

**MWENGE CATHOLIC  
UNIVERSITY  
(MWECAU)**



**STUDENTS' BY-LAWS**

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## **Vision and Mission and Core Values**

**Our Vision** is to be a “leading University that sets a national, regional and international example in Education and Training, Research and consultancy as well as Community service”.

Our Mission is;-

- To produce competent and socially responsible graduates committed to work for the people of Tanzania and beyond
- To foster discovery, innovation and dissemination of knowledge through scientific research and consultancy
- To promote and engage in community activities that enhance social welfare

### **Core Values**

#### **1. Integrity:**

The University will model, both in attitude and in behaviour, a strong sense

of acting uprightly and act with honesty, sincerity and high ethical standard of love of God and neighbour.

**2. Trust:**

Our commitment builds confidence to our stakeholders.

**3. Excellence:**

The University will deliver its programs in such a manner as to ensure academic rigor and relevance and commits us to challenge ourselves to utilize our God-given gifts – intellectual, social, physical, spiritual and ethical. Our goal is to produce the highest quality.

**4. Accountability:**

We recognize and live up our responsibility to our Students, campus resources and community at large

**5. Respect:**

It moves to understand the gifts and unique contributions of every person in the University community and to value diverse perspectives and value life.

**6. Teamwork:**

Our community work together to support our vision as well as our students' success.

**7. Service:**

The University will work to meet the learning demands of the individual student through quality program and a supportive learning environment.

## **PART ONE**

### **INTRODCUTION, DEFINITION AND APPLICATION OF THE RULES**

#### **1. Preamble**

These By-Laws are made under Article 27 of the Mwenge Catholic University (hereinafter referred to as MWECAU) Charter and Rule 42.1 of its Rules.

**WHEREAS** MWECAU is charged with the responsibility of ensuring good discipline and ethics among its students;

**AND WHEREAS**, MWECAU is charged with the duty of ensuring discipline, safety and welfare of the students;

**NOW THEREFORE** these By-Laws are made by the University Council as follow;

## **2. Definitions**

In these By-Laws unless the context otherwise requires, the terms and phrases appearing below shall mean:-

**Access** in relation to any computer systems means entry to, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any of the resources of the

computer system or network or data storage medium.

**Appeal** means resort to a superior organ as established under Rule 77 of these Rules.

**Appeals Committee** means a Committee established under Rule 77 of these Rules.

**ATM** means Automated Teller Machine.

**Charge** means accusation of an offence created by these By-Laws by formal complaint.

**Charter** means the Mwenge Catholic University Charter, 2017.

**Cohabitation** means a state of a male student living together with a female student under the same roof and having sexual relationship without being married. It shall also include that sexual relationship between a student and a non student.

**Complaint** means short and plain statement of the grounds and circumstances upon which the accusation are based. (See charge).

**Computer data** means any representation of acts, concepts, information or instructions, in a form suitable for processing in a computer system, including a programme suitable to



cause a computer system to perform a function.

**Computer fraud** arises where a student attempts or uses any technique aimed at securing or manipulating some form of unauthorized and unwarranted financial information and/or benefits through the use of computers.

**Computer related forgery** arises where a person intentionally and unlawfully input, alter, delay transmission or delete computer data, resulting in unauthentic data, with intent that it be acted upon as if it were authentic,

regardless of whether or not the data is readable or intelligible.

**Computer related fraud** arises where a person has caused a loss of property to another person by:

- a) Any input, alteration, deletion, delaying transmission or suppression of computer data; or
- b) Any interference with the functioning of a computer system, with fraudulent or dishonest intent.

**Computer system** means a device or combination of devices, including network, input and output devices capable of being used

in conjunction with external files which contain computer programmes, electronic instructions, input data and output data that perform logic, arithmetic data storage and retrieval communication control and other functions;

**Conspiracy** means an agreement to commit an offence prescribed in these Rules or any other laws.

**Council** means the Council of the University established under Article 13 of the Charter.

**Cyber bullying** occurs where a person initiates or sends any electronic communication using a computer system to

another person with intent to coerce, intimidate, harass or cause emotional distress.

**Data storage medium** means any device, article or material from which computer data or information is capable of being stored or reproduced, with or without the aid of any other device or material.

**Data espionage** arises where a person has obtained computer data protected against unauthorized access without permission.

**Dean of Students** means an administrative officer of the University appointed under Rule 64 (1) of the Rules of MWECAU Charter to be responsible for students' affairs.

**Device** includes:

- a) A computer program, code, software or application;
- b) Component of computer system such as graphic card, memory card, chip or processor;
- c) Computer storage component;
- d) Input and output devices.

**Directives** mean official or authoritative instructions.

**Disciplinary Committee** means a Committee established under Rule 63 of these Rules to deal with students disciplinary matters.

**Disciplinary proceedings** mean proceedings initiated by the Students Disciplinary Committee against a student or students.

**Disciplinary offence** means any offence defined under Part Two of these By-Laws and shall include any other offence(s) prescribed in the Penal Code, Cap., 16 R.E 2019 or by any other law being in force.

**Deregistration** means to repeat a year of study. A candidate required to repeat a year under these By-Laws shall ensure that the repetition is made in a year subsequent to the Academic Year when a punishment of deregistration is pronounced.

**Discontinuation** means a student ceases to acquire the status of a student of the University.

**Electronic communication** means any transfer of a sign, signal or computer data of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, photo optical system or in any other similar form.

**Gross indiscipline** is unacceptable behavior or conduct by a student towards staff, other students or any other person whomsoever and whether within or outside the University.

**Hostel** means a residence providing accommodation to students within the University Campus (s) or Colleges of the University.

**Identity related crimes** arise where a person has, by using a computer system impersonate another person.

**Illegal access** occurs, where a person has intentionally and unlawfully access or cause a computer system to be accessed.

**Illegal data** interference occurs where a person intentionally and unlawfully:

- a) damages or deteriorates a computer data;



- b) deletes computer data;
- c) alters computer data;
- d) renders computer data meaningless, useless or ineffective;
- e) obstructs, interrupts or interferes with the lawful use of computer data;
- f) obstructs, interrupts or interferes with any person in the lawful use of computer data; or
- g) Denies access to computer data to any person authorized to access it.

**Illegal interception** occurs where a person intentionally and unlawfully:

- a) intercepts by technical means or by any other means;
  - (i) a non-public transmission to, from or within a computer system;
  - (ii) a non-public electromagnetic emission from a computer system;
  - (iii) a non-public computer system that is connected to another computer system; or
- b) Circumvent the protection measures implemented to prevent access to the content of non-public transmission.

**Illegal remaining** occurs where a person shall not intentionally and unlawfully, remain in a computer system or continue to use a computer system after the expiration of time which he/she was allowed to access the computer system.

