



THE UNIVERSITY OF DODOMA STUDENTS' BY-LAWS

(REVISED EDITION 2024)

Approved by the 86th Meeting of the Council held on the 20th day of June, 2024

Issued by;

Deputy Vice Chancellor- Planning, Finance and Administration

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UNIVERSITY OF DODOMA

STUDENTS' BY-LAWS

PREAMBLE

The University of Dodoma was formally established in March 2007 following the signing of the Charter by the President of the United Republic of Tanzania. The first academic programmes commenced in September 2007. Students who join the University are expected to attain a comprehensive, gender sensitive and quality education by abiding to its core value of excellence, accountability and transparency, moral standards and integrity, innovation, equity and partnerships. Therefore, in doing so, there are enacted these By-Laws to guide students in achieving the same, while upholding the admired image of this University.

WHEREAS the purpose of these Students' Regulations is to uphold the aforementioned core values and protect the University from actions that would harm the academic reputation and standing of the University and its members;

THEREFORE, these Regulations are intended to accomplish the following goals: -

- i. To establish and maintain excellent relationships and harmony among UDOM student community members, which is conducive to teaching and learning.
- ii. To assist in the function of building up awareness among students on what is expected of them by their respective nations as trained future professionals.
- iii. To provide a tranquil environment for lecturers, non-teaching staff and visitors, and to encourage positive social interaction, in order to preserve a positive University image.
- iv. To set general guidelines for student's welfare, conduct, discipline, disciplinary procedures and punishments.
- v. To protect the University's physical facilities and property, as well as any other legal property on the premises or in its custody.

PART I

MANDATE

The University has enacted these rules pursuant to the mandate conferred to the Council under article 27(2) of the University of Dodoma Charter, 2007 and rule 41 of the University of Dodoma Rules, 2007 and henceforth these rules shall be referred to as the University of Dodoma Students (General Conduct, Disciplinary Offence, Disciplinary Proceedings and Penalties) By-Laws, hereinafter referred to as the "Students By-Laws".

PART II

INTERPRETATION

In these By-Laws, unless the context otherwise requires;

"The Act" means the Universities Act 2005 (NO. 7 Of 2005).

"Appeals Committee" means the Appeals Committee established under Rule 52 of the University of Dodoma Rules, 2007.

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| “Baraza” | means and includes Unit Baraza and University Students’ Baraza constituted by all students of a Unit or all students at the University as a whole. |
| “Competent authority” | shall have the same meaning as “competent organ.” |
| “Competent Organ” | includes such Board, Committee Office or Officer of the University vested with expressed or implied legal power to do or to disallow or to order the doing or disallowance of such act or acts as is or are referred to in any of the respective provisions of these By-Laws. |
| “Council” | means the Council of the University of Dodoma |
| “Dean of Students” | for the purpose of these By-Laws, means the Director of Students’ Services |
| “Demonstration” | means unlawful demonstration |
| “Disciplinary Authority” | means the University Students’ Disciplinary Committee which is disciplinary authority established under Rule 46 of the University of Dodoma Rules, 2007. |
| “Disciplinary Offence” | means the contravention of any rule made under the provisions of the University of Dodoma Rules, 2007 where such rule provides that its contravention shall constitute a disciplinary offence, including the offences provided under these By-Laws. |
| “Unit” | means College, School or Institute |
| “Unit Students’ Disciplinary Committee” | means the disciplinary committee of the Unit delegated with disciplinary powers under rule 48 of the University of Dodoma Rules, 2007 |
| “Head of the Unit” | means the Principal of a College, Dean of a School and Director of an Institute or any other authorized officer on the same rank. |
| “Hostels” | shall mean and include residential blocks or any other rented facility supervised by the University. |
| “Media” | shall mean and include but not limited to the Radio, Television, Newspaper, Magazine and social media. |

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| “Natural Justice” | shall include 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. |
| “Offence” | means an act or behaviour that is punishable under these By-Laws and any other laws of the United Republic of Tanzania. |
| “Organization” | means the students’ organization, religious, academic and social associations or club registered pursuant to the provisions of these By-Laws. |
| “Residential Block” | means a building subdivided into separate rooms owned and/or supervised by the University for the purposes of offering accommodation to its students. |
| “Student” | means any person admitted to the University at postgraduate and/ or undergraduate level as a candidate for a degree, diploma, certificate, short course or other award of the University including short term, those with full registration, those with conditional registration and occasional students; and for disciplinary purposes, shall include any person authorized to pursue and continue with studies at the University pending registration. The term shall extend to those in Practical Trainings/field placements, students from other learning institutions hosted for academic, social or any other activities, and any other area in connection with the University. It shall not cover those who postponed studies. |
| “The students’ Organization” | has the same meaning as that ascribed to it under Rule 43 of the University of Dodoma Rules, 2007. |
| “The University” | means the University of Dodoma as established by Article 3 of the University of Dodoma Charter, 2007 |
| “University Students’ Disciplinary Appeals Committee” | means the disciplinary committee as provided under Rule 56 of University of Dodoma Rules, 2007 |
| “Vehicles” | include motorcar, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land |
| “Whistle-Blower” | means a person who informs a person or organization that is regarded as engaging in an unlawful or immoral activity. |

Wherever it appears in these By-Laws, a singular shall include and mean a plural form and vice-versa;

PART III
APPLICATION OF THE BY-LAWS

These By-Laws shall apply to all students of the University of Dodoma (UDOM). The By-Laws shall be enforced by the responsible organs as assigned herein.

PART IV
COMMENCEMENT

These By-Laws shall come into force on such date as the Council of the University of Dodoma may approve.

PART V
ACADEMIC MATTERS

1. Attendance of scheduled courses of instruction is compulsory. These include, but not limited to, lecture, tutorial, seminar, practical, practical training/field placement/teaching practice/community field/industrial training/clinical rotation examination, tests, course work and internship. Non-attendance due to illness or other good cause shall be reported and authorized.
2. Authorization of absence in (1) above due to illness, emergence or other unforeseen good reason not involving travelling and not lasting more than a day must be obtained from the Heads of Departments in the respective Unit.
3. In case of emergencies a student must make sure such information reaches Heads of Departments in the respective Unit in time.
4. At no time shall a students leader of any level be responsible for issuing a permission or receiving any information regarding absence of a student.
5. For any absence that does not affect academic matters and involves movements within Dodoma City Council, a student shall inform the Unit Warden.
6. Permission required for less than a week and involving missing academic activities in (1) shall be obtained from Heads of the respective Unit and copied to the Warden of the said Unit and the Director of Students' Services.
7. Permission required for more than a week, shall be obtained from the Deputy Vice Chancellor- Academic, Research and Consultancy (DVC-ARC) and be notified to the Warden of the said Unit and the Director of Students' Services.
8. Permission required for travelling out of the country shall be obtained from the Vice Chancellor and be notified to Deputy Vice Chancellor- Academic, Research and Consultancy (DVC-ARC) and the Director of Students' Services.
9. On returning from vacation or leave of absence, every student shall report to the Head of the Unit and the Unit Warden within three working days.
10. A student undertaking academic or social activities outside the University during a Semester session must seek for permission from the Head of the respective Unit.

11. No permission should be granted under the above provision unless the student shows to the satisfaction to the head of the Unit that his/her academic work will not suffer by undertaking such activity outside the University.
12. Students shall use the University of Dodoma Students Record Management Systems (SR), through their accounts, to request for permission to, among other things, travel and miss classes. Other means of communication may be used and, upon request, proved to be done by a student.
13. A student seeking for permissions under medical reasons must channel the said request to the University Medical Officer Incharge.
14. A student seeking for permission under serious social affairs must channel the request to the Director of Students' Services.
15. (a) Instigating or inciting students to boycott classes shall be an offence subjecting a student to disciplinary action whose sanction shall be Rustication/suspension for one academic year.
(b) For the avoidance of doubt, instigating or inciting shall mean and include persuasion, pressure, threats or encouragement with the intent that the student or students persuaded, pressured, threatened or encouraged commit(s) the offence in question.
16. It shall be an offence under these By-Laws for a student to act or conduct in a manner which is likely to obstruct or frustrate or which obstructs or frustrates the holding of any academic or administrative activity (ies) or both academic and administrative activities authorized by the University, the sanction of which shall be dismissal from studies of the student (s) concerned.

PART VI

STUDENTS' FINANCIAL OBLIGATIONS

17. Every student should have an account with a Bank of his/her choice.
18. Every student shall be required to pay the prescribed subscription to the Students' Organization (UDOSO).
19. Fees shall be paid according to the instructions issues by the University.
20. All fines provided within these By-Laws shall be paid in the respective University bank accounts.
21. A student is deemed to be a debtor to the University if he/she has not paid wholly or partly any University dues that he/she owes to his/her Block of Residence/Attachment, Libraries, Unit or any other official organ of the University.
22. Each student shall be personally responsible for safety of his/her money brought in the room. The University shall not be responsible for any loss.
23. Any student or students' leader who misappropriates University/Organization (public) funds entrusted to him/her or misuse any of the University/Organization properties shall be guilty of an offence.

