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RUAHA UNIVERSITY COLLEGE

STUDENTS BY -LAWS AS MADE UNDER SECTION VI RULE 46 OF SAUT CHARTER

THESE BY LAWS GOVERN RUAHA UNIVERSITY COLLEGE STUDENTS GENERAL CONDUCT, DISCIPLINARY PROCEDURES AND PENALTIES.

INTRODUCTION

The Governing Board of Ruaha University College conscious of the fact that students at RUCO are all adults according to the laws of Tanzania and must accept the responsibility of adults, DESIROUS therefore that students should observe these by laws, draw up and enforce their own rules of community living in appropriate to the special needs and work at the university college level.

Students are additionally reminded that they are subject to laws of Tanzania while on the College campus or elsewhere. If a student is convicted of an offence in a dully established court of law against the laws of the country or any other country his/her continued membership of RUCO may be considered or reviewed by the disciplinary authority.

Any kind of misconduct by a student or students that has the effect of tarnishing the good image of the College is prohibited. Students are required to conduct themselves at all times in a manner suitable for the reputation of their status as University students

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.

Every student is presumed to be aware of the existence of these By- laws and any other laws of RUCO and IT SHALL NOT BE A DEFENSE for any student in relation to any proposed disciplinary measure that these by laws were not brought to his/her attention by the College.

Students are required to sign a declaration form that they shall respect the Catholic goals of the University.

PREAMBLE

Whereas RUCO has been established for 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 among member of the university prevail.

Moreover

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

Societal Vision

Tanzania, a state of ethical professionals, leaders and good citizens that is democratically governed for equitable and sustainable development

Organisational Vision

RUCO a hub of education excellence and moral finesse

Mission

To provide demand driven quality education through effective and efficient teaching, research and consultancy

Values

RUCO believes in good governance; equity (fairness and justice), love, peace, dignity, respect, integrity, efficiency and people's participation and engagement

MOTTO

Quality Education is the source of life.

PRELIMINARY

1. SHORT TITLE

These By-Laws shall be cited as the Ruaha University college (RUCO) St. Augustine university of Tanzania Students By-Laws (General Conduct, Disciplinary Offences, Procedures, Penalties and Appeals); Amendments 2011/13

2. **INTERPRETATION**

In these By-Laws unless the context provides otherwise the "**Appeal Committee**" means a Committee established under Article 56 of the Trust Rules of **SAUT.**"

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

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

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

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

"Students Disciplinary Committee" means a Committee established under article 55 of the Trust Rules

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

"**Student Organization**" means the organization established under article 51 of the Trust Rules of ST. Augustine University of Tanzania.

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

"Sexual Misconduct" Sexual misconduct is defined as sexual contact intercourse with an acquaintance or a stranger and includes: intentional touching directly or through clothing another person's genitals, breast, groin, thighs or buttocks; rape (sexual intercourse without consent or whether by an acquaintance or stranger; attempted rape; sodomy (oral or anal intercourse) or sexual penetration with an object; 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.

"Demonstration" means but not limited to unlawful demonstration.

"Misconduct" means a wrongful, improper behavior, 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 behavior that is unacceptable to the University.

"Catholic goals" means things described in the Students by laws.

"Gross misconduct" can lead to immediate dismissal, expulsion or discontinuation from the University because it is serious enough and possibly criminal, eg. Drug abuse, stealing, willful endangering the safety of others, sexual harassment and alike acts.

