



## **STUDENTS' BY-LAWS 2026**

Made under Article 45 of the Charter and Rules of  
Catholic University of Health and Allied Sciences

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## **PREAMBLE**

Whereas the University has been established for the pursuit of truth, a high quality education, research, consultancy and ethical values,

### **And**

Whereas such truth, quality education, research, consultancy and ethical values can best be attained peacefully when peace, tranquility and good cooperation accompanied with respect between members of the University prevail,

### **Now therefore**

There are hereby established By-Laws to assure prevalence of these conditions and ultimately, attendance of the mission of the University

## **PART ONE**

### **PRELIMINARIES**

#### **1. SHORT TITLE AND COMMENCEMENT**

These By-laws shall be cited as the Catholic University of Health and Allied Sciences. Students By – laws (General Conduct, Disciplinary Offences, Disciplinary Proceedings and Penalties) By- laws made by the Council in accordance with provision of Articles 54 of CUHAS-Bugando and shall come into force on such date as the Board of trustees may approve.

#### **2. INTERPRETATION**

In these By-laws unless the context otherwise requires:

**“Baraza”** means and includes campus Baraza and University Students Baraza constituted by all students at the relevant campus of or at the University as a whole.

**“Charter”** means the Catholic University of Health and Allied Sciences Charter 2009

**“Council”** means the Council of the University established under Article 13 and provided for by Rule 17(1) of the charter

**“Dean”** means Dean of a school or a faculty appointed under Article 9 and in accordance with Rule 16(1) of the charter

**“Dean of Students”** means an officer appointed by the Council with respect to Rule 79 of the Charter to be responsible for students’ affairs.

**“Disciplinary Authority”** means a disciplinary authority established under Article 54 of the CUHAS Rules.

**“He”** includes **“She”**

**“Illegal Assembly”** means any assembly, meeting or gathering which has not been allowed by the appropriate authority.

**“Illegal Drugs”** means any drugs declared illegal by any Law in force in Tanzania

**“Senate”** means the Senate of the University established by Article 14 and covered by Rule 32(1).

**“Social Function”** means any party to be held by students for whatever reason.

**“Students Disciplinary Appeals Committee”**

Means the appeals committee established under rule 67 (1) of CUHAS Rules.

**“Student”** means any person admitted at the University as a candidate for any award of the University and studying under any of its programmes and paying his fees regularly.

**“Students Disciplinary Offence”** means the contravention of any by-Law made under the provision of Rule 57(2).

**“Students Organization”** means an organization of students approved by the council as being an organization representative of the students of the University under Article 20 and covered by Rule 59.

**“The University” or “CUHAS”** means the Catholic University of Health and Allied Sciences – Bugando established under the provisions of this Charter and the rules made there under

**“Vice Chancellor”** means the Vice Chancellor of the University appointed under Article 5 and in accordance with Rule 12(1).

### **3. APPLICATION**

(1) These By-laws shall apply to any person who is admitted, registered and has paid a student's subscription fee at the University.

(2) The application of these By-Laws to any student shall cease upon the expiry of the period one is registered as a student of the university or when disqualified from continuing to be a student of the University by any event.

(3) It shall not be a defense for any student in relation to any proposed disciplinary measure that these By-Laws and any other laws of the University were not brought to his attention by the University.

(4) The Vice Chancellor of the University or any other officer of the University appointed by the Vice Chancellor shall be responsible to the University Council for the enforcement of the By-Laws.

## **PART TWO**

### **STUDENTS' GENERAL CONDUCT**

#### **4. (1) STUDENTS' CONDUCT**

(i) Students are required to conduct themselves at all places in a manner befitting the reputation of their status as University students and not to tarnish the good image of the university.

(ii) (a) Students shall be expected to treat each other, members of staff, and the members of the community in general, with courtesy and consideration and, in particular, by observing moral and ethical norms.

(b) Any proved sexual misconduct involving students of the same or opposite sex calls for immediate expulsion of both parties concerned. Any proved sexual Misconduct involving a student and an outside visitor or a member of staff may lead to an immediate dismissal of the student concerned.

(c) The staff member involved in the above incident (ii-b) shall be dealt with in accordance with the provisions of the CUHAS Personnel Manual's Disciplinary code(s)

**5.1** Without prejudice to any other provision in these By-Laws the following acts shall constitute to disciplinary offences for the purpose of these By – Laws:-

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

Students are prohibited from drunkenness, to make noise or disturbance or mobilize other students or people to make noise or disturbance, disorderly conduct or unbecoming behavior or nuisance of any kind within or outside the University campus.

**(b) DEMONSTRATIONS & MOB ACTIONS**

To willfully organize, instigate or incite, (persuade, pressurize, threaten or encourage) others and, or participate in any unlawful mob action, strike, meeting, boycott of classes or any civil commotion.

**(c) DAMAGING, DEFACING OR DESTROYING PROPERTY**

Maliciously damaging, defacing or destroying any University property e.g a wall, gate, fence, post etc. or of another student or any member of the University community

**(d) ASSAULT, ABUSE AND HARASSMENT**

No student shall use slanderous, abusive, obscene or threatening language to any member of the staff of the University, member of families of staff of the University or visitors or any fellow student at or outside the University campus.

**(e) OFFER OF MONEY, GIFT OR INDUCEMENT**

No student may offer any money, gift or any inducement of any kind to any staff member of the University or to a fellow student with a view of getting favours whatsoever. Contravention of this regulation will be construed as an attempt to offer a bribe punishable under these by-laws and may be dealt with through legal proceeding as established by the law of the country.

**(f) USE OF FORCE**

Using force, violence against, or striking a member of staff of the University or a fellow student at or outside the University campus shall be construed as a grave offence punishable under these by – laws and/ or calling for legal proceedings under the law of the country.

