereinafter referred to as “the student”) and the complaint of the time and place for holding the disciplinary proceedings.

In this paragraph “a proper notice” in terms of time means notice given within a reasonable time provided that such time shall not be less than seven days from the date of service of the notice on the student to the date of holding the disciplinary proceedings.

(vii) Either party shall, for the purpose of his/her defense or reply as the case maybe and upon request in writing for that purpose of the disciplinary Authority be entitled to be supplied by the Disciplinary Authority with a copy of an explanation answers or other documents given or sent to the Disciplinary Authority by or on behalf of the other party

(viii) Either the complaint or the student may any time prior to the date of holding the disciplinary proceedings serve upon the other, notice in writing asking him/her to admit in writing any facts or produce any documents which are specified in such notice material to the complaint or information or defense as the case maybe.

- (ix) The Disciplinary authority may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day.
- (x) The disciplinary proceedings shall be open, and shall be held public;
- (xi) Provided that the Disciplinary

Authority may if he/she thinks fit at any stage of the disciplinary proceedings exclude the public generally or any particular person;

(xii) At the opening of disciplinary proceedings the charge or charges shall be read, and if the student concerned is not present, the Disciplinary Authority shall satisfy himself/herself that proper notice of the disciplinary proceedings was duly served on this student as prescribed in paragraph (vi) of this sub section;

- 2 (i) The complaint shall open the case and produce his/her evidence support therefore  
(ii) The Disciplinary Authority shall then give an opportunity to the student to state his/her case and produce evidence in support thereof.

(iii) At the conclusion of the case by the student, the complaint shall not, without special leave of  
a. The Disciplinary Authority shall investigate and determine any dispute referred to him/her/it with due regard to the law of evidence and subject to these By-Laws be entitled to determine his/her/its own procedure for any proceedings before him/her/it.

*Procedure  
during  
Proceedings*

- 3 Evidence may be taken by the disciplinary Authority by oral or written statement; ii) Where a witness is called by a party, he/she shall be first examined by the party which called her/him and then cross examined by the other party and then if necessary again by the party which called him/her;

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

**PART V  
PENALTIES**

Upon breach of any of the disciplinary offence specified in these By-Laws, the Disciplinary Authority may impose penalties including warning, reprimand, fine, compensation, exclusion from Hostel of residence, suspension rustication, and expulsion as herein under provided, namely, he/she.

- 14.1 (i) May give an ordinary or stern warning or reprimand to a student who contravenes the regulations in PART 11, Paragraph 4 (vii) (xi) (xvii), PART III paragraph 7.0 and 9.0;
- (ii) (a) Shall order a student to pay compensation to the value of the damaged property for a disciplinary offence under PART II paragraph 4(iii);
- (b) Shall fine a student for an amount not exceeding T.Shs. 50,000.00 (Fifty thousand only) for a disciplinary offence under PART II paragraph 4(v);

*Adducing  
Evidence*

*Decision of Disciplinary  
Authority*

- (c) Shall order a student to refund money collected and unaccounted for under PART III Paragraph 9.0.
- (iii) May suspend a student found Guilty under PART II paragraph 4(i) (ix), (xiii), (xv), (xvi and (xxiv) for a maximum of three weeks;
- (iv) (a) May rusticate a student for a maximum of nine months or one academic year for a disciplinary offence under PART II

paragraphs 4(ii), (iv), (vi) (x), (xiv), (xviii) (xix), (xx), (xxii), xxiv), (xxv), (xxvi), (xxvii), (xxviii), (xxix) and (xxx);

(b) The University may suspend the student from studies until such time as his/her case is determined by the Court of Law and where as he/she is convicted he/she shall be terminated from studies for a disciplinary offence under PART II paragraph 4(vi);

- (v) Shall fine a student an amount as shall be determined by a relevant authority from time to time under 5.2 (i) (ii), (x) and (xiv); (vi) any student found guilty under part III paragraph 11 shall be finned an amount not exceeding T.Shs. 10,000/= on first offence and not exceeding T.Shs. 20,000/= on second offence and shall remove his/her vehicle out of the University at own cost.

- (vii) May expel any student found guilty of disciplinary offence under PART II paragraphs 4(xv) and (xxi).

The disciplinary Authority may impose other penalties as follows:

- (i) Any student found guilty of a disciplinary offence under PART II Paragraphs 4(xxiv) or (xxv) may, in addition to the penalty specified for the offence, be required to pay the money embezzled or collected as the case maybe, with or without interest on; 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 II paragraph 4(xxiv) not graduate or obtain his/her certificate, diploma and/or academic transcript, until the debt is discharged.

- (ii) Subject to the provision of the next paragraph or any other relevant paragraph here in before contained, offences under PART II paragraph 5, 6 and PART III paragraph 7 of these By-Laws shall be punished with penalties ranging from reprimand to exclusion from the University residence.
  
- (iii) Compensation may be charged in full or in part for loss suffered as a result of breach of the provisions of paragraph 5.5(ii) as shall be determined by the Disciplinary Authority on the advice off the Advisory Disciplinary Panel.

**PART VI  
APPEALS**

- 15.1 (i) Appeal by an aggrieved Party against a decision of the Disciplinary Authority shall lie to the Appeals committee as provided under section 53(1) of the University of Dodoma Charter, 2007
- (ii) Save that any member of the Panel who took part in the decision which is the subject of an appeal before the Appeals Committee, shall not take part in the hearing of such appeal.
- (iii) Where a student wishes to appeal he/she shall, within not more than twenty one days (21) of decision of the disciplinary authority, give a written notice of his/her intention to so appeal to the Disciplinary Appeals Committee

- (iv) On every appeal, the student appealing and the disciplinary authority shall have right to appear before and be heard by the Students Disciplinary Appeals Committee.
- (v) The Appeals Committee shall meet within 14 days following the receipt of an appeal
- (vi) When an appeal has been lodged with the appeals committee, execution of any penalty imposed by the disciplinary authority shall be stayed pending the determination of such appeal;

- (vii) At the hearing of an appeal by the Appeals Committee, the parties concerned shall be entitled to be heard. No other person in defense of or representative capacity for the aggrieved party shall be allowed to appear before the Appeals Committee.

In determining an appeal the Appeals committee shall have powers to 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.

**PART VIII  
MISCELLANEOUS PROVISIONS**

- 16.0 (i) Where there is an emergency need for overt operations of security officials or Policemen amidst students in students compounds, the Students' Organization will be informed as soon as possible of such presence;

(ii) The Disciplinary Authority shall institute all proceedings and lodge or defend any appeal before the Appeals Committee.

(viii) These By-Laws are not exhaustive of rules and regulations governing students conduct at the University and do not exclude the application of special regulations applicable in specific organs of the University such as the University Library etc;

(ix) All students are advised to open a Bank account with any Bank in Dodoma.