**Intellectual property rights** means the rights accrued or related to copyright, patent, trade mark and any other related matters.

**Interception** in relation to a function of computer includes acquiring, viewing, listening or recording any computer data communication through any other means of

electronic or other means, during transmission through the use of any technical device.

**Insubordination** means disobedience to a constituted authority of the University.

**Libel** means writing or printing untrue statements about someone so as to make other people have a bad opinion about him.

**Off Campus students** means students registered by the University who stay in hostels or houses outside the University.

**Pornography** arises where a person publishes or causes to be published through a computer

system or through any other information and communication technology:

- a) pornography; or
- b) Pornography which is lascivious or obscene.

**Publish** means distributing, transmitting, disseminating, circulating, delivering, exhibit, exchanging, barter, printing, copying, selling or offering for sale, letting or hire or offering to let on hire, offering in any other way or making available in any way.

**Publication of false information** arises where a person publishes information or data presented in a picture, text, symbol or any

other form in a computer system knowing that such information or data is false, deceptive, misleading or inaccurate, and with intent to defame, threaten, abuse, insult, or otherwise deceive or mislead the public or counseling commission of an offence.

**Rules** mean the Mwenge Catholic University Rules made under Article 27 of the Charter.

**Sexual abuse** means illegal sexually oriented acts or words done or said in relation to any person for gratification or any other illegal purposes.

**Sexual harassment** means any assault or any use of criminal force to sexually harass another

student or by the use of words or actions causes sexual annoyance to or harassment to any other student or any person whatsoever and this shall include any intention to insult the modesty of any woman, utters any words make any sound or gesture or exhibits any object including any organ whether male or feminine or intrudes upon any privacy of the woman.

**Spyware or Malware** means software which sends unauthorized details of computers data or of its use to a third party usually over the internet.

**Strict liability** means liability for a crime that is imposed without the necessity of the mental element.

**Student** means any person registered in any programme of study offered by the University.

**Students Assembly** means an Assembly composed of all the students of MWECAU and the term shall include students in any of campus/campuses or Colleges of the University.

**Student Organization** means the Organization established under Rule 45 (1) of the Rules and by the name prescribed in their



Constitution of the Students of the University as may be amended from time to time.

**Summary proceedings** means the dispute is settled in a simple and prompt manner as contemplated under Rule 67 of these Rules.

**Summons** means a written notice notifying a student who has committed a disciplinary offence that a disciplinary action has been instituted against him/her and is required to answer the allegation and appear before the Disciplinary Committee.

**University** means Mwenge Catholic University established under Article 4 of the Charter.

### **3. Application**

- (1) These By-Laws shall apply to all students of the University.
- (2) These By-Laws which are made by the Council in accordance with Article 27 of the Charter shall come into force on such date as the Council shall approve.
- (3) Every student, upon registration, shall be supplied with a copy of these By-Laws and shall therefore be deemed to know the contents thereof and accordingly be bound by them. However, ignorance of these Rules shall not be a defense in the event of its breach.

- (4) The Deputy Vice Chancellor Administration and Finance (DVCAF) shall be responsible to the Council for the enforcement of the By-Laws. Where it appears in these By-Laws a singular shall include a plural form and vice versa.
- (5) Where it appears in these By-Laws a singular shall include a plural form and vice versa.
- (6) Words importing the masculine gender shall include the feminine gender and the vice versa.

## **PART TWO**

### **DISCIPLINARY OFFENCES AND PENALTIES**

The following conducts or acts shall amount to disciplinary offence(s) and a student committing such conduct or acts may be subjected to the penalties described under each offence or as may be defined by the laws of the country.

#### **4. Theft**

- (1) Any student who takes anything capable of being stolen from another student or staff of the University or

of any other person (either within or outside the University) shall be guilty of an offence of theft and shall be liable to a punishment of dismissal from the University.

- (2) The term theft shall include theft of money from ATM or by the use of any other means.
- (3) Theft shall be established where a student fraudulently and without a claim of right takes anything capable of being stolen, or fraudulently converts to the use of any person other than the general or special owner thereof anything capable of being stolen including credit cards.

## **5. Fraud**

- (1) A student commits fraud when he knowingly engages in giving information known to be false or not believed to be true by the giver thereof or any other person on that behalf in order to get unfair advantage.
- (2) Any person found guilty of this offence during admission and registration or examinations shall be liable to discontinuation from the University.
- (3) In any other event (of fraud) a student shall be liable to

discontinuation and shall not be eligible for registration before a lapse of three (3) years.

## **6. Computer Fraud and Computer related Offences**

### **(1) Computer Fraud**

- (i) Where a student attempts or uses any technique aimed at securing or manipulating some form of unauthorized and unwarranted financial information and/or benefits through the use of computers, he/she shall be charged with the offence known as computer fraud. The type of

offences referred shall include;  
Illegal access; Illegal  
interception; Illegal data  
interference; Data espionage;  
Illegal system interference;  
Illegal device; Computer forgery;  
Computer fraud; Pornography;  
False information; Cyber  
bullying, Violation of intellectual  
property rights, attempts and  
conspiracy.

- (ii) A student found guilty of the  
offence of computer fraud shall,  
on conviction, be suspended from



studies for a period of three (3) months.

**(2) Hacking**

- (i) Any student who shall make unauthorized access to computer materials either of another student or any academic or administrative staff of the University or to any other person whomsoever shall be liable to an offence of hacking.
  
- (ii) A student convicted of the offence of hacking shall be

suspended from studies for a period of three (3) months.

## **7. Spyware or Malware**

- (1) Any student who uses software to send unauthorized details of a computer data of his use to a third party over the internet or through any other means shall be liable to an offence known as spyware.
  
- (2) Any student found liable of the offence shall be suspended from studies for a period of three (3) months.

## **8. Use of Mobile Phones during Lecture Hours**

- (1) Students are STRICTLY PROHIBITED FROM USING MOBILE PHONES during lecture hours. The use of mobile phones during lecture hours shall constitute a disciplinary offence.
- (2) Any student who shall be found using a mobile phone shall first have the same forfeited by any lecturer or officer in control of the lecture room and such student shall be reported to the Deputy Vice Chancellor Academic Affairs (DVCAA).

- (3) The DVCAA shall reprimand the student if he/she is the first offender, that means when he/she has committed the offence for the first time.
- (4) For the second and any other subsequent offences on this part, the student shall be reported to the DVCAF who shall cause disciplinary proceedings to be conducted against such student.
- (5) The penalty for a student accused/charged for the second and subsequent offence shall be severe warning or suspension for a term of one (1) month.