**(g) OBSTRUCTING LAWFUL ACTIVITIES**

Any conduct which is likely to obstruct or to frustrate the holding of any lecture, class, meeting, function, laboratory work, research or other institutional activity given or authorized by the University.

**(h) GIVE FALSE INFORMATION**

To give false information or not believed to be true by giver or fail to identify oneself or produce an identity card when called upon to do so by an authorized officer, lawfully empowered to demand any such information or identity in execution of his lawful functions.

**(i) UNAUTHORIZED STUDENTS' GROUP**

Forming and/ or establishing unauthorized students' groups which are likely to cause disunity and disorder at the University or in the wider community.

**(j) REFUSAL TO ABIDE LAWFUL ORDER**

Failure or refusal to abide by any lawful order issued under any laws of the university or any lawful decision or directive passed by any appropriate organ of the University

**(k) UNAUTHORIZED HOLDING OF UNIVERSITY/OR CAMPUS BARAZA**

Unauthorized holding of University and/ or campus Baraza or general meeting which has not been scheduled in the University Almanac

Emergency Barazas may be held only after the Deputy Vice Chancellor (Academic) 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 case three days' notice be given to the Deputy Vice Chancellor (Administration) prior to the holding of such emergence Barazas.

**(l) INVITING OUTSIDERS AS GUEST SPEAKERS**

Inviting outsiders as guest speakers and/ or social entertainers without the permission of the relevant organs of the University namely, the vice Chancellor, Deputy Vice Chancellors, Dean of Students, Dean/ Director of relevant school/instate, Head of relevant Department, or Students' organization as the case may be depending on the intended audience and status of the guest speakers/ social entertainers.

**(m) POLITICAL PARTY'S ACTIVITIES**

No students' organization, shall engage in any political party's activities on a campus, conduct its affairs or have a constitution which in any way or manner whatsoever offends or conflict with the provisions of the Act or charter or of any other written law.

**(n) MISMANAGEMENT OF STUDENTS ORGANIZATION FUNDS**

Mismanagement and/ or embezzlement of students' organization fund and/ or of any other recognized student's society established under the auspices of the students' organization in accordance with the relevant provision of the students organization constitution for the time being in force.

**(o) UNAUTHORIZED POSSESSION OF PROPERTY**

Theft of University property, property of the member of staff of the University or of a fellow student

**(p) Illegal entry into another student's room**

**(q) DISMISSED STUDENT(S)**

Knowingly inviting or entertaining, and, or accommodating a criminal fugitive a former student or students of the University who are known to have been dismissed from the University and are barred from entering the University premises.

**(r) FRAUDULENT COLLECTION OF MONEY**

Any fraudulent collection of money or otherwise from any other person, University or any institution without prior permission of the University organs namely, the Dean of Students, the Students organization, or in special cases, the Dean/Director of the relevant school, institute as the case may be.

**(t) POSSESSION OF ILLEGAL DRUGS**

(i) To keep in possession of any kind of illegal drugs narcotics or any other illicit intoxicating substance and, or engage in any business or transaction which involves illegal drugs

**(ii) TO ADMINISTER ILLEGAL DRUGS**

To administer illegal drugs narcotics or any other illicit intoxicating substance to oneself or any other person for whatever reason.

(iii) To willfully associate with any person or group of persons who are involved in illegal drugs, narcotics or any other illicit intoxicating substance, transaction or business or criminal undertakings.

#### **(u) SMOKING DISALLOWED**

Smoking is prohibited in the University and BMC premises e.g. in the library, cafeteria, lecture rooms, computer rooms or any other places that the university may specify from time to time.

### **5.2. SEXUAL HARASSMENT**

The following shall be acts of sexual harassment and shall constitute disciplinary offences.

(i) Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures

(ii) Belittling comments on a person's anatomy, persistent demands for dates

(iii) Pressuring for sexual activity or favors;

(iv) Asking about personal sex life, explicit sexual suggestion in return for reward;

(v) Telling lies or spreading rumors about a person's sex life with the purpose of assassinating the character of the victim;

(vi) Unwanted physical contact 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 or cornering;

(vii) Displaying of pornographic and sexually suggestive pictures and/ or sexual objects.

(viii) Transmitting offensive written, telephone or electronic communications of sexual nature.

(ix) Indecent exposure.

(x) The use of one's authority or power, either explicitly or implicitly, or coerce another into unwanted sexual relations or to punish another for his refusal;

(xi) 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;

(xii) Rape or indecent assault;

(xiii) Public and/ or group sex;

### **5.3 HUMAN TRAFFICKING**

- (i) CUHAS students are strictly prohibited to do or engage in any means of human trafficking within or outside the University campus
- (ii) All suspected human trafficking cases should be reported immediately to the Dean of Students.

### **5.4 ACQUISITION OF USED GADGETS AND CRIMINAL CASES**

- (I) In order to prevent criminal cases related to stolen properties; students must verify the legality and legitimacy of the used gadgets before purchasing.
- (ii) The University will not be responsible for any criminal case related to stolen gadgets of any student

### **5.5 SPIRITUALITY AND PLACES OF WORSHIP**

Every student shall abide to the following provisions:

- i. A student shall be duty bound to respect the regulations and ethics of the specific place of worship, where they may go for worship and/or other reasons.
- ii. Worshippers shall conduct their prayers in the designated places of worship in a manner that does not encroach on the peace and tranquility of others.
- iii. Prayers outside the designated place of worship shall require permission from the Deputy Vice Chancellor- Planning, Finance and Administration.
- iv. Students' fellowships during week days shall be conducted between 19:00 to 20:00 hrs only except for overnight/fellowships prayers which shall not go beyond 00:00 midnight. Friday noon prayer sessions will abide by the University time table.
- v. Where it appears that changes of the official academic timetable have affected the mentioned hours of worship under this provision, the University official timetable shall prevail, and, the organization or association or club will be required to adjust their time of worship accordingly.
- vi. At no time shall a private arrangement of any academic or social activity, by any student or staff or member of the University, not in the official University almanac, force the said organization or association or club to adjust their time of worship unless there are lawful instructions from the University management.
- vii. All religious organizations shall be registered by the University through the University Chaplain and Dean of Students.

