

Jordan University College

A Constituent College of St. Augustine University
of Tanzania
P.O. Box 1878 Morogoro

Students' By-Laws and Examination Regulations and Guidelines

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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 truth, quality education, research, consultancy and ethical values can best be attained peacefully when peace, tranquillity and good cooperation accompanied with respect among members of the University College prevails.

Now therefore

There are established By-Laws to ensure prevalence of these conditions and ultimately, attendances to the mission of JUCO.

PART ONE

PRELIMINARY

1. SHORT TITLE

These By-Laws shall be cited as the St. Augustine University of Tanzania Students By-Laws (General Conduct, Disciplinary Offences, Procedures, Penalties and Appeals), *Amendments 2014*.

2. INTERPRETATION

In these By-Laws unless the context provides otherwise *the “Students’ Disciplinary Appeals Committee” means a Committee established under rule 60 of the Charter of Incorporation Jordan University College – Rules 2010* “Charter” means *the Charter of Incorporation Jordan University College Rules, 2010* or as the case may be *the Saint Augustine University of Tanzania charter, 2010*.

“Council” means the Council of St. Augustine University of Tanzania.

“**Dean of Students**” means any officer appointed by the Governing Board on the advice of the Appointments Committee with respect to rule 72 of the *Charter of Incorporation Jordan University College Rules, 2010* to be responsible for students’ affairs other than those related to finance.

“**Students’ Disciplinary Committee**” means a Committee established under rule 47 of the *Charter of Incorporation Jordan University College Rules, 2010*

“**Students**” means any person who has enrolled to pursue any course of study at the College and pays his/her fees regularly.

“the Students’ Organization” means an organization representative of the students of the College established by Article 18.1 and provided for in Rules 52 and 54.

“**The University**” means St. Augustine University of Tanzania

“**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 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 or other drugs.

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.

“**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 student’s behaviour that is unacceptable to the University but does not violate criminal statutes including absenteeism, tardiness, bullying and inappropriate language.

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

Misconduct further refers to an action, or inaction which could be referred to as poor performance due to:

- Drunkenness
- Drug use
- Fighting, assault on fellow student(s), staff, lecturers
- Harassing people
- Wilful damage to property

- Subjecting people to racial, gender, religious abuse
- Cursing/Swearing
- Truancy
- Behaviour not conforming to prevailing standards or laws
- The act or an insistence of fornication
- Gross Dishonesty or bad management
- Deliberate wrongdoing

“TEC” means “Tanzania Episcopal Conference”.

Where it appears in these By – Laws a singular shall include a plural form and vice versa.

3. APPLICATION

These By-Laws shall apply to all students of the Jordan University College (JUCO). 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 Council in accordance with *Article 28 of the St. Augustine University of Tanzania Charter* and adopted by the Governing Board *according to Charter of Incorporation Article 14 and* shall come into force on such date as the Governing Board may approve.

PART TWO

GENERAL CONDUCT

5. (1) STUDENT CONDUCT

- (i) Students are required to conduct themselves at all times and in a manner suitable for the reputation of their status as University students.
- (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 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 JUCO.

(2) DRUNKENNESS, NOISE & NUISANCE

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

(3) DEMONSTRATION & MOB ACTIONS

Demonstrations, strikes, mob actions and unauthorized assemblies, political activity on Campus are forbidden. Demonstration is forbidden by these by-laws.

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

(5) SMOKING

- (i) Smoking is prohibited in the Library, Cafeteria, Lecture Rooms and Laboratories and in all public places.

(ii) **DRUGS**

Students are prohibited from drug possession and trafficking drugs which shall cause severe disciplinary action including expulsion from JUCO and/or complaints being 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 contravenes the Laws of the Country.

(6) REPORTING FOR STUDIES

Students are required to report at JUCO on the first day of each semester or the prescribed date of the academic year. *After the lapse of one month after the opening day of the new academic year, any student reporting after that shall be barred from registration unless satisfactory reasons are given for reporting late. Late registration is liable to a fine of Tzs. 50,000/= or as from time to time shall be determined by the JUCO 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 news 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 Students or the Dean of the Faculty as the case may be. Correspondence and communication about the University College to the 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 Principal.

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

(8) PUBLICATIONS

Students wishing to publish articles in JUCO 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 the 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 accident must be reported to the 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 College and such treatment as the case may be shall require the student to be admitted outside the College *or be away from classes for more*

than two days, he/she shall communicate the same to the Dean of Students and Head of the Department.

