

## Students By – Laws 2010

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### PART I

#### PRELIMINARY

- Citation      **1.** These By- Laws may be cited as Mbeya Institute of Science and Technology. (General conduct, Disciplinary proceedings and Penalties) By- Laws – and shall come into operation on the academic year 2010/2011.
- Applicat-      **2.** These By- Laws:  
ion              (i) Are made under Part IV NACTE (MIST) Establishment Order 2004  
                    (ii) Repeals the Students Regulations 2008  
                    (iii) Shall apply to any person who is admitted and registered as a student of the Institute.  
                    (iv) Subject to provision of sub – paragraph (i), these By – Laws shall cease upon the expiry of the period for which one is registered as a student of the Institute or upon the happening of any event which disqualifies one from continuing to be a student of the Institute.
- Interpretati-      **3.** In these By- Laws, unless the context otherwise requires;  
on              **“Administration”** means the Principal of the Institute and officers subordinate to him responsible for the day to day running of the Institute affairs, including Deputy Principals who are Deputy Principal-Academic, Research and Consultancy and Deputy Principal-Planning, Finance and Administration, Heads of Departments, Dean of Students and Human Resource officer(s);  
                    **“Authorized officer”** means any other officer of the Institute who is discharging lawful duties;  
  
                    **“Students General Assembly”** means Institute General Assembly – constituted by all students of the Institute of Science and Technology.  
  
                    **“MISTSO”** means Mbeya Institute of Science and Technology Students’ Organisation;  
  
                    **“Competent Organ”** includes the Council, Management Committee, Students Affairs and Disciplinary Board, Academic Board or officers of the Institute vested with expressed or implied legal powers to do;  
  
                    **“Dean”** means the Dean of Students;  
                    **“Assistant Dean of Students”** means an officer under the Dean of Students.  
                    **“Student”** means a person, who is admitted at the Institute for a degree, diploma, certificate or other awards of the Institute;

**“Disciplinary offence”** means any act forbidden under these by- laws or any other law which, in the opinion of Students’ Affairs and Disciplinary Board constitutes a disciplinary offence;

**“Board”** means Students’ Affairs and Disciplinary Board

**“Disciplinary Authority”** means an authority established by the Council of the Institute;

**“Blocks/Hostels of Residence”** means blocks/hostels of residence of the Mbeya Institute of Science and Technology;

**“Officer in Charge”** means a person who is the head of any section, department, directorate or unit;

**“Institute”** means Mbeya Institute of Science and Technology

## PART II GENERAL REGULATIONS

Application  
of rules to  
students

- 4** (1) These regulations shall apply to all students with effect from the academic year 2010/2011.
- (2) Regulations affecting students shall be reviewed from time to time by the Council in accordance with the Statute of the Institute and promulgated by the Principal. In addition to these Regulations, each Department, Library, Hostel or any other unit of the Institute may issue its own regulations governing the conduct of students within its precincts, provided that such regulations are not inconsistent with the regulations made by the Council.
- (3) Copies of all regulations shall be deposited with the Registrar, the Institute website, Dean of Students, Wardens of Hostels, Heads of Departments and Sections, Students government and library, it shall be brought to the attention of all students.
- (4) Ignorance of any regulations or any public notice shall not be accepted as an excuse for any breach of discipline. Accordingly, every student on enrolment shall be required to obtain a copy of such Institute, Hostel or other regulations relating to his/ her conduct that are for the time being in force.
- (5) The operation of these Regulations is without prejudice to the laws of the land, which apply to all persons in the Institute.
- (6) The Principal of the Institute is the chief academic, administrative and disciplinary officer. It shall be an offence to disobey him/her and all officers under him/her in the discharge of their duties.

Admission  
procedures

5. (1) Admission to the Institute is open to only bona fide students or persons who have been approved for admission on meeting the entry requirements. Such persons shall be required to go through registration formalities to confirm their status as bona fide students.
- (2) To be admitted in the first year of the NTA Level 4 and or NTA Level 7 programmes in Mbeya Institute of Science and Technology one must have relevant certificates entitling him/her to go for the course one has applied for and duly approved by the relevant authority or have other qualifications considered equivalent by the Institute.
- (3) A student from a similar institution wishing to be admitted into the subsequent NTA level of study at Mbeya Institute of Science and Technology must have passed examinations in relevant and equivalent programmes in their previous year of study. Such a student must apply for admission at least 3 months before the beginning of the academic year. In special cases, the Deputy Principal – Academic, Research and Consultancy may, in consultation with relevant authorities of Mbeya Institute of Science and Technology admit a student who, with acceptable reasons, fails to meet the 3 months deadline.
- (4) A student, who has been admitted and does not report for registration in a particular year, may re-apply for admission during the following year provided the admission requirements remain the same.

Registration  
procedures

6. (1) Arrangements for registration shall be announced before the commencement of the Academic Year
- (2) Unless they hold sponsorship from the Government of Tanzania, students shall be required to pay all approved fees and contributions as a condition for registration.
- (3) A student admitted at Mbeya Institute of Science and Technology may register as a full-time student or a part-time student.
- (4) (a) A full-time student is one who opts for registration in regular study programme, does required courses and sits for examination in order to obtain a certificate, a diploma or a degree at/of Mbeya Institute of Science and Technology.  
(b) A part-time student is one who opts for registration in irregular study programme (evening classes, short courses, occasion studies etc), does required courses and sits for examination in order to obtain a certificate, a diploma or a degree at/of Mbeya Institute of Science and Technology.