## **9. Use of other Electronic Devices during Lecture Hours**

- (1) No student shall use earphone, tablet, ipods, ipads, radio and similar devices in lecture rooms, examination rooms/halls, computer lab., laboratories, seminar rooms or meeting rooms unless specifically allowed.
- (2) Any student who shall be found using any such devices shall have such device or devices be forfeited by any lecturer or officer in control of such lecture room, examination hall, library, computer lab, seminar room or meeting room (as the case may be)

and shall remain in custody of the University until the end of the semester and on the second offence he/she shall be reprimanded by the relevant Head of Department in writing.

## **10. Use of Drinks**

- (1) It shall be a disciplinary offence for any student to take and use any drink whatsoever to the class, seminar, meeting, computer lab, examination room, library, unless such drink is generally allowed for example where such drinks are generally distributed during such class or meetings.

- (2) Any student found in possession and use of any drink during class, seminar, examination, library, meeting, computer lab, library shall be expelled from class and shall be reprimanded by the relevant Head of Department.

## **11. Chewing during Lecture, Examination or Seminar hours**

- (1) It shall be a disciplinary offence for any student to chew any chewing gums during lecture hours.
- (2) A student found chewing in class shall be expelled from that particular class for the first offender. But for

subsequent offences, the student shall be liable to a severe reprimand.

## **12. Conversation/talking during Lecture Hours**

- (1) It shall be a disciplinary offence for any student or students to talk or run any conversation while the lecture session, seminar, and meetings are on progress.
- (2) Any student or students who shall contravene these rules/regulations shall be liable to severe reprimand.



### **13. Participating in Illegal Meetings or Politics**

- (1) Meetings be it religious, tribal, racial, or any meeting conducted without the knowledge or consent in writing of the DVCAF;
- (2) Where it is established that any student has contravened the provisions of sub rule (1) of this Rules, the student shall be discontinued from the University.
- (3) No student discontinued from the University shall be admitted and registered as a student of the University before the elapse of two

years from when he was so discontinued.

#### **14. Commission of Offences while outside the University Premises**

Any student who shall commit any offence or offences spelt out under the Penal Code or any other laws while outside the University shall on conviction be punished under such laws.

#### **15. Indebtedness to Fellow Student(s), Staff or any other Person outside the University**

- (1) It shall be a disciplinary offence for any student to become indebted to

any other student, staff or any other person whatsoever, which shall cause any inconvenience to such student, other student, staff or any other person.

- (2) Inconvenience as used in this Rule shall include failure of student (concerned or other student to attend classes, failure of the staff to attend classes, failure of the staff to attend to his work and for persons outside the University, where they are forced to make follow up at the University or to report the student to authorities such as the police, village government etc.

- (3) A student who shall be found to have contravened the provisions of this rule shall for the first offence be liable to severe warning and in case of subsequent offences shall be liable to suspension for three (3) months.

## **16. Negligence**

Where a student fails to give enough care or attention on a matter he has responsibility to give such care or attention, for example, failure by a class representative to inform his class of necessary information or failure by a student to abide by a timetable, the act shall on conviction be liable to warning, severe

warning or suspension (for repeated offence for a period not exceeding one month).

### **17. Wrongful Confinement**

Wrongful confinement means an act to prevent any person from leaving an enclosed or limited space such as a class room, office, store, or **hostels** without a lawful or acceptable reason.

The penalty for this offence shall be a severe warning or suspension for one month.

### **18. Possession of Stolen Property**

Possession of stolen property or property alleged to have been stolen is established

where a student is found in possession of property which is alleged to have been stolen from another student or staff or any other person and the student fails to give reasonable explanation as to how he got into its possession. The penalty for this offence shall be suspension for a period not exceeding three (3) months.

## **19. Forgery**

Forgery means the making of false document or tendering of a false document or perpetrating forgery with intention to cause loss or get unfair advantage at the expense of the University or any other institution, staff or

student. The penalty for this offence shall be discontinuation from studies.

## **20. Attempt to Commit an Offence**

This offence shall be punishable by a penalty equivalent to that given for an offence which is the subject of the attempt, such as theft, forgery or violence.

## **21. Conspiracy**

Any student who conspires with another student or staff or any other person to commit any of the offences in these Rules, commits an offence and on conviction, shall be liable to the punishment of severe warning but in case of

conspiracy related to any offence prescribed in these Rules and he shall be liable to punishment under such offence, eg. Theft or forgery, and shall be liable to full punishment if its commission was completed.

## **22. Violence**

It is an offence for a student to exercise force or violent behavior with intention to hurt other persons or damage property be that of other students, staff or any other person. This offence is punishable by severe warning or suspension or rustication depending on the nature of the violence.



## **23. Sexual Harassment**

- (1) Sexual harassment or sexual abuse of whatever kind shall constitute an offence.
- (2) Sexual harassment shall consist of any of the following acts or conduct but shall not be limited to the following;
  - (a) Indecent exposure or assault;
  - (b) Belittling comments on another student's anatomy or persistent demands for dating;
  - (c) Unwanted physical contact of any sort which is sexual in nature including touching of body parts, brushing against

another's body, hair or clothes, kissing, pinching, patting, grabbing or cornering;

- (d) Demanding about one's personal sexual life or explicit sexual suggestions in return for a reward;
- (e) Sexual jokes, innuendoes, noises, suggestions, foul language and obscene gestures;
- (f) The use of one's authority or power either explicitly or implicitly to obtain or enter into sexual relations or to

- punish another for his or her refusal of sexual relations;
- (g) Telling lies or spreading rumors about a person's sexual life with the purpose of assassinating the character of the victim;
  - (h) Pressuring one for sexual activity or favours;
  - (i) Displaying pornographic and sexually suggestive pictures and/or sexual objects;
  - (j) Transmitting offensive written, telephone or electronic communications of sexual nature;

(k) The creation of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature.

(3) Any student who shall be accused of sexual harassment or abuse on conviction shall be punished by suspension for a period of not less than three (3) months or to dismissal depending on the nature, extent and effect of the offence.

## **24. Malicious Damage to Property**

This is destruction of property of any other student, staff or of the University actuated by hatred and or unlawful desire to cause such damage. The offence includes malicious destruction of things such as books, clothes, computers of other students or mutilation of books in library, destruction of electricity meters, doors, windows, defacing of the walls of any building of the University, to name but few. The punishment for this offence is payment of compensation for damage or losses caused together with suspension for a period not exceeding six months.

## **25. Indiscipline**

This is refusal or failure to comply with a lawful order or directive given by any officer of the University acting under order from any competent organ or officer of the University. The penalty for this offence shall be a written warning for the first offender and suspension for a period not exceeding three (3) months for the second offender.