- viii. A religious association who wishes to invite a religious leader from outside of the University shall obtain a permission from the DVC- PFA channeled through the Dean of Students
- ix. At all times freedom of worship shall not be exercised in a manner that causes interference with University's academic and/or administrative activities.
- x. A student(s) who breach any of the provisions under this rule shall be subjected to disciplinary proceedings whose sanction shall be Rustication/suspension for one academic year.

## **5.6 FORGERY AND MISREPRESENTATION**

- i. Forging a document or uttering a false document or perpetrating forgery with intent to deceive, get service or cause loss to any person, University or any other institution whether in cash or otherwise is an offence.
- ii. Knowingly giving information known to be or not believed to be true by the giver thereof or any other person in that behalf shall be an offence.
- iii. Contravening any of these provisions shall result into facing the disciplinary proceeding and a student shall be liable for dismissal from studies and/or compensation for the loss occasioned due to the said forgery, or both

## **5.7 HEALTH INSURANCE**

1. All registered students must join National Health Insurance Fund (NHIF) or any other recognized Health Insurance Funds in order to obtain Medical Care at Bugando Medical Centre or other recognized hospitals and Health Centres.

## **5.8. SECURITY**

### **1. Personal Identification**

- a. Every student shall, at all times within the University campus, put (wear) on his/her valid student identity card obtained from the relevant University Authority.
- b. A student shall show his/her student identity card in all places at all times when required to do so by an authorized person.
- c. Any student who loses his/her identity card shall immediately report the same to the Dean of Students and must take steps immediately to have it replaced within 2 working days.
- d. A student who has no identification card or a specified introduction notice issued *in lieu* by the University shall be denied service required including entrance into University premises including offices, lecture rooms, library, hostel, laboratory, wards and sitting for

academic activities.

e. A student who contravenes the provisions under this sub rule shall be subjected to disciplinary proceedings.

## **2. Self and Property Security**

(a) Every student is advised to remain security conscious at all times while on or off the University premises.

(b) Every student is responsible for the security of personal and University Properties while on or off the University premises.

(c) It shall be an offence for a student to steal or attempt to steal or aid someone to steal property from either other student, University staff, the University or any member of the general public.

(d) Every student shall at all times conduct him/herself in a manner that shall not compromise the security of others.

(e) No student shall carry weapon (s) within the University premises which is likely to jeopardize peace or used in committing any criminal or disciplinary offence.

(f) It shall be the duty of every student to report incidents unwelcoming or which endangers or is likely to affect the security.

(g) 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 shall constitute an offence.

(h) Unauthorized use of, or interference with, any technical electrical or other services or installation in the University/University facilities is prohibited.

(i) A student breaching any of the provisions under this rule shall be subjected to disciplinary proceedings.

## **5.9. DEATH**

### **(a) Student's death**

- (i) Any death of a student shall be reported to the Dean of Students immediately.
- (ii) In the event that student of the University dies the University is obliged to give burial assistance.
- (iii) The cost in respect of burial of a deceased student will be borne by University at the prevailing rate as maybe determined by the University Council from time to time and will include:
  - (a) Coffin (b) Shroud and clothes (c) Wreath (d) Wooden cross (e) Plastic bag (f) Coffin mirror
  - (g) Late student printed picture
  - (h) Transport of the student's body to the place/location of domicile
- (iv) The University will provide condolence of Tshs. 300,000/= to the deceased student's family.
- (v) The University will send two staff members; one from students' welfare and the second from the late student's school/institute and two students to represent the University at the burial ceremony.

The University will also provide transport and per diem to the delegate, depending on the destination to which the burial ceremony will be conducted.

### **(b) Student's family members' death**

Death of student's family members; either father, mother, guardian, wife, husband, children, brother or sister shall be reported to the Dean of Students and the maximum of 7 days absence leave permission shall be granted to the mourning student.

### **(c) Student's extended family members death**

Death of student's extended family members including but not limited to grandfather, grandmother, aunt, uncle or cousins shall be reported to the Dean of students for information and thus no absence leave permission shall be granted.

## **5.10. PERSONS WITH DISABILITIES**

- (a) Every student shall recognize and respect the rights and fundamental freedoms of persons with disabilities as provided under the Catholic University of Health and Allied Sciences Staff and Students with disabilities Policy.
- (b) Any student who breaches this provisions shall be subjected to disciplinary proceedings whose sanction shall be suspension from studies for one academic year or stern warning or both.

### **5.11. SPORTS AND GAMES**

(a) All students are encouraged to participate in different sports and games including soccer, basketball, volleyball, handball and athletics.

(b) Students who intend to participate in sports and games shall observe the University laws and policies.

(c) Permission to all sports tours outside the University shall abide by the provisions under part two of these By-Laws.

(d) No any student shall attack a games official or referee or fight with another student at a match or interrupts a match.

(e) A student is prohibited from using the sports facilities without permission from the Relevant Authority.

(f) All University sports equipment shall be handled with care both within and outside the designated stores.

(g) A student who loses or damages sports equipment, sports gears or facilities shall be under an obligation of repairing or replacing them as the case may be.

(h) Any student who contravenes the provisions under this rule shall be subjected to disciplinary action whose sanction shall be dismissal from studies, or suspension for one academic year, or stern warning or both.

### **5.12. PREGNANCY OR MATERNITY**

(a) All pregnant students shall report to the Dean of students' office immediately after recognition of their pregnancy status.