(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 faculty. Such an application shall be accompanied by a written approval of the Student’s Class Advisor and or 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 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/JUCO campus should not park on reserved parking places.

It is provided that the 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 whenever it is obvious to the College that the student is a dangerous or reckless driver.

(13) EMPLOYMENTS

No student may be employed in any kind of employment contract whatsoever at or outside the campus during semester without prior permission from the DPAA 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 DPAA to hold such meetings during lecture hours. This shall apply to any other social clubs or religious organizations at the College.

PART THREE

PARTICULAR RESIDENTIAL REGULATIONS

6. (1) HOSTEL

- (i) Students may opt to live in the College hostel at the campus if accommodation is available, or a student may opt to live outside the College campus. In the cases of off-campus, residence will be supervised by the College, 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 College hostels must comply with the regulations as established by the College. Failure to adhere to these regulations will make the student to lose the privilege of staying in the Hostel.
- (iii) Students of the other sex are not allowed to share a room/bed in the 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 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 Warden/ 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 electrical fitting 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 places of rest, peace and retirement; hence, there should be no noise at any time. Musical instruments should be tuned at room sound and should not be used after 12:00 midnight.

(6) COOKING

No cooking is allowed in hostels and storing of paraffin, petrol or any other combustibles 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 by 12:00 midnight except where permission is granted by the warden or Dean of Students or any other authorized College Official. For an approved internal social function an extension of up to 2:00 am may be allowed.

(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 either sex of JUCO in their rooms from 10:00 am to 06:00 pm. 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 Wardens. Replacement of the key or lock or key holder will be made upon payment of the replacement cost by the student 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 Wardens 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

UNIVERSITY DRESS CODE

7. DRESS CODE

The dress code is applicable to all students and is part of the JUCO policy to provide and maintain high professional ethical standards of integrity and discipline in the campus. The dress code must be adhered to by every JUCO Student from Monday to Saturday, even if casual attire is allowed on Saturday.

Tight or transparent clothes, mini-skirts, stomach-cuts, capped sleeves and sleeveless tops/vests/shirts, T-shirts, tracksuits, casual wear like *kangas*, head scarves; sports shoes, slippers, shorts and studs/earrings for men are not allowed. Students shall dress with decency, modesty and smartness.

PART FIVE

REGULATIONS RELATING TO ACADEMIC LIFE

8. ACADEMIC LIFE

(1) REGISTRATION

Every student shall be registered for one program only. Once admitted to a particular course programme a student may switch to a different programme with permission from the relevant academic authority.

(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 Laws of the Country and by these By-Laws for any student to present forged receipts, fake, counterfeited cheques or any other illegal financial documents during making payments to JUCO.

(3) LECTURE ATTENDANCE

Students shall be required to attend at least 75% of the lecture hours to qualify for sitting for University Examinations.

(4) MISSING LECTURES

In the event of a student missing lectures, the student her/himself and the Class Representative shall inform the lecturer concerned and the Head of Department.

(5) TESTS AND EXAMINATION

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

Principal for Academic Affairs through Dean of Students, Head of Department, and Dean of Faculty and permission be 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 the 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 College almanac or as announced by the DPAA. 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 date for notifying 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 College or disqualification from entitlement to the / College award.

(8) LIBRARY SERVICES

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

(9) LIBRARY RULES

Every student who uses the library shall inform himself/herself with the procedures, rules and regulations of JUCO

library. Failure to observe procedures, rules and regulations of JUCO 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 Head 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 STAFF

The services of the university 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, members of families of the College or the visitors of staff member at or outside the University campus.

(6) OFFER OF 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 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 the country.

(ii) Where a student is facing charges before the court of law, may be suspended if in the opinion of the University management it appears right to do so until his/her case has been determined by the court of law in which he/she stands charged.

PART SEVEN

REGULATIONS RELATING TO RELATIONSHIP AMONG 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 campus shall be seen as a grave offence punishable under these by-Laws and/or calling for legal proceedings under the law of the country.

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

- a. Theft of a fellow student’s property or College property or theft in any form as defined by the law of the country-Tanzania.
- b. Use of slanderous, abusive 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, work research or other instructional activity given or authorized by the College.
 - ii. Any meeting function or lawful activity authorized by the College.
- e. Unauthorized possession of a key to a fellow student’s room or to other College property.