"TEC" means "Tanzania Episcopal Conference"

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

- Drunkenness
- Drug abuse
- Fighting, battering, assault on fellow student(s), staff, lecturers
- *Harassing people*
- Willful damage to property
- Subjecting people to racial, gender, religious abuse
- Cursing/Swearing
- Truancy
- Behavior not conforming to prevailing standards, ethics or laws
- The act or an insistence of fornication and adultery
- Gross Dishonest or bad management
- Deliberate wrongdoing
- Stealing
- Giving false information/cheating/lying
- Lack of respect
- Disobeying lawful order
- Corning
- *Illegal possession of tests and/or Examinations*

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

3. **APPLICATION**

There it appears these laws shall apply to all students of the St. Augustine University of Tanzania (SAUT) and SAUT colleges and Centres. The Vice Chancellor and Principals shall be responsible to the Council for the enforcement the By-Laws

- i. These by-laws shall apply to any person who is admitted and registered as a student of RUCO
- ii. It shall be the responsibility of the College through its established mechanism to bring to the attention of the students the existence of the these By laws

- iii. Every student of the College shall presumed to be aware of these by laws and any other laws of the College and it shall not be a defense that these by laws were not brought to his/her attention.
- iv. Payments of students subscription fee shall be part and parcel student's registration at the College.

4. **COMMENCEMENT**

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

PART ONE

5.0 GENERAL CONDUCT AND OFFENCES

- 5.1 Students are required to observe the general conduct of students and avoid committing offences including;
 - (i) Any proved sexual misconduct involving students of the same or opposite sex calls for immediate expulsion of both students.
 - (ii) 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) To do any act which causes or is likely to cause physical or psychological harm to any other student, employee of the College or any other member of College Community.
 - (iv) To give false information to RUCSO or College or any Authority. Any person found guilty of an offence shall liable on conviction first breach suspension, and second bleach dismissal
 - (v) To fail to identify oneself or produce an identity card when called upon to do so by any authorized officer of the College or any other lawful empowered to demand any such information and or in the execution of his/her lawful functions.
 - (vi) Failure or refusal to abide by any lawful order issued under any laws of the college or any lawful decision or directive passed by any appropriate organ of the college.
 - (vii) Any unauthorized possession of the college property.
 - (viii) To willfully obstruct or cause to obstruct any work or proceedings of any lawfully established organ of the college.
 - (ix) All other acts which in the opinion of Students' Disciplinary Committee, constitutes a disciplinary offence.
 - (x) To willfully organize and or participate or convince others to organize and or participate in any illegal meeting
 - (xi) To behave in any manner which is likely to encourage or instigate violence among other students towards the property or a member or employee of the college regardless of whether that behavior occurs on and off the campus
 - (xii) To invite, entertain and or accommodate fugitive or any person banned from the college compound or premises.
 - (xiii) To willfully, maliciously or negligently destroy college trees, hedges, flowers, flower beds, fences of any kind or property.
 - (xiv) To use the property and services of the college either in private or any official capacity without prior authorization of the officer in- charge of the section/unit or department under which such services or property are obtained through the office of the Dean of Students.
 - (xv) Any fraudulent collection of money or property from fellow students or any other person

- (xvi) To unlawfully possess and/or use any dangerous weapon both within and outside the college.
- (xvii) To threaten a fellow student or member of the college.
- (xviii) Students shall report without delay any damage whether accidental or otherwise to the appropriate officer in charge of the section under whose care such property was kept.
- (xix) To engage in any lottery whether or not confined to members.
- (xx) To engage in acts of commercial or amateur pornographic picture taking or videos through camera or any public nudity in any part of the organization's premises and elsewhere;
- (xxi) To commit any am acceptable behavior by the community.

(2) DRUNKENESS, NOISE & NUISANCE

Students are prohibited from drunkenness, undue noise, disorderly conduct and nuisance of any kind within the area/premises of the University and off campus. To take alcohol in hostel rooms or lecture rooms.

(3) **DEMONSTRATION & MOB ACTIONS**

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

(4) Maliciously damaging defacing or destroying any University property shall be considered as a disciplinary office.

