

PREAMBLE

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

And

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

Now therefore

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

PART ONE

PRELIMINARY

1. SHORT TITLE

These By-Laws shall be cited as the St. Augustine University of Tanzania Students By – Laws (General Conduct, Disciplinary Offences, Procedures, Penalties and appeals), Amendments 2015.

2. INTERPRETATION

In these By-Laws unless the context provides otherwise the “Students Disciplinary **Appeals Committee**” means a Committee established under rule 57 of the Saint Augustine University of Tanzania Rules, 2010.

“Charter means” the Saint Augustine University of Tanzania charter, 2010.

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

“**Dean of Students**” means any officer appointed by the Council with respect to rule 51 of the Saint Augustine University of Tanzania Rules to be responsible for students’ affairs other than those related to finance.

“Disciplinary offence- means any act or misconduct forbidden under these students By-Laws or any other law for the time being in force which in the opinion of the Students Disciplinary Committee constitutes a disciplinary offence”.

“Political activities” shall mean and include, organization, participation or intervention directly or indirectly in the political rally or campaign of any candidate or political party on the university campus.

“**Students’ Disciplinary Committee**” means a Committee established under rule 56 of the Saint Augustine University of Tanzania Rules, 2010.

“**Student(s)**” means any person admitted to the University as a candidate for a Degree, Advanced Diploma, Certificate or other award of the University and includes any person enrolled to pursue any course or study of the University and paying his/her fees regularly and shall include Pre-course students.

“**Student Organization**” means the organization established under article 25 of the Saint Augustine University of Tanzania Charter.

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

“**Sexual Misconduct**” Sexual misconduct is defined as sexual contact without consent by an acquaintance or a stranger and includes: intentional touching without consent, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks; rape (sexual intercourse without consent or whether by an acquaintance or stranger; attempted rape; sodomy or sexual penetration with an object without consent. To constitute lack of consent, the acts must be committed either by threat, force, and intimidation or through the use of the victim's mental or physical inability such as when the victim is physically or mentally incapacitated by alcohol or other drugs.

Sexual Misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed.

“**Demonstration**” means but not limited to unlawful demonstration.

“**Misconduct**” means a wrongful, improper behavior, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one’s acts.

In connection with University discipline, “misconduct” generally shall be construed to be student behavior that is unacceptable to the University but does not violate criminal statutes including absenteeism, tardiness, bullying and inappropriate language.

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

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

- Drunkenness
- Drug use
- Fighting, assault on fellow student(s), staff, lecturers
- Harassing people
- Willful damage to property
- Subjecting people to racial, gender, religious abuse
- Cursing/Swearing
- Truancy
- Behavior not conforming to prevailing standards or laws
- The act or an insistence of fornication
- Gross Dishonest or bad management
- Deliberate wrongdoing

“TEC” means “Tanzania Episcopal Conference”.

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

3. **APPLICATION**

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

4. **COMMENCEMENT**

These By – Laws are made by the Council in accordance with Article 28 of the St. Augustine University of Tanzania Charter shall come into force on such date as the Board of Trustees may approve.

PART TWO

GENERAL CONDUCT

5. (1) STUDENT CONDUCT

- (i) Students are required to conduct themselves at all time[s] and in a manner suitable for the reputation of their status as University students.
- (ii) (a) Students shall be expected to treat each other, members of staff, and the members of the community in general, with courtesy and consideration and in particular, by observing moral and ethical norms at all times.

(b) Any proved sexual misconduct involving students of the same or opposite sex calls for immediate expulsion of both students. Any proved sexual misconduct involving a student and an outside visitor or a member of staff may lead to immediate dismissal of the student concerned.
- (iii) Students are required to sign a declaration form that they shall respect the Catholic goals of the University.

(2) DRUNKENNESS, NOISE & NUISANCE

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

(3) DEMONSTRATION, MOB ACTIONS & POLITICAL ACTIVITY

Demonstrations, strikes, mob actions and unauthorized assemblies are hereby forbidden.