(b) Pregnancy shall not be regarded as an illness unless advised otherwise by a Medical Officer. Pregnant students are expected to take responsibility for managing any risks associated with pregnancy or maternity issues

(c) Without prejudice to the right to reproduction and maternal health, a diploma or undergraduate pregnant student will be required to make alternative accommodation arrangements upon reaching six (6) months of pregnancy and thereafter, in view of the hostel's limited and unsuitable living facilities for students in advanced stages of pregnancy.

(d) Where a female student develops maternal complications subsequent to childbirth, such student shall, upon certification by a qualified medical practitioner, be required to defer her studies until such a time as she is medically certified fit to resume academic activities

### **5.13 HOMOSEXUALITY AND UNNATURAL OFFENCES**

(I) Intimate and/or sexual relationships or sexual activities of students of the same sex are STRICTLY prohibited in the University

(ii) It shall be an offence to have carnal knowledge with any person against the order of nature; or have carnal knowledge with an animal; or permits a male person to have carnal knowledge of him or her against the order of nature, or permits a female person to have carnal knowledge of him or her against the order of nature.

(iii) Any student who breaches the provisions under this rule shall be subjected to disciplinary proceedings and when found guilty shall be dismissed from studies.

### **5.14. STUDENTS' ASSOCIATION AND CLUBS**

(i) Request to form and register students' organization or association or clubs other than the Catholic University of Health and Allied Sciences Student Organization (CUHASSO) shall be granted by DVC-PFA through the Dean of Students. The request shall be granted if the organization or association or club has:

- A constitution of the group;
- Current leaders of the groups; and
- The name of the guardian who shall be a University staff.

(ii) The University shall have the mandate to register, merge, or ban any student's organization or association or club based on the proof that the association or club concerned exhibits signs that jeopardizes peace in the University.

(iii) At no times shall unregistered student's organization or association or club be allowed to operate in the University.

(iv) For a religious association or club or organization to be registered by the University, it shall obtain an introduction letter from the recognized association of the said religion, for example Tanzania Episcopal Conference (TEC) for Catholics, Christian Council of Tanzania (CCT) for Protestants, the National Muslim Council of Tanzania (BAKWATA) for Muslims, Pentecostal Churches Association in Tanzania (PCT) for Pentecostal churches and so on as the case may be.

(v) A student or students forming an organization or association or club in contravention of (i) above shall be subjected to disciplinary proceedings and shall be suspended from studies for one academic year.

(vi) Forming and establishing unauthorized students' groups which are likely to cause

disunity and disorder at the University or in the wider Community shall be an offence warranting suspension from studies for one academic year.

(vii) At all times, these By-Laws will prevail against the constitution or rules of any student's organization or association or club.

#### **5.15. DEBTS**

(i) Every student shall refrain from entertaining debts.

(ii) Students are strictly prohibited from engaging in illegal loan transactions of any kind.

(iii) A student who enters into an official loan arrangement and fails to honour the agreement shall be compelled by the University authorities to honour the said agreement by any means available, and if the student fails to comply with the University compulsion shall be subjected to disciplinary proceedings.

(iv) For the purposes of this rule, "official loan" means a loan granted by a bank, development finance institution, or other financial institution licensed or authorized under any written law of the United Republic of Tanzania.

(v) For the purpose of this rule as well, "illegal loans" shall mean any lending or borrowing of money among students or with external parties that involves exploitation, coercion, excessive interest rates, unregistered money lending, or any financial transaction that contravenes national laws, University regulations, or ethical standards

(vi) The office of the Dean of Students and other University authorities shall not be responsible for any illegal loan arrangements entered between students or staff or services provider or any person.

#### **5.16 BETTING AND GAMBLING**

(i) No student of the Catholic University of Health and Allied Sciences shall engage in any form of betting, gambling, or related activity, whether within or outside the premises of the University.

(ii) Any student who contravenes the provisions of this by-law commits an offence and shall be subject to strict disciplinary action in accordance with the laws, regulations, and disciplinary procedures of the University.

## **5.17 DRESS CODE.**

Although students have the freedom to choose mode of dress, however, it is the University policy to maintain Catholic Values and high professional medical standards on the campus. Dress must be appropriate and professional.

### **(a) Ward dress code:**

Students should wear attire appropriate to the professional standards of their respective departments

### **(b) Academic and Campus Dress Code**

(i) Male should mandatorily wear the decent fabric or cadet trousers, dress shirts, closed shoes with socks, student identity cards and a white coat.

(ii) Female should mandatorily wear the decent fabric dresses/skirts, or slacks, dress shirts or blouses, closed shoes, Students Identity Card and a white coat.

(iii) The following are forbidden male dresses and shall constitute disciplinary offences:

Jeans, shorts, trouser hanging under the buttocks (mlegezo); clothes with inappropriate/unsuitable/terrifying pictures/images of snake, human skeleton, crossbones, or slogans/ obscene/abusive language, unbuttoned shirts, sports gears, all types of sport jersey, any type of dress that leaves underwear visible, studs/earring and inappropriate hair style for men – plaiting, rasta, kiduku; body tight and drawing tattoos; hats or caps worn in classes, offices, meetings, laboratories, library; pajamas, flip-flops or slippers

(iv) The following are forbidden female dresses and shall constitute disciplinary offences:

Jeans, any kind of shorts or pedopusha, skirts that do not cover the tighs/knees when sits, dress/skirts with excessive slit (mpasuo); mesh type of see – through/transparent/revealing clothes; tight trousers/skirts; blouses and any other dress that leaves the stomach, chest, waist, underwear, breasts and back open/visible; slacks hanging under the buttocks (mlegezo); min skirt/skin tight worn without any type of dress that covers the entire body. Wrapping “khangas/vitenge”; body tight and drawing tattoos and shanga miguuni (kikuku)

(v) Bugando Medical Centre (BMC) and any other teaching hospitals at which a student is placed for clinical practices reserve the right to exclude students from the ward if dress code is not observed accordingly.