(5) **SMOKING**

(i) Smoking is prohibited in public place like the library, cafeteria, lecture rooms hostel rooms, laboratories and in any other place that may be specified an appropriate notice from time to time by the management

(ii) **DRUGS**

Students are prohibited from illegal drug possession and trafficking in illegal drugs which shall cause severe disciplinary action including expulsion from the University and / or complaints been 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) To administer any illegal drugs to oneself or any other person for whatever reason
- (iv) To willfully associate with any person or group of persons who for one reason or another are involved in illegal drugs transactions or business, or any other criminal undertaking.
- (v) Any other offences of misconduct which contravene the Laws of the Country.

(6) **REPORTING FOR STUDIES**

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

Any late registration is liable to a fine of fifty thousand (Tshs.50,000/=) as from time to time shall be determined by the University 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 new media in their private capacity. In matters concerning the University, 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 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 Vice Chancellor.

(8) **PUBLICATIONS**

- 8.1 Students wishing to publish articles in the University Newspapers, Bulletins etc, or make use of any print or electronic media shall be expected to observed laws of libel which prohibit, inter alia, publishing of:
- i. Defamatory statements about a person which exposes that person to hatred, scorn and likely to injure him or her in his or her trade or profession.
- ii. Seditious statements or pictures that may insight people to violence, even if the writer has no intention to do so. Blasphemous statements about religious matters that may offend deeply the feelings of those who hold those matters sacred.
- iii. Obscene statements, or pictures which are likely to spoil or likely to corrupt or corrupts those people into the hands the paper may fall.
- iv. Any confidential information received from police or public officers in the course of their official duties or enquiries.
- v. Any matter which is likely to bring a court of law into contempt or to hinder its administration of justice, works of others without their permission and thereby abusing copyright

(9) ILLNESS

Illness or accident must be reported to the University Dispensary authority and/or the Dean of students and to the Head of the Department. If a student opts to be treated outside the University and such treatment as the case may be shall require the student to be admitted outside the University or be away from classes for more than two days, he she shall communicate the same to the University Dispensary Authority or Dean of Students. The student will be given sick sheet of which one copy will be returned to the Dean of Students for record keeping.

(10) LEAVE OF ABSENCE

A student may obtain leave of absence for a period not exceeding ten days during semester time, on the application to the Dean of Students. Such an application shall be accompanied by a written approval of

the Student's Class Advisor and Head of Department on a prescribed form. Student travelling outside the country will need an approval of the Principal.

(11) VACATING THE CAMPUS DURING VACATIONS

Students are generally not allowed to stay at the campus during long vacation days (end of semester). No personal belongings are allowed to be left in the room at the end of semester. The College shall not be responsible for any loss of property left in the room after vacating the room. 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 vehicle (including scooters and motor cycles) within the University campus should not park on official parking place (reserved places) and for staff parking places. It is provided that the University shall not be responsible for any damage to or loss of the vehicle and/or motor accidents involving students and third parties.

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

(13) **EMPLOYMENTS**

No student may be employed in any kind of employments contracts whatsoever at or outside the campus during semester without prior permission from the Corporate Counsel/Governing Board upon being satisfied that the student's academic work performance will be affected by such undertaking. Contravention of these rules shall be construed as disciplinary offences punishable under these By-Laws.