- f. Knowingly inviting or entertaining a former student or students in the College who are known to have been dismissed from the College and barred from entering the 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 College Administration and students are expected to co-operate with it in channelling their wishes, views, and grievances of general nature to higher authorities. Students shall be expected to make full and timely payments of prescribed fees to the Student organizations. To avoid doubt, prescribed fees shall be such fees as approved by the Council and shall include student organization, membership and subscription or Students’ Union fees.

PART EIGHT

DISCIPLINARY PROCEEDINGS

11. (1) Disciplinary offences committed by students shall be dealt with by the Students’ Disciplinary Committee.

(2) COMPOSITION OF STUDENTS DISCIPLINARY COMMITTEE

(See JUCO Charter of Incorporation May 2010, Part VII, n. 47)

a) The Deputy Principal for Finance and Administration shall be the Chairman.

b) The Deputy Principal for Academic Affairs who shall be Vice Chairman when the case involves an academic matter. Otherwise, the students disciplinary Committee shall choose any member as Vice Chairman.

c) Dean of the Faculty or Head of Department or Head of Unit, or director of the centre or directorate to which the student(s) belong.

d) Two senior members of the Academic staff nominated by the Principal.

e) Legally qualified person as approved and or appointed by the Principal or other higher authorities and may be the attorney, advocate, magistrate or judge and who does not hold any post at the University.

f) One representative from the Students’ organization.

(3) INVESTIGATION OF AN OFFENCE (JUCO Charter of Incorporation Rules, 2010, n. 55)

Every charge of a disciplinary offence against a student shall be investigated by the Deputy Principal responsible for Planning, Finance and Human Resources (Administration) who shall impose such punishment as he may consider appropriate, after inquiring into the offence in accordance with the procedure prescribed by Rule 57 and upon being satisfied that the charge against the student has been proved.

(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 seek out 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 powers 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 under *rule 78 of the Charter of Incorporation, Jordan University College, Rules, 2010*.

(8) RIGHT TO DELEGATE POWERS (cf. JUCO Charter of Incorporation, Rules, n. 56)

The Deputy Principal responsible for Planning, Finance and Human Resources (Administration) may, by writing under his hand, delegate, subject to such limitations as he may prescribe, all or any of the powers vested in him by Rule 55 to a Dean or a Director.

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 University.

(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,

(ii) Suspension /or dismissal according to the gravity of the offence.

(c) Violation of By-Laws; Part II 5 (1) (ii), (2)-(14); shall be considered minor cases subject to the imposed punishment:

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.

- iv. 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 in his/her certificate, diploma and / or academic transcript until the debt is discharged or punishment is executed.
- (d) Offences against By – Laws, Part IV is 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 Head of Department, Corporate Counsel and Dean of Students.
 - (ii) In case the student’s dress code misbehaviour persists after being verbally warned or 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 done to the Students’ Disciplinary Appeals Committee as provided under *rule 60 of the Charter of Incorporation RULES, 2010.*

(2) COMPOSITION OF STUDENTS’ DISCIPLINARY APPEALS COMMITTEE

The Appeals Committee shall be composed of: [Cf. *Charter of Incorporation, Rules 2010 n. 60 (2)*]:

- (a) A Chairperson who shall be appointed by the Governing Board and formally appointed by the Principal;
- (b) four members elected by the Governing Board from amongst its members, one of whom shall be a member elected to the Governing Board by the Students’ Organization and who shall be formally appointed by the Principal; and
- (c) A legally qualified person holding office in the Attorney-General’s Chambers nominated in that behalf by the Attorney General.

(3) PERIOD FOR APPEAL [Cf. Charter of Incorporation Rules, n. 61.(1&3)]

(1) Where a student has been aggrieved for being punished for any disciplinary offence(s) and he/she wishes to appeal, he/she may, while carrying out the punishment, appeal to the Students Disciplinary Appeals Committee within thirty days of the decision of the disciplinary authority.

(3) On every appeal under this Rule, the student appealing and the disciplinary authority shall both have the right to

appear before and be heard by the Students Disciplinary Appeals Committee.

(4) MODE OF APPEAL [Cf. *Charter of Incorporation Rules, 2010 n. 61. (2)*]

Where a student wishes to appeal pursuant to sub-Rule (1), he/she shall, within not more than three days of the decision of the disciplinary authority, give a written notice of his/her intention to so appeal to the disciplinary authority which shall forthwith submit it to the Chairperson of the Students Disciplinary Appeals Committee.