Political activity on Campus are also forbidden but subject to certain limitations candidates, government officials, associated campaign and government staff and other political speakers may be invited to speak on campus. Students who engage in political campaigns should do so in their individual capacity. If a student is listed as a supporter of a political campaign or initiative, it should be without mention of institutional affiliation, or with a disclaimer indicating that their actions and statements are their own and not those of the University. University student should not engage in political activity at University functions or through official University publications. No student should feel pressured by colleagues to contribute to, or perform tasks in support of, a political campaign.

If a student is running for political office, it is strongly preferred that no campaign activities be conducted on campus, to avoid the appearance of a University endorsement.

Maliciously damaging, defacing or destroying any University property shall be considered as a disciplinary offence.

(4) SMOKING

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

(ii) DRUGS

Students are prohibited from drug possession and trafficking drugs which shall cause severe disciplinary action including expulsion from the University and / or complaints being made to Public Authority calls for prosecution in respect of the relevant misconduct, criminal act(s) as prescribed by the law of the Country.

(iii) Any other offence(s) or misconduct which contravene(s) the Laws of the Country.

(5) REPORTING FOR STUDIES

Students are required to report at the University on the first day of each semester or the prescribed date of the academic year. After the lapse of two weeks after the inauguration of the new academic year, each student reporting late shall be barred from registration unless satisfactory reasons are given for reporting late. Late registration is liable to a fine of Tsh. 100,000/= or as may be determined by the University authority from time to time.

(6) COMMUNICATION WITH OUTSIDERS

Students, on the basis of freedom of expression as guaranteed under the country's Constitution, may communicate with outside institutions[,] and news media in their private capacity. In matters concerning the University, all communication and correspondence, by students or by officials or recognized student associations to institutions shall be routed through the Dean of Students or the Dean of the Faculty as the case may be. Correspondence and communication about the University to the Chancellor, Pro-Chancellor, TEC, Government Authorities, representatives of foreign governments, international Non-governmental Organizations, local and International news media and any such like institution shall be routed through the Vice Chancellor.

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

(7) PUBLICATIONS

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

- (i) Defamatory statements about a person which exposes that person to hatred, scorn and contempt, or is likely to injure him or her in his or her trade or profession.
- (ii) Seditious statements or pictures that may insight people to violence, even if the writer has no intention to do so.
- (iii) Blasphemous statements about religious matters that may offend deeply the feelings of those who hold those matters sacred.
- (iv) Obscene statements, or pictures which are likely to spoil or likely to corrupt or corrupts those people into the hands the paper may fall.
- (v) Any confidential information received from police or public officers in the course of their official duties or enquiries.
- (vi) Any matter which is likely to bring a court of law into contempt or to hinder its administration of justice,
- (vii) Works of others without their permission and thereby abusing copyright

(8) ILLNESS

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

(9) LEAVE OF ABSENCE

A student may obtain leave of absence for a period not exceeding ten days during semester time, on the application to the Dean of Students. Such an application shall be accompanied by a written approval of the Student's Class Advisor and Head of Department on a prescribed form.

(10) VACATING THE CAMPUS DURING VACATIONS

Students are generally not allowed to stay at the campus during long vacation days. A student who has a particular and exceptional reason to stay at the campus and who secures the permission of the Dean of Students to stay at the campus shall be bound by these By-Laws as they would during the semester time, and will be required to pay in advance a prescribed boarding fee and shall be required to make his / her own arrangements for meals, dispensary and hospitalization services.

(11) STUDENTS MOTOR VEHICLES

Students wishing to keep and drive motor vehicles (including scooters and motor cycles) within the University campus should not park on official parking place (reserved places).

It is provided that the University shall not be responsible for any damage to or loss of the vehicle and / or motor accidents involving students and third parties.

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

(12) EMPLOYMENTS

No student may be employed in any kind of employments contracts whatsoever at or outside the campus during semester without prior permission from the Corporate Counsel upon being satisfied that the student's academic work performance will not be affected by such undertaking. Contravention of these rules shall be construed as disciplinary offences punishable under these By-Laws.