24. It shall be an offence to collect or charge money from any student or students' groups or University staff or service provider or any other person without prior permission of the University organs, namely the Dean of Students, the Students organization, or in special cases, the Principal/Dean/Director of the relevant College/School/Institute or the Head of the relevant Department as the case may be.
25. A student in contravention of rule 23 and 24 shall be subjected to disciplinary action whose sanction shall be refund, Rustication/suspension for one academic year.

PART VII

STUDENT CONDUCT AND DISCIPLINE

26. Spirituality and Places of Worship

- (a) Every student shall abide by the following provisions:
- (i) A student shall be duty bound to respect the regulations and ethics of the specific place of worship, where they may go for worship and/or other reasons.
 - (ii) Worshippers shall conduct their prayers in the designated places of worship in a manner that does not encroach on the peace and tranquility of others. In absence of enough rooms, the University may allocated one area of worship to be used by all religious groups and the said groups shall worship according to the timetable given for that area.
 - (iii) Prayers outside the designated place of worship shall require permission from the Deputy Vice Chancellor- Planning, Finance and Administration.
 - (iv) Students' fellowships during week days shall be conducted between 20:00 PM to 21:00 PM only except for overnight/fellowships prayers which shall not go beyond 00:00 midnight. Friday noon prayer sessions will abide by the University time table.
 - (v) The Director of Students' Services through the Head of the relevant Unit may grant special permission for such functions to be held at the specified hours that exceeds (iv) above.
 - (vi) Where it appears that changes of the official academic timetable have affected the mentioned hours of worship under this provision, the University official timetable shall prevail, and, the organization or association or club will be required to adjust their time of worship accordingly. At no time shall a private arrangement of any academic or social activity, by any student or staff or member of the University, not in the official University almanac, force the said organization or association or club to adjust their time of worship unless there are lawful instructions from the University management.
 - (vii) All religious organizations shall be registered pursuant to the registration procedures provided under rule 48(a) of these By-Laws.

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

27. Personal Presentation

- a) Every student shall respect him/herself and behave in a manner that will not bring his/her name and that of the University into disrepute.
- b) A student shall not be involved in non-permissible conducts. Non permissible conduct includes but not limited to: drunkenness, abusive language, fighting, brawling, quarrelling, theft, shabbiness, sexual immorality, financial indiscipline, hooliganism and problem gambling.
- c) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students against any officer or employee of the University or service provider in the course of performing such officer's or employee's duties shall be an offence.
- d) Smoking is prohibited in all University buildings and at public gatherings.
- e) Every student shall dress in a neat and decent manner.
- f) Every student shall use English and/or Kiswahili as the official languages of the University.
- g) Any student who uses offensive language or indulge in any misbehaviour towards any member of the University or the public shall be guilty of an offence.
- h) No student shall publish, in any means, his/her photos or moving pictures or those of his/her fellow student which are nude and/or sexually suggestive or contrary to moral standards.
- i) A student in contravention of any of the provisions under this rule shall be subjected to disciplinary action whose sanction shall be Rustication/suspension for one academic year.

28. Obeying Lawful Order

- a) Refusal or failure to comply with a lawful order or directives given by any officer of the University acting on his/her behalf or under an order from any competent organ or officer of the University shall be an offence.
- b) Refusal or failure to obey any lawful order issued under the University regulations or rules promulgated by a competent organ of the University shall be an offence.

- c) For the purpose of these By-Laws, a lawful order refers to; order, directives, policy or instructions given to ensure compliance of the provisions of these By-Laws and any other laws and regulations of the University.
- d) A student in contravention of any of the provisions under this rule shall be subjected to disciplinary action whose sanction shall be a fine of not less than fifty thousand Tanzanian shillings (Tshs. 50,000/=) or Rustication/suspension for one academic year.

29. Correspondence and Dissemination of Information at the University

- a) All official correspondence by a student to government entities, officials, Embassies, High Commissions or other official bodies outside the University shall be channeled through the Vice Chancellor.
- b) All official correspondence by a student within the University should be channeled through the relevant Block or Unit Warden, Head of Department or Head of Unit, that is to say Dean of School, Director of Institute, or Principal of a College and Medical Officer Incharge.
- c) No student or group of students shall print, publish and disseminate or otherwise circulate, through media or any other means, any false information or information not believed to be true by him/her or fabricated information of any sort.
- d) A student, student leader or group of students shall indicate their names, registration numbers, programmes of study, phone numbers and signatures on all letters or circulars issued or distributed to the public. Issuing anonymous documents shall constitute an offence.
- e) A student writing a letter on behalf of a student association, organization or club shall do so on official letterhead and must indicate its registration number.
- f) Any student or students leader who holds a press conference on matters concerning the University either off or on University campus without obtaining clearance from the Director of Students' Services and/or Vice Chancellor shall be guilty of an offence.
- g) A student/group of students who purport to represent the University in any form without the written permission from the Vice Chancellor shall be guilty of an offence and liable to disciplinary proceedings.
- h) A student shall always read notices posted on wall notice boards and the University intranet (from where web pages for different units in the University can be accessed) as well as regularly check his/her email inbox where information and notices from the Administration, Units and Wardens will be posted.
- i) All posters/notices/banners and any other forms of the same must be authorized by the Dean of Students. Fixing un-authorized posters/notices/banners on buildings, trees, roads and/or other person's vehicles in the University or any other area of the University other than the notice boards shall constitute an offence.

- j) A student in contravention of any of the provisions under this rule shall be subjected to disciplinary action whose sanction shall be a fine of not less than fifty thousand Tanzanian shillings (Tshs. 50,000/=) or Rustication/suspension for one academic year.

30. Alcohol

- a) Irresponsible consumption of alcohol in-disregard to personal health and welfare, peace and tranquility in the University or personal financial ability, shall constitute an offence for which a student shall be liable for disciplinary proceedings.
- b) It shall be an offence for a student to possess, sell, buy or use alcohol in the University premises except for the designated areas.
- c) A student who breaches this provision shall be guilty of an offence and shall be liable to a fine of not less than fifty thousand Tanzanian shillings (Tshs.50,000/=).

31. Drugs

- a) No student shall plant, possess, peddle, traffic or consume/use any intoxicating drugs unless such consumption or use has been prescribed by a recognized Medical Officer.
- b) A student in contravention with this provision shall be liable for suspension *sine die* from the University and/or complaint being made to the relevant Public Authority for prosecution in respect of the relevant misconduct as prescribed by the laws of the United Republic of Tanzania.

32. Noise

- (a) Making noise from any source like exceptionally loud music, bugles, drums, whistles, and others which interferes with the studies, peace, leisure or sleep of other members of the University halls of residence or the public shall constitute an offence.
- (b) A student who makes noise referred in this provision shall be liable to a fine of not less than thirty thousand Tanzanian shillings (Tshs. 30,000/=).

33. Violence and Abusive Language

- a) It is prohibited to have conduct which does or is likely to cause damage, defacement or violence to person or property within the University provided that such conduct is that of a student toward another student, member of the University Community, service provider or any other employee or employees of the University provided further that the conduct in question occurred on the University campus.
- b) Without derogating the right to freedom of expression, willful writing of defamatory literature and uttering insults or obscene language by any student or group of students against any other student or group of students or any employee of the University or against the University, Government or any civil leader shall be an offence.

- c) It is prohibited to use force or offering violence against or striking a fellow student, an officer or any member of the University community.
- d) Contravention of the above provisions shall attract disciplinary action whose sanction shall be an ordinary or stern warning or reprimand or both.

34. Dancing and other Similar Functions

- a) Permission must be sought to hold an official or non-official function involving dancing, partying, concerts or any other similar functions at the University.
- b) Permission in the above provision must be obtained from the Head of the respective Unit where the function is planned to be conducted. If the function involves the whole University, the said permission is supposed to be sought from the DVC- PFA through the Dean of Students.
- c) An official or non-official students' function, dance and any other similar function held in the University premises on any day of the week shall not go beyond 00:00 midnight.
- d) The Director of Students' Services through the head of the relevant Unit may grant special permission for such functions to be held at the specified hours that exceeds 00:00 midnight.
- e) A student who managed to procure permission must conduct the function in the respective premises and not in the residence rooms.
- f) Permission must be sought from the Vice Chancellor where there is an outsider invited to participate in a function under this provision.
- g) Contravention of the above provisions shall attract disciplinary action whose sanction shall be an ordinary or stern warning or reprimand or both.