## **5.18 ALL OTHER ACTS**

All other acts which in the opinion of the Disciplinary Authority Constitute a disciplinary offence

## **PART THREE**

### **PARTICULAR RESIDENTIAL REGULATIONS**

#### **6. (1) LIVING ON CAMPUS OR OFF CAMPUS**

(i) Student may opt to live in the University hostels at the campus if accommodation is available, or a student may opt to live outside the University campus. In cases where off-campus residence is supervised by the University, the By-Laws for University residence within the campus shall **mutatis mutandis** apply to such students living off-campus.

(ii) Students who live in the University hostels must comply with the regulations as established by the University. Failure to adhere to these regulations will make the student lose the privilege of staying in the Hostel. The student expelled from the Hostel may continue with his studies as an off-campus student.

(iii) However, students will be allowed to stay off-campus at any time, from the beginning of an academic year **ONLY**, and **NOT** in the middle of the academic year.

#### **(2). PAYING FOR ACCOMMODATION IN ADVANCE**

Every student shall, pay for accommodation at full rate as the University may determine from time to time before being granted any accommodation in the University hostels or in any other premises on campus earmarked for residential purposes. Even during supplementary examination, students shall pay for accommodation.

#### **(3). SECURING ACCOMMODATION FRAUDULENTLY**

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 or any student who has been allocated accommodation without having paid for such accommodation in advance as provided for under sub section (2) of this section.

#### **(4). RECONSIDERATION FOR ACCOMMODATION**

Any student who is evicted from the room by the Dean of Students under sub-section (3) of this section shall not be considered again for accommodation on campus unless the Vice Chancellor directs otherwise.

#### **(5). SHARING OF ROOMS**

(i). The University shall have the right and power to determine the number of students who may share any of its rooms in the University Hostels or in any other premises earmarked for residential purposes.

(ii). Any student who refuses to share of the University rooms in the hostel etc shall be evicted from the Hostel or any other premise on campus and shall not be considered for any accommodation on campus or any other premise unless the Vice Chancellor directs otherwise.

#### **7. (1). CHANGING OF ROOMS AND SUB-CONTRACT/SUBLETTING**

(i) Students are not permitted to change the rooms allocated to them. If it is necessary, Students must submit a written request to the Warden for approval. Such exchange permission will normally come into effect at the beginning of a new academic year. Illegal exchange of rooms shall result into eviction from the room within four days from the date he/she is caught

(ii) It is illegal to sub-contract or subletting any unauthorized person includes students and or any other person not allocated to the particular room/hostel/hall of residence.

#### **(2). CARING OF ROOM ITEMS**

Each student shall be given specific items in the room of residence, which include keys, a bed, a bed mattress, reading table and a chair, a ward robe. A student is responsible for the care of these items. The issuing of the said items shall be made in writing and the student shall sign the document used for purpose.

### **(3). RETURN OF ROOM ITEMS**

Each student must clear his room of personal belongings at the end of the academic year and handover room keys and all other items to the hostel Janitor or Warden by written evidence, that is, signature to that 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.

### **(4). COMPENSATION FOR DAMAGED PROPERTY**

Loss of keys etc by students must be immediately reported to the Janitor or Warden or the Dean of Students. The cost of repairing the damage or replacing the lost item the key, lock, chair, desk etc. will be paid by the student responsible for its loss or damage.

### **(5). VISITORS**

Students may be allowed to entertain their fellow CUHAS students in their rooms from 08:00am up to 10.00pm. In every case they must show due regard for the rights of their roommate and other students. Visitors from outside may be entertained by students in the students rooms/on the campus from 08:00am up to 6.00pm subject to registration at the main gate security office

### **(6). UNAUTHORISED PERSONS**

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

### **(7). STUDENTS OF THE OPPOSITE SEX**

(I) Students of the opposite sex shall not be allowed to share a room.

### **(8) SAFETY AND SECURITY**

(a) Students must ensure their rooms are locked when unattended

(b) Any case of theft or security concerns must be reported immediately to the Janitor or Warden.

### **(9). SOCIAL FUNCTIONS**

(1) It is prohibited for Students to use the rooms allocated to them for accommodation or any other space in the Hostel for any social function.

(2) Students wishing to hold any social function shall apply from the Dean of Students for permission to hold such functions and the Dean of Students may grant such permission which shall specify the place and duration for holding such function. Except that no such permission shall extend beyond the hours of 11.00pm.

#### **(10). VACATING THE ROOMS AT THE END OF ACADEMIC YEAR**

(i) Students are not allowed to stay at the campus at the end of the academic year, that is, during the long vacation.

(k) A student who has a particular and exceptional reason to stay at the campus and who secures permission of the Dean of Students to stay at the campus shall be bound by these by-laws as they would during semester time, and will be required to pay in advance residential charges at prevailing rate set and charged by the University.

(l) Shall be required to make his own arrangement for meals and hospitalization service.

#### **(11). TAKING CARE OF ROOMS**

(a) Students shall be responsible for the care of the rooms they occupy and their surroundings and for the daily cleaning and tidiness of the rooms.

(b) Cooking is not allowed in the hostel. Disallowed cooking which amounts to disciplinary offence includes: frying, roasting, baking, steaming, grilling, cooking food in microwave or microwave oven and boiling (except boiling water with electric kettle) by use of any source of energy.

(c) In no way may walls of the rooms or walls of the University premises be defaced with nails, cello tape or any other gummed material to affix posters, pictures, time tables or any other objects.

(d) Transfer or remove any University property, fittings of any kind from places where they are kept or fixed to another place, whether in the University or outside the University without prior written permission of the warden

(e) Use the corridors, study/common rooms, balconies, or any other room not specified for drying of beddings, towels, clothing or washing or washing of any kind or keeping pairs of shoes or utensils of any kind.