(13) MEETING

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

PART THREE

PARTICULAR RESIDENTIAL REGULATIONS

6. (1) **HOSTEL**
- (i) Student may opt to live in the University hostel at the campus if accommodation is available, or a student may opt to live outside the University campus. In the cases, of off-campus residence, will be supervised by the University, the By-Laws for University residence within the campus shall *mutatis mutandis* apply to such students living off-campus.
 - (ii) Students who opt to live in the University hostels must comply with the regulations as established by the University. The failure to adhere to these regulations will make the student to lose the privilege of staying in the Hostel.
 - (iii) Students of the opposite sex are not allowed to share a room/bed in the University hostels.
- (2) **CLEANLINESS**
Students shall be responsible for the care of the rooms they occupy and the surroundings and for daily cleaning of the rooms. In no way may walls of rooms be ruined or damaged with nails, cellotape and pictures. Timetables may be fixed on book shelves and not on walls.
- (3) **CHANGING OF ROOMS**
Students are not permitted to change rooms without the permission of the Hostel superintendent or the Dean of students. Such permission will normally come into effect at the beginning of a new semester.
- (4) **ELECTRICAL FITTINGS**
Under no circumstances may students interfere or tamper with electrical fitting and installations nor should they use any electric appliances other than an electric iron and radio sets from the sockets provided for the purpose.
- (5) **USE OF MUSICAL INSTRUMENTS**
The hostels shall be a place of rest, peace and retirement, hence, there should be no noise at any time. Musical instruments should be tuned at room sound and should not be used after 12:00 midnight.
- (6) **COOKING**
No cooking is allowed in hostels and storing of paraffin, petrol or any other combustibles is not allowed.

(7) ROOM FURNITURE

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

(8) BED TIME

All students are required by the By-Laws to be in their rooms or residence by 12:00 midnight except where permission is granted by the Dean of Students or hall warden or any other authorized University Official. For an approved social function an extension of up to 2:00 a.m. may be allowed.

(9) SHARING OF ROOMS

Students shall be expected to live harmoniously with one another in their allocated rooms. If a student is found to be misbehaving towards his/ her roommate, the misbehaving students may be ordered out of the room or may be given a probationary period of good behavior of up to one semester and shall be called before the disciplinary Committee to defend himself / herself and may be suspended up to a period of one year.

(10) VISITORS

Students may be allowed to entertain a fellow student of either sex of SAUT 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 roommate and other students.

At no time and under no circumstances are outside visitors or students of the same or opposite sex allowed to share a bed. Visitors from outside must leave the campus by 6:00 p.m.

(11) UNAUTHORIZED PERSON

Students shall not be allowed to live with any unauthorized person or persons in their rooms including their children, relatives or spouses.

(12) CARE OF KEYS

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

(13) RETURN OF KEYS

Students must clear their rooms entirely of personal belongings at the end of the semester and return keys to the hostel Janitor or Dean of Students by written evidence e.g. Signature to the effect. Failure to do so shall involve the paying of full residential charges by the occupants of the room

from the beginning of the vacation to the time the key is returned plus any other suitable punishment.

PART FOUR

UNIVERSITY DRESS CODE

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

Skin tight or transparent clothes, Jeans with holes; Trousers hanging under the buttocks (Mlegezo); Tight trousers, skirts, blouses; Dress/skirts with excessive slit (mpasuo); Any dress that leaves the stomach, waist, breasts, chest, and/or back open; Shorts or skirts that do not cover the thighs when seated; see through closes, mini-skirts, stomach-cuts, capped sleeves and sleeveless tops/vests/shirts, T-shirts, tracksuits, casual wear like kangas, head scarves; sports shoes, slippers, shorts and studs/earrings for men are forbidden. Students shall dress with decency, modesty and smartness.