35. Demonstrations

- a) Demonstrations either within or outside the University are prohibited, except under the circumstances provided under the laws of the United Republic of Tanzania.
- b) In case of demonstration involving students from different Units, the Deputy Vice Chancellor- Planning, Finance and Administration has to be informed in advance in not less than 24 hours.
- c) For demonstrations intended to be held at a specific Unit, prior permission must be sought to the Head of the respective Unit.
- d) An approval from the University Auxiliary police must be obtained for demonstrations intended to be held within the University.
- e) No student or group of students shall engage in activities likely to cause breach of peace, such as:
 - i. Mounting road blocks on any parts of the University roads;
 - ii. Stopping motorist or any other persons using the University or public roads;

- iii. Inciting other students for unlawful action;
- iv. Using offensive and/or profane language;
- v. Forcing other students out of the lecture rooms or the library;
- vi. Dressing in a provocative manner;
- vii. Extorting funds from University staff and members of the public;
- viii. Inciting violence and destruction of life and property;
- ix. Throwing stones and/or other objects targeting persons, vehicles or buildings;
- x. Lighting fires on the roads, on the University premises or beyond and/or;
- xi. Destroying the environment by cutting trees, flowers and/or defacing buildings.

(f) Contravention of any of these provisions shall attract disciplinary action whose sanction shall be dismissal from studies.

36. Abuse of Position and Insubordination

- a) Any student who disobeys or obstructs or interferes any University official or service provider in performance of his/her duties shall be guilty of an offence.
- b) Any student who disobeys or obstructs or interferes with any University student organization leader in performance of his/her duties shall be guilty of an offence.
- c) Any leader of the University students' organization or association shall not use his/her position to the detriment of other leaders and students in general.
- d) Any student who fails, ignores or chooses not to channel official correspondence through relevant offices in the University shall be guilty of insubordination.
- e) Any student who contravenes with any provision in this rule shall be subjected to disciplinary proceedings and shall be liable for dismissal from studies, or a fine of not less than fifty thousand Tanzanian shillings (Tshs. 50,000/=), or stern warning or reprimand or both.

37. University Property

- a) Every student shall exercise the highest standard of caution in handling University property (ies) so as to avoid possible damage or loss.
- b) Any student who willfully or negligently damages or misuses University property (ies) shall pay the cost or part of the costs of repair or replacement of the property, as the circumstances may determine.
- c) No University property of any description shall be taken from its proper place without the written consent of the Unit warden or administrative officer as the case may be.

38. Use of University Communal Area

- a) A student using University communal areas must maintain cleanness, proper use and maintenance of the said areas.

- b) For the purpose of this provision communal area includes; shared areas like toilets, common rooms, laundry rooms, walk ways, sitting slabs (vimbwete), corridors; Technical areas like power rooms, water ducts, roof tops, water tanks; Sports facilities including play grounds and swimming pools; Serviced utilities like library facilities, parking facilities, service waiting benches, class rooms and halls facilities.
- c) Any student who contravenes with any provisions in this rule shall be responsible for repair or maintenance expenses involved for the said area or be subjected to disciplinary proceedings and shall be liable for eviction from residential blocks or a fine of not less than fifty thousand Tanzanian shillings (Tshs. 50,000/=).

39. Forgery and Misrepresentation

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

40. Impersonation

It shall be an offence under these by-laws to a student who impersonates another student, University staff or any member of the public by words or conduct. The sanction of which shall be suspension from studies for a period of one academic year, or stern warning or both.

41. Use of University Premises.

- a) No student may enter into restricted/reserved area of the University without permission of the responsible authority.
- b) No student is allowed to invite or entertain a student or students in the University whose name or names have been banned or otherwise knowing to have been banned from the University premises by a competent authority;
- c) For security and safety reasons, a student is not allowed to be in the University administration and/or academic offices beyond 18:30 PM without prior notice to the Unit Warden.
- d) Contravening any of these provisions shall result into facing the disciplinary proceeding and a student shall be liable for dismissal from studies or stern warning or both.

42. Relationship with University Employees

- a) No student may hire for pay or otherwise any person working under agency, full or part time contract, contract for and/or of service with the University during that person's working hours.
- b) It shall be an offence for student to give or demand bribe or attempt to unduly influence either a University employee or a service provider or fellow student, for favour or service related to their official work.
- c) The University does not seek to prohibit intimate, consensual relationships between staff and students, but recognises that there is an inherent imbalance of power between staff and student which is likely to compromise a student's ability to freely consent to or refuse interaction of a personal, intimate nature and that such exploited consent is an abuse of power and trust. Provided that, the staff and student with intimate, consensual relationships shall disclose in writing to the Principal of the College, Dean of school or Director of the respective Institute.
- d) Where the staff member is also a student, the staff member must disclose, in writing, if they are in, or have been in, an intimate relationship with an incoming/current student with whom they will have or do have a professional connection.
- e) A staff or student in contravention of any of the provisions under this provision shall be subjected to disciplinary action notwithstanding that the relationship is claimed to be consensual.
- f) A staff or student in contravention of any of the provisions under this provision shall be subjected to rustication/suspension for one academic year or staff for termination from the employment or other punishment regulated by the Public Service Act and its Regulations.

43. Health and Safety

1. Person Identification

- a) Every student shall, at all times within the University campus, put (wear) on his/her valid identity card obtained from the relevant University Authority.
- b) A student shall show his/her identity card in all places at all times when required to do so by an authorized person.
- c) Any student who loses his/her identity card shall immediately report the same to the Unit Warden and must take steps immediately to have it replaced within 14 days.
- d) A student who has no identification card or a specified introduction notice issued *in lieu* by the University shall be denied service required including entrance into University buildings/premises and seating for academic or social exercises.

- e) A student who contravenes the provisions under this sub rule shall be subjected to disciplinary proceedings whose sanction shall be a fine of not less than thirty thousand Tanzanian shillings (Tshs. 30,000/=).

2. Cleanliness

- a) Every student shall maintain high standard of personal hygiene.
- b) Every student shall keep his/her residence room to the highest standard of cleanliness.
- c) Any student who litters, pours water through windows, dumps any type of waste in his/her room and/or block or University premises, or performs any act amounting to polluting the University/ block or room environments shall be guilty of a disciplinary offence.
- d) A student who contravenes the provisions under this sub rule shall be subjected to disciplinary proceedings whose sanction shall be a fine of not less than thirty thousand Tanzanian shillings (Tshs. 30,000/=) or expulsion from the residential block or both.

3. Health

- (a) All registered students are advised to join National Health Insurance Fund (NHIF) or any other recognized Health Insurance Funds in order to obtain Medical Care at the University of Dodoma Hospital or other nearby hospitals or recognized Health Centres.
- (b) A student who feels unwell shall be under obligation to seek medical attention.
- (c) Complicated medical cases shall be referred to other hospitals as may be advised by the University Medical Officer Incharge.
- (d) A student who contracts contagious disease shall observe all precaution to prevent the spread of the said disease to other students until he/she recovers.
- (e) A student who misses a lecture, tutorial, practical, examination, defense, presentation, seminars, coursework component (s) or any other formal academic engagement, on medical grounds, shall notify in writing his/her respective Head of department through the warden of his/her respective Unit and obtain a permit from the University Medical Officer Incharge indicating the student's necessity to miss the said engagements.
- (f) In compliance with the above provision, Unit Warden shall act on behalf of a student under critical medical condition to notify the respective authorities about his/her condition.
- (g) A student referred in (e) above shall keep a copy of the notification for future reference and follow it up by submitting authenticated medical documents.
- (h) Permission must be obtained from the Unit Warden for a sick student who receives medical treatments at the University and demands to go home or any other place out of the University for further treatments.

- (i) A student who receives medical attention at a medical facility other than the University hospital shall, on return, report and submit records to the University medical officer incharge of the University of Dodoma Hospital for verification of her/his treatment if need arises.
- (j) Any complaints about catering services shall be made through a suggestion box or a students' organization leaders and/or the Unit warden.
- (k) Every student shall abide by the Student's Welfare Policy on HIV/AIDS issues.
- (l) A student with special medical cases that requires special attention must indicate the same to the personal particulars form during registration.
- (m) A student who fails to comply with the provisions regarding permission under this provision shall, for all purposes, be considered to abscond the respective academic engagement hence attracting the application of the University of Dodoma Examinations Regulations.
- (n) A student who contravenes the provision (d) above shall be suspended for one academic year.

4. Student's Death

Any death of a student shall be reported to the Director of Students' Services through Unit Warden's office and be handled in accordance to the Students' Welfare Policy.

5. Persons with Disabilities

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

6. Sports and Games

- (a) All students are encouraged to participate in different sports and games including soccer, basketball, volleyball, handball and athletics.
- (b) Students who intend to participate in sports and games shall observe the University laws and policies.
- (c) Permission to all sports tours outside the University shall abide by the provisions under part V of these By-Laws.
- (d) All domestic sports and games invitations shall be allowed only if authorized by the sports and games tutor.
- (e) Any student who gets serious injuries while in sports activities supervised by the University shall be taken care by the University while in and outside the University premises.
- (f) No any student shall attack a games official or referee or fight with another student at a match or interrupts a match.

- (g) A student is prohibited from using the sports facilities without permission from the Relevant Authority.
- (h) All University sports equipment shall be handled with care both within and outside the designated stores.
- (i) A student who loses or damages sports equipment, sports gears or facilities shall be under an obligation of repairing or replacing them as the case may be.
- (j) Any student who contravenes the provisions under this rule shall be subjected to disciplinary action whose sanction shall be dismissal from studies, or suspension for one academic year, or stern warning or both.