(14) **MEETINGS**

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

6.0 PARTICULAR RESIDENTIAL REGULATIONS

6.0 (1) **HOSTEL**

- i. A student may opt to live in the University hostel at the campus if accommodation is available, or a student may opt to live outside the University campus. In the cases of off-campus residence, will be supervised by the University. The By-Laws for University residence within the campus shall *mutatis mutandis* apply to such students living off-campus.
- ii. All students may upon admission and registration as a student of the College and depending on the acquisition/availability of accommodation in the halls of residence /hostels or in any other specified residence line in the College halls of residence or any other specified residence as may be allocated to them by the Halls of Superintended or any other officer of the College having such powers.
- iii. Every students shall before being granted any accommodation or the right to occupy any room in the Hall of Residence /Hostel or any other premise on campus /elsewhere earmarked for residential purposes PAY for such accommodation at full rate as the College may determine from time to time
- iv. Students who opt to live in the University hostels must comply with the regulations as established by the University. The failure to adhere to these regulations will make the student to lose the privilege of staying in the Hostel.
- v. The Dean of Students shall after providing the student with ample opportunity to make up defense have the power to evict any student who has fraudulently or by misrepresentation secured accommodation in any premise of the College or any student who has been allocated accommodation without having paid for such accommodation advance as provided for under sub-section (iii) above
- vi. Any student who is evicted from the room by the Dean of Students under sub-section v above shall not be considered again for any accommodation unless the Principal of the College directs otherwise
- vii. Any student who for any reason refuses to share any of the College rooms in the halls or residence/hostel or any other premise and shall not be considered for any accommodation unless the Principal of the College directs otherwise.
- viii. The College shall have the right and power to determine the number of students who may share any of its room in the halls or residence/ hostels or in any other premise earmarked for residential purposes.
- ix. Students shall not use the room allocated to them for residential purposes or any other space in the halls or residence for any social or economic function
- x. The issuing of any item by the College to the student either for the latter use in his/her room or in connection with any activity of the college shall be made in writing by using specified forms or any other form or writing that the College may consider proper and in any case the student shall enter his/her signature on the document used.
- xi. Students are not allowed to remove any property of fittings of any kind or move furniture from their rooms to other places or from other places to their rooms

- xii. Students of the opposite sex are not allowed to share a room in the University hostel.
- xiii. Students are not allowed to share a bed in the University hostel.
- xiv. Non hostel residents are not allowed to use hostel facilities e.g. bathing, washing, ironing, etc.

(2) **CLEANLINESS**

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

(3) **CHANGING OF ROOMS**

Students are not allowed to change rooms allocated to them without the prior consultation and permission of the Halls Superintended or any other officer of the College acting on behalf.

(4) **ELECTRICAL FITTINGS**

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

(5) USE OF MUSICAL INSTRUMENTS

The hostels shall be a place of rest, peace and sleeping, hence there should be no noise at any time. Use of any musical instruments in the College premises or play music in any premise or compound of the College should be tuned at room sound at any particular time and should not be used after 12:00 midnight.

(6) **FOOD/COOKING**

No cooking/food are allowed in hostels and recreation room. Storing of paraffin, petrol or any other combustibles hostel rooms and is strictly prohibited.

(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 staying in RUCO and Private hostel are required to be in their rooms or residence by 11:00 pm except where permission is granted by the Dean of Students or any other authorized University Officer. For an approved social function an extension of up to 2:00 a.m. may be allowed as found fit. No student is allowed to enter the college or private hostel premise after 01.00 am

(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 students may be ordered out of the room or may

be given a probationary period of good behavior of up to one semester and shall be called before the disciplinary Committee to defend himself/herself

(10) **VISITORS**

A Student shall be allowed to entertain a fellow RUCO student in their rooms from 10.00 a.m. to 10.00 pm. In every case they must show due regard for the rights of their roommates and other students.

Visitors from outside are strictly prohibited to go into the hostel rooms and must leave the campus by 6:00 p.m.

(11) UNAUTHORIZED PERSON

A student 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 AND MATTRESSES

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

(13) RETURN OF KEYS AND MATTRESS

Students must clear their rooms entirely of personal belongings at the end of the semester and return keys and mattresses to the hostel Janitor/ Warden/ Supplies Officer by written evidence e.g. signature to the effect. Last person to leave the room has to make sure all switches/sockets are switched off and the door locked. 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 THREE

7.0 UNIVERSITY DRESS CODE

The dress code is applicable to all students and is part of our policy to provide and maintain high professional ethical standards of integrity and discipline on the campus. The dress code must be adhered to by every University Student all times of the semester. This law applies even when a student is outside the campus including during; field or practical, research, sports competitions or any official assignment given by the College.

A) INDECENT DRESSING INCLUDE;

- 1.0 TIGHT AND TRANSPARENT CLOTH
- 2.0 SKIRTS WITH A SLIT OR ABOVE THE KNEES
- 3.0 TOPS, SINGLETS AND SIMILAR BLOUSES
- 4.0 PENSE, SHORTS, TRUCK SUIT OR CAPS
- 5.0 T-SHIRTS OF ANY KIND
- 6.0 BACKLESS BLOUSE/SHIRT
- 7.0 SLIPERS AND K-K TROUSER/SHORTS/PENSE
- 8.0 PEDALS AND ANY OTHER UNDESIRABLE DRESS

B) PROHIBITED DRESSES;

1.0 THAT IDENTIFIES ONE WITH A POLITICAL PARTY

- 2.0 THAT IDENTIFIES ONE WITH A SPORT'S CLUB
- 3.0 THAT IDENTIFIES ONE WITH ETHINICITY OR RELIGIOUS FAITH
- 4.0 TROUSERS FOR GIRLS AND LADIES

PART FOUR

8.0 ACADEMIC AFFAIRS

8. (1) **REGISTRATION**

Every student shall be registered for one course programme 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 installments 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 financial documents during payments to the University.

(3) LECTURE ATTENDANCE

Student shall not qualify to sit for University examinations if the absence from class exceeds six hours per given course. This translates to two weeks of lectures.

(4) MISSING LECTURERS

In the event of a student missing lectures, she/he shall report to the Head of Department or the Matron or Dean of students before missing the lecture (s).

(5) TESTS AND EXAMINATION

A student shall be required to sit all tests and examinations prescribed to qualify him/her for the University award. Any special reason that may prevent a student from sitting any examination shall be reported to the Head of Department, notified to the Faculty Dean, Corporate Counsel, and permission granted in writing prior to the time of the examination. A student who forge or fake a student Identify card, examination card or any University document contravenes these By-Laws and if proved the student shall be expelled from studies and be reported to the relevant government authority(ies) for legal action.

(6) **RELEASE OF RESULTS**

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

(7) **EXAMINATION RULES**

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

(8) LIBRARY SERVICES

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

(9) LIBRARY RULES

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

PART FIVE

9.0 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) EQUIRIES OF ACADEMIC MATTERS

For matters of purely academic nature Class Advisors and / or 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 a fellow student, any member of staff of the University, members of families of the University or the visitors of staff member at or outside the University campus.

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

(i) No student may offer any money, gift or any inducement of any kind to anyone any staff members of the University 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 charge(s) 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 SIX

10.0 REGULATION RELATING TO STUDENTS RELATIONS WITH FELLOW

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 grave offence punishable under these by-Laws and/or calling for legal proceedings under the law of the community.

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

- a) Theft of a fellow student's property or University property or theft in any form as defined by the law of the country. Obtaining money or property in a fraud way or corning manner.
- b) Use of slanderous, abusive, obscene or threatening language by any student against a fellow student, member of staff or a relative of member of staff.
- c) Using force, assault, harassment, violence against a student or staff, or hitting a fellow student or staff or a relative of member of 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 University.
 - (ii) Any meeting function or lawful activity authorized by the university
- e) Unauthorized possession of a key to a fellow student's room or to other university property.
- f) Knowingly inviting or entertaining a former student or students/person in the University who are known to have been dismissed from the University and barred from entering the University promises

g) No student may offer any money or inducements of any kind to a fellow student or member of staff.

3.0 STUDENT ORGANISATIONS

3.1 STUDENTS' GOVERNMENT

The student government is an extension of the University Administration and students are expected to co-operate with it in channeling 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/Governing Board and shall include student organizations membership, subscriptions or Students Unions fees.