PART FIVE

REGULATIONS RELATING TO ACADEMIC LIFE

8. (1) **REGISTRATION**
Every student shall be registered for one course programme only. Once admitted to a particular course programme a student may switch to a different programme with permission from the relevant academic authority.
- (2) **FEES**
No student shall be allowed to register or attend classes unless the required fees have been paid. Fees shall be paid in full at the beginning of the academic year or in two equal installments at the beginning of each semester. It is an offence by Laws of the Country and by these By-Laws for any student to present forged receipts, fake, counterfeited cheques or any other illegal financial documents during making payments to the University.
- (3) **LECTURE ATTENDANCE**
Student shall be required to attend at least 75% of the lecture hours to qualify for sitting for University examinations.
- (4) **MISSING LECTURES**
In the event of a student missing lectures, the Class Representative shall inform the lecturer concerned or the Head of Department.
- (5) **TESTS AND EXAMINATION**
A student shall be required to sit all tests and examinations prescribed to qualify him / her for the University award. Any special reason that may prevent a student from sitting any examination shall be reported to the Head of Department, notified to the Faculty Dean, Corporate Counsel, and permission granted in writing prior to the time of the examination.
A student who forge or fake a student Identity card, examination card or any University document contravenes these By-Laws and if proved the student shall be expelled from studies and be reported to the relevant government authority(ies) for legal action.
- (6) **RELEASE OF RESULTS**
Except for final examination, tests and course work assessment results shall be under the mandate of the respective lecturers within reasonable time. Final examination results shall be released at a date prescribed normally in the University almanac. Students are not allowed to seek results from any academic or non-academic staff member by telephone,

letter or any other way before the prescribed date shown on the almanac or that notified to students.

(7) **EXAMINATION RULES**

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

(8) **LIBRARY SERVICES**

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

(9) **LIBRARY RULES**

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

PART SIX

REGULATIONS RELATING TO STUDENT STAFF RELATIONS

9. (1) **ENQUIRIES OF GENERAL DISCIPLINE**
In the overall sense, the Dean of Students is the one to whom most enquiries and complaints of general discipline should be directed.
- (2) **ENQUIRIES OF ACADEMIC MATTERS**
For matters of purely academic nature Class Advisors and / or Head of Departments are the ones to be consulted.
- (3) **CONSULTATIONS**
Unless otherwise stated, all consultations with staff must be made in their respective offices.
- (4) **SERVICES OF UNIVERSITY STAFF**
The services of the university staff e.g. secretarial work, photocopy, email etc. shall not be used by students in a private or official capacity without prior authorization of the officer in-charge of the section or department as the case may be.
- (5) **ABUSE AND HARASSMENT**

No student shall abuse or harass any member of staff of the University, members of families of the University or the visitors of staff member at or outside the University campus.
- (6) **OFFER OR MONEY, GIFT OR INDUCEMENT**
- (i) No student may offer any money, gift or any inducement of any kind to anyone, any staff members of the University under any circumstances whatsoever. Contravention of this Regulation will be construed as an attempt to offer a bribe punishable under the By – Laws and may be dealt with through legal proceedings as established by the law of the country.
- (ii) Where a student is facing charges before the court of law, may be suspended if in the opinion of the University management it appears right to do so until his/her case has been determined by the court of law in which he/she stands charged.

PART SEVEN

REGULATIONS RELATING TO STUDENTS RELATIONS

10. (1) INTERFERENCE WITH FELLOW STUDENTS WELFARE
Students are expected to conduct themselves in a manner which does not interfere with the welfare of their fellow students and the community in general.

(2) DAMAGE, DEFACEMENT OR VIOLENCE TO ANOTHER STUDENT

Conduct which does or is likely to cause violence to another student at or outside the University campus shall be seen as a grave offence punishable under these by-Laws and / or calling for legal proceedings under the law of the country.