## **26. Gross Indiscipline**

Gross indiscipline is unacceptable behavior or conduct by a student towards staff, other students or any other person whomsoever and whether within or outside the University. Acts

constituting Gross indiscipline shall include but not limited to:-

- (1) Becoming hostile or refusing without lawful excuse, to give evidence or to answer a question or willful concealment of information, document or any other thing required by any lawful authority. This conduct shall constitute an offence and shall be punishable by one month suspension.
- (2) Failure or refusal to attend a meeting authorized by the **Disciplinary Authority** or any other competent organ of the University when summoned to do so through a proper

written notice by such an Authority or Organ. This offence shall be punishable by severe warning or suspension for a period of time not exceeding one month.

- (3) Forming and/or establishing unauthorized and undesirable groups which are likely to cause disunity and disorder at the University or the surrounding community. This offence is punishable by severe warning to the first offender and dismissal from the University for the second offence.
- (4) Use of abusive, slanderous, obscene and/or threatening language by a student against any other student or



students, academic staff or any employee (s) of the University in the course of discharging their duties which shall be punishable by a penalty ranging from one month suspension to rustication from the University depending on the nature and extent of the indiscipline.

- (5) Inviting outside speakers or social entertainers without prior permission of the relevant authority of the University. This offence shall be punishable by severe warning for the first offender and suspension for the second and subsequent offender for a period of one semester.

- (6) Willful obstruction of the work of or proceedings conducted by the Disciplinary Authority or any competent organ of the University or interference with witnesses in disciplinary proceedings or other proceedings conducted under these Rules. The Penalty for this offence shall be suspension for the first offender and discontinuation from the University for the second offender.
- (7) Cohabitation. This offence having been committed, the offender shall be penalized for suspension for a period of not less than three (3) months. In case the offence is committed for the

second time or any subsequent offence shall be made punishable by deregistration. Where cohabitation has resulted into pregnancy to a Certificate, Diploma and or an Undergraduate Student who is below the age of 18 years the offender shall be discontinued from the University.

## **27. Gross Negligence**

- (1) A student commits the offence of gross negligence where his failure to exercise skill or diligence results into a very serious consequences to other students, staff or to any other person whomsoever as where a student fails

to report about symptoms leading to fire, boycott of classes and or strike.

- (2) This offence is punishable by monetary compensation (in case of damage to property or loss) or suspension for a period not exceeding one month or both in the second and subsequent offences.
- (3) In case of monetary compensation, the same shall be assessed and determined by the Disciplinary Committee in consideration to the property or damage caused.

## **28. Libel**

- (1) Libel shall mean writing or printing untrue statements about someone so as to make other people have a bad opinion about him.
- (2) Without derogating the right to freedom of expression, willful writing of defamatory literature, insults or obscene language by any student or group of students against any other student (s), officer (s) or employee (s) of the University or any other person shall constitute an offence.
- (3) The penalty for this offence shall range from three (3) months suspension to

dismissal from the University depending on the gravity of the offence.

## **29. Stigmatization**

- (1) This conduct shall constitute a disciplinary offence. It is an offence whereby a student shuns or looks down against another student or staff or any other person due to one's health, etc.
- (2) The penalty for this offence shall be suspension for a period of one (1) month.

### **30. Unlawful Possession of a Key of the University Buildings**

- (1) Any person being found in unlawful possession of keys of the University's buildings shall be guilty of an offence.
- (2) The offence shall be punishable by severe warning for the first offender and suspension for a period not exceeding one month or to suspension for a period not exceeding one semester for repeated offence.

### **31. Drunkenness, Noise & Nuisance**

- (1) Students are prohibited from drunkenness, undue noise, disorderly conduct and nuisance of any kind

notwithstanding that the conduct in question occur inside or outside the University campus.

- (2) Commission of any of such offences shall be punishable by severe warning

### **32. Demonstration & Mob Actions**

- (1) Demonstrations, strikes, mob actions and unauthorized assemblies are forbidden. Demonstration is forbidden by law.
- (2) Any student who commits this offence shall on conviction be held liable to suspension for a period not exceeding three (3) months and not more than six (6) months.



### **33. Smoking**

- (1) Smoking is prohibited in the University Library, Cafeteria, Lecture Rooms and laboratories, and in any other place as may be specified by an appropriate authority from time to time.
- (2) Students are prohibited from drug abuse, possession and trafficking which shall cause severe disciplinary action including expulsion from the University and/or call for prosecution as prescribed by the laws of the country.

### **34. Strict Liability Offences**

The following offences when committed by a student shall constitute strict liability. They include;

- (1) Instigating or inciting students to boycott classes is a disciplinary offence and is punishable by one month suspension or dismissal depending on the nature and extent of its commission.
- (2) Unlawful collection or charge of money from students. This is punishable by suspension for such term as the disciplinary committee may find appropriate, but not exceeding one year.

- (3) Mismanagement and or embezzlement of student's organization funds shall constitute an offence punishable by compensation, suspension or both and the student shall have to relinquish his position (if any) in student's association as a leader.
- (4) Participation in unlawful demonstrations is a disciplinary offence punishable by suspension from studies for a period of not less than one month.
- (5) Unauthorized keeping and carrying of lethal weapon (s) within the University or any act which may jeopardize peace, tranquility or life of students, staff or

any other person. The punishment for this offence shall be rustication unless very good reasons are given.

## **PART THREE**

### **RESIDENTIAL REGULATIONS**

#### **35. General Provisions**

- (1) Students, irrespective of whether they reside in the University Hostels or off campus Hostels shall at all times behave in a manner that shall promote peace among themselves and uphold the good image of the University. This is to say that students shall refrain from acts or conducts that may cause annoyance or chaos to their

fellows, University community or any other person.

- (2) Students may be accommodated in the University Hostels (on campus) depending on availability of the rooms or reside outside the University (off campus).
- (3) The University shall offer accommodation services depending on its availability.
- (4) Where on campus accommodation is insufficient, priority shall be given to students with any disability, first year students and any other category as the Council may determine from time to time.

(5) Where off-campus residence is supervised by the University, the provisions of these By-Laws regulating on campus accommodation shall apply *mutatis mutandis* to such students living off-campus.

### **36. Provision relating to Students residing in the University Hostels**

#### **(1) Cleanliness**

Students shall be responsible for the care of the rooms they occupy and their surroundings and for daily cleaning of the rooms. Two students of the same sex are expected to share a room. In no way shall walls of rooms be defaced with nails, cello

tape and pictures. Timetables may be fixed on book shelves and not on walls.

### **(2) Changing of Rooms**

Students are not permitted to change rooms without the permission of the Hostel Superintendent or the Dean of Students. Such permission will normally come into effect at the beginning of a new semester. Any student who changes a room without consent shall be expelled from the hostel.