(5) EXECUTION OF AN APPEAL (Cf. *Charter of Incorporation Rules, n. 61 (4)*)

On an appeal under this Rule, the Students Disciplinary Appeals Committee may after due consideration -

- (a) set aside the finding made against the student and the punishment imposed on him/her; or
- (b) uphold the finding and the punishment; or
- (c) uphold the finding and reduce or enhance the punishment imposed upon the student.

(6) DECISION ON APPEAL AGAINST DISMISSAL OR EXPULSION (Cf. *Charter of Incorporation Rules, n. 63*)

The decision of the Appeals Committee shall be final and not subject to review by any other authority in the College or any Court as prescribed in the *Charter of Incorporation Jordan University College, rule 63*.

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 to married couples or breast feeding mothers and their infants.

2) STUDENTS NAME

All the University Certificate, Diplomas, Advanced Diplomas, Degrees and any other university award shall be issued using the names which appear on the certificate by which a student gains admission to the College.

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

3) ISSUANCE OF CERTIFICATES

- a) Certificates shall be issued under the office of the DPAA.
- b) The DPAA shall make announcement on the procedures and guidelines for issuance of the Certificates to the graduands either before, during or immediately after the graduation ceremony.
- c) Certificates are categorized under University legal documents and therefore only the rightful owner shall be given the Certificate. No person may collect someone’s Certificate unless he/she is in possession of Special power of Attorney with Personal Identification card 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 College and do not override the application of special regulations applicable in specific organs of the 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 Field Practical, 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 University/College.

EXAMINATION REGULATIONS AND GUIDELINES

These guidelines for regulating Conduct of Examinations have been extracted from SAUT Examination Regulations as provided in the Prospectus, Students' By-Laws 2000.

1. PREAMBLE

These guidelines regulate Conduct of Examinations at SAUT and its Constituent Colleges. The Examination Regulations have been extracted from the SAUT Prospectus, 2009/2010 and from Students' By-Laws 2001. Other provisions have been added after the approval of the fifteenth Senate in August 2010.

2. CONDUCT OF EXAMINATIONS

- 2.1 College examinations shall be conducted under DPAA Deputy Principal for Academic Affairs Office, or such other officer of the College as may be appointed.
- 2.2 The DPAA Deputy Principal for Academic Affairs shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of the College examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 2.3 The instruction notes or guidelines issued by the (DPAA) Deputy Principal for Academic Affairs, under regulation 2.1 shall form part of and be as binding as these Regulations.

3. SPECIFIC EXAMINATION REGULATIONS FOR CANDIDATES

These instructions should be read together with College General Examination Regulations.

- 3.1 Candidates should make sure that they have been issued Examination Numbers before examinations begin.

- 3.2 Candidates shall be responsible for consulting the Examination Time Tables for any changes.
- 3.3 Candidates shall be seated 15 minutes before starting time, and no student shall be allowed into the examination room after the starting time, except for a compelling reason.
- 3.4 Candidates must not begin writing before they are told to do so by the Invigilator.
- 3.5 Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Department or in the particular examination instructions
- 3.6 Candidates are not allowed to enter the examination room with books, mobile phones, handbags, clipboards, purses, papers, magazines and/or other such items. They may use their own calculators, or use the department's logarithmic tables as instructed.
- 3.7 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator.
- 3.8 Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklet.
- 3.9 All candidates shall observe silence in the examination room
- 3.10 Candidates are not allowed to write anything in their question papers.
- 3.11 No food or drink shall be allowed into the examination room
- 3.12 Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate any unauthorised material brought into the examination room; and shall have power to expel and report from the examination room any

candidate who creates a disturbance and record the incident to the Head of Department.

- 3.13 In case of alleged cheating or any other examination irregularity, the candidate and one or more Invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the Head of Department/Dean of the Faculty
- 3.14 A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.
- 3.15 **Candidates are strongly warned that cheating or being caught with unauthorized material contravenes the University General Examination Regulations and leads to discontinuation from studies.**
- 3.16 All candidates shall sign the Examination Attendance Form at the beginning and end of every examination.
- 3.17 No candidate shall be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination and no candidate will be allowed to leave his/her place during the examination, except as indicated below.
- 3.18 No candidate shall be allowed to leave the examination room until one hour after examination commencement and no candidate will be allowed to leave the examination room during the last one-half hour before the end of the examination.
- 3.19 A candidate wishing to answer a call of nature must do so by obtaining permission of the invigilator and under escort leave the examination room for a reasonable period.
- 3.20 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
- 3.21 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and

assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.

3.22 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.