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

- a) Theft of a fellow student's property or University property or theft in any form as defined by the law of the country.
- b) Use of slanderous, abusive or threatening language by any student against a fellow student or member of staff.
- c) Using force, assault, harassment, violence against a student or staff, or hitting a fellow student or staff.
- d) Conduct which is likely to obstruct or to frustrate the holding of:
 - (i) Any lecture, class, laboratory, work research or other instructional activity given or authorized by the University.
 - (ii) Any meeting function or lawful activity authorized by the university.
- e) Unauthorized possession of a key to a fellow student's room or to other university property.
- f) Knowingly inviting or entertaining a former student or students in the University who are known to have been dismissed from the University and barred from entering the University premises.

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

(3) STUDENT GOVERNMENT

The student government is an extension of the University Administration and students are expected to co-operate with it in channeling their wishes, views, and grievances of general nature to higher authorities. Students shall be expected to make full and timely payments of prescribed fees to the Student organizations. To avoid doubt, prescribed fees shall be such fees as approved by the Council and shall include student organization, membership, subscription or Students Unions fees.

PART EIGHT

DISCIPLINARY PROCEEDINGS

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

(2) **COMPOSITION OF STUDENTS DISCIPLINARY COMMITTEE**

- (a) The Deputy Vice Chancellor for Administration and Finance shall be the Chairman.
- (b) The Deputy Vice Chancellor for Academic Affairs who shall be Vice Chairman when the case involves an academic matter. Otherwise, the students disciplinary Committee shall choose any member as Vice Chairman.
- (c) Dean of the Faculty or director of the center or directorate to which the student(s) belong.
- (d) Two senior members of the Academic staff nominated by the Vice Chancellor.
- (e) Legally qualified person as approved and or appointed by the Vice Chancellor or other higher authorities and may be the attorney, advocate, magistrate or judge and who does not hold any post at the University.
- (f) One representative from the Students' organization

(3) **INVESTIGATION OF AN OFFENCE**

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

(4) **FORMULATION OF A COMPLAINT**

Where a complaint is made by any person or body charging a student with a disciplinary offence, such offence shall be formulated and addressed to the Students Disciplinary Committee.

(5) **EXPLANATION OF A COMPLAINT**

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

(6) POWERS TO SUMMON

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

(7) STUDENTS DISCIPLINARY COMMITTEES PROCEDURES

The Students' Disciplinary Committee shall adopt its own procedure as may be provided, [;] such procedures shall ensure that principles of natural justice are observed as prescribed under rule 78 of the Saint Augustine University of Tanzania Rules.

(8) RIGHT TO DELEGATE POWERS

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

PART NINE

PENALTIES

12. Upon finding that a student is guilty of a disciplinary offence, the Students Disciplinary Committee shall impose punishment as it may consider appropriate. The Students Disciplinary Committee may impose such penalties including warning, reprimand, fine, compensation or expulsion depending on the seriousness of the offence as follows:
- (a) Violating By Laws Part II 5(1) (i), (ii), 5(7) 5(8) (i) – (vi); Part III 6(5); Part V 8(2); Part VI 9(6) shall constitute a very serious case under the penalty of immediate dismissal or expulsion from the University.
 - (b) Offences against By – Laws. Part III 6 (1) – (13); Part VI 9(5); Part VII 10 (2) are under serious case punishable by:
 - (i) A written warning.
 - (ii) Suspension and/or dismissal according to the gravity of offence.
 - (c) Violation of By-Laws; Part II 5 (1) (ii), (2)-(14); shall be considered minor cases subject to the imposed punishment of:
 - (i) A written warning
 - (ii) Very strong warning
 - (iv) A number of written warnings given with the effect of recording and mentioning them in the student’s recommendations to his/her sponsor or employer.
 - (v) Suspension and/or expulsion for the second offence. Provided further that the Students Disciplinary Committee may instead require that such student found guilty of an offence shall not graduate or obtain in his/her certificate, diploma and / or academic transcript until the debt is discharged or punishment is executed.
 - (d) Offences against By – Laws. Part IV is punishable by:
 - (i) A verbal warning by the Lecturer in the event when such act occurs in the lecture hall and/or the Student will be ordered out of the lecture hall for the particular day and the Lecturer will be obliged to report such incident to the Corporate Counsel/Dean of Students.
 - (ii) In case the student’s dress code misbehavior persist after being verbally warned or strong written warning, the said student may be suspended for one year with approval of the disciplinary Committee.