### **(3) Electrical Fittings**

Under no circumstances may students interfere or tamper with electric fittings and installations nor should they use any



electric appliance other than an electric iron, TVs and radio sets from the sockets provided for the purpose. Any student who breaches this by-law shall be expelled from the hostel.

**(4) Use of Musical Instruments**

The hostels shall be a place repose and retirement, and hence there should be no undue noise at any time. Musical instruments should be tuned at room sound and should not be used after 12.00 midnight. Breach of this by law by any student shall make him liable to expulsion.

**(5) Room Furniture**

Each student shall be given specific items in the room of residence including a bed,

mattress, reading desk and a chair, and is responsible for the care of these items. Students shall not be allowed to take out of the room any of such items. Students who cause damage to any of the items shall be liable to compensate the University and a warning.

**(6) Bed Time**

All students are required by the By-Laws to be in their rooms of residence by 1.00 a.m. except where permission is granted by the Dean of Students. For an approved social function an extension of up to 3.00 a.m. may be allowed.

**(7) Sharing of Rooms**

Students shall be expected to live harmoniously with one another in their allocated rooms. If a student is found misbehaving against his room-mate, he may be expelled from the room.

**(8) Visitors**

Students may be allowed to entertain a fellow student of either sex into their rooms from 10.00 a.m. to 10.00 p.m. In every case they must show due regard for the rights of their roommate and other students. At no time and under no circumstances should outside visitors or students of the same or opposite sex be allowed to share a bed.

**(9) Care of Keys**

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

**(10) Return of Keys**

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

vacation to the time the key is returned, plus any other punishment as the disciplinary authority shall deem suitable.

### **37. Provisions relating to Students residing Off Campus**

Students residing off campus shall:-

- (1) Have a written lease agreement.
- (2) be honest and comply with terms of the lease agreement
- (3) at all times act in good manner and avoid any act or conduct that may put the University under disrepute.
- (4) not behave in any disorderly or unbecoming manner or do any

conduct which is likely to encourage or instigate violence among other students or any other person. Regardless of whether the behavior or conduct occurs on or off-campus, such conduct shall constitute a disciplinary offence. Any student found guilty of an offence under this Rule shall be punishable by suspension for a period not exceeding three (3) months.

- (5) be required to fill in a prescribed **Residence Form** (in duplicate) issued by the Office of the Dean

of Students. Failure to adhere to this requirement shall constitute a disciplinary offence under these Regulations, and shall be punishable by suspension for a period not exceeding one (1) month.

Provided that, a student who has changed his/her residence shall be required to report to the Dean of Students regarding such changes within one (1) week, failure of which shall constitute an offence of gross indiscipline. Change of residence shall be made in a prescribed Form **“Change of Residence”**

## **PART FOUR**

### **OFFENCES RELATING TO RESIDENCE**

#### **38. Cooking**

No cooking shall be allowed in University hostels. Cooking in the Hostels shall constitute a disciplinary offence. The penalty for this offence shall be severe warning for the first offender and suspension not exceeding one month in subsequent offences.



### **39. Storing of Paraffin, Petrol or any other Combustibles**

Storage of paraffin, petrol, or any other combustibles shall not be allowed. Any person found in possession of the substances mention above shall be deemed to have committed an offence and shall be punished by suspension for not less than 2 months.

### **40. Unauthorized person(s) in the University Hostels**

- (1) Students are not allowed to live with unauthorized person(s) in the room rented to him by the University.
- (2) Unauthorized persons shall include their children, spouses, relatives or any other person

or any other student without prior authority from the Dean of Students.

(3) Any student who contravenes this rule commits an offence and the offence shall be punishable by a severe warning for the first offender and suspension for a period not exceeding one month for subsequent offences.

#### **41. Subleasing**

Any student who, after being allocated a room, sub-leases it to another student or person commits an offence punishable by eviction from the said room and shall not be eligible to rent a room from the University during his studies at the University.

## **42. Unlawful use of Electric Appliances**

Any use of electric appliance which exceeds the maximum current of 13 amps is an offence punishable by suspension not exceeding one month. Any appliance used in contravention of this rule shall be confiscated by the responsible authority and shall be given back to the student at completion of studies.

## **43. Transfer of Furniture or Fittings**

It is an offence to unlawfully transfer any furniture or fittings of any kind from any part of the University buildings without prior written permission from the competent organ, Dean of Students or warden of halls of residence as the case may be. This offence is

punishable by suspension not exceeding one month.

**PART FIVE**

**REGULATIONS RELATING TO**

**CAFETERIA**

The students' meals shall be served in the University Cafeteria at prescribed times and prescribed rates of payments for meals or services. Contravention of the following rules shall be construed as disciplinary offences.

**44. Kitchen**

The Kitchen is out of bounds for students. Smoking is disallowed in the cafeteria.

#### **45. Dressing in Cafeteria**

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

#### **46. Cafeteria Items**

Except with the permission of the catering superintendent no student may take out any item of crockery, glasses, cutlery (to name but some) from the cafeteria.

#### **47. Complaints**

Any complaints about cafeteria services should be made in the first instance to the cafeteria superintendent through the students’

government representative or suggestion box placed at the entrance to the cafeteria.

#### **48. Menu**

Students shall be provided with meals on the basis of reasonable menu. Food for special diets shall not be provided except by payment from the student for that purpose. A student found in breach of these by laws shall be liable to written warnings.

**PART SIX**

**REGULATIONS RELATING TO**

**ACADEMIC LIFE**

**49. Registration**

Every student shall be registered for one programme only. Once admitted to a particular programme a student may apply to be transferred to a different programme for a good cause and with permission from the relevant authority.



## **50. Fees**

No student shall be allowed to register or attend classes unless the required fees have been paid. Fees shall be paid in full at the beginning of the academic year or in two equal installments at the beginning of each semester.

## **51. Lecture Attendance**

Students shall be required to attend at least 80% of the lecture hours to qualify for sitting for university examinations.

## **52. Missing Lectures**

In the event of a student missing lectures, the Class Representative shall report to the lecturer

concerned or the head of department in writing to that effect.

### **53. Tests and Examination**

- (1) A student shall be required to sit for all tests, assignments, home works and to qualify him to sit for the University award.
- (2) Any special reason that may prevent a student from sitting for any examination shall be reported to the Head of Department who shall report to the Faculty Dean and Corporate Counsel. Permission not to sit for a particular examination shall be issued by the Head of Department in writing.

