

MUSOMA UTALII COLLEGE – TABORA



MUC- STUDENTS' BY-LAWS

Approved by the Musoma Utalii Advisory Board May 2010

Revised and approved by the board February 2012

June 2013

Machi 2015

March 2017

Certification

We hereby certify that this Document (Musoma Utalii College Students' by-laws) was approved by the college advisory board on May 2010

College's Advisory board Chairman

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Dean of Students

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CHAPTER ONE

PRELIMINARY PROVISIONS

1. Short Title

These by-laws shall be cited as the Musoma Utalii College – Tabora Students’ by-law, 2015 (Disciplinary Offences, Procedures, Penalties and appeals)

2. Application

These By-Laws shall apply to all students of the Musoma Utalii College – Tabora. And the dean of students shall be accountable to the college advisory board and management team for the enforcement of the by-laws

3. Interpretation

In these By-Laws unless the context provides otherwise the:-

- “Disciplinary offence - means any act or misconduct forbidden under these students By-Laws or any other law for the time being in force which in the opinion of the Students Disciplinary Committee constitutes a disciplinary offence”
- “Political activities” shall mean and include organization, participation or intervention directly or indirectly in the political rally or campaign of any candidate or political party on the college campus.
- “Student(s)” means any person admitted to the College as a candidate for a Certificate, Diploma or other award of the College and includes any person enrolled to pursue any course or study of the College and paying his/her fees regularly and shall include Pre-course students, repeaters as well as Qualifying Test (QT) candidates
- “The college” means Musoma Utalii College – Tabora
- “Disciplinary committee” means a committee to exercise disciplinary procedures at the college as established by the article 9.9.2 of the college’s Quality Control and Assurance policy
- “Student Organization” means a group of students elected or appointed to serve the interest of other students at the college
- “Dean of Students” means the Dean of Students and Assistant Deans of Students

- “Hostels” shall mean and include hall of residence, and blocks of residence supervised by the University
- “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.
- “Natural Justice” means the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and the specific law alleged to have been violated the right to tender defense and the right to appeal.
- “Vehicles” means motorcar, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land.
- “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 College discipline, “misconduct” generally shall be construed to be student behavior that is unacceptable to the College 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, willful endangering the safety of others or sexual harassment.

NB

- i. Wherever it appears in these By-Laws, a singular shall include a plural form and vice-versa
- ii. Every student on enrolment is required to procure a copy of Student's By-Laws (www.musomautalii.ac.tz) and or any other part of the College regulations for the time being in-force. Acceptance of a place in the College is conditional upon agreement by the student to abide by the By-Laws. The operation and applications of these By-Laws is without prejudice to the constitutions and the general laws of the United Republic of Tanzania.

CHAPTER TWO

DISCIPLINARY OFFENCES

1. For the purpose of these By-Laws, general disciplinary offence shall include the following:
 1. **IDENTITY CARD**, Students shall show identity card in all places at all times when required to do so by an authorized person
 2. **DRUNKENNESS, NOISE & NUISANCE**, Students are prohibited from drunkenness, undue noise, disorderly conduct and nuisance of any kind within the area/premises of the college
 3. **DEMONSTRATION, MOB ACTIONS & POLITICAL ACTIVITY**, Demonstrations, strikes, mob actions and unauthorized assemblies are strictly forbidden. Political activity on college premises are also forbidden but subject to certain limitations candidates, government officials, associated campaign and government staff and other political speakers may be invited to speak on campus. Students who engage in political campaigns should do so in their individual capacity. If a student is listed as a supporter of a political campaign or initiative, it should be without mention of institutional affiliation, or with a disclaimer indicating that their actions and statements are their own and not those of the College. Musoma Utalii College student should not engage in political activity at the College functions or through official College publications. No student should feel pressured by colleagues to contribute to, or perform tasks in support of, a political campaign.
 4. **DESTRUCTION OF THE COLLEGE PROPERTIES**, Maliciously damaging, defacing or destroying any College property shall be considered as a disciplinary offence
 5. **CAUSING DAMAGE**, Conduct which does or is likely to cause damage, vandalism or violence to person or property within the college provided that such conduct is that of a student toward another student, member of the College Community or any other employee or employees of the College provided further that the conduct in question occurred on the College premises.