PART TEN

APPEALS

13. (1) Appeal by an aggrieved party against a decision of the Students Disciplinary Committee shall be done to the Students Disciplinary Appeals Committee as provided under rule 57 of the Saint Augustine University of Tanzania Rules.

(2) **COMPOSITION OF THE STUDENTS DISCIPLINARY APPEALS COMMITTEE**

The Appeals Committee shall be composed of:

- (a) A chairman chosen from the Bishops members of the University Council.
 - (b) Three members of the Council.
 - (c) The President of the Student Organization or his/her representative.
 - (d) A legally qualified person chosen by the Council annually, who had not been involved in the investigation, inquiries, hearing or decision prior to the commencement of the appeal process and / or decision of any matter connected or otherwise associated with the appeals.
- (3) **PERIOD FOR APPEAL**
Where an aggrieved party is dissatisfied with the decision of the Disciplinary Committee, he / she may appeal to the Appeals Committee within thirty days of the disciplinary action.
- (4) **MODE OF APPEAL**
Such an appeal shall be by way of a memorandum submitted to the Appeals Committee through the Corporate Counsel and setting out the grounds for appeals.
- (5) **EXECUTION OF AN APPEAL**
On an appeal under these By-Laws the Appeals Committee may:
- (a) Require the presence of any of the parties involved in person or proxy as it deems fit.
 - (b) Uphold the findings and punishment or
 - (c) Set aside the findings and punishment imposed on him/her or

- (d) Direct the relevant disciplinary Committee to investigate afresh the disciplinary offence of misconduct and report back its findings and recommendations (Order re-trial).

(6) DECISION ON APPEAL AGAINST DISMISSAL OR EXPULSION

The decision of the Appeals Committee shall be final and not subject to review by any other authority in the University and prescribed in the University under rule 57 of the Saint Augustine University of Tanzania Rules.

PART ELEVEN

MISCELLANEOUS

14. 1) Any student is free to marry. Married students, like any other student, shall be required to abide by these By-Laws. No separate family accommodation shall be provided or guaranteed by the University to married couples or breast feeding mothers and their infants.
- 2) **STUDENTS NAME**
All the University Certificate, Diplomas, Advanced Diplomas, Degrees and any other university award shall be issued using the names which appear on the certificate by which a student gains admission to the University.
No change of names shall be allowed in academic testimonials and/or transcript unless such changes have first been effected in all testimonials and or transcript which were used to gain admission in the University.
- 3) **ISSUANCE OF CERTIFICATES**
a) Certificates shall be issued under the office of the Corporate Counsel.
b) The Corporate Counsel shall make announcement on the procedures and guidelines for issuance of the Certificates to the graduands either before or during or immediately after the graduation ceremony.
c) Certificates are categorized under University legal documents and therefore only the rightful owner shall be given the Certificate. No person may collect someone's Certificate unless is in possession of Special power of Attorney with Personal Identification card given that the owner may never have an opportunity to collect in person his/her Certificate.
- 4) **LIMITATION OF BY-LAWS**
These By-Laws are not exhaustive of all rules and By-Laws governing students conduct at the University and do not override the application of special regulations applicable in specific organs of the University such as the University Library, University places of worship, etc.
- 5) **EXTENSION OF BY-LAWS TO FIELD PRACTICALS, STUDY TOURS AND ASSIGNMENTS OUTSIDE THE CAMPUS**
These By-Laws shall apply and be enforceable to students who are undergoing Field Practical, Study Tours or doing authorized assignments e.g. news collection outside the University campus.

6) SIGNING STUDENTS AGREEMENT FORM

Students are required to sign the *STUDENT AGREEMENT FORM* which shall be a binding undertaking by the student that he/she shall be governed by these By-laws. A student who will not sign the *STUDENT AGREEMENT FORM* shall be construed that he/she has declined his/her offer to study at the University.