## **54. Release of Results**

- (1) Tests, assignments, homeworks and coursework results shall be given to students by respective lectures within reasonable time before sitting for their final examinations.
- (2) Final examination results shall be made at a date that shall be prescribed in the University Almanac
- (3) Students are not allowed to seek results from any academic or non-academic staff by telephone, letter or any other way before the prescribed date on the Almanac and no lecturer shall give to the student results before such prescribed date.

## **55. Examination Rules**

- (1) Students are required to strictly adhere to Examination Rules.
- (2) Failure to observe examination rules is punishable by expulsion from University or disqualification from entitlement to the University award.

## **56. Library Services**

- (1) Library services shall be available to students during operation hours and shall abide by library regulations.
- (2) Every student who uses the library shall acquaint himself with the procedures, rules and regulations of the library.

- (3) A student using library facilities shall be required to ensure that all books, periodicals, magazines borrowed are taken care of and returned to the library on the prescribed date and intact.
- (4) Every student reading in the library should do so without causing undue noise or disturbance to other readers. A student entering the University library shall be neatly dressed.
- (5) Sandals and shoes with hard knocks shall not be worn when entering the University library.
- (6) Non adherence to the above rules shall be construed as disciplinary offences punishable under the Rules and

Regulations made for library services or  
under these by laws.

## **PART SEVEN**

### **REGULATIONS RELATING TO STUDENT STAFF RELATIONSHIP**

#### **57. Enquiries of General Discipline**

The Dean of Students is the one to whom all enquiries and or complaints should be directed.

#### **58. Enquiries of Academic Matters**

For matters of purely academic nature, class advisors and/or Heads of Departments should be consulted.

## **59. Consultations**

All consultations with staff must be made in their respective offices during office hours.

## **60. Offering of Money, Gift or Inducement**

No student may offer any money, gift or any inducement of any kind to any staff member of the University for any consideration whatsoever. Contravention of this regulation shall be construed as an attempt to offer bribe punishable under these By-laws and may be dealt with through legal proceedings as established by the laws of the country.



## **PART EIGHT**

### **REGULATIONS RELATING TO STUDENTS RELATIONS WITH FELLOW STUDENTS**

#### **61. Interference with Fellow Students Welfare**

Students are expected to conduct themselves in a manner which does not interfere with the welfare of fellow students and the community in general. The following conducts/acts are prohibited, namely;

- (1) Conduct which is likely to obstruct or to frustrate the holding of:

- (a) Any lecture, class, laboratory work examination, research or other instructional activity given or authorized by the University.
  - (b) Any meeting, function or lawful activity or gathering authorized by the University.
- (2) Knowingly inviting or entertaining a former student or students of the University who are known to have been dismissed from the University and are barred from entering the University premises.

## **62. Students Government**

- (1) Student's government is an extension of the University Administration and students are expected to co-operate with their government in channeling their opinions, views, and grievances of general or special nature to higher authorities.
- (2) Students are expected to make full and timely payments of prescribed fees to the Students organization.
- (3) For avoidance of doubt, prescribed fees shall be fees for the Students' Organization approved by the Council and shall include Students'

Organization                      Membership,  
subscription or Students unions' fees.

## **PART NINE**

### **DISCIPLINARY PROCEEDINGS**

Disciplinary Offences committed by students shall be dealt with by the Students Disciplinary Committee/ Authority as defined under Rule 40 of the Mwenge Catholic University Rules made under the Charter

#### **63. Composition of Students Disciplinary Committee**

- (1) The Deputy Vice Chancellor Finance and Planning who shall be the chairman;

- (2) Dean of the Faculty or Director of the center or Directorate to which the student belongs;
- (3) Two senior members of the Academic staff nominated by the Vice Chancellor;
- (4) Legally qualified person with at least ten years of experience of practice as a attorney, advocate, magistrate or judge and who does not hold any post at the University and who shall be appointed by the Council.
- (5) Two members elected by the senate from amongst its members.
- (6) Three student representative nominated by the Student's

Organization, one of whom shall be a female student and another student with physical disability (if any).

#### **64. Investigation of an Offence**

Every charge of a disciplinary offence against a student shall be investigated by the Deputy Vice Chancellor, Administration and Finance who shall impose such punishment as the Students Disciplinary Committee) consider appropriate, after inquiring into the offence in accordance with the procedure prescribed under this part, and upon being satisfied that the charge against the student has been proved.

Upon receipt of a complaint that a student has committed an offence, Disciplinary Committee shall meet within a reasonable time to make a preliminary investigation of the case.

## **65. Delegation of Powers by Deputy Vice Chancellor Administration and Finance**

The Deputy Vice Chancellor Administration and Finance may, by a written Notice/Order under his hand, delegate (subject to such limitations as he/she may prescribe) all or any of the powers vested in him/her to a Dean or a Director or any Senior Officer of the University.



## **66. Formulation of a Complaint**

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

## **67. Formal and summary proceedings**

- (1) Disciplinary proceedings against any student may be either formal or informal (summary proceedings).
- (2) Formal proceedings shall be instituted where, in the opinion of the disciplinary authority, the disciplinary offence which the student is alleged to have committed is of such gravity that,

should he be found guilty, it may warrant his suspension, dismissal or rustication from the university.

- (3) Summary proceedings may be instituted where, in the opinion of the disciplinary authority, the disciplinary offence which the student is alleged to have committed is of such gravity that should he/she found guilty it may not warrant his or her dismissal or rustication from the University.
- (4) No disciplinary proceedings shall be instituted against any student after the expiration of thirty days (30) from the date of commission, neglect, offence or, in the case of a continuance of

injury or damage, within fifteen days  
(15) next after its cessation.

### **68. Explanation of a Complaint**

Upon receipt of such information, the Students Disciplinary Committee may require the student against whom such a 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. Provided that the Students Disciplinary Committee may in any case where a complaint is made or information received and where the

Committee asks a Student for such explanations as aforesaid, supply the student with copies of the complaint or a summary of the information, as the case may be, and such particulars thereof as will enable the student to make answers thereto.

### **69. Charge and its investigation**

- (1) The charge shall state briefly the nature of offence which the accused student is alleged to have committed, and shall set out in concise form the allegations made against the accused student.
- (2) The charge as drawn up shall then be served upon the accused student

together with a notice addressed to him inviting him to state in writing and within such period as may be specified in the notice, the grounds upon which he relies to exculpate himself.

- (3) Where the accused student fails or refuses to make representations in writing giving grounds upon which he relies to exculpate himself, within the period prescribed in the notice, or make representations which in the opinion of the disciplinary authority do not amount to a complete defence of the offence charged, the disciplinary authority shall appoint an inquiry

officer or officers to hold an inquiry into the charge.