3.23 Students who are required to do supplementary examinations or special examinations will be officially notified using their respective Examination Number on the University's/College notice board and website at www.juco.ac.tz/ or through any public means of communication. Students should also leave their latest contacts such as telephone numbers or emails to facilitate communication.

3.24 Students must understand that the ultimate responsibility for taking the supplementary examinations precisely at the time when they are given rests with the student.

4. GUIDANCE FOR INVIGILATORS

Heads of Departments shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.

4.1 Before the Examination

- i Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before the examination.
- ii Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.
- iii Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take their right places.
- iv During these fifteen minutes the invigilator should:
 - a) Make an announcement to the effect that unauthorised materials are not allowed in the examination room.

- b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper(s).
- c) Tell the students to note any special rubric at the head of the paper(s).
- d) Tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

4.2 During the Examination

- i Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one-hour has expired.
- ii By the end of thirty minutes from the commencement of the examination, the invigilators shall have a written list on the Examination Attendance Sheet of the names of all the candidates present.
- iii Invigilators should ensure that only one answer-book is provided for each candidate.
- iv Candidates may be permitted to do rough work at the back of the examination booklet on the understanding that rough work is crossed out.
- v Invigilators shall report immediately after the examination to the Head of Department any candidate who contravenes the Examination Regulations and Instructions, especially by unfair practices.
- vi In case of alleged examination irregularity, the Invigilator shall require the candidate to sign an Examination Incident Report and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator(s) also shall sign and submit to the Head of the Department the Examination Incident Report, together with the candidate's examination booklet and all pertinent materials.

(A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled).

- vii The Head of the Department through the Faculty Dean will submit a full written report on the incident to the DPAA.
- viii The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

4.3 At the End of Examination

- i Invigilators shall tell the candidates to stop writing and assemble their examination scripts.
- ii Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
- iii Candidates shall sign the Examination Attendance Sheet when they turn in their script.
- iv Invigilators shall enter the number of candidates' scripts collected and/or received on the Attendance Sheet and sign it.

5. EXAMINATION IRREGULARITIES

5.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to DPAA and sent to the Examination Committee which shall have power to summon the student(s) and member(s) of staff of the College, as it deems necessary and make decisions, subject to confirmation by Senate.

5.2 No unauthorized material shall be allowed into the examination room. In this regulation:

- a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or

mobile phones, radios, or other types of electronic device, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Principal for Academic Affairs;

- b) “Unauthorized absence from examination” includes not reporting for a scheduled examination at the time, day and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or from one of the invigilators for the examination in question;
- c) “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

5.3 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the College when Senate confirms his/her discontinuation.

5.4 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the College, subject to confirmation by Senate.

5.5 Any candidate found guilty of causing disturbance in any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.

5.6 Any candidate found guilty of an examination irregularity by Commission and is aggrieved by the decision may appeal to

the Senate in accordance with the provisions of Appeal Regulations.

- 5.7 The Senate may impose such a lesser penalty on a candidate found guilty of an examination irregularity by Commission, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

6. PROCEEDINGS OF THE EXAMINATION IRREGULARITIES

- 6.1 HoD are required to file and present report of any reported examination irregularity to the Dean of the respective faculty who shall handover the report to the DPAA within one week after the end of examinations (last date of the scheduled examination)
- 6.2 DPAA will then forward the report and evidence if any to the Corporate Counsel with recommendations if any within one week after receiving the report.
- 6.3 The Corporate Counsel shall prepare a summary of charges against each candidate and summon Examination Committee within ten days after receiving the report from the DPAA
- 6.4 The Corporate Counsel shall summon all candidates in writing to appear before Examination Committee in person to present their defence.
- 6.5 The Examination Committee shall forward recommendations and their decisions to the Academic Committee, which after deliberation will forward them to the Senate.

7. JUCo ACADEMIC ACTIVITIES

- 7.1 JUCo academic activities shall be carried out from Monday through Saturday without prejudice to regulation 7.3 below.
- 7.2 DPAA shall have power to suspend academic activities at any day of the week as the case may be and prescribe a day which the activities shall resume. DPAA shall make the announcement to that effect public to both students and staff.

- 7.3 Where any academic activity has been planned on Public Holiday or outside the timetable permission must be sought from the DPAA and it shall be communicated to students and Head of Departments in writing minimum two days prior to the said activity.
- 7.4 Examinations shall take place any day of the week (Monday to Saturday) as scheduled in the time table even if it falls on a Public Holiday.