7. Pregnancy or Maternity

- (a) Without prejudice to the right to reproduction and maternal health related issues, pregnant student shall not be allowed to live in the hostel/residential blocks when her pregnancy is six (6) months age and above.
- (b) A student is not allowed to reside in the University blocks of residence with a baby or a baby sitter.
- (c) Pregnancy will not be considered as illness unless otherwise advised by the University Medical Officer Incharge.
- (d) All pregnant students shall report to the Unit warden's office immediately after recognition of their pregnancy status.
- (e) A female student may, after birth and upon request, be granted a maternity leave of not more than 21 days from the date of delivery. Should there be any symptom of maternal complications after that period; the student concerned shall be advised to postpone studies.
- (f) A student who contravenes the above provisions shall be subjected to disciplinary action whose sanction shall be a stern warning or be evicted from the University blocks or both.
- (g) Abortion or attempt to abort shall be an offence, the Unit Warden must report the same to the relevant authorities and the University auxiliary police.
- (h) Unless under circumstances where an abortion case is already dealt with in accordance with the laws of the United Republic of Tanzania, the University disciplinary proceedings shall directly be conducted against a student with an abortion case or any other related case whose sanction shall be dismissal from studies, or suspension for one academic year, or stern warning or both.
- (i) At any times, the University shall not be responsible with students' pregnancy or maternity issues.

44. Security

1. Self and Property Security

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

- (b) Every student is responsible for the security of personal and University Properties while on or off the University premises.
- (c) It shall be an offence for a student to steal or attempt to steal or aid someone to steal property from either other student, University staff, the University or any member of the general public.
- (d) Every student shall at all times conduct him/herself in a manner that shall not compromise the security of others.
- (e) No student shall carry weapon (s) within the University premises which is likely to jeopardize peace or used in committing any criminal or disciplinary offence.
- (f) It shall be the duty of every student to report incidents unwelcoming or which endangers or is likely to affect the security.
- (g) Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other property of the University whether or not such property has been leased to any public or private company or person shall constitute an offence.
- (h) Unauthorized use of, or interference with, any technical electrical or other services or installation in the University/University facilities is prohibited.
- (i) A student breaching any of the provisions under this rule shall be subjected to disciplinary proceedings and if found guilty shall be suspended from studies for one academic year, except the contravention of paragraph (f) which shall attract the fine of not less than fifty thousand Tanzanian shillings (Tshs. 50,000/=).

2. Vehicles and Pedal Cycles

- (a) A student shall keep and maintain motor vehicles (which for the purpose of the provisions herein shall include scooters, bicycles and motor cycles) at the University campuses at his/her own risk.
- (b) A student wishing to keep and drive motor vehicles within the University Campus shall abide by the University laws, rule or regulations relating to security.
- (c) Any student who wishes to bring a vehicle to the University shall comply with the general law of the land governing the driving and parking of the vehicles as well as the relevant rules which are in force on the University campus and shall register the vehicle with the office of the Block Warden provided that registration shall be conditional upon production for inspection of:
 - (i) Student Identity card;
 - (ii) The motor vehicle registration card;
 - (iii) The current certificate of insurance;
 - (iv) When demanded, a certificate of road worthiness; and
 - (v) A clean current license in the applicant's name.
- (d) The registration referred in paragraph (c) above shall be valid for one academic year. A student shall be required to undergo such registration, subject to the pre-determined conditions, in each academic year if he/she wishes to continue

keeping, maintaining and/or driving a motor vehicle within the University Campus.

- (e) No vehicle shall be driven on any of the University roads at more than 50 speed limits.
- (f) Motorists/cyclists shall take special care not to injure or cause any inconvenience to persons with disabilities.
- (g) The University shall not be responsible concerning personal arrangements made by students or their organization or association regarding transportation from the University campus.
- (h) A student who contravenes with the provisions in (b), (c), (e) and (f) shall be subjected to disciplinary proceedings whose sanction shall be a fine of not less than fifty thousand Tanzanian shillings (Tshs. 50,000/=), or stern warning or both, except the breach in (e) above which shall, together with the sanction in this provision, attract the sanction as provided under the relevant laws of the United Republic of Tanzania.

45. Residential Blocks

1. Registration

- (a) Every student shall be required to register at the beginning of academic year with the residential block allocated to him/her.
- (b) Allocation of rooms can be in the University hostels or any University rented accommodation facilities. Where campus accommodation is not available to all students, priority shall be given to first year students, students with disabilities, foreigners and such other categories of students with special cases that the University authorities shall determine from time to time. Provided that, such a priority will only be guaranteed to those students who complete registration within 21 days from commencement of the semester.
- (c) The occupants shall be required to sign an accommodation contract/lease at the beginning of each academic year and submit one copy of the contract to the Block Warden while retaining one copy.
- (d) The occupants shall be required to sign an inventory for all property found in their rooms at the beginning of each semester. The occupants shall ensure that they sign off at the end of each semester, otherwise they will be charged for any missing or damaged property.
- (e) A student who has registered in the Student Record Management System (SR) and allocated a room is supposed to report to the block warden within sixty (60) days, failure to do that will allow the University to re-allocate the said room to another student. A student who loses a room under this provision may be considered for allocation of another room, but if a room is available.
- (f) Payment of accommodation fees shall be made in accordance with the University fees directives.

- (g) No refund shall be made in favour of a student who, for any reason whatsoever, vacates the granted accommodation.
- (h) These provisions shall also apply to students with carryover, supplementary, field and any other special programmes as they apply to any other student.
- (i) Students with special cases may be given special attention in allocation of rooms.
- (j) Allocation of rooms shall only be done to the registered students only and not otherwise.
- (k) Contravention of provisions (a), (c) and (d) of this rule shall subject the student concerned to disciplinary action whose sanction shall be a fine of not less than fifty thousand Tanzanian shillings (Tshs. 50,000/=).
- (l) It shall be an offence under these by-laws to a student who breaches the accommodation contract/lease in residential blocks whose sanction shall be expulsion of the student concerned from the residential block(s) of the University.

2. Administration of Residential Blocks

- (a) No any student shall access or leave the blocks other than through conventional access points.
- (b) All students shall be required to vacate the residential blocks at the end of each semester when the University closes for vacation.
- (c) Students may under special circumstances not specified above, be permitted to live in residential blocks during the vacation with approval of the Director of Students' Services and an appropriate payment levied and shall be subject to these By-Laws.
- (d) A student who contravenes with this provision shall be subjected to disciplinary proceedings whose sanction shall be a fine of not less than fifty thousand Tanzanian shillings (Tshs. 50,000/=).

3. Visitors

- (a) Students may be allowed to entertain a fellow student of either sex of UDOM in their rooms from 10:00 a.m. to 10:00 p.m. In every case they must show due regard for the rights of their roommates and other students.
- (b) At no time and under no circumstances shall a student or outside visitors of the same sex or opposite sex be allowed to share a bed.
- (c) An outside visitor or non-student visitor shall first identify him/herself to the respective authority before he/she may proceed to the allocated rooms. The visited student has the duty to ensure his/her visitor complies with this requirement.
- (d) Illegal entry at another student's room is prohibited.
- (e) A student who contravenes with the provisions of this rule shall be subjected to disciplinary proceedings whose sanction shall be dismissal from Hostel or stain warning.

4. Residential Rooms

- (a) Students shall be enjoined to take good care of the rooms they occupy. They shall be responsible for the general cleanliness and tidiness of the rooms and protections of the University properties within against any form of destruction.
- (b) Occupants shall be responsible for the proper use and care of all property and any damage or loss must be reported immediately to the block warden.
- (c) Electric lights must not be left on during day time or when a student is not in the room.
- (d) Cooking in rooms is **STRICTLY** prohibited except in designated premises. For avoidance doubt, disallowed cooking which amounts to disciplinary offence includes frying, roasting, baking and boiling (except boiling water using electric kettle) by use of any source of energy.
- (e) Students shall not interfere with or transfer furniture (like re-arrangement of beds and steel double door cabinets) or fittings of any kind from any part of the University building without prior written permission from the responsible authority. Notwithstanding the generality of this provision, any student wishing to install any additional finishing in his/her room may do so subject to prior knowledge and written permission from the Estate office through Unit Warden.
- (f) No electric device other than reading lamps, table fan, electric iron, electric razor, electric hand hair dryer, TV, VCR and computer shall be used in students' rooms or in any unauthorized place or space.
- (g) Students shall not use electric appliances which exceed the maximum current of 13 amps.
- (h) A student is not allowed to use appliances which are incompatible with the University facilities.
- (i) Heaters are strictly prohibited (coiled and/or other related heaters)
- (j) Musical appliances and instruments, such as record players, radio, TV, VCR computer and other noise making instruments may be used provided that music shall not be played at noise levels that are a nuisance and annoyance to other residents of the block(s).
- (k) For specific official students' function, permission to extend musical performance in specified places within the University may be granted by the Director of Students' Services for a specified time.
- (l) No student shall misuse/displace University properties in the residential blocks. This includes pouring water, throwing anything through windows and placing a property outside the window.
- (m) A resident shall obey rules and instructions made in respect of a specified block and shall refrain from conduct which may bring discredit upon his/her residential block(s).