- (4) The inquiry officer or officers shall notify the accused student of the date on, time and place at which the inquiry shall be held and the inquiry shall not be open to the public.
- (5) The accused student shall have the right to appear before the inquiry officer or officers, examine witnesses and be heard in his own defence, save that failure by the accused student to appear at the inquiry shall not vitiate the proceedings.

- (6) The accused student shall have the right to;
- (i) To cross examine any witness examined by the inquiry officer(s) or disciplinary authority;
  - (ii) To examine and make copies of any document produced as evidence against him and
  - (iii) To call witnesses on his own behalf and produce any document relevant to the inquiry.
- (7) The inquiry officer(s) may take into consideration any evidence which they consider relevant to the subject of the

inquiry before them, notwithstanding that such evidence would not be admissible under the law relating to evidence, and shall record the gist of the evidence adduced before them.

- (8) Upon the conclusion of the inquiry, the inquiry officer(s) shall forward the record of proceedings, before them, together with their report on the proceedings to the disciplinary authority.

### **70. Institution of formal proceedings**

No formal proceedings for a disciplinary offence shall be instituted against a student



unless he is previously served with a copy of the charge setting out the nature of the offence which he is alleged to have committed and the charge shall be prepared after carrying out such preliminary investigations as the disciplinary authority may consider necessary.

### **71. Powers to Summon**

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

## **72. Students Disciplinary Committee's Procedures**

The Students Disciplinary Committee shall adopt its own procedure as may be fit provided that, such procedures shall ensure that principles of natural justice are observed as prescribed under the Charter of MWECAU.

## **73. Right to Delegate Powers**

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

## **74. Report on Proceedings**

The inquiry report shall state;

- (1) Whether, in the opinion of the inquiry officer (s), the charge (s) against the accused student has/have been proved;
- (2) The reason or reasons for the opinion;
- (3) Any fact which, in the opinion of the inquiry officer (s), aggravates or mitigates the gravity of the act or omission which was the subject matter of the charge; and
- (4) Any other fact(s) which, in the opinion of the inquiry officer (s), is/are relevant, but shall not contain any recommendation as to the nature of punishment to be imposed.

## **75. Findings of Disciplinary Authority**

- (1) Upon receipt of the record of proceedings and the report, the disciplinary authority shall, after considering the evidence and the report of the inquiry make and record a finding whether or not the accused student is guilty of the disciplinary offence he was charged with.
- (2) Where the disciplinary authority's finding as to the guilt or innocence of the accused student is different from the opinion of the inquiry officer(s) as expressed in their report, the

disciplinary authority shall record its reasons for the finding.

- (3) Where the disciplinary authority finds the accused student guilty, it shall proceed to impose the punishment prescribed by these Rules in respect of the disciplinary offence or such lesser punishment as it deems appropriate.

## **76. Institution of summary proceedings**

- (1) Where the disciplinary authority decides to institute summary proceedings against an accused student, it shall cause to be made a statement of the offence giving particulars of

the charge(s) to be prepared and served upon the accused student.

(2) The disciplinary authority shall require investigation hearing of the charge or charges to be made and shall give the accused student notice of the charge (s) against him.

(3) The investigation of the charge(s) shall be carried out in such a manner as the disciplinary authority may determine and the accused student shall have the right to appear at the hearing and make his defence but failure or refusal by him to attend the investigation shall not vitiate the proceedings.

(4) Where at any stage of the proceedings it appears to the disciplinary authority (from

the nature of the facts and circumstances disclosed that it is necessary or desirable that the matter be dealt with by way of formal proceedings, the disciplinary authority may stop the summary proceedings against such student.

- (5) Upon the conclusion of the investigation, the disciplinary authority shall make a finding whether or not the accused student is guilty of the disciplinary offence (s) he is charged with and if it finds the accused student guilty, the disciplinary authority shall proceed to impose such punishment as it shall be prescribed by the relevant rules.

- (6) Nothing in these Rules shall prevent the relevant authority from taking appropriate measures against a student who commits a disciplinary offence(s) which is also an offence under the written laws of the country.

## **PART TEN**

### **APPEALS**

#### **77. Establishment of Students Disciplinary Appeals Committee**

- (1) There shall be established Students' Disciplinary Appeals Committee of the University in accordance with



Rule 53(1) of the Rules of the  
Charter.

(2) The Students' Disciplinary Appeals  
Committee shall be composed of:

- (i) A Chairperson, who shall be  
nominated by the Council and  
formally appointed by the  
owner;
- (ii) Four (4) members appointed by  
the Council from amongst its  
members, one of whom shall be  
a member elected to the Council  
by the Students' Organization  
and who shall be formally  
appointed by the owner; and

- (iii) A legally qualified person holding office in the Attorney-General's Chambers nominated in that behalf by the Attorney General.
- (3) The quorum of meetings of the Students' Disciplinary Appeals Committee shall be the Chairperson and four other members, one of whom shall be the member referred to in Paragraph (iii) of Rule 77(2) above.
- (4) Any person who took part in the decision of the matter which is a subject matter of appeal to Appeals Disciplinary Committee shall not take part in the hearing of such appeal.

- (5) Any student aggrieved by the decision of the disciplinary authority may appeal to the Appeals Committee within 30 days from the date the decision was passed and such appeal shall be in writing, setting out the grounds of appeal. He shall also serve to the other party a seven days (7) notice of his intention to appeal. The notice should be filed seven (7) days after the decision of the disciplinary authority is made.
- (6) The Appeals Committee shall meet as soon as it is practicable following the receipt of an appeal.

- (7) When the appeal has been lodged with the appeals Committee, execution of any penalty imposed by the Disciplinary Authority shall be stayed pending the determination of the appeal.
- (8) At the hearing of an appeal by the Appeals Committee, the parties concerned shall be entitled to be heard. No other person in defense of or in a representative capacity for the aggrieved party shall be allowed to appear before the Appeals.
- (9) In hearing the appeal, the Appeals Committee shall have powers to confirm, vary or set aside any

decision of the disciplinary authority or, within the prescribed limits, to enhance, or to reduce or to set aside any penalty imposed by the Disciplinary Authority.

- (10) The decision of the Appeals Committee shall be final and conclusive and shall not be subject to review by any court of law as prescribed by Rule 55 of the Charter of MWECAU

## **PART ELEVEN**

### **MISCELLANEOUS**

#### **78. Emergencies**

Where there is an emergence, the Student concerned or the Student's Organization will be informed as soon as possible of the nature of the emergence and to take such part (where necessary) as shall be directed by the University.

#### **79. Part-time employment**

Students may undertake paid employment during term time subject to prior approval of

their respective Faculty Deans. Assurance shall be provided that the academic work of such students would not suffer through such employment.