- (f) Interfere or tamper with electrical fittings and installations or any other service installed in the University nor should they use any electrical appliances other than reading lamp, electric iron, personal computer, table fan, radio cassette, video or recorder player, electric razor, hair dryer without the prior permission in writing from the Dean of Students.
- (g) As the hostels are places of repose and retirement there should be no undue noise therein at anytime. Musical instruments such as record player, TV, VCR, Computer and other noise making equipment should not be used after 12.00 midnight.
- (h) Student shall be expected to live peacefully with one another in their allocated rooms. If one student is found to be misbehaving (not limited to being drunk, smoking, drug abuse inside the room, bringing unauthorised guests into the roommates in the room and/ or within the hall/hostel premises) towards his be evicted from the room
- (i) Students are strictly prohibited from conducting or engaging in any form of business within University premises, including hostels and other campus areas. This includes, but is not limited to, the sale of soft drinks, airtime vouchers, food items, bread, clothing, or the provision of services such as photocopying. Any student found in violation of this regulation shall be subject to disciplinary action as determined by the University authorities
- (j) It is strictly prohibited to bring any kind of food and alcohol into the hostel. Any student found in violation of this regulation shall be evicted from the hostel with immediate effect, and any accommodation fees paid shall be forfeited. An exception shall be granted only to students with special needs, upon written authorization by the Dean of Students

#### **PART FOUR**

#### **8. REGULATIONS RELATING TO KITCHEN AND CAFETERIA SERVICES**

Students who make use of the University and CUHASSO catering services are obliged observe the following regulations. Failure to observe the rules shall constitute disciplinary offence.

##### **(1) MEALS**

Students' meals or any other person shall be served in the University cafeteria or other designated areas at prescribed times and prescribed rates of payment for meals and/or services, on commercial basis.

## **(2) KITCHEN**

The kitchen is out of bounds to students to all students except for students leaders appointed oversee cafeteria matters. Smoking is not allowed in the cafeteria

## **(3) CAFETERIA ITEMS**

Students shall not take any utensil from the cafeteria or any other premise currently being used for such services to any other premise or any compound within or outside the university campus without the permission of relevant person or appointee thereof.

## **9. DRESSING IN CAFETERIA**

Students are expected to dress neatly when going to the cafeteria for meals. Such dresses as slippers, wrapping “khangas/vitenge” and shorts shall not be allowed in the cafeteria.

## **10.COMPLAINTS**

The CUHASSO ministry concerned with food affairs shall supervise and monitor all cafeteria services to ensure that the meals are of good quality and standard required. The Dean of Students shall be consulted only if the problem pertaining to the quality and standard is persistent.

## **11.MENU**

Students shall be provided with meals on the basis of reasonable menu. Food for special diets shall not be provided except by payment from the student or sponsor.

## **PART FIVE**

### **REGULATIONS RELATING TO ACADEMIC AFFAIRS AND CORRESPONDENCES**

#### **(12). REPORTING FOR STUDIES**

(i) Students are required to report at the University on the first day of each semester or the prescribed date of the University year. After the lapse of fourteen days from the prescribed date each student reporting late shall be barred from registration unless satisfactory reasons are given for reporting late.

(ii) For enquiries of academic matters academic advisors and/ or Head of department are the ones to be consulted

#### **(13). FEES AND REGISTRATION**

(i) No student shall be allowed to register or attend classes unless the prescribed fees have been paid. Fees shall be paid in full at the beginning of the academic year or in two installments at the beginning of each semester as prescribed.

(ii) Every student shall be registered for one course programme annually. Once admitted to a particular course programme a student may switch to a different programme only with the prior written consent of his sponsor and approval of the university.

#### **(14). LECTURE ATTENDANCE AND EXAMINATIONS**

(i) Student shall be required to attend at least 75% of the lecture hours to qualify for sitting for University examinations.

(ii) In the event of a student missing lectures the Class Representative shall inform the lecturer concerned or the Head of Department.

(iii) A student shall be required to sit all tests and examinations prescribed to qualify him for the University award. Any special reason that may prevent a student from sitting any examination shall be reported to the Head of Department who shall notify the school/ or Faculty Dean, and the Deputy Vice Chancellor (ARC), with the view of having permission granted in writing prior to the time of the examination.

(iv) Except for final examination, tests and course work assessment results shall be returned to students by respective lecturers within a reasonable time of their release. Final examination results releases shall be made at a date prescribed normally in the University 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.

(v) Students are required to strictly adhere to examination rules. Failure to observe examination rules is punishable by expulsion from the University or disqualification from entitlement to the University award.

### **(15). LEAVE OF ABSENCE**

A student may obtain leave of absence for a period not exceeding ten days during semester time by filling in an application form available from the Dean of Students. Thereafter, the application form is to be approved by the students' Head of department/school, the Dean of Faculty/school, or the Director of postgraduate/or Director of Institute.

### **(16). CONSULTATIONS**

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

### **(17) OFFICIAL COMMUNICATION WITH OUTSIDERS**

- (i) In matters concerning the University all communication and correspondence, by students or by officials of the students organization or officials of recognized student associations, to institutions shall be routed through the Dean of Students or the Dean of the Faculty as the case may be.
- (ii) Official letter to press reflecting the interest of the student's community at the university shall first be approved by the student's government and shall bear the label of the university student's organization as their origin and not the university.
- (iii) Students, on the basis of their freedom of expression as guaranteed under the country's constitution may communicate with outside institutions and news media in their private capacity bearing their own names and addresses of their Halls of Residence.
- (iv) Correspondence and communication about the University to the Chancellor, the state house, Council Chairman, Vice Chancellor, Pro-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 Vice Chancellor.