3.2 STRUDENT RELIGIOUS ORGANISATIONS

Students will form religious organizations according to RUCSO Constitution

3.3 STUDENT ACADEMIC ORGANISATIONS

Students will form academic organizations/clubs according to RUCSO Constitution

3.4 STUDENT CULTURAL GROUPS/CLUBS

Students will form cultural groups or clubs that does not promote discrimination of any kind according to RUCSO Constitution

PART SEVEN

11.0 DISCIPLINARY PROCEEDINGS

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

(2) COMPOSITION OF STUDENTS' DISCIPLINARY COMMITTEE

- a. Personnel Officer shall be the Chairperson
- b. Head of departments or units
- c. Dean of Students
- d. Two representatives from the Students' organization

(4) INVESTIGATION OF AN OFFENCE

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

(5) FORMULATION OF A COMPLAINT

Where a complaint is made by any person or body charging a student with a disciplinary offence such offense shall be formulated and addressed to the students' disciplinary committee.

(6) **EXPLANATION OF A COMPLAINT**

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

(7) **POWERS TO SUMMON**

- (i) The Dean of Students shall have powers to summon any person to give evidence or information or produce anything in connection with such an offence.
- (ii) The Dean of Students shall have power to summon or reprimand and warn any student reported to him/her as having breached these by laws to rectify any such breach
- (iii)The Dean of Students shall have powers to give a warning (verbal or written) to any student in connection with such an offence.
- (iv) The Students' Disciplinary and Appeal Committees shall have powers to summon any person to give evidence or information or produce anything in connection with such an offence.
- (v) A verbal warning will be given by the Lecturer in the event when such act occurs in the lecture hall and or the student may be ordered out of the lecture hall for the particular day and the Lecturer shall report such incident to the Corporate Counsel/Dean of Students.

(8) STUDENTS DISCIPLINARY AND APPEAL COMMITTEES PROCEDURES

The Student's Disciplinary and Appeal Committees shall adopt their own procedure as may be provided such procedures shall ensure that principles of natural justice are observed as prescribed in article 70 of the Trust Rules of SAUT.

(9) RIGHT TO DELEGATE POWERS

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

PART EIGHT

12.0 PENALTIES

12.1 Upon finding that a student is guilty of a Disciplinary Committee shall impose punishment as it may consider appropriate. The Students Disciplinary Committee may impose such penalties

- including warning, reprimand, fine, compensation, suspension or expulsion depending on the circumstances of the offence as follows:
- (i) The college may suspend any student charged with any criminal offence in any court of law and against whom a prima facie case has been established in case the college is for the opinion that attendance to the proceedings may affect his/her academic performance.
- (ii) Any student who is convicted of criminal offence shall cease immediately upon such a conviction to be a student of the college.
- (iii) Any student whose suspension period exceeds two consecutive academic years shall cease to be a student of the college.
- (iv) Where a student is suspended under the provisions of sub–section (5-ix) of this section he/she shall not be reinstated as a student until he/she produces the judgment of a court ruling in his favour.
- (v) A student violating Students' By Laws constituting a very serious case shall lead to immediate dismissal or expulsion from the University.
- (vi) A number of written warnings given by the Dean of Students with the effect of recording and mentioning them in the student's recommendations to his/her sponsor or employer or parent /guardian.
- (vii) Suspension and/or expulsion for the second offence. Provided further that the Student 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 unit the debt is discharged or punishment is executed.
- 12.2 Without prejudice to any other provision in these by laws a student may be dismissed wher;
 - i) He/she is charged and proved to have committed an offence punishable by suspension and that the same student had previously suffered the same penalty within the same academic year.
 - ii) He/she has been suspended and failed to comply with such penalty by either remaining or being seen on campus.
 - iii) It has been prove that he/she has committed a criminal or moral turpitude
 - iv) He/she has committed an offense not specifically proved for under these by laws and which in the opinion of the disciplinary committee warrants dismissal
- 12.3 Any student found guilty of any offense under these by laws may in addition to specified penalty be required to pay compensation for any loss or damage caused to the College property or property of any member of the College Community obtained illegally

PART NINE

13.0 APPEALS

13. (1) Appeal by an aggrieved party against a decision of the Students Disciplinary Committee shall be done to the Appeals Committee as provided under article 61 of the Trust Rules of RUCO.