6. USING OF FORCE, conduct that is likely to use force or offering violence against or arresting a fellow student, an officer or any member of the College community provided that such violence occurred on College premises
7. OBSTRUCTION, Act or conduct which is likely to obstruct or to frustrates the holding of any academic or administrative activity(ies) or both academic and administrative activities authorized by the University is regarded as the interference with Academic/ Administrative power so it will be regarded as an offence
8. INTERFERENCE OF ELECTRONIC SYSTEM, Unauthorized use of, or interference with, any technical electrical or other services or installation of the College is strictly prohibited and its violation may lead to a penalty
9. UNAUTHORIZED POSSESSION OF A KEY, any act that is likely to possess a key of any college property or room without consent from the administration is an offence
10. FORGING, act or conduct that is likely to Forge a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, University or any other institution whether in cash or otherwise
11. FAILURE TO ATTEND THE MEETING, Students are likely to attend all the meetings. Failure or refusal to attend to a meeting called or authorized by the Disciplinary Authority or any other competent organ of the College when summoned to do so by a proper written notice by such Authority
12. REFUSAL OF AN ORDER, Refusal or failure to obey any lawful order issued under the College regulations or rules promulgated by a competent organ of the College
13. INVITING AN OUTSIDER, Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant organ of the College namely, Dean of Students, Principal of the college, Head of relevant Department, or Students' Organization, as the case may be depending on the intended audience and the status of the guest speaker/social entertainers.
14. FORMING A GROUP, Forming and establishing unauthorized students groups (Ethnic group, Religious group or Peer group) which are likely to cause disunity and disorder at the College or in the wider Community
15. SEXUAL ASSAULT, Sexual harassment shall consist of any or all but not limited to the following:

- a. Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures,
- b. Belittling comments on a person's anatomy, pressuring demands for date,
- c. Pressuring for sexual activity or favors,
- d. Asking about personal sex life, explicit sexual suggestions in return for reward,
- e. Telling lies or spreading rumors about a person's sex life with the purpose of liquidating the character of the victim,
- f. Unwanted physical contacts of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting grabbing,
- g. Displaying of pornographic and sexually suggestive picture and/or sexual objects,
- h. Transmitting offensive written, telephone or electronic communications of sexual nature,
- i. Indecent exposure,
- j. The use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or punish another for his or her refusal,
- k. The creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature,
- l. Rape or indecent assault.

16. **REPORTING FOR STUDIES**, Students are required to report at the College on the first day of each semester or the prescribed date of the academic year. Each student reporting late shall be barred from registration unless satisfactory reasons are given for reporting late. Late registration is liable to a fine of Tsh. 10,000/= or as may be determined by the College authority from time to time.

17. **DRUGS**, Students are prohibited from drug possession and trafficking drugs which shall cause severe disciplinary action including expulsion from the College 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

18. PUBLICATIONS, Students wishing to publish articles in the University Newspapers, Bulletins, etc. or make use of any print or electronic media shall be expected to observe laws of libel which prohibit the following:

- Defamatory statements about any person (student/staff member) which exposes that person to hatred, scorn and contempt, or is likely to injure him or her in his or her trade or profession.
- Seditious statements or pictures that may incite 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.
- Obscene statements, or pictures which are likely to spoil or likely to corrupt or corrupts those people into the hands the paper may fall.
- Any confidential information received from police or public officers in the course of their official duties or enquiries.
- 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.

19. 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 Head of Department.

20. ILLNESS, Illness or accident must be reported to the Dean of students and to the Head of the Department. If a student is treated and the medical officers proves that the student shall require to be admitted to the hospital or be away from classes for more than two days (special care from parents), he/she shall communicate the same Dean of Students and Head of Department.

21. VACATING THE CAMPUS DURING BREAKS, 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 for six month and shall be required to make his / her own arrangements for meals, dispensary and other services.

22. MONEY FROM FELLOW STUDENTS, Collecting or charging money from any student or student groups without prior permission of the College organs such as Dean of Students or Head of respective Department

23. CARRYING OF WEAPONS, Unauthorized carrying of weapons within the campus which is likely to jeopardize peace. For avoidance of any doubt, weapons shall include but not limited to the following: firearms, sticks, knives, panga, clubs, etc.;

CHAPTER THREE

COLLEGE DRESS CODE

1. Students' dress at Musoma Utalii College – Tabora should reflect high standards of personal self-image so that each student may share in promoting a positive, healthy and safe atmosphere within the college community.
2. The Dress code is limited in time and place to college functions and educational facilities, including classrooms, the cafeteria and library
3. Students at Musoma Utalii College – Tabora are expected to follow the Musoma Utalii College – Tabora dress code
 - a. The dress code is applicable to all students and is part of the College policy to provide and maintain high professional ethical standards of integrity and discipline on the campus.
 - b. The dress code must be adhered to by every College Student from Monday to Saturday, even if casual attire is allowed on evening after class hours.
 - c. Skin tight or transparent clothes, Jeans with holes; Trousers hanging under the buttocks (Mlegezo); Tight trousers, skirts, blouses; Dress/skirts with excessive slit (mpasuo);
 - d. Any dress that leaves the stomach, waist, breasts, chest, and/or back open; Shorts or skirts that do not cover the thighs when seated; See through 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 forbidden.
 - e. Attire must not display obscene, profane, lewd, illegal or offensive word or image
 - f. Clothing associated with women's garb are strictly prohibited to men
 - g. Clothing associated with men's costume are strictly prohibited to women
 - h. Students shall dress with decency, modesty and smartness