- (n) No student shall shift or exchange his/her residence from his/her room without permission from the block warden.
- (o) Students shall not take or get in with foodstuffs in the residential blocks except for special permission from the block warden.
- (p) Students are expected to live peacefully with one another in their allocated rooms. If at all a student is found to be misbehaving toward his/her roommate, the misbehaving student may be evacuated/ordered out of the room or may be given a probationary period of demonstrating good behaviour of up to 4 weeks. For avoidance of any doubt misbehaviour includes being irresponsibly drunk, smoking and/or drug abuse inside the room, bringing unauthorized guests into the room, immoral acts in the presence of roommates in the room and/or within the block premises, making or causing unnecessary noise in the room;
- (q) Garbage and any other rubbish must be dumped in the dustbins provided. Dumping in inappropriate places like sinks, toilet bowls, bathrooms, corridors or through windows shall constitute an offence.
- (r) Used sanitary pads shall be strictly disposed of into sanitary buckets.
- (s) Personal property shall not be left in the rooms during vacations.
- (t) Conducting personal commercial business or assisting another student or a non-student to conduct business in rooms or blocks is prohibited.
- (u) All University students are advised to live in University blocks. A student may opt to live off campus if the blocks are full or for any other acceptable social reasons.
- (v) No student shall be allowed to enclose his/her bed using bed sheets or any materials of the same nature for any reasons.
- (w) It is strictly prohibited for a student to have sexual intercourse with any person within the room/ block premises and the University premises at large.
- (x) A student who contravenes any of the above provisions shall be subjected to disciplinary actions whose sanction shall be expulsion from the residential blocks for a semester if it is a first timer offender, expulsion from the residential blocks and not to be offered allocation again if is not a first timer offender or a fine of not less than one hundred thousand Tanzanian shillings (Tshs. 100,000/=).

5. Keys

- (a) Loss or damage of keys by students must be immediately reported to the Warden or Janitor on duty. If the key is damaged the Warden will give instructions of its replacement. For a lost key the student responsible for its loss or for its safe custody (herein after referred to as 'Key holder') shall be liable for payment of the cost of a new lock.
- (b) Keys must be returned on leaving the residential blocks at the end of each semester. A student who fails to return the said key within a period of 14 days shall be liable to a fine of thirty thousand Tanzanian shillings (Tshs. 30,000/=), a

student who fails to return the said key for more than 14 days shall be liable to replacement of a new door lock.

- (c) No student shall duplicate and/or retain key(s) without permission from the block warden.
- (d) A student shall be prohibited from possessing a key to University property without authority to that effect.
- (e) A student who contravenes the provisions (c) and (d) in this rule shall be liable to a fine of not less than fifty thousand Tanzanian shillings (Tshs. 50,000/=).

6. Block Wardens and Janitors

- (a) Every residential block shall have a Warden as the Manager and shall be assisted by Janitor.
- (b) A student shall find a block warden in the office, and in case of emergencies, in the warden's residence.
- (c) Communication means of reaching a block warden or warden on duty must be displayed on an accessible area.

46. Sexual Harassment

- 1. It shall be an offence for a student to commit, encourage or assist commission of sexual harassment.
- 2. For the avoidance of doubt, sexual harassment or discrimination may be physical, verbal, or psychological in nature and may be committed by either sex; it shall be considered to include any repeated and unwanted verbal or physical gestures, sexual advances, or sexually explicit sign, statement, or gesture. Sexual harassment shall also include derogatory statements, or sexually discriminatory remarks or indecent actions made by a student of the University which are offensive to the University's staff or employee, service provider, a fellow student or any other person at the University to feel threatened, interfere with students' smooth and peaceful pursuance of his/her studies, or which undermine one's general feeling of security, reputation or creates a threatening or intimidating environment.
- 3. Together with what is stated in sub rule (2) above, sexual harassment shall consist of any of 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 favours;
 - (d) Asking about personal sex life, explicit sexual suggestions in return for reward;
 - (e) Telling lies or spreading rumours about a person's sex life with the purpose of assassinating 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 and grabbing;

- (g) Displaying and/or transmitting 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; and
 - (m) Public and/or group sex.
4. Any student who breaches the provisions under this rule shall be subjected to disciplinary proceedings and when found guilty shall be suspended for one academic year or dismissed from studies.

47. Politics

- (a) Political activism conducts and activities shall not be allowed within the University campus by any student or group of students. This activism shall include the holding of political meetings, political demonstrations, displaying political banners and putting on any dress or cap/scarf that are political in nature.
- (b) No student or students' organization shall engage in any political party's activities on campus, conduct its affairs or have a constitution, which in any way or manner whatsoever offends or conflicts with the provisions of this Universities Act or of any other written law.
- (c) No student or group of students shall host an outsider to conduct political activities in the University campus.
- (d) Unauthorized holding of university and/or campus Baraza or general meeting shall be an offence. For avoidance of doubt, meetings scheduled in the University Almanac currently in force shall be deemed to be authorized. Emergency Baraza may be held only after the Deputy Vice Chancellor- Planning, Finance and Administration (DVC-PFA) has approved provided that the same have no effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorized by the University, provided further that in any other cases three days' notice be given to the DVC-PFA prior to the holding of such emergency Baraza.
- (e) Any student who breaches the provisions under this rule shall be subjected to disciplinary proceedings and when found guilty shall be suspended for one academic year or dismissed from studies.
- (f) Any student who involves himself in political party activities within the University's premises shall be dealt with as follows:-
 - i. shall be issued a disciplinary charge for such violation;

- ii. shall be suspended from the University, pending the completion of disciplinary inquiry (which shall be completed within one month since the charge was served on the student);
- iii. once the inquiry is completed, the student shall appear before a disciplinary committee to answer the charge; and
- iv. if found guilty, he shall be suspended from studies for a period not exceeding two years.

48. Students' Association and Clubs

- (a) Request to form and register students' organization or association or clubs other than the University of Dodoma Student Organization shall be granted by DVC-PFA through the Director of Students' Services (DSS). The request shall be granted if the organization or association or club has:
 - (i) A constitution of the group;
 - (ii) Current leaders of the groups; and
 - (iii) The name of the guardian who shall be a University staff.
- (b) The University shall have the mandate to register, merge, or ban any student's organization or association or club based on the proof that the association or club concerned exhibits signs that jeopardizes peace in the University.
- (c) At no times shall unregistered student's organization or association or club be allowed to operate in the University.
- (d) For a religious association or club or organization to be registered by the University, it shall obtain an introduction letter from the recognized association of the said religion, for example Tanzania Episcopal Conference (TEC) for Catholics, Christian Council of Tanzania (CCT) for Protestants, the National Muslim Council of Tanzania (BAKWATA) for Muslims, Pentecostal Churches Association in Tanzania (PCT) for Pentecostal churches and so on as the case may be.
- (e) A student or students forming an organization or association or club in contravention of (a) above shall be subjected to disciplinary proceedings and shall be suspended from studies for one academic year.
- (f) Forming and establishing unauthorized students' groups which are likely to cause disunity and disorder at the University or in the wider Community shall be an offence warranting suspension from studies for one academic year.
- (g) At all times, these By-Laws will prevail against the constitution or rules of any student's organization or association or club.
- (h) Any constitutional amendment by UDOSO must be authorized by DSS who shall, after consultation with relevant stakeholders under provision (i) below, form a committee comprising of student(s), lawyer and any other University staff(s) to

undertake the task. Members of the committee who are not students shall be in the committee to assist the students undertake the task properly and not otherwise.

- (i) Notwithstanding the provisions under rule 53(f) of these By-Laws, any amendments and/or changes done to the constitution of an association or organization or club shall be done after consultation with the Director of Students' Services.
- (j) The DSS will discuss with the association or organization or club leaders regarding the reasons for and provisions proposed for amendment, and after consultation with the University legal rule and other authorities/personnels, the DSS may approve or disapprove commencement of the amendment activities.
- (k) The DSS may give reasons for disapproving amendments and/or change of any association or organization or club.

49. Students' Interaction with Staff and Service Providers

- a) Any complaint of student against member of staff shall be reported to his/her immediate supervisor of the said staff. In case there is a conflict of interest on the part of the immediate supervisor of the accused staff or where the immediate supervisor to whom the complaint is reported does not act accordingly, the student shall report the matter to the superior authority (ies) of the University.
- b) It shall be an offence for a student to physically, emotionally and verbally mistreat any University staff, service provider or any other person related to the University under any capacity. Any student who commits such mistreatment shall be subjected to disciplinary proceedings and when found guilty shall be dismissed from studies or be given stern warning.

