



Students' Hand Book on University Policies,



2019

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for sale*

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APPENDIX ONE
KAMPALA INTERNATIONAL UNIVERSITY ANTHEM

WELCOMING NOTE FROM THE VICE CHANCELLOR

I welcome and congratulate all our continuing and new students for choosing Kampala International University in Tanzania (KIUT) and assure you that we stand ready to provide the student support services you will need to grow academically, socially, and personally. In your scholarly pursuits, we encourage you to take full advantage of the resources that we are providing at the University in order to achieve your goals.

To all students, we remind you that your success at KIUT is not solely based on what the University can deliver to you, but it is based primarily on your commitment to take control of the learning opportunities afforded to you at our great University. So, as you begin the rigors of your academic years at KIUT, we implore you to get to know your professors, lecturers and their expectations, manage your time wisely, meet your academic advisors and consult with them regularly, employ effective study and research techniques, pursue your studies with enthusiasm and most of all abide by the University Policies, Rules and Regulations.

For the University to achieve its values and mission and above all have a harmonious and orderly society, Management through the Directorate of Students' Affairs brings to all students, this handbook that sorely summarises the students' rules and regulations while at KIUT. All students are encouraged, advised and should take time to familiarize themselves with this handbook. It is intended to help students establish a successful relationship with everyone as a member of the KIUT community.

This handbook is designed to provide an overview of the Students' policies and procedures at KIUT and the many resources and opportunities that are available to all students. These pages should assist you in understanding what KIUT expects from you as a student and what you should expect from KIUT. For questions not answered in this booklet, feel free to visit the office of the Directorate of Students' Affairs for more understanding.

Best wishes throughout your Academic years at KIUT, and do not hesitate to seek our guidance should you need assistance in any way!

A handwritten signature in black ink, appearing to read 'Jamidu H.Y. Katima', written in a cursive style.

Prof. Jamidu H.Y. Katima

Vice Chancellor

ABSTRACT

Kampala International University in Tanzania (KIUT) is a registered Higher Learning Education Enterprise under the auspice of the Universities Act, Tanzania and is recognised by the Tanzania Commission for Universities to offer Conventional, Open and Distance Learning Academic programs that lead to the award of Certificates, Diplomas and Degrees in the fields of Business Management, Education, Social Sciences, Science and Technology, Computer Sciences, Health Sciences and Law. The University began as a Study Centre of Kampala International University (KIU) at a temporary site (Quality Plaza-Pugu Road Dar es Salaam) and later developed into a Constituent College of Kampala International University. It is now Accredited as a full-fledged University by the Tanzania Commission of Universities (TCU), with permanent location on an impressive 100 acre piece of land at the popular Gongola Mboto town of Dar es Salaam (500m off Julius Nyerere Road). In order to deliver what is expected of the University, the University must be managed with diligence and students should conduct themselves in accordance with established Rules, Regulations, and Procedures. Students are a critical component in order to achieve the objectives and goals of the University through policy implementation. It is against this background that this 'Students' Handbook on Rules and Regulations' for Kampala International University in Tanzania has been developed to provide students with the do's and do not's while at the University. This is a "must have and read book". It is a key to life at KIUT.

This Students' handbook incorporates the general students' policies made by the University Council. It has been simplified for each and every student as a guide to the regular code of conduct while at KIUT; each student is required to obtain a copy available at the office of the Directorate of Students' Affairs. The Handbook can also be downloaded from our website (www.kiut.ac.tz).

The 2019 policy statements contained in this handbook shall remain in force until any other version is released by Management and shall apply to all Students of KIUT irrespective of when each student joined the University. Any questions regarding these policies are to be directed to the Dean of Students.

The provisions of this Handbook constitute the KIUT students' code of conduct which each student is required to collect, get acquainted in addition to each students' admission letter provisions. The provisions in this handbook may be modified, revoked or changed at any time at the sole discretion of the University with or without notice. In case of any differences in the provisions of the handbook, the online version will supersede any paper version.

Each new student shall be provided with a copy of this Handbook upon enrolment and for the continuing students; copies are available in the University Library or at the Dean of Students office. All students are expected to abide by the policies and the highest standards of personal ethics and behaviour are expected of all KIUT.

PREAMBLE

WHEREAS the University was established and exists to be a premier institution of global recognition by practicing excellence in teaching and research;

AND

WHEREAS the University's fundamental purpose can be achieved by responding to societal and educational needs by developing and delivering pragmatic academic programmes that are responsive to the market place so as to enable students and staff to develop their potential and explore the heights by making sure that its teaching and learning environment is secure and can foster freedom of thought and expression within a framework of respect for the rights of other persons and the University authorities;

AND

WHEREAS these Student hand book, by-laws read together with the University Charter, on University Policies, Rules and Regulations of the University are promulgated and made to maintain the University mission and vision and to protect the University from actions, which would damage the academic reputation and status of the University and its members;

NOW THEREFORE These Rules and Regulations are promulgated and made to;

1. Guide all students of the University during their stay at KIUT by making sure that they promote the University Charter which embodies and expresses the University Philosophy, Mission, Values' beliefs and customs and do what is required of them regarding academics in general, examinations, accommodation, rules and by-laws governing student life at the University.
2. Establish and maintain a state of good relationship and harmony among members of KIUT student community, which is conducive to teaching and learning.
3. Assist in the role of building up awareness among students on what is expected of them by their respective nations as trained future professionals.
4. Provide peaceful environment to lecturers, non-teaching staff and visitors and encourage positive social interaction, so as to maintain a good corporate image.
5. Safeguard all the physical facilities, and properties of the University or any other property lawfully within the premises or under the care of the University.
6. Set general guidelines on student welfare, conduct, discipline, disciplinary procedure and penalties

PART ONE

1.0 PRELIMINARY PROVISIONS

- Citation* **1.1** These By-Laws shall be cited as the KIUT Students Rules and Regulations, 2019 (hereinafter referred to as the “By-Laws” and shall come into force on such date as the Council may approve.
- Interpretation* **1.2** Unless the context otherwise requires the following terms as used through this handbook shall mean the following:
- “Academic Year” An Academic year shall comprise of 8-9 months (two semesters).
 - “Auditing a course” means a course which a student may choose purely on his/her interest and may not be required for him/her to graduate. Such a course does not carry credits but may appear on the student’s transcript.
 - “Charter” means the KIUT Charter 2019.
 - “CGPA” means Cumulative Grade Point Average which is calculated as an average score a student earns in the period of his/her study at the University.
 - “Core Courses” means core courses that are essential to the academic program the student is pursuing. They are offered by the School/Faculty at which the student is registered and must be completed for graduation.
 - “Course” means a unit of specialized information that forms a part of the subject a student pursues per semester.
 - “Credit Hours” means individual courses that are assigned credit hours depending on the weight of the course.
 - “Credit” means a course that has been passed and entered in the student’s transcript as having been passed.
 - “Dean of Students” for the purpose of these By-Laws, means the Dean of Students or Deputy Dean of Students or any person acting in that capacity.
 - “Disciplinary Committee” means the Students Disciplinary Committee established under these Regulations.
 - “Deputy Vice Chancellor” where it means Assistant to the Vice Chancellor responsible for Academic Affairs or Finance and Administration.
 - “Electives” these are courses that a student can choose to complete in order to meet his/her graduation requirement of credit hours.
 - “Expulsion” means permanently removing from a student all privileges offered by the University and this shall have the same meaning as dismissal from the University.
 - “GPA” means Grade Point Average which is the average score a student earns at the end of a semester of study.
 - “Guest” means a visitor and vice-versa as defined will include and refer to any person visiting within a University facility for a period of time.
 - “Halls of Residence” shall mean and include halls of residence, hostels and blocks of residence supervised by the University;
 - “KIUT” means Kampala International University in Tanzania
 - “KIUTSO” means the Kampala International University in Tanzania Students Organization.
 - “Major courses” means the major field of concentration in an academic program
 - “Minor courses” means a course chosen by a student in another field of concentration as his/her secondary area of specialization and it is taken in addition to a major and may not be required by individual schools or faculties.
 - “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 specified law alleged to have been violated; the right of tender defence and the right to appeal.

“Organisation” shall mean any number of persons who have complied with the formal requirements for University recognition.

“Offense” means disciplinary offence, conduct and/or attempts to engage in conduct inappropriate to the University community for which disciplinary actions may be instituted.

“Pre-requisite” means courses that need to be completed before proceeding to higher courses.

“Qualifying course” means a course that enables a student to qualify to enter a program of study.

“Resident” means any person who holds a valid contract to reside in the University residence halls or other University affiliated halls or residence.

“Semester” means an academic unit with the duration of 18 weeks.

“Subject” means a specialized area in which a student wishes to pursue a certification.

“Suspension” means removing from a student, for disciplinary reasons, some or all privileges offered the University for a specified period of time.

“Student” means any person duly registered by the University as a candidate for a degree, diploma, certificate or other award of the University including short term and occasional students, and shall include any person authorized to pursue programmes of study at the University pending registration;

“The Act” means the Universities Act No.7 of 2005 as amended from time to time;

“The Council” means the University Council of KIUT.

“The Students’ Organization” has the same meaning as that ascribed to it under the University Charter and which is compliant with the Universities (Student Organizations) Regulations 2009 of Tanzania as shall be amended from time to time.

“The student association” means any number of persons who have complied with the formal requirements for University recognition and registration and shall include cultural associations, sports and games associations, religious groups and social groups.

“The University” shall mean KIUT

“TCU” means the Tanzania Commission for Universities.

“Unauthorized Material” means materials, which are not to be carried inside the examination room which include among others, class notes, pieces of relevant information in any form, cell phones, calculators, any piece of written or blank paper, etc.

“University Official” means any person employed by the University who is assigned administrative, staff, or professional responsibilities.

“University Property” means all property (real and personal) owned, leased, controlled, or utilized by the University.

“Vice Chancellor” means Executive Officer of the University.

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

*University
Philosophy*

1.3 KIUT is established on core principles of providing high quality educational programmes that equip students and graduates with skills to develop their potential and explore the heights nationally, regionally, and globally.

Vision

1.4 To be a premier institution of global recognition by practicing excellence in

teaching and research.

Mission statement **1.5** To respond to societal and educational needs by developing and delivering pragmatic academic programmes that are responsive to the market place so as to enable students and staff to develop their potential and explore the heights.

Objectives of the University **1.6** The long-term objectives, of KIUT are:

- (a) To produce highly skilled and competent graduates capable of making independent and wise decisions which will enable them to become respected members of society and contribute to their professions, the nation and the global community.
- (b) To become a premier International University in the Great Lakes Region, and beyond, providing needs-based, market-driven quality academic programmes.
- (c) To supplement government's effort in the stimulation of higher education by providing University education to a larger section of society.
- (d) To provide professional development and continued learning for practicing professionals.
- (e) To undertake research projects in various fields that contributes to political, economic, social and technological development of society.
- (f) To undertake partnerships with other institutions to enhance mutually beneficial objectives.
- (g) To recruit experienced well-trained academic and administrative staff with ability to sustain an intellectually challenging learning environment that prepares and equips students with skills for continued development.

The core values of the University **1.7** The Core values of the University shall include the following:

- (a) **Excellence:** Through teaching and research, individually and corporately, to continuously raise standards for excellence, and deliver services beyond expectations.
- (b) **Team work:** Foster and nurture the value of team work and sense of belonging, while at the same time have a passionate commitment to a shared vision so as to fulfil the objectives of KIUT.
- (c) **Internationality:** Pursue international curriculum content, a globally relevant learning and employability culture befitting the international community of students and staff drawn from various countries.
- (d) **Integrity:** Embrace integrity, and nurture the culture of professionalism, honesty and fairness both in the official and private arena
- (e) **Principles of equal opportunity employment:** KIUT is an equal opportunity employer. Equity and transparency are the principles that guide the relationship between the University and its staff. To that end, the University does not discriminate against any employee or applicant in any manner that violates the law that is with regard to race, colour, religion, national origin, sex, age, marital status, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under state law. Each person is

evaluated on the basis of personal skill and merit.

*The purpose
of the
Students'
Handbook*

- 1.8** (1) This Handbook is a guide to all students during their stay at KIUT.
- (2) The book is drawn in line with the KIUT Charter 2019 which embodies and expresses the University Philosophy, Mission, Values' beliefs and customs pertaining student's code of conduct.
- (3) This handbook is an "operator's manual" that will guide the student to do what is required of him or her regarding academics in general, examinations, accommodation, rules and by-laws governing student life at the University.
- (4) The students' handbook sets standards of conduct appropriate to the University consistent with the educational goals of the University.

*Authority,
application
and
interpretation
of the
Handbook*

- 1.9** (1) This handbook and or students' by-laws are a "must have and read.
- (2) The provisions herein provided shall apply to all students registered with the University and shall remain in application until another version is made and or published by the University management.
- (3) Students are required to abide by the current version of the by-laws, which is always available online at www.kiut.ac.tz
- (4) The provisions in the handbook shall not constitute a contract between the University and the students but a guideline on students conduct and behaviour while in the University which a student is required to abide at all times.
- (5) In case there is need for interpretation, the final interpretation of any provision herein stipulated is herein reserved for Management through the Vice Chancellor.
- (6) The information contained herein supersedes all previously published Student by-laws on rules and regulations and is subject to change at any time at the discretion of the University. In case of any change and or amendment of any of the provisions herein provided, the new version shall be loaded on the University website 'www.kiut.ac.tz' and all students shall be required to abide by the changes and or amendments.
- (7) The 2019 student's by-laws shall remain in force until the version is revised or reviewed and communicated to students.
- (8) University policies, practices, guidelines, and procedures, which may be updated and approved subsequent to the publication of this document, will in some instances take precedence over the contents of this handbook. To ensure that a student has the most current information, students may contact the Directorate of Student Affairs or may also access current University policies and procedures on the Internet at the website supra.
- (9) The handbook shall be made available for all students at the office of the Directorate of Students' Affairs and shall be issued to new students upon registration with the University. All students are required to read and understand the provisions herein provided ignorance of the Rules, Regulations and Policies of the University shall construe no defence.

(10) All activities which began prior to the coming into force of these regulations shall be dealt with in accordance with the repealed regulations.

(11) These students' hand book shall be read together with the KIUT Charter 2019, prospectus and or any other instructions issued by the University management.

(12) The operation and application of the By-Laws is without prejudice to the constructions and the general laws of the United Republic of Tanzania. Ignorance of knowledge of these regulations shall not amount to a defence.

Acceptance of By-Laws **1.10** Acceptance of a place in the University and registration as a student in the University shall construe that the student has accepted to abide by the By-Laws of the University.

Commitment note and or promise by students **1.11** That as a student I will:

- (a) Commit myself to the pursuit of knowledge with personal integrity and academic honesty;
- (b) Honour, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who will follow;
- (c) Follow the grievance procedures at all times in order to avoid behaviour that can lead to damage of University property, harm, danger, injury or threat to life of University students, staff and or its visitors at all times during my stay at the University;
- (d) Respect officers in authority at all levels and follow all instructions and or directions given to me at any time by the University Management or any officer acting on its behalf without fail;
- (e) Not in any way without following the rightful procedure, disrupt University Academic programs by participating in strikes, demonstrations, boycotts and or unlawful gatherings or assemblies and or inciting other students to do the same;
- (f) Not in any way be manipulated by any person or student for their personal interests to go against the University Rules, Regulations, Policies, instructions and or directions;
- (g) Sit for and attend all University Examinations, University programs, lectures, seminars and or tutorials without fail except if I apply for excused absence whereupon the University policy on excused absence shall apply;
- (h) Not discriminate but support a culture and respect of diversity by respecting the rights of those who differ from me by nationality, gender, age, course program whether as a lecturer, administrator and or student;
- (i) Only rely upon official information or communication given to me by authorized officers and or University management and that any information received from external sources shall be first verified by management and prior to verification shall not be relied upon;
- (j) Observe proper dress code at all times during my stay at the University;

- (k) Observe all my obligations as a student including payment of University fees as per the structure I joined on at admission which shall remain as is until I complete my studies with KIUT;
- (l) Respect administrative procedures and hierarchies at all times; and
- (m) Faithfully observe, adhere and abide by all University rules, regulations and policies at all times which may from time to time be issued by the University management for the good order of the University during my stay at the University and that whenever am in breach of these Regulations the law should take its course to punish me whereupon I will be ready to serve the punishment including and not limited to expulsion from the University and payment of damage caused by my own acts.

This commitment is my promise to KIUT and its community of scholars which I have made this _____ day of _____

The program is admitted in _____

Registration Number _____

Signature _____

Students' rights and privileges in the University

1.12 Subject to the provisions of these by-laws derived from the KIUT Charter as well as the constitution of the United Republic of Tanzania, students enrolled at the University shall enjoy rights and privileges including:

- (a) The right of involvement through Recognised Student Leadership Organisation in decision making on matters relating to the University through representation in various organs of the University (including Departmental Boards, Faculty Boards, Senate, University Council, Academic Boards, Disciplinary Committees);
- (b) Right of worship through registered religions and religious denominations;
- (c) Right of access to academic affairs such as attending classes and getting the education offered or promised to be offered;
- (d) Right to use the University library and e-library facilities;
- (e) Right to be heard, and to appeal against a disciplinary penalty imposed against a student;
- (f) Right to appeal against academic assessments deemed to be unfair within the specified time limit;
- (g) Right to personal privacy and privacy of the information made in confidence within the context of the law;
- (h) Right to use the established administrative hierarchies of KIUT for the enhancement of student welfare;

- (i) Right to proper health and safe environment;
- (j) Freedom to establish and or join legally recognised clubs and organizations and associations within or outside the University;
- (k) Freedom of involvement in political and social affairs provided that no student or group of students will engage in political activities inside the University campuses and premises;
- (l) Freedom to participate in sports and games as well as access to sports and games facilities;
- (m) Freedom of choice of accommodation, whether to stay on-campus halls of residence or off-campus;
- (n) Right to engage in peaceful, orderly, and non-destructive demonstrations after exhausting all grievance process and or procedures, to the extent they do not violate public law and do not interfere with the educational process or the rights of other members of the University;
- (o) Right to be free from discrimination on the basis of race, colour, religion, ethnicity, national origin, age, sex, or marital, veteran, or handicapped status;
- (p) Right to be secure in their persons, halls or residence, and effects from unreasonable, illegal, or unauthorized searches and seizures; and in the event of a legally authorized search, whenever possible to have present an official of the University and the student against whom the legally authorized search is directed; and
- (q) Right to be free from violence, force, the threat of force, entrapment, and coercion from other students for their personal interests.

Obligations of students **1.13** Every student shall be under the obligation:

- (a) To uphold the University Charter and its Policies, Rules and Regulations and the KIUTSO Constitution;
- (b) To educate oneself to the best of one's ability for the benefit of society; and
- (c) To fulfil academic commitments and duties with competence, integrity and self-discipline in the pursuit of academic and social excellence.
- (d) To give due respect to the University administration and staff, leadership of the United Republic of Tanzania (URT), public emblems, symbols and totems such as the National Flag, flag raising and lowering, use of the flag area and the handling of other related issues;
- (e) To learn how to sing the National Anthem;
- (f) To learn how to sing the University anthem;
- (g) To uphold and practise the mission and vision of the University;

- (h) To fully use the University administrative hierarchies to solve individual or group problems;
- (i) To commit oneself to the unity of purpose of acquiring an education for which the University was established and which the student voluntarily opted to pursue;
- (j) To maintain a respectful and pleasant conduct in the University premises;
- (k) To display respect to authorities inside and outside the classroom;
- (l) To observe etiquette and politeness in all circumstances;
- (m) To use a language, within the University premises, that reflects the refinement and usage expected of scholars and educated persons;
- (n) To avoid behaviour that would in any way disrupt University Academic programs for example participating in strikes, demonstrations, boycotts and or unlawful gatherings or assemblies and or inciting other students;
- (o) To respect the sanctity of the learning environment and avoid deceitful behaviour towards members of the University community;
- (p) To avoid being manipulated by any person or student in any way for their personal interests to go against the University rules, regulations, policies, instructions and or directions;
- (q) To attend all University Examinations, University programs, lectures, seminars and or tutorials without fail except if the student applies for excused absence whereupon the University policy on excused absence shall apply;
- (r) To embrace the concept of a civil community which abhors or discourages violence, and exploitation of others and commit myself to the pursuit of knowledge with personal integrity and academic honesty;
- (s) To avoid discrimination but to support a culture and respect of diversity by respecting the rights of those who differ from myself by nationality, gender, age, course program whether as a lecturer, administrator and or student;
- (t) To follow the grievance procedures at all times and to avoid behaviour that can lead to damage of University property, harm, danger, injury or threat to life of University students, staff and or its visitors at all times during my stay at the University;
- (u) To Respect officers in authority at all levels and follow all instructions and or directions given to the student by the University management or any officer acting on its behalf;
- (v) To only rely upon official information or communication given to the student by authorized officers and or University management and that any information received from external sources to be first verified by

management and prior to verification not be relied on;

- (w) To observe proper dress code at all times during the student's stay at the University; and
- (x) To pay all University fees as per the admission joining instructions.

PART TWO

2.0 ADMISSIONS, REGISTRATION AND PAYMENT OF FEES

Complying with conditions of admissions

2.1 (1) A candidate who has been admitted for a degree, diploma or certificate in any School, Faculty or Department must comply with the conditions and meet the selection criteria set out in the University's admissions policy for programmes.

(2) The Senate reserves the right to reject admission to any student should it consider it to be in the interest of the University to do so.

(3) The University reserves the right to cancel any program that is being offered if the number of applicants falls below a viable number for the purposes of organizing tutorial sessions. For avoidance of doubt, viable number shall be fifteen (15) or any other number as the Senate shall approve. This however shall be done within the first two weeks of registration upon the beginning of the first semester for new students. In such a circumstance, if the student(s) affected wish to withdraw from the University; the University shall refund the student 100% of the fees paid but, in a circumstance, where the student wishes to continue with studies at the University in another program, the fees already paid shall be paid on the students University account for that other semester when the program shall be offered.

Submission of false or incomplete information, impersonation, or false documents at admissions

2.2 (1) It is an offence to submit false information when applying for admission. In cases of impersonation, falsification of documents or giving false or incomplete information whenever discovered either at registration or afterwards will lead to automatic cancellation of admission and dismissal of a candidate from the University.

(2) The candidate shall not be eligible for any academic credits or information as covered during the substance of his/her misrepresentation or refund of any monies paid to the University.

Original documents

2.3 (1) At any time where applicable, the University authority can and reserves a right to request for any relevant Original Degree/ Diploma Certificates and transcripts from the Applicant or candidate and or student. This can be at the time of Registration or at any time during the substance of the Programme.

(2) Failure to adhere to the request deliver/bring/submit the documents to the relevant office as requested shall amount to a disciplinary offence leading to automatic cancellation of admission and dismissal of a candidate from the University or any other less punishment as the Disciplinary Committee shall deem appropriate as per the circumstance.

Medical report and health insurance

2.4 (1) Admission into the University is conditional upon receipt of a satisfactory Medical Report from a recognised Government Medical Officer.

(2) Every student is required by law to register and belong to a Health

Insurance Fund (NHIF) or any other Health Insurance Scheme.

(3) For students to be registered under NHIF shall be required to pay TZS 50,400/= or any other amount as prescribed by NHIF from time to time. This amount shall be paid before registration.

(4) Students already registered with NHIF (through their parents or relatives) or other health insurance schemes shall be required to submit evidence before registration.

*Registration
with the
respective
Faculties and
Schools*

2.5 (1) Successful new applicants will be registered only after they have paid the requisite University fees, NHIF, Caution Money, rotation fees, and Student Union fees and provide evidence of having a reliable sponsor.

(2) New Applicants who are employed must show evidence of release from their employers before they are allowed to register.

(3) It is the responsibility of each new and continuing student to register with the faculty or school every academic semester without fail within the first fourteen days (two weeks) after the beginning of each semester.

(4) At registration with the faculty or school, the student is required to sign in all courses that he/she intends to do during the specific semester including carryover. Failure to register the courses shall leave the Faculty Board or Senate with no other alternative but to cancel all the courses not registered and sat for and or not recognise results for courses sat for without registration.

(5) Once the process of admission is completed, all new students are required to report to the relevant Heads of Department and the Dean of School/Faculty and fill a form for departmental/faculty admission. At the School/Faculty or department the following shall be required from each student:

- (a) A photocopy of admission letter;
- (b) A Certified photocopy of all Academic Certificates including 'O' and 'A' level result slips or their equivalent certificates and their result slips;
- (c) Two recent passport size photographs;
- (d) A photocopy of Registration Certificate; and
- (e) A photocopy of birth certificate or affidavit in support

(6) All continuing students shall be required to have registered for the next semester within seven days after the commencement date or after the beginning of the semester. Failure to register in time, the student will cease to be a bona fide student except with reasonable excuse communicated in advance whereupon the respective Dean must first approve.

*Deadline for
Registration
after admission*

2.6 (1) An applicant with an admissions letter is advised to register with the University Admissions office within two weeks from the beginning of the first semester or arrangements must be made to the contrary otherwise admissions shall

for new students be cancelled and offered to another person or posted to another academic intake. At the time of registration, a candidate must present his/her original satisfactory documentary evidence of the qualification.

(2) A student is not allowed into any lecture or tutorial session and cannot enjoy any University facility without being appropriately registered with the University.

(3) Any Student attempting to attend classes or access any other University facility without payment is subject to expulsion from the University.

Change of course/study program admitted **2.7** A student who wishes to change the program of study for which he/she was initially admitted for at KIUT should apply to DVC AA within 7 days. The University permits such change only during the first year of study and the following procedure must be followed:

- a) Oral consultation with the Dean School/Faculty/Department that offers the current program and the Dean that offers the program he/she wants to shift to;
- b) Fill up the change/addition Form available at the office of the Academic Registrar;
- c) Check whether all entrance requirements are met for the new academic program. It is not necessary that if entrance requirements for one program are met, the requirements for another program be also met; and
- d) If the application of change of program is made after a period of two weeks from the date of orientation, the applicant will be required to pay TZS 30,000 (thirty).
- e) No credit shall be transferred into the new program except upon approval of the Senate. A student who has been allowed to change program shall start from first year of study of the new program

Change of name and students who are married **2.8** (1) Unnecessary change of name by students shall not be entertained during the course of study at the University.

(2) Students are required to use names appearing on their Original Certificates at time of admission and registration throughout the time of their academic program.

(3) Married couples shall be required to use the names registered at registration throughout the course program..

(4) Married students whose names changed by virtual of marriage, shall be required to submit a certified copy of the deed poll, marriage certificate, and any other evidence at admission otherwise no special consideration shall be provided to the student to use the husband's name after admission and registration.

(5) Foreign married students whose citizenship changed by virtual of marriage, shall be required to submit a deed poll, marriage certificate and any other evidence formalizing their citizenship status in Tanzania, otherwise they shall be treated as and deemed to be foreigners and shall be charged fees as that of a foreign

student.

(6) At admission, any student with documents containing varying names shall be required to provide the University with certified copies of all relevant documents in support of name change.

(7) Students are required to use names appearing on their admission letter in any transaction and or application that relates with the business of the University.

Provisional registration and admission

2.9 (1) Provisional admission may be granted to candidates who do not have original copies of required documents.

(2) Provisional admission or registration shall be given for a period of not more than one semester during which all known deficiencies must be made up and corrected.

(3) After the first semester of study if the candidate does not submit full requirements or meet the necessary requirements, the provisional registration shall be withdrawn and the candidate's admission shall be cancelled automatically except where the contrary is communicated in writing before the end of the first semester and the same is approved by the Academic Registrar through the office of the Deputy Academic Registrar - Admissions.

(4) Any student who continues with studies on provisional registration and registration without written permission from the Deputy Academic Registrar - Admissions shall not be allowed to graduate and at any time during the course of study if realised shall be stopped and any money paid to the University shall not be refunded. All courses sat for during the time when the student was registered on provisional registration shall be nullified except if Senate approves otherwise.

Applicants with Foreign documents

2.10 (1) There may be additional requirements for specific academic programmes, based on the professional demands.

(2) Prospective applicants whose final High School grades are in percentage and average point systems for example Sudan, DRC, Rwanda and Burundi, must have the grades first be equated or standardized by Tanzania Commission for Universities before KIUT admission.

(3) All foreign acquired documents shall be verified with TCU before admission for avoidance of any admission doubt.

Eligibility for inter-disciplinary Transfer

2.11 (1) A candidate who fails examinations and is recommended to be discontinued from a given programme may be allowed by the University Senate to transfer to another program of his/her choice provided that he/she is qualified to join the new program.

(2) A candidate who is allowed to transfer to another program shall start from year one, semester one of the new program and shall not receive any credit transfer for courses done in the part of the programme at the end of which he/she was recommended to be discontinued from.

(3) A candidate shall be allowed only one chance of transferring from one

program to another otherwise he/she shall be discontinued from studies.

Pursuing two programs of study and enrolment at any other University or Institution **2.12** (1) No student shall be allowed to register for more than one degree or diploma or certificate at KIUT at the same time of study. The University reserves the right to cancel any of the programs at any time without refunding any monies paid for the program.

(2) No student enrolled in the University may enrol for an equivalent degree programme at any other Higher Educational Institution without special permission in writing, from the Vice Chancellor or DVC-AA, after the approval the Senate.

Postponement of studies **2.13** (1) No student shall be allowed to postpone studies after effective commencement of the semester except under special circumstances.

(2) Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement and written approval from the sponsor. Special circumstances shall include; Medical grounds, Serious Social problem (each case to be considered on its own merit) and Sponsorship problems. Students are advised to pick application forms for postponement of studies from the office of Academic Registrar.

(3) A written application along with attached proof must be submitted to the Dean Faculty/School or Department giving reasons as to why the student is applying for the postponement. Then the Dean will issue a letter or sign on the application form stating that a postponement has been recommended or not to the student for the specified reason. The Form shall be forwarded to DVC AA who will either grant permission or otherwise with reasons.

(4) In cases of financial constraints, the sponsor of the student shall submit a supporting written request to the University.

(5) The postponement of studies shall not exceed one academic year except under special circumstances otherwise the student shall be discontinued from studies and no fees shall be carried forward.

(6) Students who absent themselves from the University for a Semester and have not received an approved postponement of studies, the admission shall automatically be cancelled and shall be advised to re-apply for admission, once re-admitted, the student shall start the program afresh except under special circumstances approved by the Senate.

(7) A student, who absconds from studies without filling or obtaining approval of the postponement of studies from the relevant offices but had paid for the specific period of academic study, shall be made to pay all fees again as if he/she was studying during the time of postponement from studies.

(8) A student postponing studies must make sure he/she gets a written permission to that effect before leaving the University.

Transfer of credit from **2.14** (1) Students attending any other institution of higher education who wish to join KIUT must seek advice from the Dean of the Concerned School or Faculty and

other institutions then apply for a transfer of credits.

(2) The student must be in good regular standing from accredited colleges and universities; The applying student must have an active degree programme registration at his/her institution.

(3) The powers of granting or transfer of credits is entirely on the discretion of Senate on the recommendation of the Dean of School or Faculty concerned.

(4) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.

(5) Transferring students must submit an original stamped complete, official transcript from the former college or University to the Academic Registrar.

(6) The Higher Education institution from which a student wants to transfer credit from must be a University with full accreditation by a recognised body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by KIUT and the Tanzania Commission for Universities (TCU). If in doubt, KIUT reserves the right to give any applicant a performance verification test or reject the application.

(7) Credits are accepted only if they meet the requirements of the specific academic program offered at the University and if they confirm to similar courses and the required credit hours.

(8) Once transfer of credits have been approved by the Senate the name of the institution, the total number of equivalent credit hours transferred, the CGPA are transferred into the students permanent record.

(9) A student on transfer must at least remain in the University system for a period not less than one and half years (1 ½ years) before graduation equivalent to 50% of the credits.

(10) Students transferring from another University should adhere to the TCU principles, rules and regulations pertaining transfer as outlined in the current TCU University Qualifications Framework.

(11) The Faculty reserves the powers to call on the student any time during the academic study to accomplish any course which to the opinion of the Faculty or School is for the good of the University and or student before graduation.

(12) Criteria for Establishing Equivalency of Courses can be judged to be equivalent to KIUT courses if they meet the following criteria:

- (a) The course must be from a programme of the same level as that of KIUT;
- (b) The course must have a theoretical component i.e. involving final

examination, excluding clinical based or practical only courses;

- (c) Course content must be at least 75% similar to that of the KIUT course;
- (d) The number of teaching hours used to cover the course must not be less than 75% of those used at KIUT;
- (e) Once a course has been accepted as being equivalent to a KIUT course as per the criteria, the course shall be given the same number of credits as that of the course at KIUT regardless of the credits in the or University; and
- (f) Rules for Conversion of Grades shall be done by anchoring the pass mark of the other University to that of KIUT and accordingly determining the range of marks in the other University for the KIUT grades. In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

(13) Procedures and Administration of Student Credit Transfer shall be as follows:

- (a) Applications for credit transfer should be submitted to the Academic Registrar, in writing, and attaching copies of all required supporting documents;
- (b) All applications shall be scrutinized by relevant committees responsible for admission at the Department, School/ College and the Senate Undergraduate Committee levels before reaching Senate for approval; c) Students transferring from other universities to KIUT shall apply for credit transfer at least three months before the beginning of the semester they want to join;
- (c) Supporting documents for credit transfer application shall include the following:
 - (i) Official original transcript
 - (ii) Course description, catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system)
 - (iii) An official translation of the original documents (in case of non-English documents)
 - (iv) Photo-attached personal identification documents e.g. Birth certificate, passport or ID
 - (v) Certified copies of the original certificates used to gain admission into the previous University
 - (vi) Credit transfer applicants shall pay a non-refundable fee TZS 50,000 which shall be reviewed from time to time by the finance committee.

(14) For more information on how to transfer can be obtained from the Deputy Academic Registrar - Admissions

Discontinuation from studies **2.15** (1) A student discontinued on academic grounds from a degree programme shall not be re-admitted to the same programme until two years have elapsed, but may be admitted to a different programme.

(2) A student may be discontinued from studies for reasons of poor academic performance or by expulsion on disciplinary grounds.

(3) A student expelled on disciplinary grounds may re-apply to join the University after staying out of the University for three years and will apply to be admitted into the first year of study.

Refund of fees **2.16** (1) Fees paid will not be refunded if a student withdraws from the course or declines to join the University. Penalties will be in place by withholding fees paid as hereunder:

- (a) Withdrawing 15 days before commencement 20%;
- (b) Withdrawing 7-14 days before commencement 50%;
- (c) Withdrawing 1-7 days before commencement 80%;
- (d) Withdrawing on start day and thereafter 100%.

(2) Any student who paid Excess tuition fee is eligible for refund on condition that the refund shall not be in form of cash but it shall be made by paying into the student's account for the next Academic semester/Academic year of study by the University College.

(3) In circumstance where the student pays excess tuition fees but has completed his/her period of study, the excess tuition fees paid shall be paid back to the sponsor not the student after filling a refund form available at the office of the Director Finance.

(4) Refund shall not be made if a student absconds from studies without filling the postponement form or is expelled from the University for any Reason;

(5) In circumstances where the student decides to transfer to another University, or drops out, it is the responsibility of the Student to fill up the Refund form which shall be subject to the following conditions:

- (a) Submit a refund form (obtained from the Director of Finance) containing the name of student, registration number, amount to be refunded, details of the refund to the Deputy Vice Chancellor in charge of Finance and Administration before the beginning of next Semester/Academic year for approval
- (b) No refund shall be made if the semester has already started. Otherwise penalties as herein above in this rule shall apply

(6) Should there be any refund for fees overpayment; charges for withdrawal fee at a rate to be determined to offset ledger fee costs charged by the banks for the transaction shall be deducted

*Change of
University fees
Structure*

2.17 (1) The University administration/Management reserves the right to revise and or change the University fees at any time without consent from students.

(2) The changes in University fees shall in no way have effect on the continuing students but incoming students.

(3) Continuing students are advised to crosscheck their admission joining instructions before they pay the University Fees otherwise the joining instructions shall prevail until the candidate completes his/her study program.

(4) In circumstances where the fees structure is to affect the continuing students, there shall be a consultative meeting between University Administration/management and the Students' leaders on how and why it should be done and an agreement shall be reached between both parties.

*Payment of
University fees*

2.18 (1) No student shall be allowed to attend lectures or tutorial session and /or enjoy any University facility without being appropriately registered with the KIUT and paying the required University fees.

(2) Any student who falsely attempts to attend classes or access any other University facility without payment of University dues shall have committed a disciplinary offence and shall be suspended or expelled from the University or be punished with any other offence as the Disciplinary Committee shall deem appropriate.

(3) Students who deposit fees through the banks must present their deposit slips to the Director of Finance who will issue them with a receipt. Students should keep their receipts in safe and secure place for future reference.

(4) All University fees shall be paid through University accounts stipulated on each student's admissions letter and prospectus. Students should visit the Directorate of Finance for more information before banking their fees otherwise error in banking shall be the liability of the student.

(5) All fees must be paid before the student sits for examinations. A student who attends lectures and fails to pay up tuition fee by the end of semester and hence misses final examinations for a particular semester shall be considered a debtor to the University and must clear the fee before registering for another academic year or semester.

(6) A student who fails to pay University fees for two consecutive semesters shall be required to apply for a dead year or otherwise shall be discontinued from studies.

(7) All local or Tanzanian students shall pay their fees in Tanzanian Shillings while Foreigners shall be charged and shall pay in United States Dollars

(8) No student should pay any fees directly to any staff or person working on behalf of the University for any reason otherwise in case of any anomaly, the student shall be held responsible to correct the anomaly at his/her own cost and peril.

HESLB **2.19** (1) Continuing students who have not signed the Higher Education Student

Students beneficiaries Loans' Board (HESLB) Pay Sheets shall not be allowed to register for any semester.

(2) Any further disbursements from HESLB shall be stopped.

Orientation day or admission ceremony and matriculation oath **2.20** (1) The Vice Chancellor shall preside over admission ceremonies or orientation days that take place on a day that is designated and communicated to the students through the Dean of Students.

(2) This is a must attend ceremony for all students and on that day every student shall sign a form or matriculation oath of allegiance and commitment.

(3) Failure to sign the form shall not mean failure to adhere to the policies, rules and regulations of the University, ignorance shall form no defence.

Adherence to the University polices, rules and regulations **2.21** All students that are admitted to the University are required to conform entirely to all the University Policies, Rules and Regulations. It shall be the responsibility of all students to read understand and adhere to all University regulations.

PART THREE-A

STUDENTS' ADMINISTRATION, WELFARE AND GENERAL INFORMATION

Directorate of students' Affairs **3.1** (1) The Directorate of Students' Affairs is headed by the Dean of Students who deals primarily with the following;

(2) Personal and social welfare aspects of the student's life which include among others:

- (a) Guidance and counselling including both social and academic;
- (b) Students' residence;
- (c) Health and safety services;
- (d) Services for students with special needs;
- (e) Student bereavement;
- (f) Students' conduct and behaviour;
- (g) Organising Student leadership (KIUTSO);
- (h) Games and sports;
- (i) Registration of students' organisations, associations and clubs;
- (j) Students' discipline;
- (k) Resolving disputes between students;
- (l) Issuance of University Identity cards;
- (m) Promotion, enhancement and protecting students' rights;
- (n) Supervising and overseeing students' activities and obligations;
- (o) Approving, giving consent to students' activities where applicable;
- (p) Updating students on students rules and regulations;
- (q) Organization of recreation activities such as sports, clubs and societies;
- (r) Acting as a bridge between students and University management;
- (s) Assisting international students in immigration issues or acquiring residence or students' visas;
- (t) Provision of student support services; and
- (u) Overseeing the running of the student Government.

*Guidance and
Counselling
services*

3.2 (1) All students with personal problems whether or not related to academics, emotional, or relationship have access to free Guidance and counselling services at the University Guidance and Counselling Centre. Students are encouraged to visit the centre for help and or assistance.

(2) Confidentiality is ensured at all times and rules and regulations pertaining to the centre shall apply.

(3) Services provided at the centre include; - general personal counselling, academic or career counselling, spiritual counselling, social counselling among other areas.

(4) For more information concerning the centre, visit the students' affairs office located at the students' service centre.

*Registration
with the Dean of
Students*

3.3 (1) All new students shall register with the Dean of Students after registering with their respective faculties or schools without fail and the following shall be required to complete registration.

(2) A photocopy of the admission letter, registration certificate, two current passport photos.

(3) No students shall be assisted the Dean of Students' office if no registration was or is made.

PART THREE-B STUDENTS' RESIDENCE

*On campus
Halls of
Residence*

3.4 (1) There are a limited number of rooms in the halls of residence on the University campus which are available on application before the beginning of the academic year.

(2) Accommodation in the Halls of residence is not guaranteed for every student.

(3) Students are encouraged to secure off- campus accommodation in University approved facilities.

(4) Priority for on - campus accommodation is given to first year students, students with disabilities, foreign students, last year students and female students from up country.

*Affiliated Halls
of residence*

3.5 The University has affiliated halls of residence located off the University Campus. Students are urged to contact the Directorate of Student Affairs for registration before the beginning of semester or end of semester concerning bookings and or payments.

*Payment of
Accommodation
fees*

3.6 (1) Accommodation fees shall be paid before students are admitted into the University Halls of Residence or affiliated halls of residence.

(2) Students who without authorization or illegitimately utilizes University facilities or stays in the University halls of residence for which prior payment is required shall be in breach of these regulations and shall face disciplinary action and be made to pay the equivalent accommodation fees as if the student had applied for its use.

(3) Non- resident students found residing in University residences for which they have not paid or committed themselves to pay or obtain prior permission to use shall be in breach of these regulations and shall be made to pay the equivalent as if he/she had applied for its use as a resident.

(4) Non-residents who are not students found residing in the University halls of residence shall be arrested and the host resident student shall be made pay a fine equivalent to a full accommodation fee for a semester or be expelled from the halls of residence without refund of the already paid accommodation fee.

*Changes or
revision of
accommodation
fees*

3.7 (1) The University reserves the power to revise the accommodation fees at any time without consent from the students residing in the halls of residence or students' representative government.

(2) This provision shall only affect students residing in the on campus halls of residence and the revised accommodation fees shall only affect the incoming new residents.

(3) In case the changes are to affect the continuing residents, a consultative meeting with the student leaders and student representatives from halls of residence shall be convened before the end of semester.

(4) In case students fail to agree with the changes proposed by the University, the students shall be given a grace notice period of one semester paying the old fee structure and shall be required to look for another alternative accommodation.

(5) A student who fails to agree but later agrees after the grace notice period, shall be required to pay accommodation fees as changed for the semester when the student was in grace period as if he/she had accepted prior.

(6) Those students residing in affiliated halls of residence shall pay as per the landlord's accommodation fees structures and changes. The landlord reserves the right to change accommodation fees without obtaining consent from students or University. However, students are urged to report such changes to the Dean of Students' office in time such that the Dean can assist in negotiations.

*Refund of
accommodation
fee*

3.8 (1) Accommodation fee once paid for a semester is not refundable penalties shall be deducted and or forfeiting the following %ages as stipulated hereunder:

- (a) Withdrawing 15 days before commencement of semester 20%;
- (b) Withdrawing 7-14 days before commencement of semester 50%;
- (c) Withdrawing 1-7 days before commencement of semester 80%;

(d) Withdrawing on start day and thereafter of semester 100%;

(2) Any student who paid Excess accommodation fee shall be eligible for refund on condition that the refund shall not be in form of cash but it shall be made by paying into the student's account for the next Academic semester/Academic year of study by the University.

(3) A student who wishes to find another alternative accommodation but he or she had paid upfront shall be refunded 50% of the paid upfront fees.

(4) In circumstance where the student pays excess accommodation fees but has completed his/her period of study, the excess accommodation fees paid shall be paid back to the sponsor not the student after filling a refund form available at the office of the Director of Finance.

(5) Refund shall not be made if a student is expelled from the University.

(6) Eligible students shall fill up the Refund form which shall be subject to the following conditions:

- i. Submit a refund form (obtained from the Director of Finance) containing the name of student, registration number, amount to be refunded, details of the refund to the Deputy Vice Chancellor in charge of Finance and Administration before the beginning of next Semester/Academic year for approval.

*Sharing of
beds/rooms and
or University
facilities*

3.9 (1) Sharing of beds or rooms and or University facilities in halls of residence is strictly prohibited. Each resident student shall use facilities available and as allocated to him/her upon signing the occupancy agreement or filling the residence form.

(2) Any resident who shares a bed or other University facility available for use with another individual shall be in breach of these regulations and shall pay a fine equivalent to the accommodation fee payable per person or be expelled from the hostel without refund of any fees paid for accommodation.

*Residence
during holidays*

3.10 (1) There is no accommodation in on campus halls of residence during holidays. Written permission for residence during holidays should be obtained from the Dean of Students and or Deputy Vice Chancellor in charge of Finance and Administration prior to the completion of semester.

(2) Remaining in the halls of residence without written permission amounts to a disciplinary offence punishable by payment of the equivalent as per the days spent in the halls of residence.

(3) Keys must be returned to the Warden or Dean of Students before leaving for holidays without fail. Failure to return the keys shall construe that the student remained in the halls of residence without permission.

*Occupancy
agreement or
residence forms*

3.11 (1) All students residing in the on campus or in halls affiliated to the University shall be required to sign an occupancy agreement and or fill residence entry forms before occupying the respective halls of residence. The agreements and forms are available at the Dean of Students' office.

(2) Students shall be required to abide by both the occupancy agreement, rules and regulations concerning residence otherwise breach of any provisions therein provided shall amount to a disciplinary offence and the student may be expelled from the hall of residence without refund of accommodation fees paid or pay a fine depending on the circumstance as determined by the Dean of Students.

(3) The room occupants shall sign for all inventories and the condition of property found in the room at the commencement of occupancy and sign off at the end of the occupancy, otherwise they shall be charged for property not handed in.

Maintaining the halls of residence in good and tenable shape

3.12 (1) All students residing in the halls of residence are required to maintain their rooms in good and tenable shape.

(2) Any damage to any property found in the room prior to occupancy shall be the liability of the occupant except if caused by forces of nature or unavoidable circumstances not caused by the occupant.

(3) Any damage should be reported immediately to the warden or matron without fail.

(4) Damage of any property may affect issuance of the University certificate upon graduation until the same is replaced or paid for.

Prohibited activities or conduct in the halls of residence

3.13 The following are prohibited in and around the halls of residence and shall amount to a disciplinary offence punishable by the Students' Disciplinary Committee or Deputy Vice Chancellor in charge of Finance and Administration or the Dean of Students or the Matron as the case may be if found with one or doing any:

- (a) Transferring furniture or fittings of any kind from any part of the University buildings without prior written permission from the office of the Dean of Students and or Deputy Vice Chancellor (Finance and Administration) as the case may be to the Halls of residence;
- (b) Installing any additional furnishing in the rooms. Prior knowledge and written permission from the office of the Dean of Students and Director of Estates shall be required to do so;
- (c) Cooking of any form. For the avoidance of any doubt, cooking includes frying, roasting, boiling, baking and warming by use of any source of energy and any appliance;
- (d) Cooling appliances and or electric devices other than reading lamps, Television sets, computers, radios, or video players;
- (e) Leaving electricity on while accepted appliances are not in use for example Electric lights, fans, radio and televisions etc.;
- (f) Candles, incense, and other flame-emitting articles. Only potpourri burners with an enclosed heating element and automatic shut-off are permitted;
- (g) Playing loud music or poor use of musical appliances and instruments such as radios, video sets and other noise-making instruments. Provided that at any other time, music shall not be played beyond room sound for avoidance of causing nuisance and annoyance to other residents of the Halls of residence;

- (h) Pet animals, birds, and reptiles;
- (i) Weapons, Firearms, and Paintball Devices;
- (j) Theft;
- (k) Making noise and shouting in corridors of halls of residence. Gambling;
- (l) Fighting;
- (m) Consuming alcohol;
- (n) Using prohibited or illegal drugs;
- (o) Using abusive language to fellow students or warden or matron or any person in authority;
- (p) Smoking;
- (q) Parties or functions except if written permission from the office of the Dean of Students;
- (r) Entering or accessing other students' room(s) without authority from the owner using any means;
- (s) Sharing beds or rooms without authority;
- (t) Poor maintenance of rooms for example not being clean, unnecessary damage to property among other related behaviour and or conduct;
- (u) Dumping garbage in corridors or throwing garbage through windows;
- (v) Using halls of residence not for residence purposes;
- (w) Using rooms of residence for illegal dealings;
- (x) Committing criminal offences chargeable under the laws of the State; and
- (y) Any other act that shall be deemed prohibited by the Dean of Students as the case may be.

Penalties for breach of residence rules and regulations

3.14 The following shall be the punishments for any breach of students' residence rules and regulations and or occupancy agreement. The Students Disciplinary Committee or Deputy Vice Chancellor in charge of Finance and Administration or Dean of Students as the case may be as per these rules and regulations shall determine which appropriate punishment shall be passed in appropriate cases:

- (a) Warning;
- (b) Probation;
- (c) Termination of tenancy agreement with no refund of accommodation fees paid for the specific semester or expulsion from the halls of residence;
- (d) Fine;
- (e) Payment of costs as per the damaged property and or replacement of the damaged property to the satisfaction of the University and or landlord;
- (f) Payment of other remedies as the case may be;
- (g) Expulsion from the University; and

(h) Any other punishment deemed fit and appropriate as the case shall be.

*Peaceful
enjoyment and
conduct towards
one another*

3.15 (1) Students are expected to live peacefully with one another in their allocated rooms of residence.

(2) Any student found to be misbehaving towards his/her room- mate(s) and or hall-mate(s), the misbehaving student may be given a probationary period of good behaviour of up to 10weeks or one semester, whichever is the shorter and or be expelled from the hall of residence without refund to the already paid accommodation fees.

(3) To avoid disturbance to others within the room and halls of residence, lights out time shall be at 12.00 o'clock midnight. However, the roommates may agree on other specified times before the deadline time according to mutual agreement.

Closing time

3.16 (1) Students are expected to be in their rooms of residences by 10:00pm.

(2) Halls of residence shall be closed at 10:00pm. Any student coming past that time shall be made to answer why he/she is coming late.

(3) Students coming past 12:00 midnight shall not be allowed to enter the halls of residence.

(4) Students who are found of coming back late to their halls of residence shall be expelled from the halls of residence without refund of accommodation fees or shall be placed on probation or be given a warning as the case may be.

*Visitors or
guests*

3.17 (1) No visitors shall be allowed in the halls of residence past 10:00pm. Any student that entertains a visitor past the closing time shall commit an offence and shall be liable to punishment.

(2) It is the responsibility of host students to ensure that their guests are aware of University and residence hall policies.

(3) Guests shall be held responsible for their own actions. However, hosts may be held accountable for damages committed by their guests, unless the guest can be identified and is a University student.

(4) Residents are permitted to have guests in their rooms only if there is no objection from their roommate(s).

(5) Neither room keys nor door access cards will be provided for guests. Residents are not to give their keys to guests in order for them to gain entrance to the room or the building.

(6) All guests must be escorted by a resident of the building at all times. A staff member may confront individuals if they are not recognized as a resident of that building and/or a resident of the building is not escorting them.

*Students
intending to
travel during the*

3.18 Students intending to travel shall communicate to their wardens or Dean of Students or landlord before travelling and should leave their room keys with the Dean of Students or Warden or Matron.

*time of
occupancy*

Cleanliness 3.19 All students are encouraged to keep their rooms clean and safe for habitation. Any student that is dirty and or unclean shall be placed on probation by the matron or Dean of Students of one month to improve otherwise shall be expelled out of the halls of residence.

Right of inspection 3.20 (1) The University Management or landlord or its agent(s) at all reasonable times during day times by prior appointment shall be allowed to enter upon the halls of residence for the purpose of viewing the state of the premises and to execute repairs to the said premises if necessary.

(2) Denial to accept access by any student amounts to breach of these rules and as the case may be, the student may be expelled from the hall or residence or advised to look for alternative accommodation.

Assignment and sub-lease 3.21 (1) No student shall be allowed to assign, underlet or sub-lease or part with the possession of the said premises or any part thereof without the written consent of the Deputy Vice Chancellor-Finance and Administration or Landlord, such consent however not to be unreasonably withheld.

(2) Any student found in violation of this rule shall be expelled from the halls of residence and be made to pay fine that shall be determined as the case may be.

Use of residence 3.22 The halls of residence shall only be used for residential purposes only. Any student that shall be found using the halls of residence for other purpose other than residence shall be expelled from the hall or residence without refund of the accommodation fee paid for the specific semester.

Right to deny a student from occupying the halls of residence 3.23 (1) The University Management reserves a right to deny a student a right to occupy the halls of residence if in the interest of the University, the student is suspected to be harmful, a threat, risk, or dangerous to the safety and health of other students or has breached the rules and regulations or occupancy agreement.

(2) In this case, the University shall notify the student and shall give reasons why the student should vacate the halls of residence and the student shall be given an opportunity to defend her/himself.

(3) Where the behaviour was because of breach of these rules and regulations, the student shall not be eligible for any refund of accommodation fee already paid for that semester.

(4) Any resident whose action is harmful to the hall or residents, or is in breach of the rules and regulations, and any resident who is being dealt with by the disciplinary committee for any offence, shall be evicted from the Hall with immediate effect. The balance of the rental fees shall be forfeited.

Use of Alcohol 3.24 (1) Alcohol is strictly prohibited in the residence halls. Any student found in the presence of, possession, or consuming alcohol while on campus will be referred to the Students' Disciplinary Committee.

(2) Residents will be held responsible for activities that occur in their rooms, and will be referred to the Dean of Students, if students or guests are in

violation of the alcohol policies.

(3) It is the responsibility of students living in the residence halls to maintain the spirit and later of the above policies. It is the responsibility of the residence hall staff to assist students in this regard and to deal with alleged violations when they occur.

(4) Any student found violating this rule shall be expelled from the hall of residence and shall not be eligible for refund of accommodation fee already paid.

*Safety and
Security Tips*

3.25 All resident students should take the following tips seriously:

- (a) Students should not allow strangers to enter the residence hall. Strangers should be reported to the hall matron or security immediately without fail;
- (b) Students should keep their rooms locked at all times, even when they are sleeping, and especially when they are out of the rooms;
- (c) Report suspicious people or activities in the halls of residence to the matron or the Dean of students or security as soon as possible;
- (d) Make alarm in case of attack;
- (e) Keep the matron's number at all times; and
- (f) Do not keep money in the halls of residence.

*Withdrawing
from the halls of
residence*

3.26 The following shall be the rules and regulations for withdrawing from the halls of residence:

- (a) Advance notice is to be given for withdrawal from the Hall;
- (b) Residents who do not return their room keys by the check-out date shall be treated as overstaying and will be charged a daily rate equivalent to the amount payable per semester divided by the number of days in a semester;
- (c) Upon withdrawal, residents are to ensure that their rooms are clean and shall remove all their belongings from the hostel room, failing which, the University management shall remove their belongings from their rooms without liability. Any bulky items, e.g. fridge, furniture left in the rooms shall be regarded as unwanted and removed by the University management. Any cost incurred from the removal shall be charged to the last occupant(s);
- (d) Upon the release of their final exam results, final year students will not be eligible for residence. They will be required to withdraw by the end of the next quarter month period. Appeals for an extension of stay may be considered on a case-by-case basis, subject to vacancies. Extensions granted will be charged at the daily rate equivalent to the amount payable per semester divided by the number of days in a semester;
- (e) Residents who are on leave of absence or are no longer students of the University are to withdraw from the Hall;
- (f) Residents who are going overseas for exchange programme or other academic programmes are to withdraw from the Hall. They are to give advance notice for withdrawal; and
- (g) Withdrawing residents are to settle all outstanding fees/bills. If rental fees

are outstanding, the student may be barred from registration of subjects and viewing his results. The conferment of degree may be delayed and academic scroll and transcript may be withheld by the University.

Money and other valuables **3.27** Each student shall be personally responsible for safety of his/her money and other valuables brought in the room or halls of residence. The University shall not be responsible for any loss of item, money or any valuable brought in the halls of residence.

Amendment **3.28** These Rules and Regulations pertaining to halls of residence may be revised, amended and introduced as and when deemed necessary by the Dean of Students without obtaining consent from residents.

Regulations governing off campus halls of residence **3.29** For avoidance of doubt, Regulations for University residence within the Campus shall apply *mutatis mutandis* to the students living in off-campus affiliated halls of residence or residences supervised by the University. However, depending on the memorandum of understandings entered between the University and the respective landlord the provisions may vary. In case of variance, the understanding provisions shall take precedence.

PART THREE-C PROVISIONS RELATING TO STUDENTS' ACTIVITIES, KIUTSO, OTHER ORGANISATIONS, ASSOCIATIONS AND OR CLUBS

Students' right of participation **3.30** All registered students have a right to participate equally in all activities pertaining to students, KIUTSO government and or any other registered students' organisation, association and or club.

KIUTSO government **3.31** (1) There shall be a students' organization referred to as Kampala International University in Tanzania Students Organization "KIUTSO" which shall be constituted or appointed as per the University Act, KIUT University Charter, University Rules and Regulations and or as the University Management shall deem appropriate in line with the established electoral rules and regulations. KIUTSO Constitution shall be approved by the KIUT Council.

(2) The KIUTSO government shall be responsible for organising student's activities and their governance which include academic, social, cultural, religious, outreach and recreational activities.

(3) The KIUTSO shall act as a communication bridge between the students' community and the University Management.

(4) The KIUTSO shall be eligible to have a representative who shall sit on all University Committees that shall be discussing students' issues.

(5) All activities of the KIUTSO government shall be coordinated,

supervised and approved by the Dean of Students.

*Office in charge
of students
activities,
organization,
and or clubs*

3.32 (1) All student activities including registration of students' organisations, associations and or clubs shall be organized by or through the KIUTSO government and shall be approved by the Dean of Students.

(2) Students are encouraged to form academic/professional or cultural or religious or social or sports organizations or associations and or clubs.

(3) All new organizations, associations and or clubs shall be registered with the Dean of Students office without fail.

(4) Any Organisation, association and or club not registered through the KIUTSO government and approved by the Dean of Students shall not be recognised and shall not be allowed to bear the University name and all activities done or performed during the time when it is not registered shall be null and void.

*Procedure for
registration of
Organisations or
Associations and
or clubs*

3.33 Any student or group of students intending to register any social or academic or cultural or religious organisation and or clubs shall follow the following procedure:

- (a) Shall have at least 10 members;
- (b) Shall apply in writing to the KIUTSO Government and copy the application to the Dean of Students together with the following listed items:
 - (i) Evidence of payment of 20,000Tshs (twenty thousand Tanzania shillings only) non-refundable registration fee from KIUTSO government
 - (ii) The name of the intended organisation
 - (iii) The vision, mission, objectives and or purpose of the organisation in relation to the academic goals of the University
 - (iv) Names of signatures of the Interim Leaders together with their registration numbers
 - (v) Name of the patron together with his/her acceptance letter
 - (vi) Names of members together with their registration numbers
 - (vii) The Constitution of the Organisation, which shall be approved by the KIUT Council
- (c) The President or any other person appointed for that purpose by the KIUTSO government having gone through the application, shall write a letter of recommendation to the Dean of Students requesting for approval of the said organisation;
- (d) The Dean of students reserves the right to ignore, reject or approve the organisation without obtaining consent from the KIUTSO government but he/she shall give reasons as to why the organisation should not be registered and why it should not be issued with a registration Certificate;

- (e) The Dean of Students shall invite the interim leaders of the organization for interrogation and interview pertaining to the purpose and the ways through which the organisation shall be run or managed or any other concern the Dean of students shall deem necessary to ask;
- (f) Shall submit have its constitution approved by the Council;
- (g) The Dean shall sign, stamp and issue a Registration Certificate or a letter of approval to the said organisation; and
- (h) No Organisation shall be allowed to commence its business before all the necessary approvals have been conducted.

University involvement in organisations' conduct

3.34 All registered student organizations will be held responsible by the University for abiding by all University Policies, Rules and Regulations. The University will not become involved in the off-campus conduct of registered student organizations except when such conduct is determined to have a substantially adverse effect on the University or upon individual members of the University community.

Conditions for registered and or registration of students organisations, Associations and or clubs

3.35 The following shall be the conditions for registered and or registration of student organisations, associations and or clubs:

- (a) Any organization which restricts membership or eligibility to hold appointed or elected student officer positions on the basis of race, sex, disability, age, creed, National Origin, or veteran status will not obtain or maintain University registration/recognition;
- (b) Only currently registered students shall be eligible for active membership status in student organizations;
- (c) Political Parties Organisations or activities are strictly not allowed in the University and shall not be registered. All registered organisations, associations and or clubs are not allowed to engage in political activities, including wearing party uniforms, within and or outside the University;
- (d) Any organisation found engaging in political activities, their registration certificate shall be cancelled forthwith and the students therein shall be treated as having breached the university regulations and shall be punished accordingly as the Students Disciplinary Committee shall deem appropriate;
- (e) The purpose or purposes of student organization, association, and or clubs must not conflict with the educational functions or established policies of the University. It is incumbent upon any person presenting objections to the application for registration or continuance of an organization to demonstrate how and in what manner the registration or continuance of that organization would conflict with the educational functions or established policies of the University;
- (f) Student organizations will not be granted recognition or registration status if the recognition/registration unit determines that its proposed purposes or functions duplicate those of an existing student organization;
- (g) Student organizations, associations and or clubs will not be permitted to retain recognition/registration status if they do not fulfil their stated

purposes and/or functions or violate campus rules, regulations, standards, and policies;

- (h) All organisations, associations and or clubs shall appoint a patron. The patron shall be a person with standing character in society and shall be required to have given consent to the appointment before registration;
- (i) All registered organisations, associations and or clubs shall be supervised by the KIUTSO government and the Dean of Students;
- (j) Registration of student organizations shall not be construed as agreement, support, or approval by the University, but only as recognition of the rights of the organization to exist at the University, subject to the conditions enumerated herein;
- (k) All registered organisations shall abide by the University Rules and Regulations and shall in no form interrupt the University programs. Any organisation that disrupts academic programs of the University shall be in breach of these regulations;
- (l) No students' organisation in any form shall be formed without the consent of the Dean of Students. Any student that establishes a students' Organisation without the approval of the Dean of Students shall be in breach of these regulations and shall be punished as the Students' Disciplinary Committee shall deem appropriate; and
- (m) All registered Organisations, Associations and or clubs shall be required to use English language in their day to day running of their activities.

Rights and privileges of registered organisations, associations and or clubs

3.36 The following shall be the rights of the registered student organisations, associations and or clubs:

- (a) Registered student organizations may use the name of the University in their official titles to indicate location, not endorsement;
- (b) Registered student organizations may use University facilities subject to the duly established written rules governing such use; and
- (c) Registered student organizations may petition for the use of mandatory student activity fees subject to University regulations, student organization regulations and student government manuals.

Power to suspend, amend and or cancel registration certificate

3.37 (1) The Senate on the advise of the Dean of Students reserves the right to suspend and or cancel a registration certificate issued at any time without consent from students if for any reasonable ground, the registered students' organisation, or association or club breaches or acts contrary to the Policies, rules and regulations of the University.

(2) The Senate on the advise Dean of Students reserves the right and powers to amend these regulations at any time without consent from students. Upon amendment, the Dean of students shall communicate to the students of the changes.

Abuse of public funds or guild funds

3.38 Any student leader who misappropriates public funds or Guild funds entrusted to him or her shall be in breach of these regulations and shall be suspended or expelled from the University for one academic year and/ or given any other punishment as the Students' Disciplinary Committee shall deem

appropriate.

Correspondences **3.39** (1) All official correspondences by the student government or other official or approved students' organizations, associations and or clubs to any person, media, body, office, Government Ministries, Parastatals, Non-Governmental Organizations and any other recipient in their private capacity shall be channelled through the Dean of Students before the information is made to the recipients.

(2) Correspondences to the Chancellor, the State House, Government Ministries and Bodies, Representatives of foreign governments and international nongovernmental organizations or any other such official body shall be made by the Vice Chancellor;

(3) Any unauthorized correspondence within and outside the University shall be in breach of these regulations and the author shall face disciplinary action as the Disciplinary Committee shall deem appropriate.

(4) The correspondences include memos, circulars, documents, letters or any formal information of any sort.

Dances, parties and other social functions **3.40** (1) Dances, parties and other social functions shall not be held without clearance from the Dean of Students.

(2) The application shall be submitted to the Dean of Students two weeks before the planned function.

(3) All social functions including dances held at the University shall not go beyond 12.00 midnight. Private parties shall not go beyond 12:00 midnight.

(4) Request and approval of extension of time shall be made prior (a week in advance) through the Dean of Students otherwise students found doing the contrary shall face disciplinary action and the punishment shall be as the disciplinary committee shall deem appropriate

Activities done outside the University premises **3.41** All activities done outside the University premises but in the names of the University either to discuss any issue pertaining to the University or any other thing connected to the business of the University, students shall first obtain approval from the Dean of students. Any student who does to the contrary shall commit an offence and the punishment shall be as the Students' disciplinary committee deems appropriate depending on the circumstance.

Annual students' organization fee **3.42** All students are required to pay Annual KIUTSO Student Organization fee. No student shall be allowed to register or attend classes unless the required fees have been paid. Students must obtain receipts for such payments, and present them at registration as evidence.

Engagement in political activities on campus **3.43** (1) No student or students' Organizations or Associations or clubs shall engage in any political activity on the College premises, conduct its affairs or have a constitution which in any way offends or conflicts with the provisions of the University Rules, Policies and Regulations.

(2) Engaging in political party activities means regular recruitment, training, registering or enrolment of political party members, regular organization of meetings, seminars and conferences for a particular political party, operating a branch office or cell or the like of a political party or political parties and matters of a similar nature.

(3) Any student that shall be found engaging in any political activity in the University shall be in breach of these regulations and shall be expelled from the University or given any other punishment as the Students' Disciplinary Committee shall deem appropriate.

*Membership to
KIUTSO
government*

3.44 (1) All registered students automatically become members of the students Guild Union (KIUTSO) upon registration with the University.

(2) All students have to abide by the KIUTSO Constitution.

*Collection of
money in the
University*

3.45 (1) Application for permission to undertake fund-raising activities by students, students' organisation, association and or clubs shall be made to the Dean of Students through KIUTSO. Collectors shall be required to submit to the Dean of Students, a statement of the money received and shall show how the money has been or is to be expended. A special form for collection of such funds will be stamped by the Dean of Students. No photocopies of the forms are allowed to be used for collecting money.

(2) Any organisation, association and or club found collecting money or fund-raising without going through the Dean of Students shall be de-registered.

*Application of
the University
Rules and
Regulations*

3.46 The KIUTSO government or any registered Students' Organisation, Association and or club shall abide by the rules and regulations of the University. Any rule or regulation for KIUTSO government and or any other registered students' organization that is not in conformity with any provisions of any rule or regulation or Policy of the University shall be null and void.

*Gatherings,
meetings and or
assemblies*

3.47 (1) Any gathering, meetings and or assemblies organised by any student(s), organisation, association or club registered in the University must get approval at least one week to the meeting intended date from the Dean of Students before it is conducted.

(2) The organisers shall attach the intended meeting agenda, names of the organisers with their registration numbers, venue, and time of meeting.

(3) Any student(s), organisation, Association, and or club that shall do the contrary shall have breached the University rules and the organisers shall be punished for staging unlawful gathering, meeting and or assembly as the case may be and shall be punished as the Students' disciplinary Committee shall deem appropriate and or the registration certificate cancelled;

(4) The Dean of Students reserves powers to refuse or postpone the intended date of the gathering, meetings or assembly.

*Periodic
Reporting*

3.48 (1) It is the duty of the KIUTSO government, or Organisations or

Associations or clubs through respective presidents or leaders to report all its activities monthly to the office of the Dean of Students without fail.

(2) The report shall include all activities of the organisation or association or club in terms of performance, challenges and proposed solutions, financial accountability, plans, budget among other related activities or as the Dean of Students shall request.

*Expenditures
and students
budget*

3.49 (1) The University shall institute mechanisms to let KIUTSO government account for its expenditure.

(2) Students are requested to come up with annual work plan and budget and submit it to the Dean of Students for approval at the beginning of each year or after the new government has taken over office.

(3) The budget expenditure shall be audited by the Dean of Students and shall be approved by the University Council Finance, Planning and Development Committee through the University Management

*Use of University
vehicles*

3.50 (1) Officials of the Student's Organization (KIUTSO) or recognized student societies, organizations and or clubs may, with written permission from the Dean of Students tender a requisition for transport to the Transport Officer and or Director of Estates.

(2) The Director of Estates shall granting the use of vehicle depending of availability of the vehicle at that material time.

PART THREE-D

PROVISIONS RELATING TO ISSUANCE OF UNIVERSITY IDENTITY CARD

*Issuance of
Identity cards*

3.51 (1) All students shall be issued with University Identity Cards upon registration or in case of any unavoidable circumstance on any other date that shall be communicated by the Dean of Students upon registration.

(2) All new students are required to register with the Dean of Students' Office upon registration with the University Admissions office without fail.

(3) Any student who fails to register with the Dean of Students shall be denied access to University premises, identity card and use of University property.

(4) Every new student shall be issued with one University Identity card.

(5) The requirements for registration with the Dean of students include; photocopy of the Registration Certificate, Admission letter and two current passport size photos.

Use, safety and

3.52 (1) The University Identity card serves as official identification of the

privileges of students with a university identity card student and entitles the owner to a wide-range of services including library privileges, admission to home athletic events, games and sports, campus cultural events, participation in student-sponsored activities, voting in student elections, access to University buildings, use of University property attendance of classes, sitting for examinations, for which the student is authorized access among other related privileges.

(2) As the official identification of student status, University identity cards should be carried at all times.

(3) Students are urged to keep their University Identity cards safely and shall be required to display and produce them upon request before accessing or using any University property.

(4) University Identity Cards are non-transferable. Cards that are used illegally or inappropriately will be confiscated and misuse of Identity Card can lead to both campus and civil charges.

(5) Students accused of lending their personal Identity Cards and using another's Identity Card will be charged with a violation of the Student Code of Conduct and shall be punished as the Students Disciplinary Committee shall deem appropriate.

(6) Any student who loses his/her Identity card shall be required to report to the Dean of students and Police as soon as possible without fail. A student who loses his/her University Identity Card shall be required to pay a replacement fee of TZS 15,000/= (fifteen thousand Tanzanian shillings only) and USD10 (United States Dollars ten) for international students on the University Bank account as is in the admission letter or prospectus and shall be required to produce the bank slip before issuance of new Identity card.

(7) Where a student fails or refuses to produce his/her identity card when required to do so by an official of the University, the student may be barred to enter or removed from the premises of the University or denied access to any University property.

Requirements for issuance of identity card

3.53 The following shall be the requirements before a student is issued with a University Identity card:

- (a) Admission Letter;
- (b) University Registration Certificate from the Academic Registrar;
- (c) Current fees Examination Card from the Director of Finance. A student must have at least paid 50% of the remaining tuition fees;
- (d) Two current passport photos.

PART THREE-E

PROVISIONS RELATING TO HANDLING OF UNIVERSITY PROPERTY AND DOCUMENTS

Handling of University property and documents **3.54** (1) Every student shall Exercise the highest standard of caution and care in handling University property and documents issued to them so as to avoid unnecessary possible damages, losses, repercussions and fines arising out of damage and or loss.

(2) It is the duty of every student to report any student or person found handling badly, damaging or destroying or taking out of the University any property belonging to the business of the University.

(3) No University furniture or property of any description shall be taken away from its place or lecture halls or classrooms or labs or library without the written consent of the Head of the Department concerned.

(4) Any student found with University furniture or property outside the designated area or place or without authority from the Head of Department concerned, shall have committed a disciplinary offence punishable by paying a fine that shall be determined by the Students' Disciplinary Committee or Suspension from the University of one Academic semester as the Committee shall deem fit.

(5) Any student who damages a University property due to his/her negligence shall face disciplinary action and shall be liable to pay a fee equivalent to the cost of buying or replacing the damaged property or shall replace the damaged property to the satisfactory state of the University as the case may be.

(6) Any student who by accident or otherwise loses or misplaces his or her document(s) issued by the University such as tuition fee receipt, admission letter, examination card, registration card, and any other document in a similar category will pay a fine of 10,000Tsh (ten thousand Tanzania shillings only) for Tanzania residents and USD10 for international students as fee for replacement. The money shall be paid in the University bank account.

(7) No University property shall be lent to the student unless approved by the Dean of Students, the Person in charge of its custody and the Deputy Vice Chancellor - Finance and Administration.

Other offences related to property and their penalties **3.55** In addition to other related offenses herein mentioned, the following shall amount to an offence related to property:

(a) Compromising the security of University property through acts such as propping doors open, hitting door, slamming doors, tampering with locking mechanisms among other related acts;

(b) Affixing, implanting or otherwise fastening any object to floors, ceilings or walls of any University property which might stain, scar, vandalize or otherwise damage University property;

(c) Intentionally or negligently abuses, damages or destroys property owned or in the possession of another person or the University;

(d) Throws anything including University property from the windows

and/ or balconies of any University building;

- (e) Entering or using facilities or property of the University without consent or authorisation;
- (f) Holding group functions in any University area without the express advance approval of the appropriate University official per University space usage guidelines;
- (g) Knowingly and without consent alters and or misuses cables, or network devices; and
- (h) The penalty for committing any of the above listed offence shall be as the Disciplinary Committee shall deem appropriate on a case by case basis including but not limited to paying damages to the satisfaction of the University.

PART THREE-F

PROVISIONS RELATING TO FOREIGN OR INTERNATIONAL STUDENTS

*Resident or
students' Visa*

3.56 (1) All foreign students are required to apply for and obtain students' visas or residence permits through the Dean of Students office before beginning their classes.

(2) For more information concerning applications of residence permits students are advised to visit the office of the Dean of Students and or visit the Tanzania Immigration website www.immigration.go.tz.

(3) Any foreign student caught without a residence permit shall take full responsibility. The University holds no liability over any student caught with no valid legal requirements.

(4) Foreign students are advised to move with certifies copies of their passports at all times in order to avoid unnecessary inconveniences. Passports should be kept safely and with care.

(5) For those students whose countries have embassies or offices in Tanzania, they should take initiative of visiting and knowing where their embassies are.

(6) Foreign students are advised to follow and adhere to the Tanzania or the United Republic of Tanzania or state laws, and policies, rules and regulations of the University at all times during their stay in Tanzania.

(7) Students' visas are obtained for academic purposes only; they should not be used for any other purpose without the authorization of the Tanzania Immigration Office. Any student caught using the students' visa for any other purpose apart from the stipulated one shall take full personal responsibility. The University shall hold no liability in case one is caught doing the contrary.

(8) No student is allowed to go to class without processing a valid student's visa.

(9) The general requirements for processing a students' visa include the following:

- (a) Introduction letter from the University Vice Chancellor
- (b) Photocopy of admission letter
- (c) Photocopy of registration certificate
- (d) Signed curriculum vitae
- (e) Seven current passport photos
- (f) Photocopy of the passport detail description page
- (g) Photocopy of the current immigration status page

(10) Students' Residence permit is charged a fee as per the immigration charges for Non-East African Citizens. For more information on the charges, applicants should visit the office of the students' affairs or visit the immigration website www.immigration.go.tz.

PART THREE-G

PROVISIONS RELATING TO NON-DISCRIMINATION, EQUAL OPPORTUNITY AND ETHNIC DIVERSITY

*Values and
Prohibition of
discrimination*

3.57 (1) Kampala International University in Tanzania is a multidimensional community comprised of individuals from a wide range of ethnic, national and religious backgrounds, reflecting the diversity of Tanzania. The University values equality of opportunity, human dignity, and racial/ethnic/cultural diversity.

(2) Students from all walks of life are welcome and have equal opportunity to academics and related services.

(3) No person in the service of the University shall discriminate any student on grounds of sex, age, race, nationality, religion and any other form of an equal opportunity on matters concerning the University otherwise shall have committed an offence liable to punishment by the Students or staff disciplinary committee.

(4) The University prohibits and will not engage in discrimination or harassment on the basis of race, colour, religion, national origin, ancestry, sex, age, marital status, familial status, gender identity and expression, genetic information, disability, or status.

(5) The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation.

(6) Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission.

(7) For purposes of these rules and regulations and for avoidance of ambiguity, the expression "discriminate" means to satisfy the needs, rights or other requirements of different persons on the basis of their nationality, tribe, place of origin, political opinion, colour, religion, sex or station in life such that certain categories of people are regarded as weak or inferior and are subjected to restrictions or conditions whereas persons of other categories are treated differently or are accorded opportunities or advantage outside the specified conditions or the prescribed necessary qualifications except that the word "discrimination" shall not be construed in a manner that will prohibit the University from taking purposeful steps aimed at rectifying disabilities in the society.

Freedom of religion and worship **3.58** (1) The University allows freedom of worship to all students in the University. Students are encouraged to register their religious associations or organisations with the Dean of Students through KIUTSO government in order to be allocated worship places or venues.

(2) A religious organization not registered with the Dean of Students shall not be recognised by the University and shall be referred to as a wrong and illegal gathering intended to disrupt Academic programs.

Equal access to University activities **3.59** (1) There shall be equal access to University activities, substantive curricular offerings and appropriate related services for all students irrespective of disability, special need, gender, nationality, age, religion and any other form of equal opportunity.

(2) The University shall ensure independence, empowerment, integration and inclusion of students with disabilities in the academic community and shall provide an enabling environment for students with disabilities to participate fully in educational and social activities offered at the University.

(3) All students are requested to treat members of the community with respect and shall treat students with disabilities on equal basis with all others; and

(4) Any student who treats another student unfairly on grounds of gender, age, disability or any other form of discrimination shall be in breach of these regulations.

Disclosure **3.60** All students with disabilities are encouraged to disclose their disabilities upon admission to ensure that the necessary support is provided.

Reporting of cases of discrimination **3.61** (1) All cases of discrimination should be reported to the Dean of Students as possible and without fail.

(2) For further guidance on discrimination refer to the University policy on Social Harassment and Discrimination available at www.kiut.ac.tz

PART THREE-H**PROVISIONS RELATING TO GAMES AND SPORTS**

- Objectives* **3.62** The objectives of sports and games in the University shall include:
- To have fun;
 - To enable participants to play in a variety of different sports in a recreational or competitive settings;
 - To actively promote sportsmanship and enjoyment of activities;
 - To provide and maintain a safe environment for all participants and staff;
 - To provide a venue where participants can meet new people; and
 - To improve programs through feedback and constructive discussion with participants.
- Non-Interference with academic programs* **3.63** Games and sports programmes should be developed in a proper and acceptable form that does not interfere with academic programmes of the University.
- Behaviour and conduct* **3.64** (1) Students participating in games and sports within campus or outside campus are expected to behave in a proper manner acceptable by the University code of conduct rules and regulations.
- (2) Any student who behaves in unacceptable manner shall have committed an offence punishable under this rule.
- (3) For the purposes of this rule, unacceptable manner shall include fighting, using abusive language, failing to adhere to instructions from the University sports tutor, harassment, attacking University officials or referees and any other behaviour that shall be construed to be unacceptable behaviour by the University management. This rule shall apply even to the spectators who are students.
- Sports tutor* **3.65** Students organizing competitions in any games and sports to be played within or outside the University but in the names of the University shall inform or work in hand with the University sports tutor or if his/her office is vacant with the Dean of Students. It shall be the duty of the University sports tutor to guide students and encourage students to participate in sports and games.
- How to participate in sports and games* **3.66** (1) There are no predetermined teams at the University. Participants have the opportunity to create their own teams of friends, classmates, halls of residence etc.
- (2) If a student does not have enough players to create a team, he/she shall register as an individual with the sports tutor and will be placed on a team with other individuals.
- Sports and* **3.67** (1) Teams that do not make requests for playing preferences will be scheduled at any of the available times.

games Schedules

(2) Flexibility is needed from all teams in order to make schedules work. Teams are not allowed to make their own schedules

Injury during sports and games

3.68 (1) All Sports participants should ensure that they have personal health care coverage and be sure that their medical insurance is adequate and current before participating in any activity.

(2) The University shall only provide initial first aid care to any student or participants injured during games and sports.

(3) The University will not provide services to prepare or maintain a player's readiness to participate; athletic therapy services are not provided. Participants need to bring their own tape etc. to prepare themselves to play.

Poor Health Conditions

3.69 (1) It is the responsibility of every person participating in sports to ascertain whether they have any health conditions, which make it inadvisable to participate in that sport.

(2) The University DOES NOT assume that responsibility. Persons who are uncertain should consult their physician.

Team captains

3.70 (1) Team captains serve as the only contact person between the University and their team(s).

(2) Matters affecting the team are communicated to each team captain and in turn they are responsible for conveying the information to their team(s) members. Team captains have the responsibility of maintain good behaviour and conduct within their respective teams.

Use of sports equipment

3.71 (1) All sports equipment must be handled with great care by students and must be returned to the stores for custody. No equipment shall be left lying idle on the field after use.

(2) Any damage to or loss of sports equipment, uniforms and or facilities by students shall be reported immediately to the sports Tutor and to the Dean of Students.

(3) In case of loss, the students that were using the equipment shall be liable to replace or pay an amount equivalent to buying a replacement

Other rules and regulations for respective sports and games

3.72 There shall be different kinds of games and sports, the sports tutor through the Dean of Students shall come up with other rules and regulations that shall govern the respective games and sports as the case may be. All participants required to abide by the respective rules and regulations.

PART THREE-I

PROVISIONS RELATING TO HEALTH AND SAFETY OF

STUDENTS

University Health and Safety Policy **3.73** Students are encouraged to read the University Health and Safety Policy which can be found at the University website www.kiut.ac.tz

Duties of all students pertaining health and safety **3.74** It shall be the duty of each student while in the University:

- To take reasonable care for the health and safety of himself or herself and of any other person who may be affected by his or her acts or omissions;
- To cooperate with the University in all measures to eliminate or minimize risks to health and safety in the University as provided for in the Laws of Tanzania;
- To cooperate with the University to enable the duty or requirement imposed by the University to be performed or complied with;
- To carry out any lawful order given to him/her and to obey the health and safety rules and procedures laid down by the University or an authorized person in the interest of health and safety;
- To report all incidents that have led or may lead to injury;
- To report any unsafe or unhealthy situation coming to their attention;
- Report accidents with the object of introducing measures to prevent recurrence;
- To ensure that there is observance of all health and safety guidelines and take all reasonable precautions to ensure that they and their colleagues and the public at large are not put at unnecessary risk; and
- A student who wilfully or recklessly does anything which he or she knows or ought to have known to be likely to endanger the safety of the premises or health to himself or other students in the premises or who is involved in the operation, commits an offence punishable as the Students disciplinary committee deems fit.

Falling ill during the academic year or semester **3.75** (1) Students who fall ill during the academic year or semester and their doctors have cause to believe that student's illness is of such gravity that might affect their performance in the subsequent examinations, must furnish, the relevant Dean's and the Academic Registrar offices with reports of their illness at the material time of the illness.

(2) The reports must be in writing from the University Clinic or a hospital recognized by the University.

(3) Medical reports which are secured after failure in examinations and without previous records of the illness referred to in the relevant faculty office shall not be accepted as valid ground for review of the failure in the examinations of the students concerned.

University clinic and Reporting **3.76** (1) The University operates a first aid clinic, cases of injury and or any other unhealthy occurrence should be reported to the University Doctor with immediate effect.

(2) The University clinic is located next to the girl's hostels and opposite the University examination department.

(3) The University clinic operates 24hours a day, seven days a week however from 05:00pm-08:00am the University Doctor shall be on call.

(4) Only students and staff with valid University Identity Card and or University Registration Certificate shall be attended to in the University clinic.

(5) Students with severe or major cases shall be referred to bigger or medical hospitals for further attendance and or treatment. All expenses that shall be accrued from the referred hospital shall be borne by the student. The University shall only incur transport costs in only special cases as it arises.

(6) It shall be the student's responsibility to cover the financial bills accruing from any medical attendance attained from hospitals other than the University clinic.

Health Insurance **3.77** (1) Every student shall join NHIF or any other health insurance scheme.

(2) For those students with no health insurance scheme shall be required to pay TZS 50,400 (as shall be prescribed from time to time by NHIF) as mandated by law to join the NHIF from time to time.

Contagious disease **3.78** On the advice of the medical officer, a student who contracts a contagious disease may be requested to leave the University community in order to avoid spreading the diseases to other students.

Students with medical chronic problems and disabilities **3.79** (1) Upon registration with the University in the first year of study or immediately after detecting the chronic problem or becoming disabled, students with medical chronic problems and or disabled students shall furnish the office of the Dean of Students Office with the copies of their medical forms for purposes of taking care.

(2) This applies also to students with disabilities and special needs. Failure to report to the Dean of Students in time shall leave the burden and liability on the student in case of any eventuality.

Use of garbage bins **3.80** (1) Students should make use of garbage bins within the University compound and buildings to keep the University environment clean.

(2) Any student who litters the compound and any other premises of the University shall be in breach of these regulations and shall face disciplinary action.

PART FOUR

PROVISIONS RELATING TO USE OF THE UNIVERSITY LIBRARY

- Role of the Library* **4.1** (1) The University Library is an academic unit which is fully involved in teaching, research and consultancy.
- (2) The primary role of the Library is to provide information services to support teaching, learning and research functions of the University.
- (3) The library is a very essential academic part of a student. Students are advised to make regular use of the library.
- Membership and use of library* **4.2** (1) All students of the University have a right to exclusively use the library without interference so as long as they abide by the library rules.
- (2) The library provides membership to students, lecturers and Administrative staff before use.
- (3) Entrance and use of the library is by showing a valid Identification card and current library card.
- (4) New students are encouraged to register with the library to become members and the requirements, conditions and or procedure for registration is as follows:
- (a) Two current similar passport photos
 - (b) Admission letter
 - (c) University registration card or Identification card
 - (d) Current fees Examination Card. At least the student must have paid 50% of tuition fees
 - (e) Library cards are issued at the reference and circulation desk located at the entrance of the library
- (5) The Head Librarian reserves the right subject to approval of the Library Committee, to register any person for the use of the University Library or suspend any student from the use of the Library owing to persistent disregard of the Library Rules and Regulations, or for any other adequate cause which shall be considered to be undesirable, in the Head Librarian's judgment.
- (6) Suspension of student defaulters shall be effective until such time as their cases shall have been considered by the Student Disciplinary Committee.
- Conduct, behaviour and cooperation while in the use of the library* **4.3** (1) All students are urged to conduct themselves in proper manner and cooperate with the Library staff at all times during the use of the library for better services.
- (2) Any student who by any way disrupt, abuse, shout at, assault the

Library when told to abide by the Library rules and regulations shall have committed an offence punishable by suspension from the Library until such a time as the case shall have been considered by the Students' Disciplinary Committee and or the Head Librarian.

Prohibited activities, behaviour and or items in the library

4.4 The following shall be prohibited while in the service and use of the Library and shall call for punishment or suspension from the library for a period of time as the Library Committee or Students Disciplinary Committee and or Head Librarian shall deem appropriate if found doing or with any of the following items; ignorance of the rules shall construe no defence:

- (a) Smoking, or use of matches or open lights
- (b) Foods and drinks
- (c) Bags
- (d) Umbrella
- (e) Parcels
- (f) Personal text books
- (g) Making noise, silence must be observed
- (h) Use of mobile phones
- (i) Mobile phones should be in silence or switched off
- (j) Writing in the text books
- (k) Folding papers in the text book
- (l) Tearing papers from text books
- (m) Misconduct
- (n) Sitting on two chairs or seats
- (o) Reservation of seats
- (p) Un descent dressing
- (q) Hiding text books from other library users
- (r) Removal of shirts, the placing of feet on furniture and or sits
- (s) High-heeled shoes that make noise while walking
- (t) Bottles of ink
- (u) Exchange of identification cards for borrowing purposes
- (v) Theft or Stealing or attempting to steal any library item and or property
- (w) Failing to return borrowed books on time

- (x) Being rude to library staff including security officers
- (y) Praying music on phones, laptops and or any other device
- (z) Contravening intellectual property
- (aa) Wearing sleepers
- (bb) Disrupting library sitting arrangements
- (cc) And any other activity, item or thing as the Head librarian shall deem fit and communicate

Accepted items **4.5** The following items can be brought into the Library:

- (a) Files, note books, pens and pencils;
- (b) Any other accepted item as the Head Librarian deems appropriate.

Storage facility at the entrance, checking and inspection **4.6** (1) There is adequate storage facility at the entrance to the Library for purposes of keeping safely the prohibited items.

(2) Students making use of the facility shall be given a number or card for reference. Students are encouraged to keep safely the cards issued to them at entrance in order to avoid inconveniences, any student who misses a card or number shall be put to task to prove that the item is his/hers and shall pay a fine of 5,000 Tanzania shillings for replacement of card.

(3) Students should remove items that can be stolen from their bags or jackets for example money, phones among other related items, the University shall not be liable for any loss of item kept in the storage facility or misplaced while in the Library, properties or items are kept at owners risk, however the University security must keep a close eye and keep safely all the items left in their custody by students.

(4) On leaving the Library, all users are required to produce for inspection and checking all books and items taken out of the Library.

(5) Library staff on duty or any Library internal security reserves a right to check or inspect any Library user while moving out of the Library.

(6) Any student or Library user who refuses to be checked or inspected commits an offence and is liable to suspension from the Library pending decision from the Student Disciplinary Committee.

Powers of the library staff **4.7** Any Library staff on duty has the right to request a Library user to leave the premises or Library if he/she is found to be violating any of the Library rules. Any student or Library user who refuses to cooperate commits an offence and is liable to suspension from the library pending decision from the Student Disciplinary Committee.

Opening and closing hours **4.8** The Library shall be open for users as follows:

- (a) Monday to Friday, 08:00am to 10:00pm

- (b) Saturday, 08:00am to 05:00pm
- (c) Sundays and public holidays, closed except during examination period where it shall be opened from 08:00am to 05:00pm
- (d) University holiday or recess, 09:00am to 05:00pm Monday to Friday and 09:00am-01:00pm on Saturdays.

Loans and borrowing

4.9 (1) The resources or materials of the KIUT library are NOT to be taken out of the library. The Library is for reference only. However, in case a book is borrowed, the user must sign a loans agreement or fill a loan form and the same shall be recorded. Unauthorised removal of Library materials is regarded as a very serious offence and shall amount to theft of University property.

(2) Library materials borrowed must be returned on or before the due date.

(3) The normal loan period for books is two days. The Library, however, may fix varying loan periods for different types of materials or users as it deems fit.

(4) All borrowers must settle any overdue loans before they are permitted to borrow again.

(5) Borrowing of any material or books to a Library user shall be at the discretion of the Head Librarian. Consent must be obtained from the Head Librarian before a text book is borrowed and moved out of the Library.

(6) Any user who fails to return the book on the agreed time and date shall be liable to pay fine of 5,000 per day.

(7) The Director or Head Librarian reserves the right, subject to the approval of the Library Committee, to prohibit or to restrict the borrowing of certain classes of materials and of individual works. There shall be a clear indication in such materials that they may not be borrowed or that borrowing them is restricted.

(8) The borrower in whose name a book is borrowed shall be solely responsible for returning it.

(9) There shall be clearance of Library materials at the end of each Academic Year whereby books held by each and every borrower shall be returned to the Library.

(10) The Director or Head Librarian reserves the right to recall any book before the date on which it is due. The Director may require that all books be returned when stock inspection is to take place.

(11) Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. A borrower is allowed to either replace the book

lost or damaged by purchasing it himself or requesting the Library to replace it. All books replaced must be of the latest edition. If the book is one of a set or series they may be called upon to replace the whole set or series.

Shelving text books **4.10** (1) After using the text book, all Library users are requested to leave the text books on their reading tables.
(2) No student or user should shelve text books.

Special collection or Reserve section **4.11** (1) Materials or text books in the Special Collection or reserve section are open to all registered users. All materials in the closed access within the special collection will be issued for reference purposes only against a reader's identity card.

(2) Books borrowed from the reserve section shall be used for not more than two hours.

(3) Official time for determining fines on overdue books and for other purposes will be read according to the time determined in the computer system at the Circulation Counter. If the system be down, the correct time will be determined by the Library staff at the counter services in the reserve section; and

(4) Any student who fails to return the borrowed text book from the reserve section in time shall be fined TZS 5,000/= per hour exceeded.

Damage, stealing, mutilating of library books or property **4.12** (1) Readers or borrowers shall be responsible for any damage occurring to books while in their charge, and shall pay the full value of such books in case of damage.

(2) Writing in text books, removing papers from text books, folding papers in text books will be regarded as damage, and the person responsible shall pay the cost of replacement;

(3) Any person who is found guilty of stealing or mutilating library property shall be penalized as follows:

- (a) shall be liable to pay a fine equivalent to the price of purchasing a new similar text book stolen times three (3)
- (b) Shall be suspended from using the Library for a period of not less than three months pending decision from the Students disciplinary Committee.
- (c) Be subject to criminal charges and reported to police for further investigations.

Power to amend the library rules **4.13** The Head Librarian may amend the Library Rules and Regulations as and when necessary.

PART FIVE

PROVISIONS RELATING TO USE OF E-LIBRARY AND COMPUTER LABORATORIES

*Right of access
to University
computers*

5.1 (1) All students have a right to access computers in the E-Library and those in the Computer laboratories.

(2) Students shall be required to produce University Identification cards in order to use the facilities.

(3) Students shall first acquire permission from the computer laboratory supervisors before use of computer.

*Prohibited items
or activities or
unaccepted
conduct*

5.2 The following shall be prohibited while in the use of the e-library and or computer laboratories, any user found doing the contrary shall be in breach of these rules and regulations and shall be suspended from using the facilities or any other punishment issued by the head Librarian or Director ICT and or payment of the damaged item:

- (a) Bags. All bags must be left outside the computer laboratories or library or kept on the official gazetted area. Bags left in the gazetted area are kept at owner's risk. The University holds no liability for loss;
- (b) Using the computers to email, playing games, playing music, watching movies, downloading movies, downloading or watching pornographic materials or movies;
- (c) Installing or uninstalling any program or service in any computer;
- (d) Sending tasks or jobs for printing, it is not allowed within the cyber or ICT room. If necessary, contact the Librarians OR ICT personnel;
- (e) Accessing or use of computer laboratories without the University lab attendant;
- (f) Attempting to or accessing another user's computer, account or e-mail;
- (g) Masquerading as another user;
- (h) Creating programs with malicious intent; Software theft;
- (i) Using College computer facilities to harass any company or individual;
- (j) Sending chain or junk mail;
- (k) Using ICT or Library Computer facilities for illegal purposes;

- (l) Food or drinks;
- (m) Smoking;
- (n) Use of social network for example face book among other related sites;
- (o) Fixing flash disks into computer without scanning them for viruses;
- (p) Exchanging personal passwords;
- (q) Making noise in the computer laboratories;
- (r) Handling computers or accessories negligently;
- (s) Moving chairs or sits from one place to another in the computer labs;
- (t) Shutting computers in an improper manner;
- (u) Taking out computer accessories from the gazetted rooms or areas or library or Computer labs without official authority from the Director ICT,;
- (v) Failing to report any damages to the equipment or computers. Do not try to fix or repair. Call a lab supervisor for assistance;
- (w) Making changes to, moving or installing any hardware;
- (x) Altering any settings and configurations of computers in the lab;
- (y) Use of phones in the computer labs;
- (z) Praying music in the computer labs;
- (aa) Failing to follow instructions by computer lab supervisors;
- (bb) Using abusive language and being un cooperative to authorities;
- (cc) Fixing any device of the computer that is not working. Students or users should report at the reference desk or to ICT person in charge to rectify the problem;
- (dd) Any other act or item that the Director of ICT or Head Librarian shall deem prohibited.

Downloading **5.3** While in the use of ICT or Computer laboratories and E-library and or computer laboratory a student is only allowed downloading information concerned with academic study.

Breach of the regulations **5.4** The Director, Head Librarian and or Director ICT reserves the power to deny access to the College and University network if the user is in breach of any of the University rules and regulations pertaining to use of University computers

and or ICT equipment.

- Scope of application of the rules* **5.5** By using the College computer room facilities or connecting your own equipment to the College network the user agrees to abide by all College and University E-library and ICT rules and regulations. It is the students' responsibility to stay up-to-date with the regulations. Ignorance of the rules is not a defence.
- Internet services* **5.6** The University provides wireless internet services on campus in addition to fixed line connections accessible to staff and students throughout the college premises. Students are encouraged to acquire personal laptops to maximize the use of the internet services.
- Anti-virus software* **5.7** Students are advised to have up-to-date anti-virus software that updates automatically from a trusted software vendor. Students shall be disconnected from the network if their computer(s) becomes infected with viruses, malware or if it displays suspicious network activity. For more information about FREE anti-virus software for Microsoft Windows, Apple Macintosh and Linux operating systems visit the ICT offices.
- Copyright laws* **5.8** Users are advised to comply with the appropriate laws and codes of practice which include but are not limited to: downloading of copyright material (e.g. commercial music, movies, audio-books, software or eBook publications). Any student in breach of copyright laws and shall be liable for prosecution in the Courts.
- Commercial use of computer facilities* **5.9** The University network and the computer room facilities are for academic work and should not be used for any personal or commercial profit. Any user found using the computer rooms and its facilities for commercial purposes shall be in breach of rules and shall be liable to punishment as the Students' Disciplinary Committee shall deem appropriate and be suspended from using the facility.
- Damage of the computer facilities* **5.10** All users are urged to take reasonable care of the computer facilities. Any damage caused on the facility due to the negligence of the user shall be the liability of the user to replace or pay an equivalent to buying a new facility to the satisfactory state of the University.
- Changes made to any hardware* **5.11** No changes should be made to any hardware. The only exception is to add paper to a printer if available. All problems should be reported to the IT Department. No attempt should be made to fix them.
- Use of E-library* **5.12** The computing facilities in the e-library are for use only on matters directly relating to academic study only. Any student found using them the contrary shall be punished by suspension from using them for a period of Academic year
- Opening and Closing days and time* **5.13** The opening and closing time and days of the Computer laboratories is as follows:
- (a) Monday to Friday; 08:00am to 08:00pm;

(b) Saturday; 08:00am to 01:00pm;

(c) Sunday and public holidays: Closed and open for only University staff.

Timetable and punctuality **5.14** (1) All Computer users shall be required to adhere to the Computer laboratory timetable.

(2) Students should keep punctuality for their laboratory sessions.

(3) Lab Sessions must be completed within the given time.

Cleanliness and care **5.15** Workspace must be kept clean and tidy at all times and all computers must be kept and handled with utmost care.

Use of chairs **5.16** All chairs must be returned to their original place after use. No student is allowed to take out chairs or any furniture from the Computer laboratories without formal permission from the Director of ICT or Computer laboratory Supervisor.

Use of personal laptops **5.17** Students are not allowed to use their personal laptops while in the laboratories except with approval from the Computer laboratory supervisor. All laptops shall be left outside the computer laboratories or in a gazetted area.

PART SIX

PROVISIONS RELATING TO ACADEMIC STANDARDS

*About the
academic
policies*

6.1 (1) The academic policies and procedures of KIUT provide the guiding framework for the orderly conduct of the programmes offered by the University.

(2) All Diploma and Certificate courses in the Faculty of Allied Health Sciences including level 4, 5 and 6 in Clinical Medicine, Pharmacy and Medical Laboratory Science shall be guided by the NACTE curriculum and its policies, rule and regulations.

*Academic
integrity and
honesty*

6.2 (1) All students are expected to maintain high standards of integrity and honesty at all times during their time of study. Academic dishonesty is considered a threat to the entire academic community and shall amount to a serious violation of trust calling for a disciplinary punishment including but not limited to expulsion from the University or as the Students' Disciplinary Committee shall deem appropriate depending on the circumstance.

(2) Academic dishonesty shall include among others the following:

- (a) Examination malpractice;
- (b) Plagiarism: This means unauthorized copying of assignments of another student, reproducing a research report prepared and/or submitted by another student previously, submitting an assignment or report without acknowledging the source of information, submitting the same assignment for two different course, etc.;
- (c) Cheating in assignment or examination: this includes, but is not limited to copying another person's answer. Submitting information not based on personal study effort, using any material (mechanical or electronic means) that would permit an unfair advantage over other students in the class;
- (d) Forgery of signatures, stamps or falsification of data;
- (e) Unauthorized access to University files or accounts;
- (f) Removal, mutilation, or deliberate concealment of materials belonging to the University;
- (g) Allowing other students to use his or her academic work; and
- (h) Any other act or omission that may be considered as dishonest by University authorities.

*Penalties for
lack of academic*

6.3 (1) Dishonest work will not be accepted in the fulfilment of course requirement. The following shall be the punishment for a student who commits any offense against academic integrity and honesty.

*integrity and
dishonesty*

(2) A failing grade in an assignment or a failing grade in a course(s) in question without possibility of withdrawal.

(3) Face disciplinary action as voted by the Disciplinary Committee which among other punishments may result in probation, suspension, dismissal, or permanent expulsions as determined by the Senate.

Academic credit

6.4 (1) Academic credit shall be granted to a candidate or student upon satisfactory completion of all course requirements, including research and reading assignments, the submission of term projects, and the passing of required examinations.

(2) Once an academic credit has been granted for a course, it shall be entered into the student's permanent record (transcript) and upon the completion of all the required academic credits for all the required courses as specified in the Academic standards of the University, the candidate shall receive the appropriate award along with the transcript upon graduation.

Academic Load

6.5 (1) A normal academic load for a regular University student is 60 credit hours per semester. Calculation of a normal load includes the amount of time necessary for reading, research, private/self-study and practicals.

(2) Each University student is expected to spend two hours in preparation outside of class for each weekly hour of class instruction. This means a student taking a normal load of 60 hours of lecture is expected to spend at least 45 hours each week for lecture and 60 hours per week in preparation and class attendance, self-study and tutorials.

(3) Students however are advised to visit their respective faculties for guidance on academic load in case of special differences in curriculum.

*Employment
during study*

6.6 (1) Although many students must work to meet living expenses, employment must not take priority over academic responsibilities.

(2) Students who fail examinations because of the pressures of employment shall not be given special consideration for academic problems. Students are advised to visit their respective Deans and Heads of Departments for advice on how to balance the two respectively.

Over load

6.7 (1) A student with a GPA of 3.00 and above during the previous semester on normal load shall be permitted to take up to 84 credits at the discretion of the Academic Registrar and upon the recommendation of the Dean of the particular School/Faculty.

(2) An overload shall not be granted to first year degree or diploma student or a student with scholastic problems or a student who is on academic probation.

(3) Written approval must be submitted to the Academic Registrar's Office before students can register for more than the maximum allowable credits.

Academic

6.8 The following shall be the bench mark while determining academic

Performance in Faculties of Computing, Management and Social Studies and Education and Legal Studies

performance, academic probation and academic progress in Faculties of Computing, Management and Social Studies and Education and Legal Studies:

- (a) A student failing a course in any year shall be required to supplement provided the overall GPA is not less than 1.8. Supplementary examination shall be marked out of 60% and the coursework marks (out of 40%) shall be added to the supplementary marks to give a student a “C”, “D”, or “F” grade. That means a course that has been supplemented shall be awarded a maximum of “C” grade.
- (b) Provided the overall GPA after supplementary examination is 2.0 or above, a student who fails supplementary examinations will be allowed to carry over flexibly into the subsequent academic years such number of failed courses as are requisite for the fulfilment of the requirement of passing a total minimum number of course credits for the programme in compliance
 - (i) A carried over course must be taken in full, including all the coursework and it shall be assessed like a supplementary course with a grade of “C”, “D”, or “F”.
 - (ii) The carried over course or courses must be cleared within the maximum allowable registration period, namely five years for a three year programme.
- (c) Special examinations (for students missing examination due to valid as approved by DVC AA) given at the time of supplementary examinations will be treated as first sitting and graded as such.
- (d) A student who for satisfactory reasons has not completed an important portion of his/her coursework shall be awarded an “I” (“Incomplete”) grade.
 - (i) A student who has been awarded an “I” grade (e.g. as a result of missing a CAT) is required to clear the grade during the time set to clear the CAT i.e. one week before supplementary examinations week for that academic year. Except with the approval of the Faculty Board, any “I” grade not cleared at the set time will automatically become “F”
 - (ii) A student who has obtained an “F” grade due to “I” will be required to carry over the relevant course and shall be treated like any other carried-over course as per regulation (b) above.
- (e) A student who obtains less than 16 marks in his/her coursework grade will be deemed to have failed the coursework, and will be barred from taking the examination in that course.
 - (i) A student who is so barred will be required to carry over the course, other regulations permitting.

- (ii) A student shall be discontinued from studies at the University on academic grounds if either he/ she attains an overall GPA of less than 1.8 outright (during first sitting), or he/she obtains a GPA of less than 2.0 after sitting for supplementary examinations.
- (f) Students must clear all courses within 5 years for 3-year programme. Any student who has failed to clear any course at the end of the maximum period shall be deemed to have failed the programme and will not be awarded a degree.
- (g) Prerequisite courses must be passed before the higher course is taken. In such circumstances as when a candidate fails a prerequisite course, he or she may not be permitted to register for higher courses to which it was a prerequisite.
- (h) A candidate whose work or progress is considered unsatisfactory may be directed by the Senate, on the recommendation of the appropriate College, School or academic Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.

*Academic
Performance in
Medicine and
Surgery*

6.9 A candidate pursuing Bachelor of Medicine and Surgery (MBChB) program shall be guided by the following:

- (a) A candidate will be considered to have passed a course after passing all modules including rotations of the respective course;
- (b) A candidate who passes the examination with a C grade or higher will be declared to have passed the examination. A candidate who scores a GPA of 1.6 or higher, but fails in some course(s) shall be required to supplement in the failed modules in the course(s) during the examination week;
- (c) A candidate who obtains a GPA of less than 1.6 shall be discontinued from studies;
- (d) A candidate who fails three courses and above during semester one (1) to four (4) in an audit year regardless of the GPA shall be discontinued from studies;
- (e) A candidate who fails in a first supplementary examination in basic sciences shall be allowed to carry-over the failed module(s) to the next academic audit year and appear for a second supplementary examination in the failed module(s) of the respective course(s) during examination week provided the GPA is 1.8 or higher. A candidate who fails the second supplementary in basic sciences shall be discontinued from studies;
- (f) No candidate shall be allowed to progress to the clinical year rotations unless and until he/she has passed all course modules in semesters 1 to 4 of the programme;
- (g) A candidate who obtains a GPA of 1.8 or higher in the first supplementary examination in semester 3 and 4 shall be allowed to freeze registration and appear for another supplementary examination when next offered and the

maximum freezing period shall be 2 semesters. A student who fails to clear the failed modules/courses within the two semesters shall be discontinued;

- (h) A candidate shall not be considered to have passed any clinical course unless and until he/she has passed the clinical components of the examination, whereby 40% is from Formative Assessment - FA and 60% from the final examination and contribution by written and clinical examinations;
- (i) A candidate who fails junior clerkship clinical rotation examination shall be required to do a supplementary rotation during the long vacation after semester 6. A candidate who fails senior clerkship clinical rotation shall be required to do a supplementary rotation after semester 10. The supplementary rotation is half the duration of that rotation. For rotations, which have less than 6 weeks duration, the period of supplementary rotation will be the full duration. The maximum tenure of 14 semesters shall not be exceeded;
- (j) A candidate with incomplete course work in any semester will not be allowed to sit for end of module or rotation examination;
- (k) A candidate who passes a supplementary examination at any level shall be awarded a "C" grade equivalent to 2.0 grade points;
- (l) Progression to semester 7 and 8 is subject to completing and passing all clinical rotations in semester 5 and 6; and progression to semester 9 and 10 is subject to completing and passing all clinical rotations in semester 7 and 8;
- (m) A final satisfactory elective research report from semester 7 and 8 must be submitted at least 8 weeks prior to the final semester 10 rotation examination, failure of which will deem the candidate ineligible to sit for the final examination;
- (n) No student will be allowed to graduate if he/she has not completed all fieldwork assignments and submitted relevant reports; and
- (o) A student shall be awarded the MBChB degree after passing all prescribed courses in the MBChB programme.
- (p) A candidate whose work or progress is considered unsatisfactory may be directed by the Senate, on the recommendation of the appropriate College, School or academic Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.

Academic performance in Bachelor of Pharmacy

6.10 Candidate pursuing Bachelor of Pharmacy shall be guided by the following:

- (a) A candidate will be considered to have passed a course after passing all modules/ rotations of the respective course;
- (b) A candidate who passes the examination with a C grade or higher will be declared to have passed the examination;
- (c) A candidate who scores a GPA of 1.6 or higher, but fails in some course(s) shall be required to supplement in the failed modules in the course(s) during the examination week;
- (d) A candidate who obtains a GPA of less than 1.6 shall be discontinued from studies;

- (e) A candidate who fails three courses and above during semester one (1) to four (4) in an audit year 1 and 2 regardless of the GPA shall be discontinued from studies;
- (f) A candidate who fails the first supplementary shall be allowed to carry-over and proceed to the next semester and sit for a second supplementary in the failed modules, when next offered provided that he/she obtains a GPA of 1.8 or more during the first supplementary;
- (g) A candidate who fails the second supplementary examination in semesters 1 to 4 shall be discontinued from studies. A candidate who fails the second supplementary examination in semesters 5 to 8 shall be allowed to supplement the failed courses during the long vacation, provided the maximum tenure of twelve semesters is not exceeded;
- (h) A candidate who obtains a GPA of 1.8 or higher in the first supplementary examination in semester 3 and 4 shall be allowed to freeze registration and appear for another supplementary examination when next offered and the maximum freezing period shall be 2 semesters. A student who fails to clear the failed modules/courses within the two semesters shall be discontinued;
- (i) A candidate with incomplete course work in any semester will not be allowed to sit for end of module or rotation examination;
- (j) A candidate will be awarded the B. Pharm degree after passing all the prescribed courses in the programme and the research project; and
- (k) No student will be allowed to graduate if he/she has not completed all fieldwork assignments and submitted relevant reports.
- (l) A candidate whose work or progress is considered unsatisfactory may be directed by the Senate, on the recommendation of the appropriate College, School or academic Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.

*Academic
performance in
Bachelor of
Medical
Laboratory
Sciences*

6.11 The following shall be the guiding rules for all those candidates pursuing Bachelor of Medical Laboratory Sciences- BMLS:

- (a) A candidate will be considered to have passed a course after passing all modules/ rotations of the respective course;
- (b) A candidate who passes the examination with a C grade or higher will be declared to have passed the examination. A candidate who scores a GPA of 1.6 or higher, but fails in some course(s) shall be required to sit for first supplementary in the failed modules in the course(s) during the long vacation;
- (c) A candidate who obtains a GPA of less than 1.6 shall be discontinued from studies;
- (d) A candidate who fails three courses and above during semester one (1) to four (4) in an audit year regardless of the GPA shall be discontinued from studies;
- (e) A candidate who fails in a first supplementary examination shall be

allowed to carry-over the failed module(s) to the next academic audit year and appear for a second supplementary examination in the failed module(s) of the respective course(s) when next offered during the long vacation provided the GPA is 1.8 or higher;

- (f) A candidate who fails the second supplementary examination in semesters one (1) to four (4) shall be discontinued from studies. A candidate who fails the second supplementary examination in semesters 5 and 6 shall be allowed to supplement the failed courses during the long vacation provided the maximum tenure of eight semesters is not exceeded;
- (g) No candidate shall be allowed to proceed to semesters 5 and 6, before clearing all the modules in the semesters 1 to 4 courses;
- (h) A candidate who obtains a GPA of 1.8 or higher in the first supplementary examination in semesters 3 and 4 shall be allowed to freeze registration and appear for supplementary examination when next offered. The maximum freezing period shall be 2 semesters. A student who fails to clear the failed modules/courses within the two semesters shall be discontinued from studies;
- (i) A candidate shall not be considered to have passed any module/modular course or course unless and until he/she has passed the practical components of the examination, whereby 50% is from FA and 50% from the final assessment;
- (j) A candidate who passes a supplementary examination at any level shall be awarded a "C" grade equivalent to 2.0 grade points; and
- (k) A student shall be awarded the BMLS degree after passing all prescribed courses in the programme.
- (l) A candidate whose work or progress is considered unsatisfactory may be directed by the Senate, on the recommendation of the appropriate College, School or academic Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.

*Academic
performance -
Certificate in
Pharmaceutical
Sciences*

6.12 A student pursuing Basic Technician Certificate Course in Pharmaceutical Sciences NTA Level 4 and Technician Certificate Course in Pharmaceutical Sciences NTA Level 5 in shall be allowed to proceed to the next semester if he/she:

- (a) Passes end of module examinations in all modules prescribed in a semester;
- (b) A candidate who fails one or more modules shall be allowed to sit for supplementary examination if his/her GPA in that semester is not less than 1.8;
- (c) A candidate who fails one or more modules must sit for supplementary examinations when scheduled before proceeding to the next semester. The student who passes a supplementary examination will be awarded a maximum of "C" grade regardless of his/her score (equivalent to 50%

score). The passing of supplementary examination shall take into account the continuous assessment scores;

- (d) A candidate who fails to obtain an average of 50% in his/her continuous assessment shall repeat the semester;
- (e) A candidate who fails supplementary examination(s) shall repeat the semester. A candidate who fails a repeated semester shall be discontinued from studies;
- (f) A candidate who fails to meet a minimum of 90% attendance in a particular semester with acceptable grounds as determined by the Senate shall repeat the semester;
- (g) A candidate who fails to meet a minimum of 90% attendance in a particular semester without acceptable grounds shall be discontinued from studies;
- (h) When a candidate misses examination(s) without valid reason(s) shall be discontinued from the studies;
- (i) A candidate who obtains a semester GPA of less than 1.8 shall be discontinued from studies;
- (j) A candidate who does not appear for supplementary examination(s) without compelling reason(s) approved by Senate shall be discontinued from studies;
- (k) A candidate found guilty of an examination irregularity shall be discontinued from studies;
- (l) A candidate who failed 50% of semester modules shall be discontinued regardless of obtaining a GPA of 2.0; and
- (m) A candidate who has been disqualified from an examination following his/her walking out of the examination room in protest shall be discontinued from studies.

*Academic
performance -
Diploma in
Pharmaceutical
Sciences*

6.13 The following shall guide Candidates pursuing Ordinary Diploma Course in Pharmaceutical Sciences (NTA Level 6):

- (a) The candidate shall not be allowed to proceed to the next semester if the missed examination(s) is/are for pre-requisite module(s);
- (b) A student shall be allowed to proceed to the next semester if he/she passes end of module examinations in all modules prescribed in a semester;
- (c) A candidate who fails one or more modules shall be allowed to sit for supplementary examination if his/her GPA in that semester is not less than 1.8;
- (d) A candidate who fails one or more modules must sit for supplementary examinations when scheduled before proceeding to the next semester. The student who passes a supplementary examination will be awarded a maximum of "C" grade regardless of his/her score (equivalent to 50% score). The passing of supplementary examination shall take into account the continuous assessment scores;

- (e) A candidate who fails to obtain an average of 50% in his/her continuous assessment shall repeat the semester;
- (f) A candidate who fails supplementary examination(s) shall repeat the semester. A candidate who fails a repeated semester shall be discontinued from studies;
- (g) A candidate who fails to meet a minimum of 90% attendance in a particular semester with acceptable grounds as determined by the Senate shall repeat the semester;
- (h) A candidate who fails to meet a minimum of 90% attendance in a particular semester without acceptable grounds shall be discontinued from studies;
- (i) When a candidate misses examination(s) without valid reason(s) shall be discontinued from the studies;
- (j) A candidate who obtains a semester GPA of less than 1.8 shall be discontinued from studies;
- (k) A candidate who does not appear for supplementary examination(s) without compelling reason(s) approved by Senate shall be discontinued from studies;
- (l) A candidate found guilty of an examination irregularity shall be discontinued from studies;
- (m) A candidate who failed 50% of semester modules shall be discontinued regardless of obtaining a GPA of 2.0; and
- (n) A candidate who has been disqualified from an examination following his/her walking out of the examination room in protest shall be discontinued from studies

*Guidelines -
Faculty of Allied
Health Science -
Certificate and
Diploma in
medical
Laboratory
sciences*

6.14 The following guidelines shall govern students pursuing Basic Technician certificate course in Medical Science in Medical Laboratory Science NTA Level 4, Technician course in Medical Laboratory Science NTA Level 5 and Ordinary Diploma Course in Medical Laboratory Sciences:

- (a) A student will be deemed to have passed the end of semester examination if she/he obtains a minimum of 50% marks in each examination paper; theory and practical of end of semester examination;
- (b) Any candidate who has a semester I GPA of 2.0 or above shall be allowed to continue to semester II. If has failed any module will be allowed to sit for supplementary examination. The supplementary examination of the failed module(s) must be done in four (4) weeks from the date of declaration of end of Semester Examination results. A candidate at NTA Level 4 and 6 who fails a supplementary examination will be discontinued from the studies while that at NTA Level 5 will be suspended and allowed to repeat a failed module in the next academic year;
- (c) A candidate who fails again a repeated module(s) shall be discontinued from the studies;
- (d) Any candidate who has a semester II GPA of 2.0 or above and has failed any module will be allowed to sit for supplementary examination of the failed module(s). The supplementary examination of the failed module(s) must be done after four (4) weeks for NTA Level 4 while NTA level 5

and 6 should be done within six months from the date of declaration of end of semester Examination results. A student at NTA Level 4 who fails again he/she will be suspended and allowed to repeat a failed Module(s) in next academic year while that in Level 5 and 6 will be allowed to repeat a failed Module(s) when next offered;

- (e) A candidate who fails end of semester examination with GPA of less than 2.0 shall be discontinued from studies;
- (f) A candidate who falls seriously sick just before or during end of semester examinations and proved by a doctor that he/she is unable to sit/continue will be allowed to sit for the examinations when next offered;
- (g) A candidate who falls seriously sick just before or during end of semester examinations and proved by a doctor that he/she is unable to sit/continue will be allowed to sit for the examinations when next offered;
- (h) A candidate who is unable to attempt end of semester examination for any module for any reason, should present her/his case in writing in not less than two weeks before the date of end of semester examination to the head of an institution for consideration. She/he will be allowed to attempt the examination when next offered;
- (i) Any student who interrupts the training at any time or is absent without any evidence of genuine reason for a continuous period of a total of twenty one (21) days within a semester shall be discontinued from the studies; and
- (j) Any candidate who was caught with unauthorised materials in examination room shall be discontinued from the studies.

*Guidelines -
Certificate and
Diploma in
Clinical
Medicine*

6.15 The following guidelines shall govern students pursuing Basic Technician Certificate in Clinical Medicine NTA Level 4, Technician Certificate in Clinical Medicine NTA level 5 and Ordinary Diploma in Clinical Medicine NTA Level 6:

- (a) The candidate shall be declared 'pass' after obtaining a minimum of 50% in each module for both written and practical/ clinical end of semester examinations with GPA of 2.0 or above;
- (b) A candidate shall be declared failed if he/she
 - (i) Has GPA less than 2.0
 - (ii) Has GPA of 2.0 or above but failed either written or clinical/practical examination of any module
- (c) The results of candidate shall be declared incomplete if she/he did not attempt some of the required module examinations at the end of semester;
- (d) A candidate shall be allowed to supplement end of semester examination if her/his semester GPA is 2.0 or above and has passed at least 50% of total modules in the Semester;
- (e) A candidate who failed written or clinical/practical examination in a module shall supplement both written and clinical/practical examination;
- (f) A candidate who failed written or clinical/practical examination shall do supplementary examination six weeks after declaration of results;
- (g) A candidate who fails supplementary examinations shall repeat the failed

module(s) when next offered;

- (h) A candidate who fails a repeated module(s) shall be discontinued from studies;
- (i) A candidate shall be discontinued from studies if has semester GPA of:
 - (i) Less than 2.0
 - (ii) Two (2.0) or above **BUT** has failed more than 50% of the total number of modules in the end of semester examination

Duration of Academic programs

6.16 The Following are the durations of various academic programs offered by the University:

- (a) All undergraduate degree courses are designed to be completed in three years, except MBChB (which takes 5year), Bachelor of Pharmacy and Medical Laboratory Science which take 4years;
- (b) Maximum registration period is five years for a three years programme, six year for a four-year programme and seven year for a five-year programme.
- (c) All diploma courses are designed to be completed in **two** years (with a maximum registration period of four years), except Clinical Medicine and Community Health and Laboratory Technology which take **three** years (with a maximum registration period of five years);
- (d) All certificate courses are designed to be completed in one year (with a maximum registration period of three years) with exception of Health Science Related Courses which take two years (with a maximum registration period of four years) and short courses which may take one week to six months;
- (e) It must be noted that no courses are offered out of schedule, or an overload assigned to students in order to hasten the completion of the requirements unless recommended by the Faculty /School Board and the Senate Undergraduate Studies Committee and approved by the Senate;
- (f) In case of changes in academic program duration, the changes shall not affect the continuing students but only the new students.

Special CAT examinations and Supplementary /special Examinations

6.17 (1) Special CAT examinations shall be done two weeks before the opening of the academic year.

(2) Supplementary examinations shall be done one week before the opening of the academic year.

(3) Special supplementary examination for students failing special examinations shall be done not later than three weeks after starting the new academic year.

Attendance of academic programs

6.18 (1) Attendance of lectures, tutorials, seminars, practical, examinations/ tests and scheduled courses of instruction for all courses registered are compulsory to all students.

(2) Failure to attend lectures tutorials, seminars for at least 75% in each automatically disqualifies a student from sitting final examinations.

(3) For candidates pursuing Health Science related courses, a student who fails to meet a minimum of 90% attendance in a particular semester with compelling reasons as determined by the participatory organs shall be allowed to repeat the semester otherwise he/she shall be discontinued from studies.

(4) Each student is responsible for punctual and regular attendance at all classes or University program for which they are registered.

(5) Class attendances is required beginning with the first day of classes of each semester.

(6) Each student is required to attend scheduled University functions such as orientation, general assemblies, recreational events, graduation ceremonies, field trips, study tours, etc. missing instruction for any reason may jeopardize the course grade.

Excused absence **6.19** (1) The Academic Registrar or the Deputy Vice Chancellor for Academic Affairs may excuse a student with valid reasons, such as personal illness or family emergencies, from classes upon recommendation from the Faculty/School. An excused absence does not exempt a student from the need to make up all possible work or assignments missed during the absence.

(2) It is also the student's responsibility to check with the lecturer immediately upon return to class after an excused absence to determine required make up work and to complete any work according to the deadline set by the lecturer.

(3) To obtain an excused absence, a student must submit a written request and appropriate documentation (such as doctor's medical report) to the Respective Dean through the Head of Department and copies to the lecturers concerned and Academic Registrar. The written documentation will be kept in the student's file.

(4) All absence from classes or other curricular programs are considered unexcused.

(5) A student with history of unexcused absences shall be academically disqualified from registering for further courses and shall be discontinued from the University.

Attendance requirement **6.20** (1) A student is required to attend classes for at least three-quarters (75%) of the particular semester to be considered as having attended the University programs.

(2) A maximum of two weeks per semester of cumulative excused absences may be allowed. Absences beyond this limit shall need to be addressed by the DVC AA if the student wishes to continue studies during the semester or appear for final exams.

A maximum of two weeks per semester of cumulative unexcused absences shall be considered abscondment from studies. A student absconding studies shall be discontinued from the University.

(3) A student may not be permitted to write final examinations if he/she does not meet the required quota attendance and shall be assigned an 'F' grade for

the course.

(4) A student who regularly reports late to class shall be discontinued from the course upon recommendation from the respective Dean. Three late comings are considered equivalent to one unexcused absence.

Lecturers' Attendance **6.21** (1) It is the right of the student to be given regular and timely instructions in all the courses he/she has registered.

(2) If a lecturer does not appear for the class appointments, it is the responsibility of the students to report the matter to the Head of Department/Dean of the School of Faculty through their Class representatives.

(3) The students are expected to wait for the respective lecturer at least 20 minutes for a 60-minute lecture before considering the lecturer absent.

(4) All students shall sign the attendance form and the form shall be submitted to the Head of Department with comment lecturer not attended.

(5) Class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of nonparticipation.

Course works **6.22** (1) Completing all coursework on time and submitting assignments on due dates is vital for the students to be awarded appropriate grades for coursework and sitting for final examinations.

(2) When a student misses course work due to excused absence, shall be given permission to submit late work.

Course Assessment Tests (CATs) **6.23** (1) There shall be in each semester two Course assessment Tests (CAT) and these tests shall be counted and marked out of 40% of the final examination marks depending on the Course a student is studying.

(2) A student who misses a CAT shall not be allowed to sit for the University Final Examinations and shall sit for the missed CAT during the of CAT week Special UE during supplementary week.

Course Schedules **6.24** (1) Students are expected to follow the proposed arrangement of courses in their respective programs of study.

(2) Each student is advised to secure a personal copy of the academic prospectus in order to acquaint himself/herself of the course arrangement and other information.

(3) The School/faculty/Department reserves the powers to change the proposed arrangement of courses after obtaining approval from either the Academic Registrar or the DVC-AA through the Senate.

Prerequisite courses **6.25** (1) Students may not register for a course for which there is a prerequisite unless that prerequisite has been successfully met.

(2) When repeating a failed prerequisite course, concurrent registration of the prerequisite and the subsequent course may be permitted depending on the nature of the course.

PART SEVEN

PROVISIONS RELATING TO EXAMINATION CONDUCT, RULES AND REGULATIONS

Course registration **7.1** (1) Candidates shall be required, within the first two weeks of every semester, to register on line for all course(s) intended to be done in the specific semester at the beginning of each semester in their respective Faculties/Schools/Departments.

(2) Courses not registered shall not be accepted to be done by the Candidate at the end of the semester Examinations and in case they are done, they shall not be approved by the Faculty Board or Senate.

(3) Only those students who will have registered into the system shall be considered as bona fide students for that semester.

(4) Any examination taken by a student who has not fulfilled the semester registration requirements and/or has not paid fees in full shall be null and void.

(5) A student who qualifies for registration but fails to register within two weeks after the start of a semester shall be automatically deregistered.

(6) A student who has registered for a course but who wishes to withdraw from that course must apply to the Deputy Vice Chancellor – Academic Affairs through the Head/ Dean/Director/Principal, as the case may be, of the unit hosting the programme through for permission to do so not later than Friday of the third teaching week of the semester.

(7) No student will be permitted to commence any course two weeks after the beginning of the semester or withdraw from any course three weeks after the beginning of the Semester.

Purpose of University examinations and assessments **7.2** (1) The University examinations and assessment are intended to enable students to demonstrate that they have satisfied the conditions for progression from one semester of a course to the following semester or attained a standard appropriate to the level of award sought.

(2) Students are encouraged to put in much effort in their studies in order to satisfy the conditions of progress.

Forms of Assessments and examinations **7.3** (1) Students' assessment may take a variety of forms appropriate to the course and course programs.

(2) Assessment for health-related courses may differ from other courses hence students are advised to consult their respective curricula through their schools, faculties and or departments.

(3) The modes of assessment shall include:

(a) Written examinations;

- (b) Continuous Assessment Tests (CAT);
- (c) Practical or Laboratory examinations;
- (d) Oral or viva voce examinations;
- (e) Project assessment
- (f) Assessment of dissertations or thesis;
- (g) Assessment of supervised professional practice;
- (h) Continuous assessment;
- (i) Assignments;
- (j) Competence tests;
- (k) Class room knowledge tests;
- (l) End of module examinations;

(4) Students may be assessed at a number of stages during the academic year.

(5) The normal assessments, other than continuous assessments, are:

- (a) End- of semester/ term, or end of module, examinations
- (b) Mid – semester/ term examinations
- (c) Special Examinations
- (d) Supplementary Examinations
- (e) Tests and quizzes
- (f) Other approved forms of testing.

Pass mark **7.4** The minimum pass mark for the various forms of student assessment shall be 40% except for health-related programmes which shall be 50% of the maximum marks available.

Copyright and preservation of examination **7.5** (1) All assessment materials set and prepared on behalf of the University shall be the property and copyright of the University.

written assessments (2) All materials submitted by a candidate for assessment (except in circumstances where an industry – based project is involved) shall be the property and copyright of the University.

(3) All written assessments shall be kept for a minimum period of twelve months and a maximum period of twenty four months or as the Senate shall decide from time to time on the recommendation of the DVC AA.

Eligibility to sit for examinations **7.6** The following shall be the requirements for a student to sit or be eligible to sit for examinations:

- (a) Completion of fees shall be a necessary precondition for registration of semester examination;
- (b) All students must have paid in full Student Union, Caution Money, Identity Card Money, NHIF, Registration Fee;

- (c) To sit for CAT I, all students must have paid at least 50% of the University fees;
- (d) To sit for CAT II, all students must have paid at least 75% of the University fees;
- (e) To sit for Final Examinations, all students must have paid 100% of the University fees;
- (f) No Candidate will be allowed to sit for the semester examinations unless he/she has satisfactorily attended all prescribed courses of study for that particular semester and has attended classes effectively for at least 75% of lectures, seminars and all necessary course requirements and 90% for health science related courses;
- (g) A student who fails to meet a minimum of 75% and or 90%, respective attendance in a particular semester with compelling reasons as determined by the Senate shall be allowed to repeat the semester;
- (h) A student who fails to meet a minimum of 75% and or 90%, respective attendance in a particular semester without compelling reasons as determined by the Senate shall be discontinued from studies;
- (i) A student who fails to meet a minimum of 75% and or 90%, respective attendance in a particular course with compelling reasons as determined by the Senate shall be allowed to carry over the course;
- (j) Each candidate must have completed all the required course work assessment for the module or course being examined;
- (k) A candidate must not have been barred by any lawful managerial order;
- (l) No Candidate shall be admitted to any examination in any course unless he/she has sat for Continuous Assessment Tests, completed assignment(s) or research work in the scheduled time;
- (m) A candidate must clear his/her prescribed fees with the Director of Finance to qualify for any CAT or assessments/examinations
- (n) A candidate must collect Examination Card from the Academic Registrar's office and present it to the invigilator before the commencement of examinations;
- (o) At any time during examinations, persons from Finance Department can request a student to declare his/her Examination Card;
- (p) A student who refuses to declare the Examination Card once requested shall commit an offence and shall be subjected to disciplinary action as shall be recommended by the Students Disciplinary Committee;
- (q) A student must have registered on line all the courses intended to be done with the Faculty/School/Department prior to the release of Examination Timetable.
- (r) Any course sat for that was not registered shall be cancelled and registered as a course not sat for;
- (s) A Candidate who fails to fulfil requirements as mentioned above in any course but sits for the examinations will have his/her results nullified and will be discontinued from studies or the course shall be registered as failed course as the Students Disciplinary Committee shall deem appropriate;
- (t) The doors to the examination room close 30 minutes after the start of the

exam;

- (u) A candidate shall not be allowed to enter the exam room after 30 minutes unless he/she has the permission of an Invigilator;
- (v) The Dean of a School, Faculty, Principal of a College or the Director of a teaching Institute may bar any candidate from being admitted to any examination in any subject or course where the Dean, or Director is not satisfied that the candidate has completed satisfactorily by attendance, performance or otherwise the requirements of the subject of course;
- (w) Where a candidate who has been barred in accordance with this rule enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.

Absence from sitting for CATs or Final examinations

7.7 Absences from sitting for final exams and or CATs will not be allowed except:

- (a) For sickness on the day of the exam or; other reasonable cause approved by the Dean of the respective Faculty or School in writing;
- (b) If absence from a final exam is unexcused and the student had registered for a course or the course had been timetabled by the Faculty or School, the recommendation for the course shall be entered as abscondment.
- (c) If the absence is due to medical reasons or family emergency, the candidate shall apply for an "I" (Incomplete) grade and shall replace the "I" grade with a normal grade during the Special CAT week or supplementary week as stipulated in 6.17 above;
- (d) The application for incomplete grade or permission to miss a University assessment sitting shall be in writing prior to the absence from the University clearly mentioning reasons for seeking for permission for absence.
- (e) The letter seeking permission shall have, among other relevant personal details, the name and registration number of the candidate and shall be submitted to the Dean and be copied to the Academic Registrar by the candidate or any other person on behalf of the candidate;
- (f) In case of sickness, the candidate shall be required to submit original medical evidence stamped and signed by a registered medical practitioner to the Faculty Dean and copies of the same to the module lecturer(s) within three days upon resumption of studies;
- (g) A student who fails to appear for a scheduled examination with valid reason (s) shall be allowed to sit for that particular examination during Special CAT week or supplementary week as stipulated in 6.17 above.
- (h) The student shall not be allowed to proceed to the next semester if the missed examination(s) is for a prerequisite module;
- (i) A student who missed final University exam and had been assigned an Incomplete Grade (I) for the same, but had completed all other course requirements, shall not be required to do any additional course work for that course.
- (j) He/she shall sit for the final examinations during supplementary week.
- (k) If the student fails to sit for the examination the second time when he/she had applied for "I" grade, the "I" grade automatically changes to an "F"

grade and the student shall be required to carryover the course.

- (l) When a student applies for an “I” grade for missed course work, but attempts the final examinations, he/she shall receive the “I” unit until the Head of Department submits the final grade.
- (m) An “I” grade in this case should be cleared as stipulated in “C” above.
- (n) A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from the University.

*Falling Sick
Immediately
Before or
During
Examination*

7.8 (1) A candidate who falls sick immediately before or during the time of a scheduled examination and is medically unable to proceed (i.e. as certified by a medical officer) shall be allowed to postpone the examination and redo the examination during the supplementary week as first sitting.

(2) Any student, who is sick and nevertheless decides to take or proceed with an examination, does so at his/her own risk and must abide by the results of the examination.

*Postponement
of
examinations*

7.9 (1) A candidate who needs to postpone end of the semester examination either in part or in its entirety, due to valid causes/reasons, shall be allowed (in writing) to postpone such examinations provided that such causes/reasons shall have been communicated and approved by the Faculty Dean on the recommendation of the HOD, prior to the commencement of the examination.

(2) A candidate who has been allowed to postpone the end of the semester examination(s) shall sit for the postponed examinations or part thereof as special examinations and or supplementary examinations during long vacation.

(3) A candidate who has been allowed to postpone more than half of the end of the semester examinations shall be allowed to clear the remaining examinations during supplementary week.

(5) A candidate who has been allowed to postpone half or less of the end of the first semester examinations shall not be allowed to sit for any subsequent course that requires a pre-requisite course.

(6) Postponement of examination rule shall be read together with the rules of progress for specific course program discipline.

*Deferral of an
assessment*

7.10 (1) If an application for a deferral of an assessment is made by a candidate not later than one month prior to the scheduled date for that assessment, then the Dean of the Faculty, on the recommendation of the Head of the Department, may approve such a deferral without penalty. However, Deferral is permitted only in certain courses that require more time to complete than the prescribed semester.

(2) A Deferred Grade (DG) is recorded and no credit is given for the course, until the instructor formally replaces the DG with a normal grade on completion of the requirement.

(3) If approved, a DG shall be recorded until the deadline for submission of the final grade is met.

Examination

7.11 (1) Examinations in all Colleges, Schools, Faculties and academic Institutes

timetables shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a College, School or academic Institute Board or a College Governing Board, as the case may be.

(2) After a draft timetable has been released, students are required to submit their complaints or additions and or concerns pertaining to the released timetable within two weeks to the School/Faculty/Department for consideration otherwise past two weeks the draft timetable shall be made final and no changes shall be entertained.

(3) The DVC-AA and or the University Timetabling Committee however reserves the right to change or alter the examination timetable at any time for any reason without obtaining consent from students.

(4) The changes shall be communicated to students as soon as applicable and prior to the examination sitting without interfering the University programs.

(5) Students are advised to crosscheck with their faculties or read their notice boards otherwise missing an examination because there was change in timetable shall not be an excuse for missing examination.

Courses with prerequisites

7.12 (1) Some courses are having prerequisites that are clearly stipulated in the course structures and the Academic Prospectus. These prerequisites must be passed before the higher course is taken.

(2) A candidate, who fails a prerequisite course, shall not be permitted to register for a higher course except approved by the Dean through the Faculty Academic Board, repetition of a prerequisite may be done concurrently with the higher courses.

(3) The Head of the Department must give a written explanation to the same effect.

(4) Otherwise a student is not supposed to proceed with the higher course if he/she is not doing them concurrently or has failed the lower course.

Reporting late for examinations

7.13 (1) A candidate, who without valid reason(s), reports late for an examination (more than thirty minutes after commencement of examination) shall not be allowed into the examination room but will be allowed to sit for that particular examination during supplementary examination week.

(2) The candidate shall not be allowed to proceed to the next semester if the missed examination(s) is/are for pre-requisite module(s).

(3) A candidate, who for valid reason, reports late for an examination (more than thirty minutes after commencement of examination) and pleads in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination within the remaining time at his/her own risk.

(4) All cases of late arrivals for examinations shall be reported in writing by the invigilator to Head of Department.

Conduct of

7.14 (1) University examinations shall be conducted under the control of the

Examinations, Examination instructions and rules to candidates DVC-AA, or such other officer of the University as the DVC-AA may appoint.

(2) The examiners for University examinations shall be appointed by the Senate, in the manner it shall prescribe.

(3) The DVC AA shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.

(4) The instructions, notes or guidelines issued by the DVC AA under regulation 7.14 (3) above shall form part of and be as binding as these Regulations.

(5) Subject to approval by the Senate, the Board of each, School, Faculty and Academic Institute shall make such internal examination regulation as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree, diploma, certificate or other award programmes of the Faculty, School or Academic Institute, as the case may be.

(6) End of semester examinations for diploma and certificate programs in health science related courses shall be conducted under the control and supervision of Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDEC) or any other body as the MoHCDEC shall appoint.

Instructions to candidates

7.15 The Following are instruction for all candidates intending to sit for University examinations:

- (a) Candidates will be admitted into the examination hall/room 30 minutes before the commencement of the examination paper;
- (b) Any candidate arriving at the examination hall/room after the commencement of an examination but within the first 30 minutes of the examination time shall be allowed to enter the examination hall/room but he/she shall not be given additional time;
- (c) No candidate shall be allowed to enter the examination hall/room more than 30 minutes after the commencement of any examination;
- (d) Candidates are required to read carefully all the instructions and any other instructions on the Answer Book, and should adhere to them;
- (e) Candidates are prohibited from carrying into, or in any way having in their possession within the premises of the examination hall/room any unauthorized materials other than those specifically permitted by the University including but not limited to books, bags, purses, notes, rough papers, mobile phones, or other such items;
- (f) Candidates are allowed to bring pens, pencils and other materials explicitly prescribed by the Department into the examination room;
- (g) When candidates are allowed to bring specified items in the examination room, no borrowing from one another will be allowed during examination time, and the items allowed will be liable to inspection by the invigilator;
- (h) No candidates will be admitted into the examination hall/room unless he/she carries with him/her the valid student's identity card

- and Examination Card;
- (i) No candidate will be allowed to write anything on the question papers;
 - (j) A candidate who writes on the question paper shall have his/her examinations cancelled upon presentation to the Student Academic Disciplinary Committee
 - (k) All work must be written in the answer script;
 - (l) Any candidate having for some reason to leave the examination hall/room temporarily, may be allowed to do so calmly with the permission of the invigilator and in such case(s) he/she should be accompanied by an assistant invigilator or by any other person permitted by the invigilator;
 - (m) During the period of each examination, a candidate will be required to write on the attendance sheet and examination control sheet the Registration Number, Answer Book Number, Seat Number and sign the same signature as appearing on Identity card provided by the University;
 - (n) A candidate is required to write his/her Examination Number on every page used;
 - (o) Names, initials or any other mark(s) should not be written on answer book or script papers;
 - (p) No candidate shall be allowed to leave the examination room during the last thirty (30) minutes;
 - (q) At all times during the examination the candidate's examination number/identity card/ Examination Card shall be conspicuously placed on the desk in front of the student by the student;
 - (r) Smoking, beverages and food shall not be allowed into the examination room.
 - (s) Any special needs for eating, drinking or medication shall be reported to the Invigilator before start of the examination;
 - (t) Candidates are required to observe any general instructions that may be given by the Invigilator(s) and note carefully the instructions that appear on the examination papers;
 - (u) Candidates will be informed on the remaining time, thirty minutes prior to the end of examination time.
 - (v) Once the Invigilator(s) has declared that the examination is over, candidates must immediately stop writing.
 - (w) Candidates will remain seated until all scripts have been collected and allowed to leave by the Invigilator(s);
 - (x) At the end of examination, and on the instruction of the Invigilator a candidate shall personally hand in his/her scripts to the Invigilator and sign to that effect;
 - (y) Answers should be written concisely and in a plain and legible manner in black/blue ink or ballpoint pens;
 - (z) Flow charts, graphs and diagrams may be drawn in pencil;

- (aa) Candidates are warned that any tendency towards illegibility will operate to their disadvantage;
- (bb) The use of slide rules, pocket silent non-programmable battery - operated or solar - powered calculators, and templates is permitted.
- (cc) Candidates must bring their own pens and/or pencils and are advised to bring rulers as well;
- (dd) For a candidate wishing to answer a call of nature may, with permission of invigilator and under escort, leave the examination room for a period of time not exceeding five (5) minutes. Only one candidate at a time will be allowed to leave the examination room and will be monitored at all times;
- (ee) A candidate who walks out of the examination in protest shall be disqualified from that particular examination;
- (ff) Candidates must understand that the ultimate responsibility for taking supplementary examination(s) at the correct time rests on him/her;
- (gg) Where a candidate is unable to present him or herself for the examination due to any valid reason, he/she should inform the Faculty Dean before the examination commences. Appropriate evidence will usually be required in this case;
- (hh) Where a candidate is unable to report to the Faculty Dean his/her absence in examination before such examination commences, he/she shall inform the Faculty Dean in writing within the reasonable period of time depending on the circumstances. Appropriate evidence will usually be required in this case;
- (ii) Where a candidate has fallen sick during the examination the incidence should be reported to Faculty Dean who shall take the appropriate measures immediately and report the incidence to the Academic Registrar in writing;
- (jj) A candidate who requires an attention of Invigilator should put up his/her hand and an Invigilator will come to them. A candidate shall not leave his/her desk and go to the Invigilator;
- (kk) Rough papers are not allowed.
- (ll) Rough work should be done in answer book and neatly crossed through.
- (mm) Rough work should never be done on the question paper; and
- (nn) A candidate found guilty of dishonesty in connection with the examination or infringing any of the examination rules and regulations shall be liable to appropriate disciplinary action, which may include expulsion from the examination hall/room and/or disqualification.

Grading Assessment **7.16** The following shall be the grading assessment of the University:

Types of Letter Grade	Meaning
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A	Excellent. The letter grade A indicates that the student's overall performance in the course was excellent.
B+	Very Good. The letter grade B+ indicates that the students overall performance in the course was very good.
B	Good. The letter grade B indicates that the students overall performance in the course was good.
C	Average. The letter grade C indicates that the student's overall performance in the course was average.
D	Below Average. The letter grade D indicates that the student's overall performance in the course was below average and that the student has to supplement the course.
F	Fail. The letter grade F indicates that the student's performance in the course was very poor and that the student will have to supplement the examination. The letter grade F shall be assigned when a student fails to meet any or all of requirements of the course.
I	Incomplete Grade. When a student does not complete part of the course work for example a research report, in the assigned time, he/she may apply for an incomplete grade. However, the incomplete grade should be cleared before the following semester through special examination during the supplementary week. If an incomplete grade has not been cleared by the following semester it automatically changes into a failing grade.

Arriving at the Final Grade **7.17** (1) Each course shall be graded out of a final mark of maximum of 100 marks

(2) The course work includes all elements and requirements of a course such as assignments, reading reports, projects, research reports or research papers, class presentations, group discussions and presentations, participation in all class activities, all types of and quizzes including mid –semester exams, CATs and class attendance.

(3) Relevant elements that contribute to the coursework assessment shall be clearly stated in the course outline for each course and shall be made available to the students on the first day of classes' semester.

(4) The final examination constitutes 60% of the final marks or grade and is mandatory in order to earn a grade for the course.

(5) The Course Assessments constitutes 40% of the final marks or grade and is mandatory in order to earn a grade for the course.

(6) Students shall also in addition to the above follow their respective Faculty and or course requirements in order to arrive at the final grade.

Assigning letter grades **7.18** (1) The final results of all courses are recorded as letter grades. Each letter grade is assigned values in terms of points. These are then used to compute the students GPA (Grade Point Average).

(2) The following chart shows the value assigned to each letter grade:

Letter Grade	Percent Mark	Points
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A :	70 – 100 %	4.4 – 5.0
B+:	60 – 69 %	3.5 – 4.3
B :	50 – 59 %	2.7 – 3.4
C :	40 – 49 %	2.0 – 2.6
D :	35 – 39 %	
E :	0 – 34 %	

(3) The examinable grading system for degree Health science related course programs shall be as follows:

Letter Grade	Percent Mark range	Grade Point
A	75 –100%	4.4 – 5.0
B+	70 – 74%	3.5 – 4.3
B	60 – 69%	2.7 – 3.4
C	50 – 59%	2.0 – 2.6

(4) The examinable grading system for Diploma in any health science related course programs most specifically- NTA Level 6 shall be as follows;

Score	Range	Grade Definition	Point
75 – 100	A	Excellent	5
65 - 74	B+	Very Good	4
55 – 64	B	Good	3
45 – 54	C	Average	2
35 – 44	D	Poor	1
0 – 34	F	Failure	0
–	I	Incomplete	
0	Q	Disqualification	

(5) The examinable grading system for Certificate in any health science related course programs most specifically- NTA Level 4 and 5 shall be as follows:

Score	Range	Grade Definition	Point
80 – 100	A	Excellent	4
65 – 79	B	Good	3
50 – 64	C	Average	2
40 – 49	D	Poor	1
0 – 39	F	Failure	0
–	I	Incomplete	
0	Q	Disqualification	

(6) The pass mark for any course in a major in any Faculty/School is 40% or C equivalent to 2.0 points for undergraduate programs and 60%, except health related programmes where the pass park is 50 equivalent to 2.0 points.

Changes in grades and missing grades or marks

7.19 (1) When a student receives the results of the semester or when results are published on OSIM, it is the student's responsibility within two weeks after release of the results to bring the concern or irregularity pertaining released grades by filling a form available at the respective Faculty or School or in writing to the concerned authorities or faculty or school respectively.

(2) Failure to bring the complaint to the concerned authorities shall construe

that the results are ok and shall be entered into the student's records as are and the student shall be time barred except in exceptional circumstances approved by the Academic Registrar.

(3) If a student's grade for a course is missing, it becomes his/her responsibility to check with the Head of Department as soon as applicable after the release of grades without fail.

(4) If a Head of Department finds that there were some miscalculation on the lecture's part and correction in the grade has to be made, the student shall fill up a change of Grade form and submit it to the Head of Department.

(5) A photocopy of the marked scrip in question should be filed for future reference.

(6) The same form needs to be filled when clearing an incomplete or deferred grade.

(7) Once a final grade has been recorded by the office of Academic Registrar, it can be changed only in cases of computational or recording error, or pursuant to a successful appeal of the grade as described below.

(8) Additional work of any type submitted to improve a grade after the final grade has been assigned and sent to the office of Academic Registrar shall not be accepted.

(9) A student has a right to appeal against a decision of the Examination Board.

(10) The Senate is the final authority in deciding and approving the final grade in course.

Honours list **7.20** (1) The names of the students who receive a GPA of above 4.4 in a semester shall appear on the semester's Honours list.

(2) The top student is the one who receives higher-class load.

(3) The highest achievement is a GPA of 5.0 on 84 credit hours class load in a semester.

(4) The highest achievement a student must aim for is a CGPA of 5.00 on the total number or credit hours as required for the degree.

Special examinations or 1st sitting **7.21** (1) Special exams or 1st sitting shall be held for a student who has valid reason to postpone examination.

(2) The student who passes a special examination 1st sitting examination shall be awarded normal grades

(3) The passing of special or 1st sitting examination shall take into account the continuous assessment scores.

(4) A candidate who fails a special examination in the first sitting shall be allowed to supplement the examination not more than three weeks after starting academic year.

Supplementary examinations fee **7.22** (1) In a circumstance where a student fails a course and has required GPA (see 6.8 – 6.13 above), the student shall be required to pay 40,000 Tanzania Shillings (forty thousand Tanzania Shillings only) or USD 30 (United States Dollars) for Non-Tanzanian students on the University Bank account and shall be required to avail a payment slip before sitting for the retake.

(2) A student who sits for a supplementary without payment of retake fee shall have committed an offence and the students' supplementary records shall not be entered on his/her file and or the examination paper shall not be marked and or if marked the results shall not be approved by the Faculty Board or Academic Board or Senate.

Grade appearing in the transcript **7.23** (1) Official transcripts shall be issued by the Academic Registrar only.

(2) Any other statement(s) of results shall not be recognised in case of changes in results in the students' record from the examinations data bank.

(3) Transcripts shall be issued only at the written request of the student.

Internal and External Examiners **7.24** (1) The Senate shall appoint both Internal and External Examiners who shall assist in all assessments of the students.

(2) The Academic Registrar shall have powers to issue instructions, notes or guidelines to candidates, Invigilators and Examiners of University Examinations as he/she deem appropriate for the efficient and effective conduct of examinations.

Invigilation and conduct during examinations **7.25** (1) There shall be at least two Invigilators in each examination hall; a female and a male Invigilator.

(2) Invigilators shall normally be academic except otherwise directed by the DVC AA and shall be in-charge of enforcing examination rules and regulations as prescribed by Senate.

(3) Invigilators shall personally collect from the Head of the Department sealed envelopes containing examination papers and any other materials prescribed in the rubrics at least thirty minutes before the examination.

(4) Invigilators shall ensure that the examination room does not contain any material that can be used to cause examination irregularities before the students are checked into the examination room.

(5) Invigilators shall be present in the examination room at least thirty minutes before commencement of the examination.

(6) Invigilators shall admit candidates into the examination room at least thirty minutes before commencement of the examination and ensure that candidates are seated in their right places and shall not enter the examination room with material other than pens, erasers and calculators and or any other material only authorised in the specific examinations.

(7) No candidate shall be allowed into the examinations room 30 minutes after the start of examinations.

(8) Candidates who are late will be barred from doing examination and the

rules pertaining missing examinations shall apply (see 7.13 above).

(9) No handbags, clipboards, purses, mini-computer calculators, cell phones, laptops, tablets, books, paper magazine, sweaters, jackets and other items like lighters, matchboxes are allowed in the examination room except specifically allowed by the examiner.

(10) Invigilator shall allow five minutes for the candidates to read the examination paper and ensure they have the right paper with correct number of pages before the candidates are allowed to start writing their examinations.

(11) No candidate shall be allowed out of the examinations room before 30 minutes elapse after the examinations have started. Any candidate answering a call of nature must obtain permission from the invigilator.

(12) Only one candidate answering a call of nature must obtain permission from invigilators, only one candidate will be allowed to go at a time and for a reasonable time.

(13) No copy of the examination questions shall be carried out of the examinations room by anybody before the end of the examination sitting.

(14) No candidate shall be allowed to leave the examination room during the last thirty minutes of the examination sitting.

(15) The invigilators shall observe, record events in the examinations room and have the attendance list filled in and signed by each student sitting in the examination.

(16) At the end of the examination sitting, Invigilator shall tell the candidates to stop attempting the examination and assemble their work/scripts.

(17) Candidates shall hand in their scripts to the invigilator and sign an examination attendance form.

(18) No candidate shall be allowed to leave the examination room before their scripts are collected.

(19) No candidate shall be allowed to leave with any examination materials found in the examination room.

(20) Invigilators shall enter the total of scripts collected and sign in the examination attendance form and submit the scripts and the examination attendance form to the head of the department who shall later submit the same to the department in charge of keeping examinations for safe custody.

(21) Invigilators shall have powers to:

- (a) Specify and change the sitting arrangement in the examination room at any time before and during examination sitting
- (b) Inspect candidates to make sure they are not in possession of unauthorized materials. Inspection of candidates shall observe gender issues
- (c) Check a student at any time during examinations if he/she suspects that the student has got unauthorised material

- (d) Confiscate any unauthorized material and assist the candidate to fill an examination malpractice form witnessed by the invigilator
- (e) Remove from the examination room any candidate who disrupts the examination process.

Procedure for dealing with examination irregularity

7.26 The following shall be the procedure for dealing with examination irregularity:

- (a) Students are requested to abide by all instructions of the invigilator at all times during the examinations.
- (b) Failure of the invigilator to draw students about the rules and regulations is not a defence, students are supposed to read carefully their prospectus and the students handbook in order to acquaint themselves with the rules and regulations pertaining examinations prior to sitting of examinations;
- (c) When an invigilator suspects a candidate of being involved in an irregularity in the examination or finds the candidate committing an examination irregularity, the invigilator shall, whenever possible confiscate the material(s) being used for irregularity and inform the candidate that a report of the incident will be made to the Senate Undergraduate Committee;
- (d) The candidate shall be permitted to continue with the examination and thereafter the invigilator shall fill an examination malpractice form and the candidate shall be required to sign and the materials pertinent to the incidence to confirm that they are his/hers;
- (e) In circumstances where the student or candidate fails or refuses to sign the malpractice form, the invigilator shall not force the student but shall make a report to that effect and attach the unauthorised material on the report;
- (f) The Invigilator shall counter sign the report together with the evidence and the shall be submitted to the Head of Department in charge of examination irregularity together with the candidate's examination script and all pertinent materials immediately after the end of examination for further transmission through appropriate participatory organs for action; and
- (g) Upon receiving the written report on examination irregularity the Academic Registrar shall arrange for the Students Examinations Irregularities Committee (sitting as a students' disciplinary committee) to meet immediately and deliberate on the reported irregularity.
- (h) The Committee shall take action and communicate its decisions to the Academic Board or Senate.

Examination malpractice and irregularities

7.27 (1) The following shall amount to an examination malpractice and or improper conduct and or examination irregularity. Violation of any shall be a serious violation and will result in discontinuation from the University and or any other disciplinary action as may be deemed appropriate by the Students' Examinations Disciplinary Committee:

- (a) Receiving assistance of any kind during or before examinations;
- (b) Cheating or attempting to cheat or assisting others to cheat examinations;
- (c) Smuggling unauthorized material including any written or printed material that is generally or specifically prohibited, cellular or

- mobile phones, radio cassettes player, computers soft and alcoholic beverages and any other material as may be specified from time to time by the chief examiner as unauthorised material into the examination room;
- (d) A candidate attempting to copy from another candidate's work or permitting another candidate to do so;
 - (e) Copying answers from any source in the examinations room;
 - (f) External assistance from any person in the examinations room;
 - (g) Unauthorised absence from an examination;
 - (h) Cheating in examination;
 - (i) Indication of having prior knowledge of the examination questions;
 - (j) Impersonating or tempting to take the place of a valid candidate;
 - (k) Improper behaviour, not limited to Noise making, disobeying supervisors or invigilators or behaviour tantamount to disruption of peace in and around the examination room;
 - (l) Substituting of answer scripts;
 - (m) Substituting question papers with written summaries or outlines
 - (n) Starting to answer an examination before time or before the invigilator allows so;
 - (o) Going or continuing to write beyond the stipulated time or when the invigilator has said stop writing;
 - (p) Entering into the examination room with or using another students' fees Examination Card;
 - (q) Tearing answer booklets into loose sheets, or folding scripts in any way;
 - (r) Writing on the question paper during examination time;
 - (s) Taking more than five minutes in a toilet or outside the examination room after seeking permission or time to ease yourself; Possession of forged documents before or during examinations, e.g. examination cards, answer, booklets, fees ledgers, bank slips etc. in the examinations room;
 - (t) Causing disturbance in or near any examination room;
 - (u) Dishonesty, destruction or falsification of any evidence or irregularities;
 - (v) Failing to adhere to the instructions or lawful orders of the invigilator;
 - (w) Talking while in the examination room without authority from the invigilator;
 - (x) Destroying evidence after being caught with unauthorised material during examinations;
 - (y) verbal communication and/or gesturing during examinations;
 - (z) exchanging of documents or answer scripts;
 - (aa) plagiarism;

- (bb) borrowing of materials from other candidate(s) in the course of examination;
- (cc) removing examination script from an examination venue;
- (dd) interfering the invigilator from performing his/her duties in the course of the examination;
- (ee) Going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
- (ff) It is an offence for students serving in the Armed forces to possess firearms and dressed in uniform (such as army fatigue) on campus premises. It is recommended that, such materials be deposited with the nearest police station;
- (gg) Any other form of malpractice in and around the examination room;
- (hh) In this regulation: "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of players, computers, soft drinks (except where water is permitted) and alcoholic drinks and any other material as may be specified from time to time by the DVC in charge of academics, the Principal of College, Dean of a School, Director of an academic Institute or Head of an academic department.

Penalty for possessing unauthorised material **7.28** Any student found guilty of possessing unauthorised material in an examination room shall be discontinued from the University.

Other Examination Malpractice Penalties **7.29** Any student found guilty of committing other examination irregularities or misconduct shall be subjected to any one or more of the following penalties as the Students' Disciplinary Committee (sitting as an Examinations Irregularities Committee) shall deem appropriate:

- (a) Caution/advice;
- (b) Cancellation of examination results in the specific sitting;
- (c) Cancellation of all examination results in the specific semester concerned at the student's cost and peril;
- (d) Disqualification from the remaining examinations;
- (e) Discontinuation from the University;
- (f) Suspension for a specified period of time;
- (g) Immediate Arrest;
- (h) The automatic penalty for impersonating, substituting scripts or being in possession of forged documents like examinations cards, payment vouchers, answer booklets or forged signatures shall be dismissal from the University or otherwise as the Disciplinary Committee shall deem appropriate on the circumstance;

- (i) The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination Irregularity, except for those found in possession of unauthorised material; depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem Appropriate;
- (j) A candidate given a lesser punishment apart from discontinuation from the University shall be discontinued from the University if found guilty of committing any other examination irregularity subsequently.

Right to appeal the decision of the disciplinary committee

7.30 (1) A student who has been discontinued from studies due to examination irregularity shall be informed of his/her right to appeal against the decision to the Students' Disciplinary Committee.

(2) The appeal must be submitted within seven (7) working days from the date of receiving the letter or decision.

(3) The student's appeal shall be handled by the Examinations and Appeals Committee (sitting as the Students' Disciplinary Appeals Committee) which shall prepare and submit a recommendation to the Academic Board or Senate.

Procedure during hearing

7.31 The Committee hearing the examination malpractice case shall have powers to determine which process to follow taking into consideration principles of natural justice.

Notification of semester examination results

7.32 The University has the responsibility, through the office of the Academic Registrar, as soon as possible following the conclusion of the Senate meeting, to publish the Examination results. The released results shall contain:

- (a) The examination number of candidates;
- (b) The overall result for the candidate with GPA;
- (c) The requirements if any relating to re-assessment;
- (d) Whether the student is to repeat or progress; and
- (e) Examination results for NTA level 4, 5 and 6 in health science related course programs shall be published the provisionally subject to approval by the Tanganyika Medical and Training Board (TMTB) as recommended by the participatory organs.

Provisional statement of results

7.33 The provisional statement of results for the specific semester can be requested for from the Deputy Academic Registrar in Charge of Examinations through the respective Deans of Schools and Faculties.

Grade Appeal process

7.34 (1) Although faculty members are generally the best judges of student's performance, there may be time when a student believes a grade is unfair. In such cases, if the student is not satisfied with the released marks or grades, an appeal may be made to the Head of Department of designee offering the course.

(2) The recipient of the appeal should ask the student to return to the faculty member who assigned the grade for further consultation:

- (a) If the instructor is no longer associated with the University, the Head of Department offering the course will appoint a Faculty

- surrogate who will assume magisterial authority of the instructor record at this level of appeal;
- (b) If a mutually satisfactory agreement is not reached, the student may request that the Head of Department form a committee of Faculty peers of the Faculty member who assigned the grade;
 - (c) If the Head of the Department believes the student's case is not legitimate, this reservation is reported to the Dean of the Faculty. No Review is conducted unless the Dean believes the complaint has merit;
 - (d) The Faculty member or the student may challenge and have replaced one of the members of the committee giving valid reasons for the challenge;
 - (e) The committee meets separately with the faculty member and the student to explore the full particulars of the case. A non-participating observer of the student's choice may attend the meeting;
 - (f) After the committee has reviewed the case thoroughly, it issues to the Dean (with a copy to the faculty member) a written recommendation that includes the reasons for its finding;
 - (g) At this time the Faculty Member has an opportunity to take the recommended action if any;
 - (h) If the matter is not resolved at this point, the Dean considers the committee recommendation and makes a recommendation to Senate through Academic Registrar;
 - (i) The decision of the Dean is not subject to further appeal. If the Dean decides that a change of grade is appropriate and the faculty member refuses to make the change, then the Dean may request the Senate to do so;
 - (j) In select cases, a student may request a delay from the Dean in imposing academic suspension because of a pending grade appeal that could change the students' status. An approved delay allows the student to register;
 - (k) Students who feel the decision rendered by a faculty/School is unfair they have the right to appeal to the University Appeals Committee on decisions regarding requests for academic actions;
 - (l) All appeals to the committee for this purpose shall take place only after Senate has discussed and approved the results and must be in writing, and they must demonstrate that the student has exhausted all options within the Faculty/School;
 - (m) No appeal pertaining to the conduct of any University examinations and marking of scripts thereof shall be entertained unless the appeal is lodged with the appropriate University authorities in accordance with these regulations within one month from the date of publication of the results;

(n) All appeals to the committee shall be made through the office of the Academic Registrar;

(o) The burden of proof rests with the student, who must provide clear and convincing documentation to support the contention that the decision was unfair;

(3) All appeals shall be accompanied by a non-refundable appeal fee of Tshs 50,000/= per course or as Council shall direct from time to time to be paid before the appeal is lodged;

(4) Senate shall appoint independent examiner who was not involved in teaching or examining the course to re-grade the scripts and report back to Senate.

(5) If the grade appeal is successful, the official transcript is corrected and the student continues in classes as a student in good academic standing.

(6) If the grade appeal is not successful, the student is required to stop attending all classes immediately and no record of registration for the academic period appears on the transcript.

(7) The appeals of candidates pursuing health related courses specifically NTA level 4, 5, and 6, who have not satisfied the examiners in addition to the above, should follow the process described in the training regulation of the Ministry of Health and Social Welfare.

Assessment of awards

7.35 (1) To be eligible for an award in KIUT, a candidate must pass the assessment and satisfy all the requirements of the University as per the policies, rules and regulations that may be passed from time to time.

(2) Where an assessment comprises mandatory and elective subjects then a candidate may be permitted to be assessed in more than the required number of electives. In those circumstances the result obtained in the candidate's best elective assessment shall be used to determine the overall result.

(3) The classification of the award shall be on the basis of the performance of the candidates as is indicated by the cumulative grade point average CGPA.

(4) A graduation candidate must achieve a minimum cumulative GPA of 2.00 for undergraduate degree and 3.00 for postgraduate degree.

Degree awards Classification

7.36 (1) The award of a degree with honours may be made with the classifications as set out below:

Class	Letter Grade	CGPA Range
First Class	A	4.4 – 5.0
Second Class –Upper Division	B+	3.5 – 4.3
Second Class –Lower Division	B	2.7 – 3.4
Pass	C	2.0 – 2.6

(2) The final degree classification for health science degrees shall be as follows:

Class	Letter Grade	GPA Range
First Class	A	4.4 – 5.0

Second Class –Upper Division	B+	3.5 – 4.3
Second Class –Lower Division	B	2.7 – 3.4
Pass	C	2.0 – 2.6

Classification of Diplomas and Certificates

7.37 (1) All diploma and certificates of the University apart from those in health science related course programs shall not be classified except with the special permission of Senate and upon recommendations of the Board of a relevant College, School or academic Institute.

(2) Where the Senate grants special permission for classification of a diploma, the provisions for classification of award for degree programs shall apply subject to such necessary modifications, variations and conditions as the Senate may impose or prescribe.

(3) The final Grade Point Average (GPA) for health related course programs at NTA level 4 and 5 shall be computed from credits and grade weights and classified as shown below:

Class of Award	Cumulative GPA
First class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9

(4) The Grade Point Average (GPA) for health-related course program at NTA level 6 shall be computed from credits and grade weights and classified as shown below:

Class of Award	Cumulative GPA
First class	4.4 – 5.0
Upper second class	3.5 – 4.3
Lower second class	2.7 – 3.4
Pass	2.0 – 2.6

University award

7.38 (1) KIUT is licensed to award its candidates with Certificates, Diplomas, Bachelors Degree, Postgraduate Diplomas and Degrees.

(2) The Senate, Faculty, School or academic Institute, upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to Senate through the relevant Board of a College, School, Faculty or Academic Institute that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.

(3) The Senate may confer degrees and grant diplomas, certificates or other awards of the University on or to candidates who satisfy and are recommended in accordance with this regulation for such conferment or grant by, the Board of Examiners in a College, School, Faculty or Academic Institute.

Graduation exercise **7.39** (1) Every year the University organises a graduation exercise which is always held in the month of November in order to provide an opportunity for students and their families to share in the conferral of academic degrees.

(2) During the exercise degrees, diplomas, and certificates are conferred upon deserving candidates. Graduation dates can differ, management reserves the right to determine the graduation dates and month.

Issuance of degree and transcripts **7.40** (1) The Senate shall issue certificates for degrees, diplomas, certificates or other award to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended to and approved by the Senate for the conferment or grant of such degree, diploma, certificate or other award.

(2) The University shall try as much as possible to issue the degrees and transcripts on the day of graduation. However, due to various reasons or unavoidable technicalities the issuing of degrees and transcripts may be delayed.

(3) A certificate shall be issued only once for the same degree or award.

(4) The degree and one copy of the transcript is given to the student in person, Telephone or email requests for transcripts shall not be accepted.

(5) Official certificates bear the institutional seal and signature of the Deputy Vice Chancellor of Academic Affairs and the Vice Chancellor. Certificate and transcripts may be withheld if the student has an unresolved obligation to the University.

(6) A student is required to verify the grades/information on his/her transcript/certificate before accepting it.

(7) A fee payable as Council may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.

(8) The University shall have a right to recall a degree, diploma or certificate from any person who obtained it by fraud or after it is founded that he/she was admitted in error.

Loss of Certificate **7.41** In case of loss or total or partial destruction of the original certificate or a copy thereof, the final grades of all courses taken by a student shall be entered in the transcript. University (Office of the DVC AA or such other office as the DVC AA may authorise in writing) may issue a copy or another copy on condition that:

- (a) The applicant produces a sworn affidavit;
- (b) The certificate so issued shall be marked "COPY" across it;
- (c) The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof;
- (d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place; and
- (e) A fee as may be prescribed from time to time by Council shall be charged for the copy of certificate issued.

Disposal of examination answer books **7.42** Unless otherwise retained by the University Library for archival purposes all used examination answer books can be destroyed after the expiry of one year from the date of sitting for the examinations. The Examinations Department shall, with respect to examination answer books falling under various departments:

- (a) Create and maintain adequate records of actions and transactions affecting examination answer books, ensure that those records are properly maintained while waiting for any appeal or final disposal;
- (b) Initiate the disposal procedures of those examination answer books for which there is no further need;
- (c) Initiate disposal of used examination answer books that have been stored by their departments for more than the storage time following respective Senate decision;
- (d) Identify and safeguard those examination answer books which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation;
- (e) Assist the University Library in selecting examination answer books designated for archiving purposes;
- (f) Designate a place or room as storage area for examination answer books awaiting appeals or final disposal;
- (g) Seek permission from the Vice Chancellor to dispose the examination answer books through Principals/ Deans/ Directors, AR and DVC AA. The request shall indicate the courses (including the sat session and academic year) whose scripts are to be destroyed;
- (h) Witness and keep close control over final disposal of examination answer books to ensure the confidential nature of contents of answer books remain inviolate;
- (i) Unless otherwise retained for archival purposes, Departments shall also initiate the final disposal of such other examination scripts as essays, objective question papers, laboratory works, models, studio papers or drawings that have been in retention or storage for the previous one year; and
- (j) The University Library shall keep; maintain in any format including electronic, all answer books selected by Departments and sent to the Library for archival purposes.

Conditions for graduation **7.43** The following shall be conditions for graduation:

- (a) A candidate must have satisfied all the requirements or requisites for a specific course program admitted on; and
- (b) The candidate must have filled the graduation clearance form available at the office of the Academic Registrar.

Cleaning up of granduands **7.44** Before graduation of students in the final year there shall be a list cleaning up of the granduands to make sure the list is in order. The cleaning up will include:

- (a) Making sure the right students are presented for graduation;

- (b) Checking that the correct names appear as per registration records;
- (c) Reminding all continuing students to mind their personal records so that they put them in order long before graduation time is due; and
- (d) Students should write to the DVCAA (through the Dean of Students) on any irregularity in their names long time before graduation time to avoid last minute rush and disappointment.

Collection of certificates by Proxy **7.45** Strictly, the practice for collection of a certificate and/or transcript is by the owner of the certificate and transcript. Collection of transcripts and/or certificates by a proxy is not allowed.

PART EIGHT

PROVISIONS RELATING TO STUDENTS' CODE OF CONDUCT, BEHAVIOUR AND DISCIPLINARY HEARINGS

Conduct in the University **8.1** (1) Every student should maintain a respectful and pleasant conduct in the University premises.

(2) A student is expected to observe etiquette and politeness in all circumstances;

(3) All students must abide by the University policies, rules and regulations and above all the student organization constitution.

(4) The language used within the University premises should reflect the refinement and usage expected of scholars and educated persons.

(5) Students are expected to refrain from any act of violence and other actions calculated to disrupt the work of the College/University or likely to bring the University or college into disrepute.

(6) Any student caught in the act of violence will face the University disciplinary committee or be dismissed from studies/ University.

Language **8.2** At all times, the mode of communication at KIUT shall be English.

Dress code **8.3** (1) Every student shall always be in neat mode of dress and decent at all times in the University.

(2) The University reserves the right to exclude any student deemed indecently dressed from the University activities including lecturers.

(3) The following dress code rule shall 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 function organised by the university in which the University is involved.

(a) The following shall be deemed appropriate dressing:

(i) Neat, Decent and well covered formals and semi-formals;

(ii) Clean shave and well-groomed hair is a must;

(iii) Jeans without holes;

(iv) T-shirts or Shirts with full or half Sleeve; and

(v) Skirts which flow well below knees.

(b) Unacceptable clothes for women include:

(i) Transparent dresses of any kind which is not supported by a reasonably heavy underskirt;

*Appropriate
dressing*

*Inappropriate
dressing for
women*

- (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, 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; and
- (xiii) Over-adornment with neck-laces, bangles, earrings or other jewelry and make-up which make someone look showy.

(c) Prohibited men's wear include:*Inappropriate
dressing for
male students*

- (i) Slovenly looking clothes such as '*mlegezo*' trousers and shorts which also show the under wear;
- (ii) All kinds of shorts or cut-offs;
- (iii) Un-buttoned shirts and sleeveless shirts;
- (iv) Clothing that reveals the torso;
- (v) Head stockings, caps (other than religious head wear e.g. The Muslim cap) hoods and bandannas worn round the head;
- (vi) Ear rings; and
- (vii) Jeans with holes.

(d) Prohibited dressing for both male and female:*Prohibited
dressing for
both male and
female*

- (i) Mini-skirts, sleeveless blouses/shirts/tops;
- (ii) Unwanted or provocative or obscene or inciting political, religious or obscene, captions and photos or designs on the dress are not allowed;
- (iii) Clothes with frayed hems and the beach comber type of clothes are also prohibited;
- (iv) Shorts or Half Trousers;
- (v) Any kind of tattoo on the body or limbs should not be disclosed.
- (vi) Leggings, stretch pants, spandex and the alike; and

- (vii) Any other kind of dress or clothing which the University will in the course of time finds to be inappropriate or indecent. An official statement will be made concerning such dress or clothing.

Enforcement of dress code rule

8.4 (1) All officers of the University including the administrative and academic staff are empowered to issue warnings and bar any student who does not follow the rules from attending any official University function and to report any violation of this code to the Dean of Students.

(2) The Dean of Students will take action and if found guilty a student may be issued any one or a combination of two or more penalties as provided for in this regulations concerning conduct of students including appearing before the students' disciplinary committee.

Alcohol, smoking and or taking intoxicating drugs

8.5 (1) It's a breach of regulations for a student to be within the University campus while drunk or intoxicated by the voluntary consumption of alcohol.

(2) No student shall take any intoxicating drugs such as khat, opium, cocaine marijuana or any other related illegal drugs in the mentioned category.

(3) Smoking of any kind is prohibited in lecture rooms, library, and halls of residence and or any other place in the University as may be necessary.

(4) Any student found smoking, drunk or consuming alcohol or intoxicated while in the University shall be punished by suspension of one academic semester.

Respect to authorities

8.6 Students are supposed to display respect to authorities at all times during and outside classrooms.

Sexual Harassment

8.7 (1) All students are expected to exhibit high standards of morality and respect for the opposite sex.

(2) Any student that is a victim of sexual harassment is expected to report the matter to immediate supervisor, Dean of Students, University Counsellor, or Vice Chancellor as the case may be.

(3) All care shall be taken to ensure confidentiality in such matters and careful action shall be taken to discipline the guilty party.

(4) After all counselling and warning have been issued, and the person continues in his/her acts of sexual harassment, he/she shall be dismissed from the University. Sexual harassment includes touching the other person's physical body without his/her consent; making indecent sexual remarks, or making sexual advances.

(5) For more information consult Sexual Harassment and Discrimination Policy available at www.kiut.ac.tz

Prohibition of misconduct and or general disciplinary

8.8 (1) Misconduct of any kind by students is hereby prohibited.

(2) For the purpose of these Regulations misconduct shall mean improper interference, in the broadest sense, with the proper functioning or activities of the University or of those who work or study in the University; or action which

offences otherwise damage the University image.

(3) The following is strictly prohibited and shall amount to a misconduct punishable by the Students disciplinary Committee:

- (a) Using or threatening to use force or striking a fellow student, an employee of the University or any other person at the University premises or any other place that the student may be under the auspices of the University;
- (b) Maliciously or recklessly damaging, defacing or destroying any property of the University, property under the care of the University or property belonging to any member of the University's community or authorized visitors;
- (c) Any act or conduct which is likely to obstruct or obstructs or frustrate or frustrates the functions, duties, activities or proceedings of any organ, member of staff, student or any authorized visitor to the University;
- (d) Unauthorized use of or interference with any technical, electrical, electronic or any other service or installation at the University or any other premises used by the University;
- (e) Inciting, conspiracy or preparing to incite either orally or by use of literature;
- (f) Unauthorized possession of a key for any room/office belonging to the University;
- (g) Disobedience or refusal or failure to comply with a lawful order or directive given by any staff of the University acting on his/her behalf or under an order from any competent organ or authority of the University.
- (h) Use of unacceptable language or use of slanderous, offensive, abusive, obscene or threatening language by any student against any person at the University or any other place where the student may be under the auspices of the University;
- (i) Dishonesty or forging a document or uttering a false document or perpetrating forgery, cheating, fraudulent dealings with intent to cause loss to the University, its employee, any other person, or university whether in cash or otherwise;
- (j) Knowingly inviting or entertaining a student, an organization, students or any other person(s) or groups known to have been barred from the University;
- (k) Refusal to attend a meeting convened or authorized by the Disciplinary Authority or any other authority of the University when summoned by written notice by such authority or organ;
- (l) Contempt of the Disciplinary Committee; or refusal to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary authority or any other competent authority of the University;
- (m) Unlawful Assembly or Unauthorized holding of student Baraza or gathering or any other meeting at the University's premises or anywhere else to discuss issues concerning the University
- (n) Drunkenness, drug abuse, disturbing noise, disorderly conduct of

- oneself and any kind of nuisance which is likely to cause disruption of learning, or sleeping in halls of residence, or interference of the work of any employee of the University or any other person lawfully performing any work for the University within the University's premises or any other place;
- (o) Inviting outsiders such as guest speakers and/or social entertainers, or journalists or any other persons howsoever described without prior written permission from the Dean of students or any other authority of the University;
 - (p) Rape or indecent assault and or physical or verbal attack and indecent behaviour towards any person by a student;
 - (q) Mismanagement or embezzlement of funds belonging to the students' organization or any other funds that may be available for students' use;
 - (r) Collecting or charging money from any student, student groups or any other person at the University without prior written permission from the Dean of students;
 - (s) Unauthorized carrying of lethal weapons which can cause harm to the owner or others and jeopardize peace;
 - (t) Mob action, class boycott, strikes and or demonstration by students without written permission from the Dean of students or any officer authorised by the University or rules which permission shall not be unreasonably withheld. Provided that where students shall boycott classes for three consecutive days they shall be suspended forthwith;
 - (u) Smoking within the University's premises;
 - (v) Conduct which does or is likely to cause damage, loss, defacement or violence to a person or property within the University provided that such conduct is that of a student towards another student, member or members of staff or any employee or employees of the University or the University itself, notwithstanding that the conduct in question occurred outside the University Campus;
 - (w) Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the University namely, the Vice Chancellor, Dean of Students, Dean/Director of relevant Faculty/Institute, Head of relevant Department, or Students' Organization, as the case may be depending on the intended audience and status of the guest speaker/social entertainers;
 - (x) Without derogating the right to freedom of expression, wilful 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;
 - (y) Using force or offering violence against or striking a fellow student, an officer or any other person at the University Campus or outside the University Campus;
 - (z) Act or conduct which is likely to obstruct or wilfully obstructs or

aims to frustrate or frustrates the implementation or the holding of:

- (i) Any lecture, class, laboratory work, research or other instructional activity given or authorised by the University
 - (ii) Any meeting, function or lawful activity authorised by the University
- (aa) 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 proceeding conducted under these Student By- Laws
 - (bb) Theft committed within or outside the University; for avoidance of doubt, where a student is charged with and convicted of theft under the law of the state, the University may take disciplinary measures against such a student notwithstanding that he is prosecuted and or punished by a court of law;
 - (cc) Unauthorized holding of Student's Organization's meetings, for avoidance of doubt, such Students' Organization's meetings as re-schedule in the University almanac currently in force shall be deemed to be authorised, provided that emergency meetings may be held only after the DVC AA has approved of the same if they have the effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorised by the University, provided further that in any other case, a five days notice shall be given to the DVC AA prior to the holding of such emergency meeting together with the agenda of the meeting;
 - (dd) Forming and /or establishing unauthorized student groups which are likely to cause disunity and disorder at the University or in the wider community outside the University;
 - (ee) Without derogating the right to freedom of expression, wilful writing of defamatory literature and/or 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, against the University, Government or any civil leader;
 - (ff) Mounting roadblocks on any part of the campus, stop motorists or any other person using the campus or public roads;
 - (gg) Illegal entry into another student's room;
 - (hh) Minor offences such as misconduct, violation of dress code, littering of campus, misuse of public property, becoming a nuisance or a bore to others;
 - (ii) Doing generally undesirable act; Doing or engaging in an act, which, in the judgment of the Vice Chancellor or Principal, is undesirable and likely to jeopardize harmony and security of the students and the University's community in general;
 - (jj) Fighting in the University premises, halls of residence on campus or affiliated to the University and or injuring another person;
 - (kk) Threatening, intimidating, coercing, or using physical force in a manner which causes another person to be reasonably apprehensive or which endangers the health or safety of oneself or another person;

- (ll) Harassing, or attempting to harass a person through repeated, unwanted communications or by putting another person in objective and subjective fear of injury or unreasonably causing severe or pervasive distress by: purposely following another person in public places or other places; communicating in an anonymous manner; or acting in another manner with the intent to harass a person;
- (mm) Obstructing, interfering, or denying another student the rights and privileges affirmed by the University;
- (nn) Violating students' organisation constitution, its related rules and regulations.
- (oo) Uses a telephone, social media websites, or any form of technology to carry out an offense;
- (pp) Committing any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent; or engages in unlawful, non-forcible sexual intercourse. This includes, but is not limited to, rape, forcible fondling, incest, and statutory rape;
- (qq) Engaging in a course of conduct or repeatedly committing acts towards another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person, or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person;
- (rr) Any unauthorized use of electronic or other device to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress;
- (ss) Forging, altering, taking possession, duplicating, or using documents, records, keys, identification, or computer accounts without consent or authorization by appropriate University officials;
- (tt) Falsifying information or records submitted to a University official or office;
- (uu) Failing without just cause to comply with the lawful direction of a University official acting in the performance of their duties and authority;
- (vv) Failing to present University identification or giving false identification or identifying information upon request by an authorized University official who has offered proper identification as to his/her status;
- (ww) Purports to represent the University or another person in the University community improperly and without authorization;
- (xx) Engaging in solicitation of any type in or on University property unless approved in advance by an appropriate University official;

- (yy) Disrupting or preventing the peaceful and orderly conduct of classes, lectures, quiet study, and/or meetings or deliberately interferes with the freedom of any person to express their views, including invited speakers;
- (zz) Engaging in conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another to do the same;
- (aaa) Violating any state or local law(s), as such violation is determined by the process outlined in this hand book for any other offenses;
- (bbb) Attempting to intimidate, coerce, influence, or retaliate against a person by any means in an effort to discourage or prevent their use of or participation in any disciplinary process or proceedings;
- (ccc) Attempting to influence the impartiality of any member of a disciplinary body prior to or during the course of a disciplinary proceeding;
- (ddd) Failing to respond to the request of a disciplinary body or official;
- (eee) Knowingly falsifies, distorts, or misrepresents information before a disciplinary body or disciplinary official;
- (fff) Disrupting or interfering with a disciplinary proceeding;
- (ggg) Passing any communication or correspondence of any form concerning the affairs of the University to student(s) or any other person through any form without authority from the Dean of Students. For purposes of this regulation, communication shall mean also correspondences whether formal or informal, by phone messages, facebook, whatsapp, twitter, emails or any related form;
- (hhh) Engaging in any political party's activities on campus and or conducting affairs or having a constitution which in any way or manner whatsoever offends or conflicts with the provisions of these rules or Charter or of any other written law;
- (iii) For the purpose of this section:
 - (i) "campus" includes any place where the activities or affairs of the institution to which a students' organization belongs may under lease or license take place, be conducted or where the residence of students is established, provided, organized or overseen whether regularly or intermittently or on a particular occasion or occasions
 - (ii) "Engaging in political parties activity" includes regular recruitment, training, registering or enrolment of political party members, regular organization of meetings, seminars and conferences for a political party or political parties, operating a branch office or cell or the like of a political party or political parties and matters of a similar nature
 - (iii) "Students' organization" includes its members
- (jjj) Planning or participating in an unlawful demonstration which shall include planning the route for the demonstration, encouraging the organizers of the demonstration and providing banners or posters for the demonstration;
- (kkk) Instigating or inciting students to boycott classes; For the avoidance

- of doubt, instigating or inciting shall mean and include persuasion, pressure, threats or encouragement with the intention that the student or students persuaded, pressured, threatened or encouraged commit(s) the offence in question;
- (lll) Unauthorized carrying of weapons within the campus which is likely to jeopardize peace; For avoidance of any doubt, weapons shall include but not limited to the following: firearms, sticks, knives, panga, clubs, etc.;
- (mmm) Collecting or charging money from any student or student groups without prior permission of the University organs; namely the Dean of Students, the Students' organization, or in special cases, the Dean/Director of the relevant Faculty/Institute or the Head of the relevant Department, as the case may be;
- (nnn) Mismanagement and/or embezzlement of student's organization funds and/or of any other recognized student society established under the auspices of the students' organization in accordance with the relevant provisions of the students organization's constitution for the time being in force; Sexual harassment of whatever kind;
- (ooo) Sexual harassment or discrimination of whatever kind;
- (ppp) Sexual Harassment for avoidance of doubt, may be physical, verbal, psychological in nature and may be committed by either sex and shall consist of any or all but not limited to the following:
- (i) Any repeated and unwanted verbal or physical gestures, sexual advances; or sexually explicit sign, statement or gesture
 - (ii) Derogatory statements, or sexually discriminatory remarks or indecent actions made by a student of the University which are offensive to the Institute's employee, 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
 - (iii) Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures
 - (iv) Belittling comments on a person's anatomy, persistent demands for dates
 - (v) Pressuring for sexual activity or favours
 - (vi) Asking about personal sex life, explicit sexual suggestions in return for reward
 - (vii) Telling lies or spreading rumours about a person's sex life with the purpose of assassinating the character of the victim
 - (viii) Unwanted physical contact of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting, grabbing, or cornering
 - (ix) Displaying of pornographic and sexually suggestive pictures and/or sexual objects

- (x) Transmitting offensive written, telephone or electronic communications of sexual nature
- (xi) Indecent exposure
- (xii) The use of one's authority or power, either explicitly or implicitly, or coerce another into unwanted sexual relations or to punish another for his or her refusal
- (qqq) 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;
- (rrr) Wilful 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 conducted under these By-Laws;
- (sss) Turning hostile or refusing without lawful excuse to give evidence having been called upon to give evidence before the Advisory Disciplinary Panel, or failing to answer a question or to produce a document or any other thing required by such a panel;
- (ttt) Failure or refusal to attend 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 by such Authority or organ as prescribed under these By-Laws;
- (uuu) Refusal or failure to obey any lawful order issued under the University regulations or rules promulgated by a competent organ of the University;
- (vvv) Knowingly inviting or entertaining a student or students in the University whose name or names appear on the University notice board as having been barred or otherwise known to have been barred from the University premises by a competent authority;
- (www) Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, University, or any other institution whether in cash or otherwise;
- (xxx) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any officer or employee of the University in the course of performance of such officer's or employee's duties;
- (yyy) Where a student is charged with a criminal offence which is not a misdemeanour under the law;
- (zzz) Unauthorised possession of a key to University property;
- (aaaa) Knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in that behalf;
- (bbbb) Unauthorized use of, or interference with, any technical, electrical or other service or installation of the University;
- (cccc) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic or administrative activity(ies) or both academic and administrative activities authorized by the University;
- (dddd) 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;

(eeee) Examination irregularity and or misconduct.

(ffff) Any other act the University may deem unwanted in the University.

Disciplinary procedure

8.9 Without prejudice to any specific penalties provided for in these Regulations, breaches of these Regulations shall first be reported to the Dean of Students who shall have powers to either warn, reprimand, counsel or require any such student concerned to rectify such a breach after giving him/her an opportunity to be heard or to forward the case to the Students' Disciplinary Committee depending on the gravity of the offence alleged. The Dean of Students may take action on his or her own motion where he/she witness or otherwise becomes aware of any breach of these regulations by a student:

- (a) (2) Non-compliance with the directives of the Dean of Students to rectify the breach, or repeated breaches of any of these Regulations by any student provided for under these Regulations shall be reported in writing by the Dean of students to the secretary of the Student's Disciplinary Committee;
- (b) Upon receipt of a report from the Dean of students the Disciplinary Committee shall meet within seven days to consider such breach;
- (c) At the meeting of the Committee, the student concerned shall be entitled to be heard together with any witnesses he/she may choose to bring in his/her support and the Disciplinary Committee shall have powers to summon any person to give evidence or information or produce anything in connection with such breach in order to enable it to arrive at an impartial and just decision; and
- (d) No irregularity of the proceedings of the Student Disciplinary Committee shall have the effect of nullifying the decision thereof unless it is proved that such irregularity actually occasioned a miscarriage of justice.

Preliminary procedures

8.10 When a complaint is made to and information is received by the Students' Disciplinary Committee that a student has committed a disciplinary offence, the following preliminary procedure shall be taken:

- (a) The Disciplinary Committee may require the student against whom such complaint is made or in respect of whom such information is received, as the case may be, to tender an explanation and may cause further investigations to be made and such further evidence to be obtained and may obtain such advice and assistance as is thought appropriate;
- (b) Provided that the Disciplinary Committee may in any case in which a complaint is made or information received, and shall in any case where he asks a student for such explanation as aforesaid, supply the student with copies of the complaint or summary of the information, as the case may be, and such particulars thereof as will enable the student to make answers thereto;
- (c) If the Disciplinary Committee is of the opinion that no prima-facie case has been made out against the student, he shall inform both the student and the complainant of his decision not to hold any disciplinary proceedings, in which case, no further proceedings shall lie in respect of that complaint or

information;

- (d) Where the Disciplinary Committee is of opinion that a prima facie case for disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute;
- (e) The Disciplinary Committee shall serve upon the student and the complainant a proper notice. Such notice shall specify the charge or charges in respect of which the disciplinary proceedings are to be held, and shall inform the charged student (hereinafter referred to as “the defendant”) and the complainant of the time and in this paragraph “a proper notice” in terms of time means notice given within a reasonable time provided that such time shall be not less than seven days from the date of service of the notice on the student to the date of holding the disciplinary proceedings; notice on the student to the date of holding the disciplinary proceedings;
- (f) The Disciplinary Committee shall serve such notice and the charges by delivery or tendering notes and charge signed by the DVC-AA;
- (g) The service shall be made to the student personally whenever practicable;
- (h) Where the Disciplinary Committee after using due and reasonable diligence cannot find the student (defendant) and the Disciplinary Committee is satisfied that there is reason to believe that the student is keeping out of the way for the purpose of service or for any other reason thus the notice and charge cannot be serviced by ordinary way. The Disciplinary Committee shall order the notice and charge be served by using Post Office and or any other means of communication available including e-mails;
- (i) Service substituted by the order of the Disciplinary Committee shall be as effective as if it has been made on the student (defendant) personally;
- (j) The Disciplinary Committee may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day and date;
- (k) The disciplinary proceedings shall be open, and shall be held in public provided that the Disciplinary Committee may, if he thinks fit, decide to hold disciplinary proceedings in public or exclude the public generally or any particular person;
- (l) At the opening of the disciplinary proceedings the charge or charges shall be read, and if the student concerned is not present;
- (m) The Disciplinary Authority shall satisfy itself that proper notice of the disciplinary proceedings was duly served on the student as prescribed above and of this section; and
- (n) If the student (defendant) fails to appear for hearing on the date and time fixed in the notice and charge without showing any sufficient cause to the satisfaction of the Disciplinary Committee. The Disciplinary Committee shall proceed ex-parte and will enter an ex-parte judgement.

Procedure during the disciplinary hearing

8.11 The Chairperson shall open the case and call upon the complainant to produce his evidence in support thereof:

- (a) The Disciplinary Authority shall then give opportunity to the defendant to state his case and produce evidence in support thereof;
- (b) At the conclusion of the case by the defendant, the complainant may address the Disciplinary Committee in reply; and
- (c) The Disciplinary Committee shall investigate and determine any dispute which is referred to him without regard to any law of evidence or procedure applicable to any court of law, and shall, subject to these Student By-Laws, be entitled to regulate as he sees fit, the procedure of any proceedings before him.

Adducing Evidence

8.12 (1) Evidence may be taken by the Disciplinary Committee by verbal or written statement:

- (2) Where a witness is called by a party he will first be examined by the party which called him and then cross-examined by the other party and if necessary again by the party which called him.

Decision of the Students' Disciplinary Committee

8.13 The decision of the Disciplinary Committee, arrived at with due regard to the advice of the Advisory Disciplinary Panel, shall be recorded under his own hand and shall be announced by him in any manner he may deem fit but most preferable in writing.

Students disciplinary committee

8.14 (1) The students' disciplinary committee shall be chaired by the DVC AA or any other person appointed on his behalf.

- (2) Where any member of the committee has a conflict of interest in a particular case such member shall not participate in the proceedings of the committee.

- (3) Five members of the committee shall constitute a quorum for the meeting.

- (4) The Students' Disciplinary Committee shall adopt its own procedures as it may deem fit provided that such procedures shall ensure that the principles of natural justice are observed.

- (5) All decisions at a meeting of the Student Disciplinary Committee shall be arrived at by a majority of votes of the members present. In case of a tie of votes the Chairperson shall have a casting vote in addition to the deliberative vote.

- (6) The Students' Disciplinary Committee shall have jurisdiction over graduate, professional, and undergraduate students for matters arising from the University policies, rules and regulations.

- (7) The Students' Disciplinary Committee jurisdiction and discipline shall pertain to conduct which occurs on University premises, in / on properties or buildings owned / operated by the University, or off-campus and which adversely affects the University community, including any of its members, and/or the pursuit

of its objectives and mission. In addition, illegal conduct off-campus may be adjudicated on campus as a violation of the Student Code of Conduct.

(8) The Students' Disciplinary Committee shall possess the authority to recommend and impose residence hall, examination malpractice and University-wide sanctions or punishments.

(9) The Committee shall conduct hearings, make findings of facts, recommend and impose disciplinary sanctions where appropriate, and provide due process for students while protecting the rights of all members of the University community.

(10) In extraordinary circumstances where the complexity of factual issues and/or matters of law so dictate, the Vice Chancellor may appoint an ad hoc hearing body to hear cases. Any proceeding before such an ad hoc body shall provide due process and ensure the rights of students.

*Rights during
the
disciplinary
hearing or
proceedings*

8.15 During the disciplinary proceedings, the University shall endeavour:

- (a) To describe its standards clearly;
- (b) To make known its standards in a form readily available in a manner, which, while not exaggerated in length, detail, or complexity, shall provide fair notice of what is expected and what is forbidden;
- (c) To apply rules and regulations fairly, impartially, and equally to all students who are similarly situated. For any disciplinary action for which sanctions may be imposed, the responding party shall have the right;
- (d) To be considered not responsible until found to be responsible, by preponderance of the evidence of a violation of the Student Code of Conduct, although the University retains the discretion to determine whether and when interim measures, described under "Sanctions" and other places within this code, are appropriate;
- (e) To be informed of their rights;
- (f) To be informed of all the penalties intended to be imposed;
- (g) To receive written and timely, notice of the conduct matter to be resolved;
- (h) To seek representation. Legal counsel shall be restricted to an advising role and are not permitted to speak or participate directly, but a non-attorney representative from the University community may advise and/or represent. This does not exclude representation by law students. Failure to secure representation will not cause a hearing to be postponed or cancelled;
- (i) To have a fair and prompt disposition of conduct matters under the relevant circumstances;
- (j) To elect to be heard by an impartial Disciplinary Committee. To elect to have a hearing in a private forum;
- (k) To be informed of the general nature of the evidence to be presented;
- (l) To confront and question all parties and witnesses, except in cases of sexual violence or when circumstances make this impractical;
- (m) To present a factual defence through witnesses, personal testimony, and other relevant evidence;

- (n) To request attendance of witnesses upon a showing of relevance;
- (o) To receive a written notice of the disciplinary findings and recommendations upon request at the conclusion of the process;
- (p) To be informed of all decisions within a reasonable time;
- (q) The right not to have his or her irrelevant past sexual history discussed during the hearing; and
- (r) To appeal a decision if not satisfied with the decision of the Students' Disciplinary Committee.

Penalties **8.16** The Student Disciplinary Committee may impose any of the following penalties in appropriate cases

8.17 ses:

- (a) A verbal warning;
- (b) Reprimand;
- (c) A written warning;
- (d) A severe or strong warning;
- (e) A fine commensurate with the nature of the offense committed;
- (f) A suspension from classes, University or hostel for a period not exceeding one year at the student's own expenses;
- (g) A dismissal or expulsion from University;
- (h) Immediate arrest;
- (i) Disciplinary Probation — A conditional retention of student status for a specified period of time. During the probationary period, a student may be excluded from representing the University in intercollegiate athletics, holding a student office or similar position, or other extra-curricular University activities. Such loss of privilege(s) will depend on each individual set of circumstances. A record of Disciplinary Probation shall be maintained in the Dean of students' Affairs office and any other appropriate person(s)/office(s) to which the sanction applies;
- (j) Compensation;
- (k) Counselling;
- (l) Loss of University privileges including removal from University halls of residence, Loss of such privileges as may be consistent with the type of violation and the rehabilitation of the student;
- (m) Any other penalty provided as in other University rules and regulations specifically;
- (n) Without prejudice to the provisions of these By-Laws regarding disciplinary offences and penalties, the Disciplinary Committee may consider any other misconduct not listed in these rules but the result of which may damage the mission and vision or objects of the University and in doing so, may decide on appropriate penalty as it deems fit, depending on the gravity of the misconduct; and
- (o) The Vice-Chancellor may, on advice of the Disciplinary Committee and subject to approval by Council, suspend a student from studies while proceedings of

his/her case are going on, if in the Vice-Chancellor's opinion the remaining on campus of such student poses a threat to peace and security of the University.

Remedies **8.18** (1) Notwithstanding the penalties as provided for above, the Student's Disciplinary Committee or any other competent body may require any student guilty of a disciplinary offense to pay compensation, make restitution or any other remedies as may be determined for the loss or damage caused to the University or any other injured party.

(2) Or specifically pay the money embezzled or collected, the property damaged as the case may be, with or without an interest thereon. Provided that the Disciplinary Committee may instead require that such student found guilty of a disciplinary offence shall not graduate or obtain his certificate, diploma and/or academic transcript until the debt is discharged; and

(3) Compensation may be charged in full or in part for loss suffered as shall be determined by the Disciplinary Committee.

Review of previous committee decision **8.19** Where circumstances demand, the Disciplinary Committee shall have the power to revise its previous decision upon application by the student affected or the Dean of Students. Such review shall be confined to procedural irregularities only. The aggrieved party shall make such application within fourteen days from the date of the decision.

Imposition of a lesser penalty **8.20** Notwithstanding any penalty provided for under these regulations the Students' disciplinary Committee, Appeals Committee or any other competent body may impose a lesser penalty having duly considered the circumstances of a particular case.

Mitigation **8.21** Mitigation in a case is the prerogative of the accused. But mitigation by someone other than the accused, with or without pecuniary interests in the case shall not necessarily be considered by the Student Disciplinary Committee.

Students' Disciplinary Appeals Committee **8.22** (1) The Students' Disciplinary Appeals Committee shall be chaired by the Vice Chancellor or any senior person appointed on his own behalf.

(2) Where any member of the committee has a conflict of interest in a particular case such member shall not participate in the proceedings of the committee.

(3) Five members of the committee shall constitute a quorum for any proceedings.

(4) Any party aggrieved by the decision and/or penalty imposed by the Students Disciplinary Committee as provided for under these regulations may appeal to the Student Disciplinary Appeals Committee within 5 days from the date the penalty was imposed.

(5) Any appeal shall be in writing setting out the grounds of appeal.

(6) The Student Disciplinary Appeals Committee shall meet within fourteen days following the receipt of an appeal.

(7) When an appeal has been lodged with the Students Disciplinary Appeals

Committee execution of any penalty imposed by the Disciplinary Authority shall be stayed pending the determination of such appeal.

(8) Provided that the Disciplinary Committee may order execution of the penalty imposed depending on the nature or gravity of the offence in question.

(9) At the hearing of the appeal the appellant shall be entitled to be heard. No other person in representative capacity for the appellant shall be allowed to appear before the Student Disciplinary Appeals Committee. The appellant shall be heard on the grounds of appeal as submitted and no other ground shall be entertained without leave of the chairperson. Appeals based solely on pleas for mercy shall not be entertained

(10) Any member of the Students Disciplinary Committee who took part in the decision, which is the subject of an appeal before the Students' Disciplinary Appeals Committee, shall not take part in the hearing of such appeal.

(11) In determining an appeal the Student Disciplinary Appeal Committee shall have powers to confirm, vary or set aside any decision and/or enhance, reduce or set aside any penalty imposed by the Student Disciplinary Committee. Where the Appeal Committee is of the opinion that the proceedings of the Students' Disciplinary Committee were so unprocedural as to occasion a miscarriage of justice it shall order a rehearing.

(12) The decision of the Student Disciplinary Appeals Committee on such an appeal shall be final and conclusive.

PART NINE

PROVISIONS RELATING TO GRIEVANCE PROCEDURES

- Policy statement* **9.1** The University shall enforce self-discipline in all the students and ensure a just and participatory dispute settlement, mediation and conflict resolution system in which students and their participatory organs at hall, faculty and other levels are involved.
- Students grievances and procedure* **9.2** To maintain an academic community according to the University standards, students must report all alleged violations or grievances to the appropriate office(s) in writing without fail. Students must observe the following procedure and channel to lodge their grievances.
- Academic matter* **(a) In case of academic matter the following procedure and channel or order shall be followed:**
- (i) Class representative or if it is a personal problem directly to;
 - (ii) Lecturer concerned or if it does not concern the lecturer then directly to;
 - (iii) Administrator in the School or Faculty or Department concerned;
 - (iv) Head of Department;
 - (v) Dean of School or Faculty;
 - (vi) Members of Parliament in respective course programs and or ministries of the students' organization in charge of the respective matter. On behalf of the students, the Guild Representatives shall forward the matter to;
 - (vii) Academic Registrar through the Dean of Students office;
 - (viii) DVC AA; and
 - (ix) Vice Chancellor or Principal.
- Social or personal matter* **(b) In case of Social or Personal or administrative Matter the following procedure and channel or order shall be followed:**
- (i) Wardens or matrons for halls of residence;
 - (ii) If it is at the Department, faculty or school level, then the Head of Department and later the Dean if the student so wishes;
 - (iii) University Counsellor if the matter requires guidance and counselling;
 - (iv) Director of Students Affairs;
 - (v) DVC-AA or DVC FA; and
 - (vi) Vice Chancellor or Principal.

*University
Administrative
or Management
matter*

(c) In case of any University administrative or management matter the following procedure and channel or order shall be followed:

- (i) Class Representative;
- (ii) Head of Department;
- (iii) Dean Faculty or School;
- (iv) Member of Parliament or Students Representatives in respective course programs and or ministries of the students' organization in charge of the respective matter;
- (v) KIUTSO Guild President;
- (vi) Dean of Students;
- (vii) Deputy Vice Chancellor/ DVC AA if it is an academic question or matter or DVC FA if it is an administrative question or matter; and
- (viii) Vice Chancellor/Principal

*Contents of the
written
complaint
letters*

(d) The written complaint letters above shall contain the following:

- (i) Summary of the grievances or complaints;
- (ii) Suggestions to the possible solutions to the grievances or complaints;
- (iii) Names, registration numbers and signatures of group leaders of students with complaints or grievances; and
- (iv) A list of affected students with their signatures, contact telephone numbers and registration numbers.

Demonstrations

9.3 It is accepted that the students may wish to take part in peaceful demonstrations either on campus or outside campus. However, students should first exhaust the grievance processes stipulated in these regulations before they resort to demonstrations. Demonstration shall be held following the procedure as hereunder:

- (a) It must be in accordance with the laws of Tanzania pertaining demonstrations;
- (b) The Guild President KIUTSO government must be informed in writing at least fourteen (14) days to the day of demonstration copied to the Dean of students;
- (c) The Director of Students Affairs must be informed in writing at least seven (7) days to the day of demonstration copied to the Vice Chancellor, DVC AA and DVC FA;
- (d) The written letters to the Dean of Students and or Guild President should contain the following:
 - (i) Summary of the grievances or complaints or reasons for demonstration

- (ii) Suggestions to the possible solutions to the grievances or complaints or reasons for demonstration
- (iii) Names, registration numbers, telephone contacts and signatures of group leaders of students with complaints or grievances
- (iv) List of all students with grievances or complaints with their registration numbers, telephone contacts and signatures
- (v) Date and time of demonstration
- (vi) Place of demonstration
- (vii) Manner of demonstration
- (viii) Whether permission has been sought from Police and accepted
- (ix) A commitment note that the demonstration shall be peaceful

Mounting road blocks **9.4** No student or group of students shall mount roadblocks on any part of the campus, stop motorists or any other person using the University roads or public roads. Any student who does the contrary shall be expelled from the University or given any other punishment as the students' Disciplinary Committee shall deem appropriate.

Boycotts and Strikes **9.5** Strikes and lockouts are strictly discouraged in and outside the University. Students are advised to follow and exhaust grievance procedures and mechanisms before resorting to strikes and lockouts. The same provisions as in demonstrations above concerning demonstration shall apply to boycotts and strikes *mutatis mutandis*.

Students' participation and consultation **9.6** (1) For cross-cutting student problems such as student loans, academic matters and administrative issues, all faculties must be consulted so that no group of students from other faculties are dragged into a boycott, demonstration or strike which does not concern them.

(2) Any student who shall be found forcing not interested students into a boycott, strike, demonstration or gathering shall be in breach of these regulations and shall be expelled from the University.

Secret voting to stage a boycott, strike and or demonstrations **9.7** (1) For students to go for demonstration, boycott and or strike after having exhausted all the grievance procedures, the students shall vote by way of secret ballot and the voting process shall be observed by the Dean of students and if possible a neutral third party.

(2) In circumstance where after carrying on the secret ballot voting and the majority of the students do not support the boycott, strike or demonstration, no student shall be allowed to stage any of the demonstration, strike or boycott.

(3) The minority group shall at this level, headed by the Guild President visit the Dean of Students to find mechanisms of solving the grievances otherwise shall be liable to expulsion from the University on grounds of disrupting academic

programs.

*Gatherings,
Assemblies and
or meetings*

9.8 (1) Unauthorised gatherings or meetings within and outside the University are strictly prohibited. Students are requested to seek permission from the Dean of Students before any meeting or gathering is held.

(2) Any student that participates in any unauthorised gathering commits an offence and shall be liable to a suspension or expulsion or a punishment as the students disciplinary committee shall deem fit and appropriate depending on the circumstance.

*Duty of the
students Guild
Union
President in
handling
grievances*

9.9 It is the duty of the Students Guild union President to liaise with the Dean of Students to make sure that students' grievances are ironed out in a shortest period of time possible. The Guild Union President should prove that they tried to iron out the issues with the responsible persons but nothing was fruitful for students to be entitled to boycott, strike or demonstration.

*Powers of the
Vice
Chancellor or
Principal*

9.10 The Vice Chancellor or Principal reserves the powers to indefinitely or definitely suspend any student for any period of time not exceeding one academic semester who is believed to be a threat to the University or whose intention is to disrupt academic programs or any other reasonable ground that the presence of the student in the University shall cause more harm in order to give way for further investigations.

PART TEN

PROVISIONS RELATING TO PRACTICAL TRAININGS AND OR FIELD WORK PRACTICE

General provision **10.1** Practical training or Field work practice is organized by different Schools/Departments, Directorates, Departments depending on the course a candidate is offering or doing. Candidates are advised to crosscheck with the Faculty/Department/School/Directorate rules and Regulations at the beginning of each course programme to ascertain when and procedure to follow when it comes to Practical training or field work practice.

Objectives **10.2** The objectives of the practical training and or field work practice shall include the following:

- (a) To provide an opportunity for a student to integrate theory and practice;
- (b) To obtain training and valuable experience in a real-life situation, which cannot be simulated in lecture rooms, or computer laboratories;
- (c) To enhance students' skills, knowledge, work abilities, attitude towards their areas of specialization, develop habits of rigorous thinking and get exposed to managerial responsibilities; and
- (d) To create a closer link with potential employers, generate more knowledge from visits and students' reports and initiates opportunities for research and consultancy with employers.

Roles of the attached institution or company or organization **10.3** The roles of the attached Institutions or company or organization shall include:

- (a) To assign an internal supervisor to the student;
- (b) To assign tasks/ duties to students in accordance to the latter's field of training; preferably problem-solving assignments;
- (c) To make sure that each student executes his/ her assigned duties;
- (d) At the end of the period of training, to evaluate the students' performance and give a report; and
- (e) To complete the training certificate.

Permission to undertake practical training or field work practice **10.4** Any student who undertakes practical training or field work practice without the authority of the University College School/Faculty/Department shall be deemed not to have undertaken Practical training. Permission for time off during Practical training can only be given by the External Supervisor and the School/Faculty/Department where the candidate falls in writing.

Posting letter **10.5** Posting of students is done in writing by the Faculty or School Dean after payment of fees. The student must present the posting letter from School/Faculty/Department before being accepted for Practical training.

Supervision and failing practical training or field practice **10.6** Every student doing practical training or field practice shall be under the supervision of both the internal and external supervisor. At the end of the training period, both the internal supervisor and the External Supervisor shall assess the performance of the student; through interviews, observation, and perusal of documents drafted etc. unsatisfactory performance means a student has failed the practical training or field practice and has to repeat it.

Confidential report from the external supervisor **10.7** Students have to work under the supervision of the External Supervisor who will have to write a confidential report about the students to be submitted the Faculty/School/Department/Directorate. The University academic staff will visit a student at the Practical training station at least once.

Report from students **10.8** Students must also submit a report about their clerkship to the Faculty/School/Department/Directorate for evaluation.

Roles of internal supervisors **10.9** The roles of the internal Supervisor from KIUT shall include:

- (a) Physically visit students at the place of work (on weekdays);
- (b) Check the student's attendance log sheet;
- (c) Check the schedule of duties which are assigned to the student;
- (d) Discuss performance and conduct of the student with the external supervisor;
- (e) Discuss progress/ problems (if any) with the student;
- (f) Assist to solve student's problems (if possible);
- (g) Evaluate the students' performance and report the grades accordingly;
- (h) Grade the student's field report and submit the grades to the School or Faculty;

Procedure during practical training **10.10** The Procedures During Practical Training shall be as follows:

- (a) Each student will request his/her External Supervisor to fill in, and sign an Arrival Note within the first week after reporting for Practical training;
- (b) The student should work under supervision of the External Supervisor;
- (c) The student has to submit a daily roster to the External Supervisor for signature;
- (d) The student has to observe confidentiality;
- (e) The student has to be punctual at work, and has to portray a high level of integrity and respect to others;
- (f) A student who will not complete practical training with no obvious reasons will score a failing grade;

- (g) Students are expected to make their own arrangements for travel to their respective PT work stations;
- (h) Students must be in attendance for the whole period of the training. Punctuality is emphasized;
- (i) If absent from duty due to illness, the student must report to the Internal Supervisor on return giving full explanation including a medical report;
- (j) If absent for more than three days due to illness, besides informing the internal supervisor, the student should inform the Practical Training Coordinator, as well, enclosing a copy of the medical report;
- (k) Absence from work place for no apparent reason, may result into failing the practical training; and
- (l) Permission of the Internal Supervisor must be obtained in advance if a student wishes to be absent for any reason other than illness. A written permission to leave before the end of the Practical Training Session must be obtained from the Practical Training Coordinator, through the Internal Supervisor.

Not completing practical training **10.11** Each practical training session, shall be treated as a subject of the current academic year. NOT completing a Practical training will mean a failure in that Practical Training.

Assessment **10.12** (1) KIUT has set detailed assessment procedures; oral tests will be organized if and when required. Overall assessment will be based on originality and creativity in terms of presenting facts and solving problems. Grades will be allocated as per each faculty rules and regulations. Students should visit their respective Deans for guidance.

(2) For the student's fieldwork report to be assessed there must be evidence that he/she actually attended the training. In addition, a report from the student's external supervisor must be submitted to the University. It is part of the student's assessment.

(3) The University reserves the right to confirm the authenticity of the external supervisor's report.

(4) Each student is expected to submit his/her own report together with Log Book that has been signed by Field Supervisor (employer) and the visiting supervisor from the University. Any report found to have been copied (plagiarized) would be nullified and awarded a zero score.

Failing practical training **10.13** A student, who fails in the Practical training, will hold supplementary examinations in the following year. A student, who fails in the supplementary, shall be discontinued forthwith from the University.

Students who do not go to places allocate to them for the training **10.14** Students who do not go to places allocated to them for practical training without satisfactory reasons will be deemed to have failed their practical training and will, as a result, be discontinued from their studies.

Postponement of the training **10.15** Students, who are allowed to postpone any session of the practical training on medical or any other grounds, shall be required to do the training during the session of the subsequent year, together with students who will be supplementing.

Change of work place **10.16** If any change of work place is to be made for any reason, the student must report to the University (field coordinator or posting officer) immediately in writing. The report on this change should consist of the student's own letter and a letter of acceptance from the organization he/she intends to move. The letter should contain reasons for change of work place.

Effect of Non-compliance **10.17** Non-compliance with any of the requirements herein provided will be considered as non-fulfilment of the requirements for the practical training.

PART ELEVEN

SEXUAL HARASSMENT

Policy statement **11.1** (1) Sexual harassment is prohibited both in, or on University Campus and off University Campus settings, when student or staffs are in class or participating in other programs or during employment.

(2) Harassment in any shape or form is an affront to human dignity and all students must avoid it. No student should engage in any form of harassment and must be above any suspicions of it have the right to an environment free of harassment. All University professionals and students are expected to exhibit high standards of morality and respect for the opposite sex.

Definition of sexual harassment **11.2** Sexual harassment shall be defined as:

- (a) Unwelcome or unwanted sexual advances, request for sexual favours, conduct of a sexual nature, or other conduct based on sex affecting the dignity of women or men, or unwelcome physical, verbal, or non-verbal conduct of a sexual nature, which may include:
- (b) Exposure of sexual body parts;
- (c) Unwanted verbal communications, sexual epithets, jokes, written references to sexual conduct, sexual gossip, deficiencies or prowess;
- (d) Unwanted physical contact of intimate body parts such as: patting buttocks or stroking breasts, messaging any part, scratching the palm or deliberate brushing against the body;
- (e) Unwanted and persistent explicit or implicit propositions to engage in sexual activity such as sending sexually explicit telephone messages, E-mail messages, letters or notes;
- (f) Unwanted demands for sex in exchange for favour on submission to sexual advances by lecturers or University staff and or students;
- (g) Unwanted non-verbal conduct such as facial expressions, suggestive finger and other body gestures.
- (h) Conduct shall constitute sexual harassment if:
 - (i) The conduct is unwanted, unreasonable or offensive to the recipient
 - (j) Submission to such conduct is made earlier explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement
 - (k) The recipients rejection of or submission to the conduct is used as a basis for adverse decision affecting the recipient's employment or academic work
 - (l) The conduct creates a humiliating, embarrassing, intimidating or hostile

environment

- (m) A member of staff conducts himself or herself towards a student or vice versa
- (n) students conducts himself or herself towards another student
- (o) Sexual harassment may comprise a single, continuous act or omission.
- (p) Harassment can occur on University premises or, under limited circumstances, off campus. It can occur between people of the same or different protected group statuses.

Prohibition of sexual harassment **11.3** Sexual harassment is prohibited both in, or on University Campus and off University Campus settings, when student or staffs are in class or participating in other University programs.

Prohibition of retaliation **11.4** (1) A student or member of staff shall not retaliate against or victimize a person who complains of sexual harassment.

(2) A student or member of staff shall not retaliate or victimize a witness who provides evidence of sexual harassment.

(3) A person who retaliates or victimizes a complainant of sexual harassment brought in good faith commits a disciplinary offence, and shall on conviction be subjected to disciplinary action.

(4) The disciplinary action in (3) above shall reach out to all the agents, accessories, and accomplices of the person who retaliates.

False accusations **11.5** (1) A student or member of staff who makes a frivolous, malicious and vexatious or false accusation of sexual harassment against another person commits a disciplinary offence.

(2) A person convicted of an offence in sexual harassment shall be liable to any or a combination of the following:

- (a) Written warning;
- (b) Ordered to give a prompt public apology to the aggrieved party;
- (c) Ordered to compensate the aggrieved party;
- (d) Suspension;
- (e) Demotion; and
- (f) Dismissal.

Sexual Harassment Complaint **11.6** A student who feels that he/she has been sexually harassed, can report the same to any person in authority he/she trusts or to the Dean of Students or to the University Counsellor:

- (a) When a person in authority receives a complaint of sexual harassment, that person shall, as far as practicable, treat the complaint with utmost confidentiality;
- (b) Where it is necessary to interview a witness, the person in authority, committee

or council handling the case shall maintain strict confidentiality;

- (c) Any person handling any complaint of sexual harassment and any party to the complaint shall treat the complaint with confidentiality except where disclosure is necessary to prevent imminent harm;
- (d) Anonymous complaints are not permissible.

Enforcement and procedure

11.7 (1) There shall be a committee called the University Sexual Harassment Committee (USHC) comprising of a Chairperson and four or six other members to be appointed by the Vice-Chancellor.

(2) There shall be sub-sexual Harassment Committees (SSHC) at every College, Faculty, School, Institute or Administrative Department, as may be composed by the respective Boards, chaired by the Head thereof.

(3) Each Committee shall be composed of persons of high integrity and at least 50% shall be women. An ad hoc investigating Committee may be selected by the chairperson of the SSHC when need arises.

(4) Where the Chairperson is the subject of the complaint, the Deputy Chairperson shall be responsible to select the ad hoc investigating committee.

(5) The decision of the SSHC shall be subject to appeal to USHC.

Lodging a complaint of sexual harassment

11.8 (1) A student may make a verbal or written complaint of sexual harassment to a student leader, Head of Department, Deputy Director, Director, Deputy Dean, Dean or any member of the sub-Sexual Harassment Committee.

(2) The person above receiving the complaint would advise the complainant about conciliation. Where the complainant opts for conciliation, the recipient of the complaint, if not a conciliator shall refer the complainant to a conciliator preferred by the complainant.

(3) Where there is a verbal complaint, the person reported to may require the complainant to make a written complaint or the person reported to may record the statement and the complainant signs it.

(4) A written complaint shall contain:

- (a) Name and address of the complainant;
- (b) the date of complaint;
- (c) the date when the offence was committed;
- (d) the nature of the act or conduct complained of; and
- (e) any other relevant matter concerning the complaint of sexual harassment.

(5) A complaint lodged under the above Regulation shall be forwarded to the SSHC by the recipient thereof or by the complainant for further investigation, unless conciliation has been opted for by the Complainant.

(6) After all counselling and warning have been issued, and the person continues in his acts of sexual harassment, he or she shall be dismissed from the

University.

Investigation **11.9** The SSHC shall expeditiously cause investigation into a complaint of sexual harassment within the meaning of the provisions herein.

(2) An investigating Committee shall execute its duty with independence, objectivity and with due respect for the rights of both the complainant and the alleged harasser;

(3) A member of the investigating Committee shall not be connected with the allegation in any way; and

(4) A complaint shall be investigated and disposed of expeditiously and in any case disposed of within twenty-eight days of lodging the complaint unless for good cause the time is extended.

Security for a person reporting a complaint **11.10** Students who feel that a University staff or student is threatening him/her for sexual favours, should report the matter to the Dean of students or University Counsellor or Vice Chancellor or any other person in authority without fail and immediately. Students are assured utmost response to their complaint;

Effect of failure to report **11.11** Any student who fails to report sexual harassment to the person in authority or Dean of students or University Counsellor shall construe that he/she accepted the demand and or consented exchange for favour and both shall be liable for any act done in the event.

Application of the rule in conjunction with the staff manual or policies **11.12** The application of these rules if it so requires shall be read together with the sexual harassment rules and regulations in the staff manual.

PART TWELVE

PROVISIONS RELATING TO PARKING AND BRINGING VEHICLES IN THE UNIVERSITY

- General compliancy* **12.1** Any student who wishes to bring his vehicle to the University shall comply with the general law of the country governing the driving and parking of vehicles as well as the relevant rules which are in force on the University College.
- Packing on the roadways* **12.2** Parking is prohibited at all times on the roadways (except as posted), sidewalks, lawns, grounds, lanes, and throughways of parking areas. The University may have illegally parked vehicles towed away at the owner's expense which is paid before the vehicle is released or a fine levied.
- Speed while driving in the University* **12.3** Driving within the University should be at a regulated reasonable speed in order to avoid accidents. Any student caught or found driving recklessly or unreasonably shall be in breach of these rules and shall be punished by payment of fine of Tsh 30,000/= (thirty thousand).
- Parking in the University* **12.4** Parking in the University is at owner's risk. Students are advised not to leave any valuables in the vehicles for example computers, money among others and also install rocks within their vehicles that limit the possibility of the vehicle being stolen for example gear rocks, steering rocks among other mechanisms. The University shall ensure that there is security at all times in parking areas but shall hold no liability and responsibility for any loss or theft of vehicle or property left in the vehicle.
- Packing over night* **12.5** Leaving the vehicle in the University overnight is strictly prohibited. Students intending to leave their vehicles in the University in the night shall be required to fill a night parking form or obtain written authority from the Director of Estates or a person in charge of security. Any vehicle left in the University overnight shall be towed away at the owner's expenses which shall be paid before the vehicle is released or payment of fine of Tshs.10,000/= on the University's account.
- Check in and out* **12.6** The University security personnel or officers reserve the right to stop and check any vehicle entering, parked and or leaving the University premises for security and safety purposes. Students are advised to cooperate with the University security otherwise failure or refusal to cooperate shall construe breach of these regulations and the punishment shall be determined as the case may be including barring the student from bringing in the University his/her vehicle, failure to allow the vehicle entry or exit or any other punishment as management shall deem appropriate depending on the circumstance.
- Playing loud music* **12.7** Loud music while driving or parked in the University is strictly prohibited. Any student found in breach of this regulation shall be liable to punishment including but not limited to barring the student from bringing in the University his/her vehicle again, and or any other punishment as management shall deem appropriate as the case shall be.

- Public boda bodas and banjaj* **12.8** Public boda bodas or motorcycles and or Banjaj are strictly not allowed in the University except with the permission of the University Security Manager and or Director Estates.
- Driving through pathways* **12.9** No person is allowed to drive through the students or pedestrian gazetted pathways. Any person found doing the contrary shall be liable to disciplinary action including not limited to payment of fine as the Director of Estates shall determine but not exceeding 30,000/= Tanzania Shillings.
- Application of Tanzanian Road Traffic rules* **12.10** In circumstances where the University rules pertaining to parking and driving while in the University, the Tanzania laws pertaining road traffic shall apply *mutatis mutandis*.

PART THIRTEEN

MISCELLANEOUS PROVISIONS

- A student arrested by police in the University* **13.1** Any student arrested by Police for having committed an offence or act within the University and or any student appearing before the state courts over any offence committed within the University shall be placed on expulsion or indefinite suspension pending disciplinary hearing and confirmation. This shall be without prejudice to the state legal proceedings.
- Transport to and from the University* **13.2** It is the responsibility of each student to find their own transport to commute to and from the University. That is at the beginning of the semester and back home at the end of the semester for holidays.
- Catering services* **13.3** A selected number of independent meal providers have been permitted to offer meal services on campus, and other meal providers are located near the College. In addition the students' organization KIUTSO has been allocated a place to provide catering services at a subsidised price for all students. The organization is encouraged to use the facility in good and tenable shape otherwise failure to maintain the facility shall leave the University management to take back the facility.
- University communications and or use of notice boards and website* **13.4** The notice board is the chief means of communication at the University. There is a main notice board and also Faculty boards. All students are advised to read the main notice board and also the respective faculty Notice boards daily. Other means of communication shall include University website. Students are advised to keep on visiting the University website daily. Any information passed on the University notice board, faculty or school notice board and or University website shall construe communication and any student who fails to adhere to the requirements of the communication, ignorance shall not be a defence. Students are encouraged to give their current phone numbers and email addresses to the Dean of students for any communication in case of any eventuality.
- Student Bereavement* **13.5** KIUT ensures that students under distress do receive sufficient help by making sure that it always works towards improving the handling of students' bereavements. The University has laid down mechanisms of financing students' bereavements and financial contributions are as approved by the DVCFA
- Authority of the University Charter* **13.6** These By-Laws are not exhaustive of rules and regulations governing students' rights and privileges and are subject to the provisions of the Charter of the University and do not exclude the application of special regulations applicable in specific organs of the University such as the University Library or Accounts Department, etc. In case of differences in interpretation of these By-Laws the Charter of the University shall prevail.
- University Prospectus* **13.7** (1) There shall be a University prospectus which is a must read for all students.
- (2) All students are required to adhere to all its provisions and in case of conflict with these regulations, the interpretation of the University Charter shall prevail and or the Principal or the Vice Chancellor as the case may be.

General use of universities facilities and utilities **13.8** Students shall strive to conserve energy by putting off lights and electrical appliance whenever not needed, turn off water taps after use and shall use the Institutes utilities like water, lift, computers and communication equipment and any other utilities in a responsible manner.

External communication **13.9** No student may communicate with external stakeholders on behalf of the University without authorization from the University

Amendment **13.10** The Senate may at any time amend these regulations.

Exercise of disciplinary powers **13.11** In the exercise of his statutory functions, the DVC FA, as the Disciplinary Authority shall normally be assisted by a disciplinary Committee consisting of:

- (a) One senior academic member of staff who shall serve as Chairperson;
- (b) One academic member of staff from the Faculty of Law who shall be the Secretary;
- (c) Two students appointed by the students' organization; provided that the DVC FA is satisfied that the appointed students are not directly related to the case;
- (d) Dean or his Associate of the Faculty to which the charged student belongs; and
- (e) One Senior Academic Staff appointed by the Vice Chancellor; and
- (f) The DVC FA shall appoint or designate such officers of the University, as he deems fit, to assist the disciplinary authority in the prosecution or conduct of disciplinary proceedings before the Advisory Disciplinary Panel or the Appeals Committee as the case may be.

Saving provisions **13.12** (1) All misconduct committed or proceedings which began prior to the coming into force of these regulations shall be dealt with in accordance with the repealed regulations.

(2) All offences arising out of these regulations or any other offence as the University finds appropriate and whose punishment is not well spelt in these regulations shall be dealt with as the Students' Disciplinary Committee shall deem appropriate taking in mind rules of natural justice.