CHAPTER FOUR

RESIDENTIAL REGULATION

1. HOSTEL

- Student 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.
- Students of the opposite sex are not allowed to share a room/bed in the College hostels.
- Students who opt to live in the College hostels must comply with the regulations as established by the College. The failure to adhere to these regulations will make the student to lose the privilege of staying in the Hostel.

2. CLEANLINESS

Students living in campus 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 shall not be ruined or damaged with nails, cello tape and pictures. Timetables may be fixed on book shelves and not on walls.

3. CHANGING OF ROOMS

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

4. USE OF MUSICAL INSTRUMENTS

The hostels shall be a place 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 10:00 night.

5. ROOM FURNITURE

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

6. BED TIME

All students are required by the By-Laws to be in their rooms or residence by 23:00 night except where permission is granted by the Dean of Students or Matron or any other authorized College Official. For an approved social function an extension of up to 04:00 a.m. may be allowed.

7. 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 and may be suspended up to a period of three month.

8. VISITORS

- a. Student are not allowed to entertain a fellow students or friends of the opposite sex in their rooms without receiving prior permission from Hostel Matron
- b. At no time and under no circumstances are outside visitors are allowed to enter the rooms
- c. Visitors from outside must leave the campus by 19:00
- d. Students shall not be allowed to live with any unauthorized person or persons in their rooms including their children, relatives or spouse

CHAPTER SIX

ACADEMIC LIFE

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 four equal installments at 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 cheque or any other illegal financial documents during making payments to the College.

3. CLASS ATTENDENCE

- a. Student shall be required to attend at least 75% of the lecture hours to qualify for sitting for end of semester examination
- b. In the event of a student missing lectures, a student shall inform the tutors concerned or the Head of Department

4. TEST, EXAMINATION AND ASSIGNMENTS

A student shall be required to do all the assignments, sit for all tests and examinations prescribed to qualify him / her for the College award. Any special reason that may prevent a student from sitting any test or examination shall be reported to the Head of Department, notified to the Academic Master, and permission granted in writing prior to the time of the examination. A student who forge or fake a student Identity card, examination card or any College 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.

5. EXAMINATION RULES

Students are required to strictly adhere to examination rules as demonstrated in Musoma Utalii College examination Policy; failure to observe examination rules is punishable by expulsion from the College or disqualification from entitlement to the College award.

6. LIBRARY SERVICES

- a. Library services shall be available to students at the prescribed operating hours and library regulations established by College authorities.
- b. Every student who uses the library shall inform himself / herself with the procedures, rules and regulations of the College library.
- c. Failure to observe procedures, rules and regulations of the College library shall constitute a disciplinary offence.

CHAPTER SEVEN

STUDENT AND STAFF RELATIONS

1. In the overall sense, the Dean of Students is the one to whom most enquiries and complaints of general discipline should be directed.
2. For matters of purely academic nature Class Advisors and / or Head of Departments are the ones to be consulted first.
3. Unless otherwise stated, all consultations with staff must be made in their respective offices.
4. Students are expected to conduct themselves in a manner which does not interfere with the welfare of College staff members and the community in general
5. The services of the College staff e.g. secretarial work, photocopy, email etc. shall not be used by students in a private or official capacity without prior authorization of the officer in-charge of the section or department as the case may be.
6. No student shall abuse or harass any member of staff of the College, members of families of the College or the visitors of staff member at or outside the College campus.
7. No student may offer any money, gift or any inducement of any kind to anyone, any staff members of the College under any circumstances whatsoever. Contravention of this Regulation will be construed as an attempt to offer a bribe punishable under the By – Laws and may be dealt with through legal proceedings as established by the law of the country
8. Where a student is facing charges before the court of law, may be suspended if in the opinion of the College 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.

CHAPTER EIGHT

STUDENTS ORGANIZATION

1. NAME

For ensuring that students are provided with adequate services there shall be a student organization known as Musoma Utalii College Students Organization (MUCSO)

2. PURPOSE

The purpose of MUCSO is to act as a bridge between the College administration and students

3. AUTHORITY

- a. MUCSO is recognized student organization at Musoma Utalii College Tabora and adhere to all rules and regulations of Musoma Utalii College Tabora.
- b. MUCSO is an extension of the College Administration and students are expected to co-operate with it in channeling their wishes, views, and grievances of general nature to higher authorities.
- c. MUCSO may establish standing rules to govern their performance without breaking the laws of the College as demonstrated by Musoma Utalii College – Tabora Students By-laws
- d. The rules may be adopted, amended, or temporarily suspended by majority vote present at the organization meeting

4. MEMBERSHIP

All students of Musoma Utalii College – Tabora will be the members of MUCSO

CHAPTER NINE

DISCIPLINARY PROCEEDINGS

1. Disciplinary offences committed by students shall be dealt with by the Students' Disciplinary Committee.
2. The committee is composed by
 - a. Dean of the Students (Chairman)
 - b. Head of departments (one of them will be the secretary)
 - c. College Principle (member)
 - d. Academic Master (Invited Member)
 - e. One representative from student Organization (Invited member)
3. Upon receipt of a complaint that a student has committed an offence, the Dean of Students shall make inquiries within reasonable time for preliminary findings of the case.
4. 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. 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. 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. The Students' Disciplinary Committee shall adopt its own procedure as may be provided in MUC Disciplinary Policy, such procedures shall ensure that principles of natural justice are observed

CHAPTER TEN

PENALTIES

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

1. May give an ordinary or stern warning or reprimand to a student who contravenes the regulations
 - a. Shall order a student to pay compensation to the value of the damaged property
 - b. Shall fine a student for an amount not exceeding 50,000/= Tsh. (Fifty thousand only)
 - c. Shall order a student to refund money collected and unaccounted for
2. May suspend a student
 - a. for a maximum of three weeks
 - b. May rusticate a student for a maximum of nine months or one academic year for serious violation of this by law
 - c. For those who have been taken to the court of law; the disciplinary committee may suspend the student from studies until such time as his/her case is determined by the Court of Law and where as he/she is convicted he/she shall be terminated from studies
 - d. For those who misuse the college money; the disciplinary committee may, in addition to the penalty of specified offense, order the student to pay the money embezzled or collected as the case maybe, with or without interest

CHAPTER ELEVEN

APPEAL

1. Appeal by an aggrieved Party against a decision of the Disciplinary Authority shall lie to the Appeals committee as provided under Article six of Musoma Utalii College – Tabora Disciplinary policy
2. Save that any member of the Panel who took part in the decision which is the subject of an appeal before the Appeals Committee, shall not take part in the hearing of such appeal
3. Any student wishing to appeal against punishment must submit a written notice of appeal within five College working days, stating the full grounds of appeal, as follows: in the case of appeals to the Musoma College Student Organization Union Disciplinary Committee, the notice should be delivered to a Deputy President, of Musoma College Student Organization Union in all other cases the notice should be delivered to the Academic Master.
4. The appeal will be considered by the following bodies: if the punishment was imposed by a Warden or Assistant Warden, the Disciplinary committee, if the punishment was imposed by the President of the MUCSO a Deputy President, in all other cases, the College Discipline Committee.
5. College Disciplinary Committee will hear the appeal in accordance with the procedures detailed
6. Where the appeal is made on the grounds of procedural irregularity, the Chairman of the College Discipline Committee may determine on the basis of the evidence presented that the appeal may be considered by correspondence.

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

In determining an appeal the Appeals committee shall have powers to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, or to reduce or set aside any penalty imposed by the Disciplinary Authority.

CHAPTER TWELVE

MISCELLANEOUS PROVISIONS

1. Where there is an emergency need for overt operations of security officials or Policemen amidst students in students compounds, the Students' Organization will be informed as soon as possible of such presence;
2. The Disciplinary Authority shall institute all proceedings and lodge or defend any appeal before the Appeals Committee.
3. These By-Laws are not exhaustive of rules and regulations governing students conduct at the College and do not exclude the application of special regulations applicable in specific organs of the College such as the College Library, College places of worship, etc.
4. 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 College to married couples or breast feeding mothers and their infants.
5. All the College Certificate, Diplomas, and any other College award shall be issued using the names which appear on the certificate by which a student gains admission to the College.
6. 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 College.
7. Certificates shall be issued under the office of the examination
 - a. The Examination Officer shall make announcement on the procedures and guidelines for issuance of the Certificates to the graduates either before or during or immediately after the release of the second semester examination results.
 - b. Certificates are categorized under College legal documents and therefore only the rightful owner shall be given the Certificate.
 - c. No person may collect someone's Certificate unless 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.

8. 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, Seminars and workshops inside and outside the college campus.