50. Homosexuality and Unnatural Offences

- (a) Intimate and/or sexual relationships or sexual activities of students of the same sex are **STRICTLY** prohibited in the University.
- (b) It shall be an offence to have carnal knowledge with any person against the order of nature; or have carnal knowledge with an animal; or permits a male person to have carnal knowledge of him or her against the order of nature, or permits a female person to have carnal knowledge of him or her against the order of nature.
- (c) Any student who breaches the provisions under this rule shall be subjected to disciplinary proceedings and when found guilty shall be dismissed from studies.

51. Students' Riots and Strikes

- (a) During mass strikes involving a large number of students which is likely to threaten the maintenance of Law and Order, and where individual formal disciplinary proceedings are not practical to be conducted without endangering the welfare and security of the University, the Unit Student's Disciplinary Committee shall report the matter to the Vice Chancellor detailing the nature of the problem and proposing steps to be taken.

- (b) The Vice Chancellor shall, after consulting relevant authorities, as he/she sees fit, shall take administrative steps to ensure the security of the University. These steps may include suspension of all or students involved and informing the government law enforcing authorities.
- (c) In the event of students being suspended under paragraph (b) above, such suspension shall not exceed twenty-eight (28) days, and shall not be construed as a punishment but as a way of creating an atmosphere conducive for further investigation. The students suspended shall be informed in writing before leaving the Campus by a public notice or any other way opted by the University.
- (d) During the suspension period, the Deputy Vice Chancellor- Planning, Finance and Administration shall form an investigation committee whose report will assist the Unit Student's Disciplinary Committee to institute formal proceedings for disciplinary action against the students involved.

52. Debts

- (a) Every student shall refrain from entertaining debts.
- (b) The contravention of this provision shall lead to disciplinary action whose sanction shall be invoking any form of repayment, stern warning or both.
- (c) A student who enters into an official loan arrangement and fails to honour the agreement shall be compelled by the University authorities to honour the said agreement by any means available, and if the student fails to comply with the University compulsion shall be subjected to disciplinary proceedings and when found guilty shall be suspended from studies until repayment of the said loan.
- (d) The office of the Dean of Students and other University authorities shall not be responsible for any non-official loan arrangements entered between students, staff or services provider or any person.
- (e) For the purpose of this rule, official loan arrangements include bank guarantee fee by financial institutions' loans, Higher Education Students' Loans Board (HESLB), any loan with a financial institution intended to assist a student in payment of University fees.

53. Dressing Code

Students shall dress in a decent manner and in conformity with the dress code that may be prescribed by the University from time to time.

PART VII ADMINISTRATION

54. The Vice Chancellor

The Vice Chancellor is responsible for administrative and financial affairs of the University.

- (a) The Vice Chancellor is deputized by Deputy Vice Chancellors; one incharge of Academic Affairs and the second incharge of Finance and Administration.
- (b) The Vice Chancellor executes his/her responsibilities in the University through the Deputy Vice Chancellors, and Heads of Academic and Administrative units.
- (c) The Deputy Vice Chancellor- Planning, Finance and Administration will be responsible for proper, efficient and effective administration of the University students' affairs as stipulated under Rule 39 of the University of Dodoma Rules, 2007.
- (d) The Vice Chancellor has power to suspend a student from the University or to discipline him/her in a manner he/she thinks fit and seek approval of his/her action at the next meeting of the Council.
- (e) Where the Council finds it appropriate may subject the student to the University Students' Disciplinary Committee before or after expiry of the said suspension in (d) above.

55. The University Students Organization (UDOSO)

- (a) The UDOSO shall liaise the University administration in promoting and protecting the interests of the University.
- (b) Subject to these By-Laws, UDOSO will be formed and governed in accordance with their constitution.
- (c) The UDOSO constitution must adhere to these By-Laws, and as provided under rule 48(e) of these By-Laws, at all times these By-Laws prevail above the said constitution and the constitutions of any other student's associations or clubs.
- (d) Students' leaders shall all times perform their leadership roles in full observance of all University laws and policies.
- (e) Failure to observe the laws and policies by a student leader shall constitute an offence which may lead to disciplinary action.
- (f) Being a UDOSO leader does not grant immunity and/or favour to a student against any disciplinary or academic issues.

56. Implementation Organs

- (a) The University students By-Laws shall be implemented by the following organs:
 - (i) Deputy Vice Chancellor- Planning, Finance and Administration;
 - (ii) Director of Students' Services;

- (iii) Units Students' Disciplinary Committee;
 - (iv) University Students' Disciplinary Committee;
 - (v) University Students' Appeals Disciplinary Committee;
 - (vi) University Students' Affairs Committee;
 - (vii) Unit Students' Affairs Committee;
 - (viii) University Integrity Committee;
 - (ix) Gender Desk Committee; and
 - (x) University Council.
- (b) Any member of the University has obligation to report to the relevant office/committee on any breach of the University students' By-Laws which may come to his/her knowledge.
 - (c) Members of the public may report breach of the University students' By-Laws by a student to the Block Warden or Warden of the respective Unit.
 - (d) A student who fails to report a breach of the University students' By-Laws by a fellow student shall be guilty of an offence.
 - (e) The Block Warden or Unit Warden or any other authority will protect the identity of any whistleblower and provide him/her with leniency/appreciation where applicable.

57. The Unit Students' Disciplinary Committee

(a) Membership

The Unit students' disciplinary committee shall be composed of the following;

- i. Head of the respective Unit- Chairperson;
 - ii. Unit Warden;
 - iii. Unit Human Resource Manager- Secretary;
 - iv. One Academic staff to be appointed by Deputy Vice Chancellor (PFA) preferably an experienced advocate from the School of Law of the University;
 - v. Head of Department to which a student belongs;
 - vi. One block warden, who must be from the respective hostel of the student; and
 - vii. One students' organization representative, who shall be the UDOSO Unit governor.
- (b) A member of the committee who is the complainant or has interest in the case, under consideration, shall be disqualified from participating as a member.
 - (c) The committee shall consider and make decision of the nature specified in (c) below on all breaches of the University laws and policies.
 - (d) The Unit students' disciplinary committee has power to do any or several of the following;

- i. Dismiss a case against a student;
 - ii. Reprimand a student;
 - iii. Rustication;
 - iv. Demand an apology from a student;
 - v. Suspension from the respective block for a specified period;
 - vi. Recommend to the Director of Students' Services that a student be expelled from the residential blocks;
 - vii. Suspend a student from studies at the University for a period not exceeding 21 days;
 - viii. Require a student to pay the cost of the damage caused or property lost; and
 - ix. Recommend that the case be referred to the University students' disciplinary committee.
- (e) Any person with a complaint or who want to report an offence resulting out of social welfare issues must do so directly to the Unit Warden either orally or in writing, for reports or complaints received by block wardens or any other authorities must be forwarded to the Unit Warden. For offences relating to academic issues the report will be received by the Head of Department of the respective student.
- (f) The Unit Warden or Head of Department must discuss the complaint or report received with the Head of the respective Unit, and upon satisfying themselves that there is a need to initiate disciplinary proceedings, the Head of the respective Unit will direct the secretary to summon the committee meeting.
- (g) The quorum for the meeting shall be at least one third including the chairperson and secretary.
- (h) The secretary shall inform the accused student in writing within 07 days about the nature of the complaint lodged against him/her, provisions concerned; and, communicate to both the accused student and the complainant the date and time of the hearing as well as inform them of the right to be present and call their witness. The information may be in form of a charge, letter containing all the information or any other form specified by the University.
- (i) The committee shall hold due inquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law but shall observe principles of natural justice.
- (j) The Committee is free to invite witness (es) within the Unit.
- (k) A matter before the Unit Students' Disciplinary Committee shall be handled and determined in not more than 21 days.

- (l) The committee's decision shall be communicated in writing to the accused student within 07 days from the conclusion of hearing.
- (m) A student or any other party may appeal in writing to the University Students' Disciplinary Committee if he/she is not satisfied by the decision of the Unit Students' Disciplinary Committee stating the grounds of the appeal.
- (n) The appeal above shall be in writing and lodged by the complainant to the secretary of the Unit students' disciplinary committee within 14 days from the date of the letter communicating the decision to him/her. A letter or any other specified form by the university to be used for appeal.
- (o) Except under circumstances provided in these By-Laws, no disciplinary matter shall be reported to the University Students' Disciplinary Committee without first being handled by the Unit Students' Disciplinary Committee.
- (p) All matters that the Unit Students' Disciplinary Committee cannot issue punishment upon or adjudicate shall be referred to the University Students' Disciplinary Committee by the Unit Students' Disciplinary Committee.
- (q) It shall not be necessary for the Unit Students' Disciplinary Committee to hold hearing before forwarding the matter as provided above, the Unit Committee may ascertain its mandate over the disciplinary offence reported by looking on the nature of punishment provided under these By-laws.
- (r) The Chairperson of the Unit Students' Disciplinary Committee shall submit a written report and/or letter regarding the nature of the forwarded matter together with all available attachments and/or evidence to the University Students' Disciplinary Committee chairperson, DVC-PFA.