- (a) The committee shall meet once in a semester except that whenever the circumstances so demand an emergency meeting may be called upon.
- (b) More than one half of the members of the committee shall constitute a quorum
- (c) All questions at the meeting of the committee shall be decided by a majority of votes of the members present and voting at the meeting. In event of an equality of votes

(2) COMPOSITION OF STUDENTS DISCIPLINARY APPEL COMMITTEE

- (1) There shall be established by the Council for the purpose of students' appeals, a committee to be known as the Students Disciplinary Appeals Committee of the University, to hear and decide appeals from the Students Disciplinary Authority.
 - (2) The Students' Disciplinary Appeals Committee shall be

composed of –

- (a) a Chairperson, who shall be appointed by the Council and formally appointed by the Vice Chancellor;
- (b) four members elected by the Council from amongst its members, one of whom shall be a member elected to the Council by the Students` Organization and who shall be formally appointed by the Vice Chancellor; and
- (c) a legally qualified person holding office in the Attorney-General's Chambers nominated in that behalf by the Attorney-General.
- (3) The *quorum* of meetings of the Students' Disciplinary Appeals Committee shall be the Chairperson and four other members, one of whom shall be the member referred to in paragraph (c) of sub-Rule (2).
- (4) The provisions of the Third Schedule to these Rules shall apply, *mutatis mutandis*, in relation to the nature of office of the members of the Students Disciplinary Appeals Committee, their retirement, the power to terminate their appointment, and the appointment of a new member to fill any vacancy, and also in relation to the proceedings and meetings of the Committee, as they apply to the Council.

(3) **PERIOD FOR APPEAL**

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

(4) **MODE OF APPEAL**

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

- (a) Require the presence of any of the parties involved in person or proxy as it deems fit
- (b) Uphold the findings and punishment or
- (c) Set aside the findings and punishment imposed on him/her or
- (d) Direct the relevant disciplinary Committee to investigate fresh the disciplinary offence of misconduct and report back its findings and recommendations (Order re-trial).

(5) DECISION ON APPEAL AGAINST DISMISSAL OR EXPULSION

The decision of the Appeals Committee shall be final and not subject to review by any other authority in the University and prescribed in the University by article 61 of the trust rules/Charter of RUCO.

PART TEN

14.0 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 at the University.

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

(3) ISSUANCE OF CERTIFICATES

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

(4) VEHICLES

The College shall have the power to refuse permission to any student or withdraw any permission granted to any students to drive on campus whenever it appears to the College that such student is a reckless driver

(5) EXCLUSION FROM STUDIES

The College shall have powers to exclude any student from studies and examination if such student has any outstanding debts to the College arising from fees, accommodation, medical etc charges or any other arrangement involving the very student and the College. He/she may be re-admitted when all the outstanding debts have been settled within a period of two academic years from the date of such exclusion.

(6) COMPLAINTS

Any complaint by any student should be report to the RUCSO Government before reporting it to the Office of the Dean of Students

(7) RIOTS AND STRIKES

In cases of mass riots and strikes the case will be report to the Principal of the College and he will take appropriate measures to insure security of the College including suspending the students involved as a way of allowing investigation and informing Government Law enforcing authorities.

(8) 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 etc.

(9) 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 University campus.

(10) 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.

APPROVE BY THE GOVERNING GOARD ON THIS DAY OF	
AND SIGNED BY THE CHAIRPERSON AND THE PRINCIPAL	L
THE CHAIRPERSON	THE PRINCIPAL
Rt Rev Bishop Alfred Maluma	Rev. Fr Dr. Cephas Mgimwa

RUCO OFFICIAL SEAL