## **80. Official Correspondences**

Students may communicate with outside institutions and the news media in their private capacity. All official correspondences by students or by officials of the Student's Organization or by officials of recognized student societies to Government, Ministries, Parastatals, other Universities, Schools, Colleges and or Non Government organizations shall be through the office of

Dean of Students or of the Dean of respective faculties (as the case may be).

Correspondences to the chancellor; the State House, representatives of foreign governments and International Non Governmental Organizations or any other official body shall be channeled through the Vice Chancellor.

### **81. Collection of Money in the University**

Application for permission to make collection of money other than Students' Organization subscriptions or entrance fees for various functions shall be made to the Vice Chancellor through the Dean of Students. Person's collecting such money shall ensure that the



monies collected is deposited in the account and should show how the money has been or is to be expended. Withdrawers shall ensure that this procedure is strictly adhered to.

## **82. Keeping vehicles on campus**

- (1) Any student wishing to keep a vehicle within the University compound shall have to seek permission from the University and shall comply with the Rules or directives relating to parking of vehicles at the campus and shall have to register the vehicle with the Dean of Students.

- (2) Registration shall be conditional upon production for inspection of
- (a) Student identity card;
  - (b) The motor vehicle registration card;
  - (c) The current certificate of insurance;
  - (d) When demanded, a certificate of road worthiness; and
  - (e) A clean and undisputed current driving license in the applicant's name.
- (3) Such registration shall be reviewed each academic year. Any student who fails to meet the above conditions shall not have his vehicle registered.

- (4) The University shall not be held responsible for any damage to or loss of the students' vehicle unless the University is responsible for such damage or loss. The permission for any student to keep and drive a motor vehicle within the campus may be withdrawn whenever it appears to the University that the student is a dangerous or reckless driver.
- (5) No student shall be allowed to keep within the University unregistered vehicle. A student who shall breach this By-Law shall be guilty of a disciplinary offence punishable by a written warning.

### **83. Court Proceedings**

- (1) Any Student facing criminal proceedings in a court of law shall be suspended from studies pending the court's verdict. If found guilty, the student will be liable to dismissal from studies.
  
- (2) Criminal proceedings shall include among other offences, murder, manslaughter, burglary, housebreaking, theft, cybercrime, forgery, offences against morality, illicit drugs, arson, offences against liberty, treason or any other offences under the Penal Code Cap 16 or any other law.

## **84. Change of Students Name**

All the University Certificates, diplomas, Advance Diplomas, Degrees and any other University awards shall be issued using the names the student has been registered with. Any changes of the name a student is registered with shall be effected by a Deed Poll and registered according to the law.

Reasons that may justify change of name shall include;

- a) Marriage;
- b) Change of religion/acquisition of new name;
- c) Divorce;
- d) Other circumstances that merit consideration.

Any change of name shall have to be notified to the Dean of Student and Corporate Counsel at least six calendar months before the graduation day.

### **85. Limitation of By-Laws**

These By-Laws are not exhaustive and the Council may therefore amend them from time to time as it shall deem necessary.

### **86. Extension of By-Laws to Field Practical, Study Tours And Assignments Outside The Campus**

These By-Laws shall apply and be enforced to students who are undergoing field practical, study tours or doing other University

assignments e.g. news or data collection outside the University.

### **87. Reporting Time**

Students are required to report at the University on the first day of each semester or the prescribed date of the school year. After the lapse of seven (7) days from the prescribed date, each student reporting late shall be barred from registration unless satisfactory reasons are given for reporting late. Any late registration is liable to a fine of Tshs. 20,000/= and this rate shall be changed from time to time.

## **88. Publications**

Students wishing to publish articles in the University Journal, Bulletins, or news letter. (Or make use of any print or electronic media) shall be expected to observe laws governing publications. Students shall at all times avoid publishing:

- (i) Defamatory statements about a person, which exposes that person to hatred, scorn and contempt, or is likely to ignore him or her in his or her trade or profession.
- (ii) Seditious statements or pictures that may incite people to violence, even if the writer has no intention to do so.



- (iii) Blasphemous statements about religious matters that may offend deeply the feelings of those who hold those matters sacred. Obscene statements, or pictures, which are likely to spoil or likely to corrupt or corrupts those people into whose hands the paper may fall.
- (iv) Any confidential information received from police or public officers in the course of their official duties or enquiries.
- (v) Any matter which is likely to bring courts of law, officer or public office into contempt or hinder its administration of justice.

- (vi) Works of others without their permission and thereby abusing copyright law.

### **89. Illness**

Illness or accident must be reported to the University Dispensary authority and/or the Dean of Students and to the Head of the Department.

### **90. Leave of Absence**

A student may obtain leave of absence for a period not exceeding four (4) days during semester time by application to the Dean of Students. Such an application shall be accompanied by a written approval of the

Student's Class Advisor or Head of Department in a prescribed form.

### **91. Vacating the Campus Premises during Vacations**

Students are generally not allowed to stay at the campus during vacation. A student who may, with good and exceptional reasons stay at the campus with the permission of the Dean of Students and he shall be bound by these By-Laws as they would during the semester time. Such student will be required to pay in advance a prescribed accommodation fee and shall be required to make arrangements for his own meals, dispensary and hospital services.

## **92. Employment**

No student shall undertake paid employment of any kind at or outside the campus during the semester without prior permission from the Dean of Students and the Head of Department upon satisfaction that the student's academic work will not suffer throughout such employment.

## **93. Meetings**

The BARAZA, meeting of the Students' Government and of any committee or sub-committee and of any of the students' organization shall be held after lecture hours. This shall apply to any other social or religious organization at the University.

#### **94. Repeal**

The Student's Disciplinary Rules of Mwenge University College of Education (MWUCE) 2008 are hereby repealed.

#### **95. Savings**

Notwithstanding the repeal of the Students Disciplinary Rules of 2008, nothing done or subsisting proceedings commenced under the repealed Rules shall be void by reason only of their repeal and shall continue in force and shall have effect as if made under these Rules.

#### **96. Signing Students Agreement Form**

Students are required to sign the STUDENT AGREEMENT FORM which shall be a

binding undertaking by the student that he/she shall be governed under the student By-Laws. Where a student declines to sign the STUDENT AGREEMENT FORM, it shall be construed that the student has declined his/her offer to study at the University.

### **97. Authentication**

The Students' Disciplinary Rules are enacted by the Mwenge Catholic University this 17<sup>th</sup> day of July 2015

The Students' Disciplinary Rules were approved by the Council this 24<sup>th</sup> day of January, 2020.

**Name:** His Excellency Bishop Amani  
**Signature:**.....  
**Title:** Chairman of MWECAU Council

**Name:** Rev. Dr. Nelson Mwanjemwa  
**Signature:**.....  
**Title:** Secretary of MWECAU Council