58. The University Students' Disciplinary Committee

(a) Membership

As provided under Rule 46 of the University of Dodoma Rules, 2007 University Students' Disciplinary Committee shall be composed of the following members:

- i. One member appointed by the Council from amongst its Council Members who shall be the Chairperson;
- ii. Director of Students' Services;
- iii. Principal Administrative Officer who shall be the Secretary;
- iv. One Member elected by the Students' Organization;
- v. One Member elected by the Senate from amongst its members;
- vi. Head of Department to which the student belongs (who shall be a temporary member);
- vii. A legal qualified person holding senior office in the Attorney-General's chambers nominated on that behalf by the Attorney-General; and

- viii. Appointee of the Vice Chancellor from senior members of academic staff.
- (b) Functions of the University Students' Disciplinary Committee:
- i. To handle disciplinary cases directly brought to it by the Council;
 - ii. To handle cases referred to it by Division Students' Disciplinary Committee; and
 - iii. To handle appeals from parties dissatisfied with the ruling by the Division Students' Disciplinary Committee; and
 - iv. Any other function assigned to it by the Council.
- (c) The quorum of the University Students' Disciplinary Committee shall be one third including the chairperson.
- (d) A member from the Legal Service Unit shall be invited to the meeting.
- (e) The University Students' Disciplinary Committee has powers to do any or several of the following:
- i. Uphold the decision made by Division Students' Disciplinary Committee;
 - ii. Dismiss the case against the student;
 - iii. Reprimand the student;
 - iv. Demand an apology from the student;
 - v. Ask the student to pay for the cost or part of the cost of the damaged or lost University property;
 - vi. Remove or recommend for removal of a students' organization leader from office;
 - vii. Recommend to the University Senate that the student be dismissed;
 - viii. Suspend the student for a specified period not exceeding four months pending approval of recommendation forwarded to the Senate that the student be dismissed; and
 - ix. Any other punishment that the Committee may deem appropriate within these By-laws.
- (f) Except under the circumstances provided under Rule 51 of the University of Dodoma Rules, 2007 the DVC-PFA shall appoint a preliminary investigation team which shall work in accordance to Rule 50 of the University of Dodoma Rules, 2007 whereby its report will be used by the Committee.
- (g) The Committee's decision shall be communicated to the student in writing within 07 days from the date of the conclusion of hearing.
- (h) The Committee is free to invite witness (es) within or from outside the University.
- (i) The Committee shall hold due inquiry and shall not be required to adhere to the rule of evidence or procedures as applied in court of Law but shall observe the principles of natural justice.

- (j) A student or any other party may appeal in writing to the Students' Disciplinary Appeals Committee if he/she feels unsatisfied with the decision made by the Committee setting out the grounds of appeal. A letter or any other specified form by the University to be used for appeal.
- (k) The appeal shall be made within 14 days from the date of the letter communicating the decision to him/her.
- (l) An appeal to the University Students' Disciplinary Committee shall be handled and determined in not more than 30 days.

59. The University Students' Disciplinary Appeals Committee

(a) Membership

As provided under Rule 52 of the University of Dodoma Rules, 2007 University Students' Disciplinary Appeals Committee shall be composed of the following:

- i. Appointee of the Chancellor who shall be a chairperson;
- ii. Three members who are appointees of the Council from amongst its members, one of whom shall be a member elected to Council by the Students' organization;
- iii. A legal qualified person holding office in the Attorney-General's chambers nominated in that behalf by the Attorney-General;
- iv. One appointee of the Vice Chancellor from the Senior Staff members; and
- v. Secretary to Council who shall be the Secretary.

(b) Functions of the University Students' Disciplinary Appeals Committee:

- i. To handle and determine appeals from parties dissatisfied with the ruling by the University Students' Disciplinary Committee; and
- ii. Any other functions assigned by the Council.

(c) The quorum of the meetings of the Committee shall be one third including the chairperson.

(d) The University Students' Disciplinary Appeals Committee has power to do any or several of the following:

- i. Uphold the decision made by the University Students' Disciplinary Committee.
- ii. Set aside the finding made against the student and the punishment imposed on him/her.
- iii. Uphold the finding and reduce or enhance the punishment imposed upon the student.
- iv. Any other punishment that the Committee may deem appropriate within these By-laws.

- (e) The Committee's decision shall be communicated to the student in writing within 07 days from the date of the conclusion of hearing.
- (f) The Committee is free to invite witness (es) within or from outside the University.
- (g) The Committee shall hold due inquiry and shall not be required to adhere to the rule of evidence or procedures as applied in court of Law but shall observe the principles of natural justice.
- (h) An appeal to the Students' Disciplinary Appeals Committee shall be handled and determined in not more than 14 days.
- (i) Appeal before the committee shall be preceded by a notice on intention to appeal to be filled within 21 days from the date of the letter communicating the decision to him/her.
- (j) An appeal to the Students' Disciplinary Appeals Committee shall be lodged in not more than 30 days from days from the date of the letter communicating the decision to him/her.
- (k) When an appeal has been lodged with the Students' Disciplinary Appeals Committee, such an appeal does not operate as an automatic stay of execution of any penalty imposed by the Disciplinary Authority unless a request is made and granted by the Vice Chancellor to stay execution of such penalty pending determination of such an appeal.
- (l) All the examinations and other academic exercises or any other related activities undertaken by a student during the time that he/she was granted the stay of execution in the provision above shall be nullified upon upholding of the decision appealed against.
- (m) At the hearing of an appeal by the Students' Disciplinary 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 Students' Disciplinary Appeals Committee.
- (n) Subject to the provisions of the University of Dodoma Charter and its Rules of 2007 relating to appeals to the students, no decision of an inquiry officer or the Students' Disciplinary Appeals Committee shall be subject to review by any Court.

60. Other provisions on disciplinary matters

- a) Failure or refusal to attend to a meeting called or authorized by the Disciplinary Authority or any other competent organ of the University when summoned to do so by a proper written notice shall be an offence.
- b) Willful obstruction of the work of or proceedings conducted by the Disciplinary Authority; Advisory Disciplinary Panel or any other competent organ of the University or interference with witnesses in disciplinary proceedings shall be an offence.

- c) It will be an offence for a student having been called upon to give evidence before the Disciplinary Authority, turns hostile or refuses without lawful excuse to give evidence or to answer a question or produce a document or any other thing required by such a panel.
- d) Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Authority or any other competent Authority of the University shall be an offence.
- e) Contravening any of these provisions shall result into facing the disciplinary proceeding and a student shall be liable for dismissal from studies, a fine of not less than thirty thousand Tanzanian shillings (Tshs. 30,000/=) or both.
- f) A student who has been served with more than two stern warning shall be considered to have committed a grave offence under these By-laws and shall be punished by dismissal from studies.

PART IX

GENERAL PROVISIONS

- 61. Every student on enrolment is required to procure and read a copy of Student's By-Laws at (www.udom.ac.tz) and or any other University or part of the University laws for the time being in-force. Acceptance of a place in the University 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 Constitution and the general laws of the United Republic of Tanzania.
- 62. It shall be an offence under these by-laws to a student who breaches any other laws, regulations, rules and established procedures of the University or any University organ, the sanction of which shall be a fine of not less than Tshs. 100,000/= or compensation for a damaged property or suspension from studies for a period of one academic year or as provided under the said laws, regulations, rules or procedures breached, whichever is greater.
- 63. It shall be an offence under these By-Laws for a student who is charged with a criminal offence under the laws of the country. Such student shall be suspended from studies until final determination of the case against him/her by the court of laws. The University shall not be involved in any kind of bail issues regarding such a student.
- 64. Mere presence of a criminal matter to the police desk shall not bar the University from proceeding with disciplinary actions against a student under these By-laws. The University shall not be involved in any kind of bail issues regarding such a student.
- 65. Subject to the relevant laws of the United Republic of Tanzania, laws and procedures of evidence used in courts of law shall not bar the University disciplinary authorities to perform its duties. Hence, the University can take an appropriate disciplinary action against a student under the provisions of these By-Laws upon presence of naked proof against his/her actions where there are delays, evasion or hesitance by the police force or other relevant authorities to take the matter to court.

66. The 2012 Student By-Laws of the University are hereby repealed and replaced by these By-Laws.
67. Notwithstanding the repeal of the 2012 Student By-Laws, nothing done or continues to be done and no pending proceedings commenced under those By-Laws shall be deemed as void by virtue only of the repeal of the said By-Laws and all other regulations not expressly repealed shall continue to be in force and shall have effect as if made under these By-Laws.
68. Where any dispute arises regarding interpretation of any provision of these By-Laws, the dispute shall be submitted to the University Students' Disciplinary Appeals Committee which shall resolve the dispute.
69. Where a student is facing charges before the court of law, may be suspended if in the opinion of the University management it appears right to do so until his/her case has been determined by the court of law in which he/she stands charged. Provided where he/she is convicted he/she shall be terminated from studies for a disciplinary offence.

