

PREAMBLE

Whereas the university has been established in pursuit of truth, high quality education, research, consultancy and ethical values.

And

Such as truth, quality education, research consultancy and ethical values can best be attained peacefully when peace, tranquility and good cooperation accompanied with respect among members of the university prevail.

Moreover

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

PART ONE

PRELIMINARY

1. SHORT TITLE

These By-Laws shall be cited as the Stella Maris Mtwara University College (A constituent College of St. Augustine university of Tanzania) Students By-Laws (General Conduct, Disciplinary Offences, Procedures, penalties and appeals); Amendments 2011

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 student 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 College 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 College” means Stella Maris Mtwara University College (A Constituent College of 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 (oral or anal intercourse) without consent; 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 nature that is without consent, or has the effect of threatening or intimidating the person against who such conduct is directed.*

“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 by 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, eg. Stealing, willful endangering the safety of others or sexual harassment.

Misconduct 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*
- *Willful damage to property*
- *Subjecting people to racial, gender, religious abuse*
- *Cursing/Swearing*
- *Truancy*
- *Behavior not conforming to prevailing standards or laws*
- *The act or an insistence of fornication*
- *Gross Dishonest 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**

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

4. **COMMENCEMENT**

These By – Laws are made by the Council 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 may approve.

PART TWO

GENERAL CONDUCT

5. (1) **STUDENT CONDUCT**

(i) Students are required to conduct themselves at all time 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 the University.

(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 College and off campus.

(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 offence.

(5) **SMOKING**

(i) Smoking is prohibited in the Library, Cafeteria, Lecture Rooms and Laboratories, and in any other place that may be specified by an appropriate notice from time to time.

(ii) **DRUGS**

Students are prohibited from drug possession abuse and trafficking in 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) 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 Tsh. 100,000/= or as from time to time shall be determined by the University authority.*

(7) **COMMUNICATION WITH OUTSIDERS (ask)**

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 Student 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

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 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 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.

(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.

(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 vehicle (including scooters and motor cycles) within the University campus should not park on official parking place (reserved 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 employment contracts whatsoever at or outside the campus during semester without prior permission from the Corporate Counsel 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) **MEETING**

The meeting 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.

PART THREE

PARTICULAR RESIDENTIAL REGULATIONS

6. (1) **HOSTEL**

(I) 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) 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.

(iii) Students of the opposite sex are not allowed to share a room/bed in the University hostel.

(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 mils, 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 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 electric 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 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 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 10:00 midnights except where permission is granted by the Dean of Students or hall warden or any other authorized University Official. For an approved social function an extension of up to 12:00 a.m. 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 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 one year.*

(10) VISITORS

Students shall allow entertaining a fellow student of either sex of SAUT 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 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 at 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 Janitor 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

Students must clear their rooms entirely of personal belongings at the end of the semester and return keys to the hostel Janitor or Dean of Students 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

REGULATIONS RELATING TO CAFETERIA

7.(1) The student meals shall be served in the university cafeteria at prescribed times and prescribed rates of payments of meals and/ or services made by sponsor and determined by market price for food ingredients .Contravention of the following rules shall be construed as disciplinary offences subject to punishment

(2) KITCHEN

The kitchen is out of bounds for students, smoking is disallowed in the cafeteria.

(3) DRESSING IN CAFETERIA

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

(4) CAFETERIA ITEMS

Except with the permission of the catering superintendent or appointee thereof, no student may take any item of crockery, glasses, cutlery ect. From the cafeteria.

(5) COMPLAINTS

Any complaints about cafeteria services should be made in the first instance to the cafeteria superintendent through the student’s government representatives or suggestion box placed at the entrance to cafeteria.

(6) MENU

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

PART FIVE

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 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/shirt, tracksuits, casual wear like kanga, head scarves; sports shoes, slippers, shorts and studs/earrings for men are not allowed. Students are requested to dress with decency, modesty and smartness.

PART SIX

REGULATIONS RELATING TO ACADEMIC LIFE

8. (1) REGISTRATION

Every student shall be registered for one course program only. Once admitted to a particular course /program a student may switch to a different program 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 be required to attend at least 75% of the lecture hours to qualify for sitting for University examinations.

(4) **MISSING LECTURERS**

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

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

A student entering a university library shall be neatly dressed. Sandals and shoes with hard knocks shall not be worn when entering the university College library.

Non adherence to the above rules shall be construed as disciplinary offences and punishable under these By-Laws

PART SEVEN

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 / 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 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.

PART EIGHT

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 country.

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.
- b) Use of slanderous, abusive, obscene 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 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 in the University who are known to have been dismissed from the University and barred from entering the University 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 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 and shall include student, Organization, membership, subscription or Students Unions fees.

PART NINE

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) The Deputy Vice Chancellor for Administration and Finance shall be the Chairman
- (b) The Deputy Vice Chancellor for Administration and Finance 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 Students
- (d) Dean of the Faculty or director of the center or directorate to which the student(s) belong.
- (e) Two senior members of the Academic staff nominated by the Vice Chancellor.
- (f) Legally qualified person as approved and or appointed by the Vice Chancellor or other higher authorities and may be the attorney, advocate, magistrate or judge and who does not hold any post at the University.
- (g) One representative from the Students' organization
- (3) **INVESTIGATION OF AN OFFENCE**
- Upon receipt of a complaint that a student has committed an offence, the Disciplinary committee shall meet within a reasonable time to make a preliminary investigation of the case.
- Preliminary findings of the case.
- (4) **FORMULATION OF A COMPLAINT**

Where a complaint is made by any person or body charging a student with a disciplinary offence shall be formulated in within 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 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.

(6) POWERS TO SUMMON

The Students Disciplinary Committee shall have power to summon any person to give evidence or information or produce anything in connection with such an offence.

(7) STUDENTS DISCIPLINARY COMMITTEES PROCEDURES

The Student's Disciplinary Committee shall adopt its 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.

(8) RIGHT TO DELEGATE POWERS

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

PART TEN

PENALTIES

12. 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 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) – (iv); Part III 6(5); Part VI 8(2); Part VII 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 VIII 10(2) are under serious case punishable by:
 - (i) A written warning for first offence
 - (ii) Suspension and/or dismissal for second offence.

 - (c) Violation of By-Laws; Part II 5 (I) (ii), (2)-(14); shall be considered minor cases subject to the imposed punishment of:
 - (i) A written warning
 - (ii) Very strong warning
 - (iv) 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.
 - (v) 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.

 - (d) *Offences against By-Laws. Part V are 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 Corporate Counsel/Dean of Students.*

(ii) *In case the student's dress code misbehavior persist after being verbally warned or strong written warning, the said student may be suspended for one year with approval of the disciplinary Committee.*

PART ELEVEN

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 56 of the Trust Rules of SAUT.

(2) **COMPOSITION OF APPEAL COMMITTEE**

Subject to the provisions of Article 56 of the Trust Rules, the Appeals Committee shall be composed of:

(a) A chairman chosen from the Bishops members of the University

(b) Three members of the Council.

(c) The President of the Student Organization or his/her representative.

(d) A legally qualified person chosen by the Council annually, who have been involved in the investigation, inquiries, hearing or decision prior to the commencement of the appeal process and/or decision of any matter connected or otherwise associated with the appeals.

(3) **PERIOD FOR APPEAL**

Where an aggrieved party is dissatisfied with the decision of the Disciplinary Committee, he/she may appeal to the Appeals Committee with thirty days of the disciplinary action.

(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).

(6) 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 56 of the trust rules of SAUT.

PART TWELVE

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 gradands 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) 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.

(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 University 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.