### **(18) PUBLICATIONS**

Students wishing to publish articles in the University Newspapers, Bulletins etc or make use of any print or electronic media shall be expected to observe laws of the country 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 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. Obscene statements or pictures which are likely to spoil or spoils or likely to corrupt or corrupts those people into whose hands the publication may fall.

(k) Any confidential information received from police or public officers in the course of their official duties or enquiries.

(l) Any matter which is likely to bring a court of law into contempt or to hinder its administration of justice.

(m) Works of others without their permission and thereby abusing copyright. Contravention of these rules shall be punishable under these By-Laws and/ or shall call for legal proceedings under the laws of the country.

## **(19) EMPLOYMENT**

No student may undertake paid employment of any kind at or outside the campus during academic semester without prior permission from the Dean of Students and the Head of Department upon satisfaction that the students' academic work will not suffer through such employment.

## **(20) ILLNESS**

Illness or accident must be reported to the Dean of Students and to the Head of the Department

## **(21) STUDENTS ORGANIZATION**

(i) The students' organization is an extension of the University administration and students are expected to cooperate with it in channeling their wishes, views, and grievances of a general and/or specific nature to higher authorities. Students shall be expected to make full and timely payments of prescribed fees to the students' organization. For avoidance of doubt, prescribed fees shall be such fees as approved by the Council and shall include students' subscription or students' union fees.

(ii) The Baraza meetings of the Students' organization and of any committee or sub-committee of the students' organization shall be held after lecture hours. This shall apply to any other social or religious event at the University

## **(22). LIBRARY SERVICES AND RULES**

(i) Except for students who for any good reasons have been banned from using the services of the University library, every student shall be entitled to the service of the university library

(ii) Library service shall be available to students at prescribed operating hours and in line with library regulations set by University authorities.

(iii) Every student who uses the libraries shall acquaint himself with the procedures, rules and regulations of the libraries. Failure to observe any of the following provisions of this section shall constitute a disciplinary offence.

A student using library facilities shall be required to ensure that all books, periodicals, magazines etc. borrowed are taken care of and returned to the library on the prescribed date intact. Every student reading in the library should do so without causing undue noise or disturbance to other readers.

A student entering the University library shall be neatly dressed. Sandals and shoes with hard knocks shall not be worn when entering the University Library.

## **PART SIX**

### **REGULATIONS RELATING TO DISCIPLINARY MATTERS**

**23. (1)** Disciplinary offences committed by students shall be dealt with by the Students' Disciplinary Authority

**(2) Composition of the Students' Disciplinary Authority**

- (a) The Deputy Vice Chancellor responsible for administration who shall be the Chairman
- (b) Three members elected by the Students' Organization and, at least one whom shall be a woman and a student with a physical disability.
- (c) Two members of the senate appointed by the Vice Chancellor
- (d) The Dean of the School or Faculty, or the Director of the Library, Institute, Centre or the Directorate to which the student belongs.
- (e) The Dean of Students
- (f) The Secretary appointed by the Deputy Vice Chancellor responsible for administration
- (g) Corporate Counsel

**(3) The Investigation of an offence**

Upon receipt of a complaint that a student has committed an offence the Students' Disciplinary Authority shall meet within a reasonable time to make a preliminary investigation 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 shall be formulated in writing and addressed to the Students' Disciplinary Authority.

**(5) Explanation of a complaint** Upon receipt of such information, the Student's Disciplinary Authority shall require the student against whom such a 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 investigation to be made and such further evidence to be obtained and may obtain such advice and assistance as is thought appropriate. Provided that the Student's Disciplinary Authority in any case where the committee asks a student for such explanations as aforesaid, 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 Authority shall have powers to summon any person related to the issue to give evidence or information or produce anything in connection with such an offence.

**(7) Students Disciplinary Authority Procedures**

The Students Disciplinary Authority shall follow procedures as prescribed by the Charter provided such procedures shall ensure that principles of natural justice are observed as prescribed by rule 64 of the Charter and Rules of CUHAS.

**(8) Right to delegate powers**

The Chairman may, by writing under his hand, delegate, subject to such limitations as he may prescribe, all or any of his powers vested in him by these By-laws, to the Dean of Students, Dean or Director of a Faculty, School, Institute, Centre or Directorate, as the case may be.

**24. Students Disciplinary Appeals Committee**

(1) Any student aggrieved by the decision of the Disciplinary Authority may appeal to the University Students' Disciplinary Appeals Committee established under Rule 67(i) of the Charter

(2) Composition of Students' Disciplinary Appeals Committee:-

(a) A Chairman appointed by the Council and formally appointed by the Vice Chancellor.

(b) Four members of the Council, one of whom shall be president of the Students' Organization or his representative.

(c) A legally qualified person holding office in the Attorney – Generals' chambers nominated by the Attorney –General.

**(3) Period of Appeal.**

The aggrieved student may appeal to the Students' Disciplinary Appeals Committee within thirty days of decision of the Disciplinary Authority.

**(4) Mode of Appeal.**

Where the student wishes to appeal, he shall, within not more than three days of decision of the Disciplinary Authority, give a written notice of his intention to appeal to the Disciplinary Authority which shall forthwith submit it to the Chairman of the Students' Disciplinary Appeals Committee.

**(5) Execution of an Appeal.**

On an appeal under these By-laws the Disciplinary Appeals Committee may after consideration;

- (a) Uphold the finding and the punishment; or
- (b) Set aside the findings and punishment imposed on him
- (c) Uphold the findings and reduce or enhance the punishment imposed upon him

**(25) Finality of decisions on appeal.**

Subject to the provisions of rule 68 relating to appeals to the Students' Disciplinary Appeals Committee, no decision of an inquiry officer or the Students' Disciplinary Committee shall be subject to review by any Court.