THE UNIVERSITY OF DODOMA

[STUDENT] DRESS CODE

1. PREAMBLE

The University of Dodoma (UDOM) was formally established in March 2007 following the signing of the Charter by the President of the United Republic of Tanzania. The Dress Code is designed to maintain and perpetuate the reputation of UDOM and its students and foster academic excellence at the University. By adhering to required standards of dress, all UDOM students will project an image of decency, competence and credibility during their interactions with staff, colleagues and the general public.

AND WHEREAS, the Dress Code is intended to support the University's effort to maintain a positive corporate image and to be a centre of excellence and an agent of change through training, research and consultancy.

AND WHEREAS, given the wide range of goals under the UDOM Mission and Vision, including but not limited to becoming a centre of excellence that offers value added training, research and public service by providing comprehensive, gender sensitive and quality education to a broad segment of the population through teaching, research, and public services in the fields of law, education, health and allied sciences, natural sciences, earth sciences, information and communication technologies, business, and humanities and social sciences.

AND WHEREAS, the University is committed to ensure that students are nurtured in accordance with the Mission and Vision of the University so as to become responsible professionals and citizens of the country.

NOW THEREFORE, this Dress Code is adopted under the UDOM Students' By-Laws of 2023 as general guidelines regarding students' dressing at the University.

2. APPLICABILITY

This Code applies to all fulltime and part time students when present at the University or using the University's facilities or participating in events prepared by the University or in which the University is involved. The University's Management may adjust these dress guidelines when necessary, such as to meet heightened disciplinary and academic requirements and the University's aim to nurture Students so that they become responsible members of the society.

3. DRESS CODE

This code is made in accordance with rule 53 of the University of Dodoma Students' By-Laws of 2023 to provide guidelines on the appropriate dress Code and conduct to be observed by all students of the University when on the University's premises or when attending any official functions organized by UDOM or in which the University is involved.

(1) APPROPRIATE DRESSING

- i. Every student is required to display his/her identity Card when attending or when present in the vicinity of the University's premises.
- ii. Neat, Decent and well covered formals and semi-formals.
- iii. Clean shave and well-groomed hair is a must.
- iv. Jeans without holes.
- v. T-shirts or Shirts with full or half sleeve.
- vi. Skirts which flow well below knees.

(2) INAPPROPRIATE DRESSING

A. Female Dressing

Unacceptable clothes for women include:

- i. Transparent dresses of any kind which are not supported by a reasonably heavy underskirt;
- ii. Gowns and skirts hanging above the knees and thus do not cover the knees when seated;
- iii. Sleeveless blouses, backless blouses or dresses;
- iv. Any type of dress that cover the entire face (*nikabs*), when in class, library, examination rooms, computer lab or other places where the identity of the student is required;
- v. Dresses exposing stomach, breasts, waist, thighs and such other clothes as tops, low cuts, and pants of all kinds;
- vi. All kinds of shorts should not be worn;
- vii. Clothes with inappropriate or unsuitable graphics/slogans or obscene abusive language;
- viii. Tightly fitting clothes and skin tights;
- ix. Pajamas, flip flops or slippers in classes, library and offices;
- x. Gowns and skirts hanging above the knees;
- xi. Clothes with slits above the knees;
- xii. Hats or caps worn back ward;
- xiii. Over-adornment with neck-laces, bangles, earrings or other jewelry and make-up which make someone look showy;
- xiv. All types of dresses which have immoral pictures or words which may tarnish the University reputation;
- xv. All dresses which have political words of any party or religion that can influence or intervene on matters affecting them/influence anything harmful;
- xvi. Coloured/decorated hair (goldish, whitish, yellowish, greenish etc);
- xvii. Tongue piercing;
- xviii. Teeth twinkles;
- xix. Dress skirts with excessive slits;
- xx. Any cloth or accessory with slogan e.g. political, racist, religious, ethnicity, sex, advertisement, inappropriate pictures, and graphics which are obscene;
- xxi. Improper tailored cloth;
- xxii. Beach clothing;

- xxiii. Any kind of shorts;
- xxiv. Poorly groomed hair and poorly trimmed beard, breached hair, and/or any improper hair cutting styles;
- xxv. Visible tattoo;
- xxvi. Slippers and sports shoes in public places;
- xxvii. Ankle jewells (*vikuku*);
- xxviii. Immodest necklaces and earrings;
- xxix. Pajamas or night dress worn outside the hostels; and
- xxx. Any kind of dress that the University officials may reasonably deem inappropriate.

B. Male Dressing

Prohibited men's wear include:

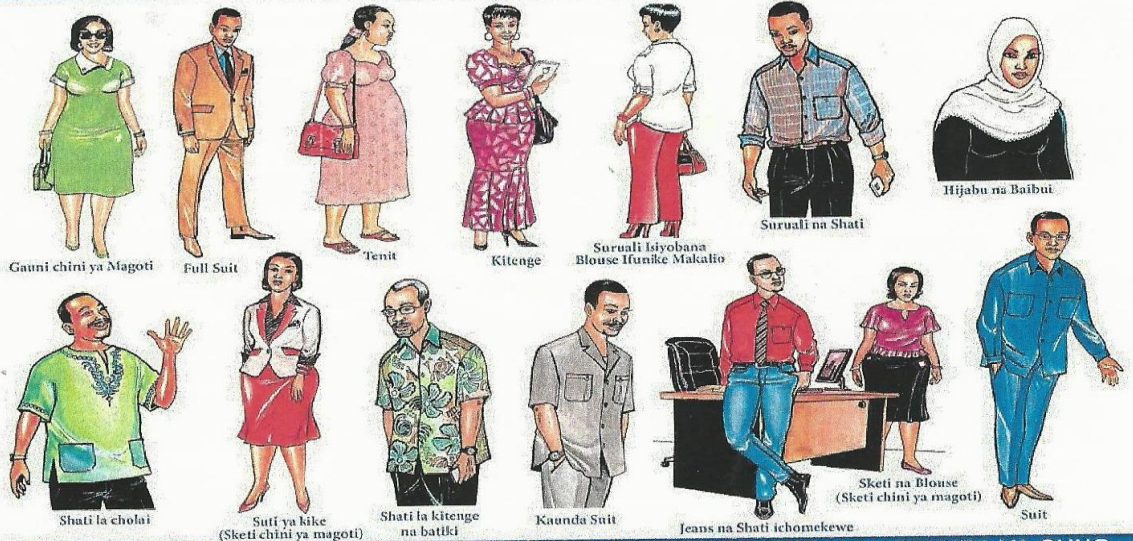
- i. Slovenly looking clothes such as monkey style '*mlegezo*' trousers and shorts which also show the underwear;
- ii. Un-buttoned shirts and sleeveless shirts;
- iii. Clothing that reveals the torso;
- iv. Head stockings, caps (other than religious head wear eg. the Muslim cap), hoods and bandannas worn round the head;
- v. Men should not plait nor wear plaited hair, dread-locks, and ornamental beads;
- vi. Turbans worn alone or over caps;
- vii. Ear rings;
- viii. Jeans with holes, three fourth trousers, half trousers, track suits;
- ix. All types of dresses which have immoral pictures and words which may tarnish the University reputation;
- x. All types of shorts or cut-offs (during class sessions);
- xi. All types of dresses which have political words of any party or religion which can influence or intervene matters affecting them/or which may influence anything harmful;
- xii. Pleated hair;
- xiii. Coloured/decorated hair (goldish, whitish, yellowish, greenish etc);
- xiv. Any cloth or accessory with slogan e.g. political, racist, religious, ethnicity, sex, advertisement, inappropriate pictures, graphics which are obscene;
- xv. Improperly tailored cloth;
- xvi. Beach clothing;
- xvii. Poorly groomed hair and poorly trimmed beard, breached hair, *rasta* and/or any improper hair cutting styles;
- xviii. Visible tattoo;
- xix. Necklaces and earring;
- xx. Slippers and sports shoes in public places;
- xxi. Ankle jewells (*vikuku*);
- xxii. Immodest necklaces and earrings;
- xxiii. Pajamas or night dress worn outside the hostels; and
- xxiv. Any kind of dress that the University officials may reasonably deem inappropriate.

- C. Dress codes which are acceptable in workshops, laboratory, studios, and fine arts performance shall be stipulated in their respective authority.

4. ENFORCEMENT

All organs stipulated under the University Students By-Laws and other University laws or regulations or rules or policies, University authorities including the administrative and academic staff and service providers are empowered to issue warnings and bar any student who does not follow the rules from attending any official University activity and/or facility, and to report any violation of this code to Unit Warden or Head of Department of the respective student. The Unit Warden or Head of Department will take disciplinary action as provided under the University Students By-Laws of 2023 and if found guilty sanction shall be issuance of a stern warning or suspension from studies for a period of one academic year.

BAADHI YA MAVAZI YANAYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO



BAADHI YA MAVAZI YASIYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO

