



Sebastian Kolowa  
Memorial University  
**SEKOMU**

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**STUDENT BY-LAWS**  
(2012)

Issued by:  
The Office of the Deputy Vice Chancellor (Planning, Finance and  
Administration) October, 2012

**SEBASTIAN KOLOWA MEMORIAL UNIVERSITY**

**STUDENTS' BY-LAWS**

**(MADE UNDER THE PROVISIONS OF THE SEKOMU CHARTER 2010)**

**By-Laws Governing Sebastian Kolowa Memorial University Students General Conduct, Disciplinary Proceedings and Penalties. These By-Laws shall be read together with Annextures 'A' and 'B' which shall form part of the By-Laws**

**PREAMBLE**

Whereas the University was established and exists for the pursuit of learning;

**AND**

Whereas the University's fundamental purposes can be achieved only if its members can work peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons.

**NOW THEREFORE**

These By-Laws are promulgated and made to maintain these conditions and protect the University from actions which would damage its academic reputation or the standing of the University and its members.

The Council of Sebastian Kolowa Memorial University

CONSCIOUS of the fact that Students at Sebastian Kolowa University are all adults according to the Laws of the United Republic of Tanzania and must accept the responsibilities of adulthood.

DESIRIOUS therefore that Student should observe these By-Laws, draw up and enforce their own rules of Community Living, appropriate to the special needs and work at University level.

Students are additionally reminded that they are subject to the Laws of Tanzania while on the University Campus or elsewhere within the country. If a Student is convicted of an offence in a duly-established court of law against the laws of this country or any other country, his continued membership of the University shall be reconsidered or reviewed by the Disciplinary Authority.

Further it should be borne in mind that Sebastian Kolowa Memorial University is a Religious oriented institution so Students are expected to understand this truth and adhere to the religious ethics.

**PART I**

**PRELIMINARY**

- Citation**      1.1    These rules shall be cited as the Sebastian Kolowa Memorial University Students' General Conduct, Disciplinary Proceedings and Penalties By-Laws (hereinafter referred to as "By-Laws") and shall come into force as from 01<sup>st</sup> October 2012.

- 1.2 These regulations are made by the Council in accordance with the provisions of the SEKOMU Charter 2010 whose objects and purposes, *inter alia*, shall be to provide for the control, governance and administration of the University.

**Definition**

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

“Authorized Officer” means a member of Staff of the University when discharging lawful duties.

“*Baraza*” means and includes an authorized general meeting.

“Competent organ” includes such Council, Senate, Committee, Office or Officer of the University vested with expressed or implied legal powers to do or to disallow or to order the doing or disallowance of such act or acts as is or are referred to in any of the respective provisions of these By-Laws.

“Disciplinary Offence” means any offence under section 4 of these Bye-Laws or contravention of any of the established By-Laws under the provisions of the SEKOMU Charter.

“Faculty” means a Faculty of the University established under the provisions of the SEKOMU Charter.

“Gender” means and includes both female and male.

“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 a specified law alleged to have been violated, the right to tender defence and the right to appeal.

“Outside the University” includes off campus, field practical, and vacation, on safari and in recreational places.

“Registrar” means an executive official appointed under the provisions of the SEKOMU Charter.

“Regulations” means rules made under the provisions of the SEKOMU Charter.

“Strike” means refusal to perform scheduled activities.

“Student” means any person admitted to the University as a candidate for a degree, diploma, certificate or other award of the University.

The “Charter:” means the Sebastian Kolowa Memorial University Charter of 2010.

The “Council” means Council of the Sebastian Kolowa Memorial University established under the provisions of Sebastian Kolowa Memorial University Charter

“The Disciplinary Appeals Committee” means the Committee established under the provisions of SEKOMU Charter.

“The Disciplinary Authority” means the Deputy Vice Chancellor for Administration, Planning and Finance exercising the powers conferred upon him/her under provisions of Sebastian Kolowa Memorial University Charter.

“The Senate” means the Senate of the Sebastian Kolowa Memorial University established under the provisions of Sebastian Kolowa Memorial University Charter.

- Committee** 3.3 (i) There shall be established under the supervision of the Students’ Organization, Students’ Disciplinary Committee which will be responsible for making, determining and enforcing the rules for Students living within and outside the University campus. The said rules shall not cover offences of a criminal nature or disciplinary offences, as contained in By-Law 4 herein below. The Students’ Disciplinary Committee shall comprise of the following members:-
- The SEKOMU-SO Chairman who shall be the chairperson.
  - The SEKOMU-SO Secretary responsible for the health and the Students’ Social welfare and Accommodation.
  - One Student representing each hall of residence
  - One Student representing off-campus Students.
- (ii) The Students’ Disciplinary Committee shall make its own rules which shall be approved by the Students’ Affairs Committee. The said rules shall form an appendix to these By-Laws.
- (iii) There shall be established a Students Affairs Committee. Any Student, who wishes to appeal against any decision of the Students’ Disciplinary Committee, shall lodge an appeal in writing to the Students Affairs Committee not more than seven days after the decision of the Students’ Disciplinary Committee. The decision of the Students’ Affairs Committee shall be final.
- (iv) The Students Affairs Committee shall comprise of the following members:-
- A representative from the University Council who shall be the Chairperson.
  - Admissions Officer–Deputy Chairperson
  - Dean of Students–Secretary
  - Two representatives of the Academic Affairs Committee
  - Chaplain of the University
  - Five Students representatives i.e. one Student representative from the following University Committees;
    - a) University Administrative Service Committee
    - b) Planning and Estates sub-committee
    - c) The undergraduate studies committee
    - d) University Academic Affairs Committee
    - e) University Council
    - f) The University Legal Counsel

## PART II

### DISCIPLINARY OFFENCES

#### General Disciplinary Offences

4.1 For the purpose of these By-Laws, general disciplinary offences shall include the following:

- i) Conduct which does or is likely to cause damage, defacement or violence to any person or property within the University provided that such conduct is that of a Student towards another Student, member of the University community or any employee or employees of the University, even though the conduct in question occurred outside the University;
- ii) Using force or using violence against or assaulting a fellow Student, an officer or any member of the University community even though such violence occurs outside the University;
- iii) Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other item or property of the University, whether or not such property has been leased to any public or private company or person and for avoidance of doubt damage to such property shall not constitute a disciplinary offence except where it is prejudicial to the peace and security of the University;
- iv) Act or conduct which is likely to obstruct or frustrate the holding of:
  - a) Any lecture, class, laboratory work, research or other instructional activity authorized by the University,
  - b) Any meeting, function or lawful activity authorized by the University;
  - c) Making noise or shouting near the lecture rooms where lectures or examinations are taking place or are under preparations with intention to interrupt the sessions;
- v) Unauthorized use of, or interference with, any technical, electrical or other service or installation of the University;
- vi) (a) Where a Student is charged with any offences under the law, the University may suspend such Student from studies until such time as his/her case is determined by the court and where he/she is convicted he/she shall be terminated from studies.  
  
Where a Student is suspended under the provisions of section (vi)
  - (b) (a) above, he/she shall not be reinstated, as a Student until he/she produces the judgment of the court ruling in his/her favour;
- vii) Unauthorized possession of key(s) to the University property;
- viii) (a) Refusal or failure to comply with a lawful order or directive given by any officer of the University acting on his/her behalf under an order from any competent organ or officer to the University;



- xviii) Forming and or establishing unauthorized Students' groups, which are likely to cause disunity and disorder at the University;
- xix) 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 groups of Students or any employee of the University, or against the University Government or any civil leader.
- xx) Sexual harassment of whatever kind that may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical or gestural sexual advance; or sexually explicitly derogatory statements or statements or sexually discriminatory remarks made by a Student of the University which are offensive or may be reasonably interpreted as offending to a fellow Student (victim) to feel threatened, humiliated, patronized or harassed or which interfere with the Student's smooth and peaceful pursuance of his/her studies or which undermine one general feeling of security or creates a threatening or intimidating study environment;
- xxi) Rape or indecent assault;
- xxii) Mismanagement and/embezzlement of Students' organization funds and or any other recognized Students association established under the auspices of the Students' organization in accordance with the relevant provisions of the Students organization's financial regulation of the time being in force;
- xxiii) Collecting or charging money from any Student or Students groups without prior permission of the University Authority;
- xxiv) Possession of lethal weapons within the campus, which are intended to jeopardize peace; or endanger people's health/lives;
- xxv) Arriving more than two weeks after the beginning of a term/semester without compelling reasons;
- xxvi) Failure to pay outstanding debts., for University property that a Student has lost or any debts reported to Administration;
- xxvii) Failure to return University properties such as keys, mattresses, books and other equipments;
- xxviii) Demonstrating without permission of the VC or any other person authorized to act in that capacity;
- xxix) Drug abuse; consumption of alcohol and or possession of alcohol and or found drunk within or outside the University

xxx) Going on strike; instigating or propagating others to go on strike

xxxii) Illegal entry into (a) another Student's room (b) unallocated room and occupying it. (c) any other form of trespassing;

xxxiii) Unauthorized registration in more than one higher learning institution;

xxxiv) Improper dressing; reference is made to Sebastian Kolowa Memorial University Dress Code

xxxv) Theft committed within or outside the University;

xxxvi) All other acts which, in the opinion of the Disciplinary Authority constitute a disciplinary offence;

4.2 Offences under this part shall be dealt with by the Students' Disciplinary Authority established under SEKOMU Charter, and shall be under the chairmanship of the DVC-PFA The DVC-PFA shall be assisted by the following:

- i) A Senior Member of Staff who shall be the Chairperson
- ii) Dean of Students
- iii) The Chaplain
- iv) Two Students appointed by the Students' Organization
- v) Where the Complainant is not the Dean of the Faculty from which the charged Student belongs, such Dean of the Faculty.

**Provision Related to Residence**

5. (i) **Students may be offered accommodation in the University residence in order of the priority as following:**

- (a) Disabled Students;
- (b) Foreign Students;
- (c) First year Students
- (d) Female Students;
- (e) Finalists Students;
- (f) Continuing Students.

**Failure to Observe These rules Shall Constitute Disciplinary Offence**

(ii) Students who will live in University residence shall have to pay accommodation fees as specified by the University authority from time to time;

(iii) Every Student before being granted accommodation or the right to occupy any room in the University residence or any other premises earmarked for Students' residential purposes, shall pay for such accommodation at full rate as the University may determine from time to time;

(iv) The University authority shall have the right and power to determine the number of Students who may share any of the rooms in the University residence;

- (v) Where University residence is not available it shall be a Student's responsibility to find and pay for accommodation obtained elsewhere;
- (vi) Where the rooms are furnished with beds, mattresses, tables and chairs, occupants are not allowed to remove any furniture or any fittings in the rooms and are responsible for the proper care of all property and any damage or loss must be reported immediately to the Warden/Janitor;
- (vii) The occupants/Students shall be required to sign a Lease Agreement provided by the University authority;
- (viii) Students shall be enjoined to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms;
- (ix) Cooking is not allowed in the University hostels;
- (x) No Student shall be allowed to engage a "house girl(s)" or and "house boy(s)" in the University residence;
- (xi) Students shall not interfere with or transfer furniture or fittings of any kind from any part of the University building without prior written permission from the University authority;
- (xii) Notwithstanding the generality of this paragraph, any Student wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the University authority;
- (xiii) Electric devices such as, reading lamps, table fans, electric irons, electric razors, electric hair dryers, electric kettles, record players shall **NOT** be used in the University hostels;
- (xiv) When electricity faults occur the destroyed items/appliances shall be at owners risk;
- (xv) Electric lights must not be left switched on unnecessarily during the daytime or when occupants are not in the room;
- (xvi) Radios or TV sets, may be used, provided that they shall not be played at noise levels that are a nuisance and annoyance to other hostel occupants;
- (xvii) For specific official Students' functions, permission to extend musical performance in specific places within the University premises may be granted by the Dean of Students;
- (xviii) No Student shall be allowed to entertain visitors in his/her room beyond 9:00 p.m.;
- (xix) Students shall not be allowed to live with any unauthorized person or persons in their rooms, including unauthorized Students, or other relatives;

- (xx) Student(s) with families are required to look for off-campus accommodation on their own.
  - (xxi) Regulations for University residence within the campus shall also apply to the Students living in off-campus residences Offered by the University.
- Permission to Leave the University Campus**
5. (1) (i) No Student shall travel during term/semester time outside Lushoto town without permission:
- (ii) The Dean of Students may, for sufficient reasons, grant permission for travel outside Lushoto town.
  - (iii) Permission for travel for less than a week and involving missing Lecturers, seminars, tests, assignments, examinations, and/or laboratory work may be obtained in writing from the Dean of the relevant Faculty and notified to the Dean of Students and the Warden/Janitor.
  - (iv) Permission for travel for more than a week shall be obtained from the DVC-PFA through the Dean of the relevant Faculty, Academic Advisor and notified to the Office of Dean of Students.

- Provision Related to Vocation of Residence**
5. (2) (i) All Students shall be required to vacate the residences at the end of each term/semester when the University closes for vacation.
- (ii) Students under special circumstances, such as finalists or as need may arise, shall be provided/granted permission to live in the University residences provided that in that event, they shall undertake to meet the costs of their stay at prescribed rates made in advance.
  - (iii) Loss of University property such as chairs, beds, and or mattresses by Students must be immediately reported to the Warden/Janitor on duty. A lost key will be replaced on payment of the cost of a new key or new lock at the current market price by the person responsible for its loss.
  - (iv) Keys/mattresses must be returned on leaving of the residence at the end of each semester. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the keys are returned, plus any other suitable punishment;

Each Student must ensure that he/she has signed in Departure/Arrival book when the University properties are returned or taken from the Warden or Janitor.

- Provision Relating to Cafeteria and Kitchen**
6. Students utilizing the catering services available at the University Campuses, are required to observe cafeteria regulations. Failure to observe any of those regulations shall constitute a disciplinary offence.

### PART III

## **GENERAL REGULATIONS**

- |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employment</b>                    | 7. Full time Students may undertake employment during semester time provided that the academic work of such Student shall not suffer through such employment.                                                                                                                                                                                                                                                            |
| <b>On use of University Property</b> | 8. Student shall not use University property for private use except with the expressed permission of the head of section under whose charge that property is placed.                                                                                                                                                                                                                                                     |
| <b>On Official Correspondence</b>    | 9. Students may communicate with outside institutions and the news media in their private capacity, on matters that do not concern the University. All Official correspondences by Students or by officials of the Students' Organization or by officials of a recognized Students' Association to Government Ministries, Parastatals, Non-governmental organization, etc. shall be routed through the Dean of Students. |
| <b>On Collection Correspondence</b>  | 10. Application for permission to make general collection of money other than Students' Organization subscriptions or the University entrance fees for film shows and other functions shall be made to the Dean of Students through the Students' Organization. Collectors shall be required to submit to the Dean of Students a statement of money received and show how the money has been or is to be expended.       |

Failure to observe any of the regulations under this part shall constitute a disciplinary offence.

## **PART IV**

### **DISCIPLINARY PROCEEDINGS**

11. The procedures for the Disciplinary proceedings shall be regulated by the Disciplinary Authority and his Advisory Panel from time to time, PROVIDED that at all time, the rules of Natural Justice shall be adhered to.
12. Any Student who is called on allegations of breaching any of these By-laws, if such Student is within the University during the proceedings, he/she shall meet his/her own costs.

## **PART V**

### **PENALTIES**

Upon breach of any of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose penalties including warning, reprimand, fine, compensation, exclusion from University residence, suspension, rustication, and expulsion as hereunder provided; namely he/she;

13. (1) (i) Shall give an ordinary or a stern warning or reprimand to a Student

who contravenes the regulations in PART II, Section 4 (viii), (xvii), (ix), and (a) section 5 (1) (i) 5 (2) (i), and section 6, 8, 9 and 11.

- (ii) Shall fine a Student to the current prices and/or order compensation as the case may be for disciplinary offences under PART II, Section 4 (iii) and (v).
- (iii) Shall suspend a Student found guilty under PART II , Section 4 (i), (vi) (a), (vii), (ix), (xii), (xv), (xvi), (xxiii), , (xxix) (xxxii) and Section 10 for a maximum of one semester
- (iv) Shall rusticate a Student for a maximum of one academic year for a disciplinary offence under PART II, Section 4 (ii), (iv), (x), (xiv), (xix), (xxii), (xxiii) (xxiv), and (xxxiii)
- (v) Shall expel any Student found guilty of disciplinary offences under PART II Section 4 (x), (xv), (xx), (xxi), (xxviii), (xxx), (xxxiv) and (xxxv);
- (vi) Shall be forced to vacate (be evicted) from University Hostel if found guilty of disciplinary offence under PART II Section 4 (xxxii), Section 5 (ii)/(iii), (ix), (xii), (xviii), (xix) and (xx);
- (vii) Shall not be given examination number or shall not be given a permission to register for a new session if found guilty of disciplinary offence under PART II Section 4 (xxv), (xxvi) and (xxvii), 5 (ii), Section 5. (2) (i), (ii), (iii) and (iv);

13. (2) The Disciplinary Authority shall impose other penalties as follows:

- (i) Any Student found guilty of a disciplinary offence under PART II Section 4 (xxii) or (xxiii) shall, in addition to the penalty specified for the offence, be required to pay the money embezzled or collected as the case may be, with or without interest there on provided that such first mentioned penalty may be compounded upon repayment of the money. Provided further that the Disciplinary Authority may instead require that such Student found guilty of a disciplinary offence under PART II Section 4 (xxii) not graduate or obtain his/her certificate, diploma, degree and/or academic transcript until the dept is discharged;
- (ii) Subject to the provisions of the next paragraph any other relevant paragraph herein before contained, penalties for offences under PART II Section 5 and 6 range from reprimand to exclusion from the University residence;
- (iii) Compensation shall be charged in full or in part for loss suffered as a result of breach of the provisions of Section 4 (x) shall be determined by the Disciplinary Authority on the advice of the Advisory Disciplinary Panel.

## **PART VI**

### **APPEALS**

- Appeals**      14. Appeals against the decision of the Disciplinary Authority shall lie to the Students' Disciplinary Appeals Committee, established under Article 51 of SEKOMU Charter. Save that any member of the Panel who took part in the decision that is the subject of appeal before, shall not take part in the hearing and determination of such appeal.

## **PART VII**

### **MISCELLANEOUS PROVISIONS**

16. (i) Where there is an emergency situation for which the need for overt operations of security organs amidst Students in Students' compounds arises, the Students' leadership shall be informed as soon as it is practicable, of possibility of such presence;
- (ii) The Disciplinary Authority shall institute all proceedings and may lodge or defend any appeal before the Disciplinary Appeals Committee;
- (iii) These By-Laws are not exhaustive of rules and regulations governing Students conduct at the University and do not exclude the application of special regulations applicable in specific organs of the University such as the University Library, etc.
- (iv) All Students are advised to open a bank Account with the National Micro-finance Bank – NMB Lushoto Branch.
- (v) Students who resume studies at the University after being suspended under any of the provisions of these By-Laws or any other law in force applicable to such Student shall personally bear all the consequences of such suspension.

## **APPENDIX "I"**

### **STEPS TO BE TAKEN DURING STUDENTS' RIOTS AND STRIKES (WHEN FORMAL DISCIPLINARY PROCEEDINGS CANNOT BE TAKEN)**

1. In case of mass strikes or situation deemed to endanger peaceful atmosphere in the University by a Student or involving a large number of Students who could threaten the maintenance of Law and Order, and where individual formal disciplinary proceedings are not practicable to be conducted without endangering the welfare and security of the University, the Disciplinary Authority shall report the matter to the VC detailing the nature of the problem and proposing steps to be taken.
2. The VC shall, after consulting the relevant authorities as s/he sees fit, take administrative steps to ensure the security of the University. These steps may include suspension of Students involved and informing government law enforcing authorities.

3. In the event of Student/s being suspended, such suspension shall not exceed twenty eight days, and shall not be construed as a punishment but as a way of creating an atmosphere conducive for further investigation. The Student/s suspended shall be informed in writing before leaving the campus.
4. During the suspension period the Disciplinary Authority shall make the investigation and prepare a report and/or institute formal proceedings for disciplinary action against the Student/s involved.

## APPENDIX “II”

### TERMINOLOGY

1. **Continuing Students:** A Student who has passed all the courses and is allowed unconditionally to proceed to the next Semester.
2. **Course Load:** This is the total number of credits which a Student is supposed to be registered for in each Semester, which should be at least 12 credits.
3. **Core (also compulsory or major) course:** A course, which must be taken by a Student in order to graduate in a certain degree programme.
4. **Credit:** This is a measure of the weight of a course, which is determined by the amount of lectures, seminars or practical sessions for the course. One credit is usually equivalent to 30 lectures or 60 practical/seminar hours.
5. **Discontinued Student:** A Student who, because of failure in examinations, absenteeism or other reasons, has been dismissed from the University. His/her records must remain to cross-check any future attempts at changing status.
6. **Elective (also optional or minor) course:** A course, which a Student may choose in addition to the required courses for a particular degree programme.
7. **Foundations courses:** Usually common courses to be taken by all Students regardless of degree programme, to provide some basic knowledge and orientation, which is deemed useful for a University Student.
8. **Fresher:** A Student who has covered a maximum of 24 credits in a study programme.
9. **Full time Student:** A Student who is registered and carrying the full course load of at least 12 credits per Semester.
10. **Intersession:** This is a period of 5 to 6 weeks during the long vacation, which is usually used by Students to undertake academic activities like field practical, industrial training, attending special lectures, seminars etc. which can not be accommodated within the normal Semesters.
11. **Junior:** A Student who has covered a maximum of 48 credits in a study programme.
12. **Matriculation Examination:** An examination administered to all incoming Students to determine admissibility or to assess entry competence levels.
13. **Part-time Student:** A Student who has postponed studies for social reasons, and is still registered under the degree programme.
14. **Postponed Student:** A Student who has postponed studies for social reasons, and is still registered under the degree programme.
15. **Probation Student:** A Student who is allowed to proceed to the next Semester, but has yet to pass the entire course which he/she was registered under the degree programme.
16. **Remedial course:** Courses which are meant to offset a perceived deficit in the entry competence level of a Student, usually assigned on the basis of performance in the Matriculation Examination.
17. **Senior:** A Student who has covered a maximum of 72 credits in a study programme and is eligible for graduation.

18. **Semester system:** A system of offering academic course in two equal distinct periods which may range from 15 to 17 weeks each, and whereby courses are offered and examined as single entities or units within each Semester.
19. **Seminar standards:** Guidelines or principle, which determine how the Semester system will be implemented in a particular situation.
20. **Students study programme:** Each degree must specify the core and elective courses, or major and minor courses and each Student should be guided on making the necessary course selection.
21. **Teaching day:** The teaching day will be between 0800hrs to 2000hrs

**SEBASTIAN KOLOWA MEMORIAL UNIVERSITY**  
**Sebastian Kolowa Memorial University**  
**Students' Conduct**

**Annexure A**

**Miscellaneous Regulations**

**1. Guests in Students Residence Units:**

All residence units have determined hours during which guests of the opposite sex may visit individual Students' rooms; that is not beyond 2100hrs, this should strictly be adhered to. Every resident Student must be guaranteed his/her privacy, which takes priority over a guest.

**2. Financial Obligations**

Students should make every effort to keep their credit good in the community for their own benefit. They specifically should avoid being borrowers of money beyond their means. The University shall not be responsible, and shall not be called upon to assist Students facing legal problems as a result of non-payment of their bills.

**3. Absence from the University:**

All Students are requested to leave information to the residence unit (Warden) or at least a roommate when they are off campus. In case of travelling for longer than a day, the information should be left at Dean's office.

**4. Change of Address:**

A Student is required to notify the Registrar of any change of campus or home address.

**5. Use of Alcoholic Beverages, drugs and cigarettes:**

5.1 All SEKOMU Students are responsible for complying with the Tanzania's laws and regulations stipulated by University. Attention is called to Alcoholic Beverages and other drug substances in the life of our University.

a) SEKOMU prohibits the serving, possession, consumption, distribution, or sale of alcoholic beverages, cigarettes or drugs in or on any University premises.

b) Members of the University Community shall be subject to the following conditions concerning the possession and consumption of the above mentioned items in the premises and related staff quarters:-

(i) Under no circumstances may alcoholic beverages, cigarettes or drugs be sold, consumed outside the house and or containers for alcoholic beverages are displayed outside their residence houses.

(ii) Alcoholic beverages may not be provided or consumed at any open event. (For purposes of these regulations, an event is open if verbal or written invitations are extended to the general public or to an unreasonable large segment of the campus community).

**6. Use of Motor Vehicles, Motorcycles, Bicycles, and Traffic Regulations:**

Anyone using a motor vehicle, a motor cycle or bicycle is responsible for observing the detailed regulations regarding their use. Before considering the use a vehicle in the college compound, a Student should produce a valid driving license.

6.1 All motor vehicle/cycles and bicycle operators must comply with general traffic and University regulations.

6.2 Bicycles are not permitted inside any University building and must be parked in bicycle racks or pads provided for this purpose. (It is recommended that parked bicycle be locked).

All means of transport are at owner's risk.

#### **7. Code of Dressing:**

SEKOMU expects every member of community to dress in descent attire. Clothes depicting religious affiliation/identity, clothes that are transparent and or stimulating sexual attraction are to be avoided at all times and places, when one is still in connection to the University, and in particular, tight trousers or other clothing are strictly prohibited. For further information check the annex on Dress Code.

#### **8. Hostel Rooms on and off Campus**

There will be rooms for Students both on campus and off campus. For acquiring a room, one must book and identify his/her preference. There are guiding rules for hostel rooms in either choice.

#### **9. Computer Laboratory:**

There is a descent and well-furnished computer laboratory for Students' purposes. There are rules guiding the use of those facilities, which are available to all Students and staff.

#### **10. Library Use:**

There is a descent library and well furnished with books and both electronic and manual operations. There are rules guiding the use of the facility to all Students and staff.

#### **11. Student Identification Cards:**

Every Student shall pay fees to be issued a permanent identification card by the Office of the Director for Planning, Finance and Administration.

11 (i) The Student identification card permits him/her to attend various events, take books out of the library, use the computer laboratory etc. where his/her identification as a Student is required.

11(ii) The identification card is one of the SEKOMU documents, therefore it should never be handled for use to anyone else and may not be altered in any way. In case of being lost a replacement fee will be charged.

#### **12. Religious Affiliations:**

SEKOMU is a Christian oriented University and is bound to the Lutheran beliefs. That notwithstanding, as a University, with people of different religious affiliations, it respects religious beliefs/affiliation of every member of the community.

For other arising matters do not hesitate, rather make sure to consult the office of Dean of Students and the Chaplain for advice and counselling.

“Remember a problem shared is half solved”

# Students Dress Code

## Annexure B

### **1. Introduction**

SEKOMU is determined to build the society of people who are well prepared both academically and morally, as products of a Christ-Centred Institution. Students of SEKOMU shall therefore dress and keep themselves in a neat and tidy manner all the time within and outside the University as provided for under this Code.

### **2. Definition**

In this Dress Code, unless the context requires otherwise, the following words shall be interpreted to mean:

**‘Indecent Dress for Female’**-A dress of whatever design which does not cover the body above the knees, stomach, chest, waist and/or back; being a trouser of whatever design or style, a skin tight and/or with transparent material; being a dress or skirt which is too tight and/or with larger openings or slits showing the body above the knees.

**‘Indecent Dress for Male’** A dress of whatever design which does not cover the body above the knees, chest, stomach, waist and/or back; being a short trouser of whatever design or style; being a trouser which is so tight or so loose that it hangs below the waist (*Mlegezo*).

**‘Decent Dress’** Any dress which is not declared to be indecent by this Dress Code and which makes a person look smart and presentable.

### **3. Appropriate Dress**

SEKOMU students shall dress and keep themselves in a neat and tidy manner all the time. They shall dress modestly and decently in respect of themselves and the University image as a Christ-Centred Institution.

- 1) Every Student shall be required to abide by the University Dress Code contained in this Students Dress Code.
- 2) The Dress Code shall include the category of dresses which are not declared to be Indecent Dresses.
- 3) Every Student who fails to abide by the University Dress Code shall be deemed to have breached the University Dress Code and may be restrained to enter the University Compound, classes, library, laboratories, administrative offices and any public place in the compound and shall be liable for committing a disciplinary offence under the Students By-Laws.
- 4) Dressing in an Unbecoming manner which is likely to cause psychological discomfort to any reasonable member of the community and/or likely to affect the continuance of any public activity at the University shall be penalized.

### **4. Specific Guidelines on Dress.**

Without prejudice to the generality of section 3 above, the following are the guidelines on the decent dress to be used at all University official places and Centres or hostels or hostels owned or managed by the University or at any event sponsored by the University or at any event where students are attending in the name of or representing the institution.

- a) Clothing that is revealing either because of fabric, cut, tightness, backless, see-through or revealing in any position is unacceptable.
- b) Clothing should be loose enough to conceal undergarment lines and not to draw attention to the body figure.
- c) Hair styles should be neat and feminine. For avoidance of any doubt male students are not allowed to plait, bleach, change the natural colour of the hair in any way and to cut their hair in extreme styles as may be determined by the University authorities from time to time.

- d) Tattoos, other types of body and facial piercing including tongue (other than lower lobe of the ear for women earrings) are not acceptable.
- e) All shorts/skirts/dresses must be knee length when seated and shirt/blouses must not show, in any way the underwear or the midriff or the lower parts when sitting or standing.
- f) Men are not allowed to wear earrings.
- g) Clothing with indecent, derogatory, offensive and/or lewd messages either in words or pictures are strictly prohibited.
- h) Clothing with inappropriate advertising, pictures and or sayings that are contrary to the mission and vision of the University and Christian standards e.g. adverts promoting homosexuality, use of alcoholic beverages, illegal drugs, cigarettes, etc. is prohibited.

Faculties /Departments may have additional dress requirements or preferences concerning appropriate student attire according to the discipline/profession.

#### **5. Implementation and enforcement of the Students Dress Code.**

Implementation and enforcement of the provisions on student dress code are the responsibility of the entire University community. For avoidance of doubt, the following officers are empowered to enforce the Dressing Code: the Dean of Students, lecturers, students' leadership and administrative officers employed by the University. Any such person is mandated to:

- a) Bar a student who dresses inappropriately or violates the guidelines under these by-laws from entering college premises or accessing any services of the University;
- b) Either issue a disciplinary warning to the respective student pursuant to this Dress Code or report the same to the Dean of Students or, depending on the seriousness of the violations, report directly to the appropriate authority, i.e. the Students Disciplinary Committee for an appropriate disciplinary action.

Any student who fails to comply with any order issued/pronounced by a member of staff under this Dress Code shall be deemed to have refused to obey a lawful order issued by an officer of the University authorities.

#### **6. Sanctions for Violating the Dress Code**

Offences under this Dress Code shall be handled under summary proceedings, i.e. without following prolonged formal disciplinary proceedings as provided for under the University Students By-Laws; except for repeated/habitual offenders. Sanctions for violating the provisions of this Dress Code shall include any of the following, singly or in combination:

**Restriction from entry and services-**A student shall be restricted to enter the University compound, classes, Library, Laboratories, administrative offices and/or any other public place at the University and his /her cloth shall be ordered to be forfeited and be admonished and if the student does not change his/her behaviour, he/she shall be suspended from studies for the time to be determined by the Students Disciplinary Committee.

**Disciplinary Warning (1<sup>st</sup> Step)-**An official sanction given verbally and/or in writing notifying the student of his or her violations of this Dress Code and warning that subsequent violations must not occur.

**Disciplinary Probation (Step 2 and/or 3)-** An official sanction that places the student in a position that any subsequent violations during the period of probation will result in additional discipline, including, but not limited to, suspension or dismissal from the University. The term of the probation shall be determined by the Disciplinary Authority.

**Final Notice and/or Suspension-** An official sanction notifying the student that any additional violation will result in removal from the University in the form of suspension for at least the remainder of the relevant semester or academic year as the Disciplinary Authority may decide.

**BY ORDER OF SEKOMU MANAGEMENT**

October, 2012