## PART SEVEN

### REGULATIONS RELATING TO PENALTIES

26. (a) Upon finding that a student is guilty of a disciplinary offence under these By Laws, the Students Disciplinary Authority shall impose punishment as it may consider appropriate. However the Vice Chancellor shall have the power to suspend an individual student or group of Students who instigate(s) other students to behave in a manner that is likely to endanger other persons and or property of the University.

(b) The Vice Chancellor under the instructions of the Council shall have the power to suspend the student's body if in the council's opinion there is an imminent danger to lives and property.

(c) The Students Disciplinary Authority may impose such penalties including warning, suspension, fine, eviction, or dismissal from the University depending on the seriousness of the offence, as follows:

(i) Violating by-laws Part II: 4 (1) (i), (ii); 5.1 (a), (b), (c), (d), (e) (f), (g), (h), (i), (j) (n), (o), (q), (r), (s), (t), I – iii; 5.2 (i) – (xiii); Part III: 10 (h); Part V:18 (I – vi); Part VIII: 33.

Shall constitute a very serious case under the penalty of dismissal or suspension from the University for nine months and pay the money embezzled or collected as the case may be with or without interest

(ii) Offences against By-Laws: Part III: 6(2), (3) 5(ii); 7 (1), (i); (ii); (3) (6); 8, 9 (1); 10(b); (g) are under serious case punishable by eviction from the University residence and or total confiscation of the cooker(s) and the utensil.

(iii) Violation of By-Laws; Part III 7(4), 10 (c); (d); (e); (f); (i); Part VIII: 34 shall be considered cases subject to the imposed punishment of

- Fine of Tshs. 15,000/=; 25,000/=; 50,000/=; 70,000/=; 100,000/= for first offence
- Eviction from the University residence for second offence

(iv) Violation of By-Laws; Part II: 5.1 (k); (l); (m); (u); 5.3 (i) (ii); Part III: 7(5); 10(a); Part IV: 12(1); (2), (3),(4); (5); (6); Part V: 13, 14, 16, 20, 23, (iii) are punishable by severe warning or eviction from the University residence or suspension from one to three month.

**27.** Without prejudice to any other provision in these By- Laws, a student may be dismissed where:-

- (a) He is charged and proved to have committed an offence punishable by suspension and that the same student had previously been punished with the the same penalty within the same academic year.
- (b) He has been suspended and failed to comply with such penalty by either remaining or being seen on campus.
- (c) It is proved that he has committed a criminal offence of very immoral behavior, for example, money earned by working as a prostitute, stealing etc.
- (d) It is established that he has committed an offence which is not specifically provided for under these By-Laws and which, in the opinion of the Disciplinary Authority warrants dismissal.

## **PART EIGHT**

### **MISCELLANEOUS PROVISIONS**

**28.** 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 to married couples or breast feeding mothers and their infants.

### **29. CHANGE OF STUDENTS NAME**

(i) All the University Certificates, Diplomas, Advanced Diplomas, Degrees and any other University Award shall be issued using the names which appear on the certificates by which a student gains admission at the University.

(ii) A University Certificate, Diploma, Advanced Diploma, Degree or any other University award subject to the approval of the senate shall be issued in a different name only in special cases when there is sufficient evidence to show a change of name due to:

- (a) Marriage
- (b) Change of Religion
- (c) Divorce
- (d) Other circumstances that merit consideration.

(iii) Such change of name shall have to be notified to the Dean of Students and Corporate Counsel at least six calendar months before the graduation day of the student whose name has changed and must be verified by Legal documents, such as deed polls.

### **30. LIMITATION OF BY-LAWS**

These By-laws are not exhaustive of all rules and By-laws governing students conduct at the University and do not override the application of Special regulations applicable in specific organs of the University such as the University Library, University places of worship, examinations etc.

### **31. EXTENSION OF BY-LAWS TO FIELD PRACTICALS, STUDY TOURS AND ASSIGNMENTS OUTSIDE THE CAMPUS**

These By-Laws shall apply and be enforceable to students who are undergoing field practical, study tours or doing authorized assignments e.g. news collection etc outside the University campus

### **32. SIGNING STUDENTS AGREEMENT FORM**

Students are required to sign the STUDENT AGREEMENT FORM which shall be a binding undertaking by the student that he shall be governed under these By-Laws. Where a student declines to sign the STUDENT AGREEMENT FORM, it shall be construed that the student has declined his offer to study at the University.

### **33. MOTOR VEHICLES/CYCLES**

(i) Students wishing to keep and drive motor vehicles or motor cycles within the campus must first register them with the Dean of Students.

(ii) The registration shall be done annually upon production of the following by students:

(a) Registration Card

(b) Valid Certificate of Insurance

(c) A valid Driving License

(d) Where requested, a certificate of Road worthiness of such vehicle.

(e) Student Identity Card

(iii) The permission for any student to keep and drive a motor vehicle on the campus may be withdrawn whenever it appears to the University that the student is a dangerous or reckless driver.

### **34. CARE, DAMAGE, LOSS OF MOTOR VEHICLES OF PROPERTY.**

It is provided that the University shall not be held responsible for care or any damage to or loss of any motor vehicle, motor cycle and/ or motor accidents involving students and third parties or any other property of a student.

### **35. EXCLUSION OF STUDENT FROM STUDIES AND EXAMINATIONS**

(i) The university 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 University.

(ii) He may be readmitted to the University when all the outstanding debts have been settled.

(iii) The university shall have power of holding examination results and certificate for any student.

### **36. STUDENT SUSPENDED FROM STUDIES**

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

### **37. STUDENTS TO BEAR COSTS OF SUSPENSION**

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

### **38. STUDENTS COMPLAINTS**

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

## **PART NINE**

### **FINAL PROVISIONS**

- 39.** The University Council shall have the power to amend these by – Laws at any time it deems necessary.
- 40.** 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 for Determination or further directive and, if need arises, before the University Council whose decision shall be final