(5) To be admitted to lectures, tutorials, practicals or any other teaching/learning activities of a department one must be registered as follows: -

- (a) Registration shall be done within two weeks from the beginning of semester of each academic year.
- (b) The student concerned shall do registration personally.
- (c) Applications for late registration shall be submitted in writing to the Registrar latest two weeks after the beginning of the academic year. The Registrar shall assess the merit of each application and in consultation with the Deputy Principal – Academic, Research and Consultancy act accordingly.
- (d) A student who wishes to change a course of study shall do so during registration within two weeks from the beginning of first semester of First Year by writing a letter to the Registrar. Change of course will depend on availability of place in the programme one intends to shift to.

Admission documents

**7. (1)**

- a. All documents required for registration shall be submitted to the Registrar. The original documents shall be returned to the registering student soon after registration.
- b. At the first registration, a student shall produce the following documents for NTA 4 registration;
  - i. Original of Form IV National Examination Certificate or equivalent.
  - ii. Original/ Certified copy of birth certificate.
  - iii. One copy of medical certificate issued less than three months before the registration date.
  - iv. Three recent passport size photographs.
  - v. Written evidence of having paid approved Institute fees and contributions.
  - vi. Proof of sponsorship.
  - vii. Two certified copies of residence permit for the ongoing academic year, if he/she is a foreign student.

(2) The Students willing to pursue for NTA 7 the following documents shall be submitted to registrar;

- (i) Original/certified copy of birth certificate
- (ii) Original Certificate of Secondary Education (C.S.E.E) or equivalent.
- (iii) Original Advanced Certificate for secondary education (A.C.S.E.E)/diploma certificate.
- (iv) One copy of medical certificate issued less than three months before registration date.
- (v) Three recent passport size photographs
- (vi) Written evidence of paid approved Institute fees and contributions.
- (vii) Proof of sponsorship.

Admission requirements

**8.** For any other subsequent registration, a student shall:

- (1) Provide proof of having paid Institute fees and contributions;
- (2) Fill the student registration form;
- (3) Present appropriate documents for any change of his/her personal particulars.

Payment of fees

**9.** A student shall pay registration and special fees of the Institute approved by the Council.

Student's identity card

**10** (1) A registered student shall be issued with a student's identity card. The card shall have the student's photograph, signature and registration number, the Principal's signature and the stamp of the Institute.

(2) A student's identity card shall be required for use in the library, admission to lectures, tutorials, practical, laboratories, examinations and access to the restaurant, canteen and other services offered by the Institute

Deregistration of students.

**11.** (1) A student may be de-registered any time during the academic year due to one or more of the following reasons:

- a. Intentional omission of information or false declaration at the time of registration;
- b. Intentional violation of regulations governing registration;
- c. Absence from the Institute without justifiable reasons, for one or more months;
- d. Any serious case of indiscipline;

	(2) De-registration of a student shall be done by the Principal and approved by the Council.
Student's declaration	<p><b>12.</b> (1) During the registration, each registered student shall be required to declare by signing a declaration form to which a registered student shall abide among other things:-</p> <ol style="list-style-type: none"> <li>a. To obey the Principal and all who are placed in authority;</li> <li>b. To abide by the rules and regulations of the Institute;</li> <li>c. To maintain peace and order on campus;</li> <li>d. To obey the laws of the land;</li> <li>e. To study diligently, and in every way possible to advance the aims of the Institute.</li> </ol> <p>(2) A student who has fulfilled the above requirement 12 (1) shall be given a registration and admission number.</p>
Student's names	<b>13.</b> For the purposes of the Institute, students shall be known by the names entered in the Institute Register during registration.
Change of names	<b>14.</b> The Institute may approve to register/change the students' name where there is submission of sufficient legal evidence to warrant a change of name as required by the law of the land.
Student complaints	<b>15.</b> A Complaint by a student on a member of staff of the Institute shall first be reported to the officer – in – charge of the section or department in which such member belongs and such officer shall settle the matter. On failure to settle the matter he/she will refer it to the appropriate higher authority next in command.
Curriculum	<p><b>16.</b> (1) Each department shall have academic programmes comprising all lectures, tutorials, laboratory sessions, practical, seminars, dissertation etc. as appropriate.</p> <p>(2) The National Council for Technical Education (NACTE) shall approve all academic programmes on the recommendation of the Council. They shall indicate the objectives and contents of each module/course or research.</p>
Examinations rules	<b>17.</b> Examinations of the Institute shall proceed as per Examinations Regulations with which students must familiarize themselves.
Rules related to accommodation	<b>18.</b> (1) For every academic year any student wishing to live in the Institute blocks/hostels shall be required to apply for accommodation. Priority for

accommodation in the Institute will be given to Ordinary diploma students, female students, the disabled and other categories of students, to be determined from time to time.

- (2) Students assigned rooms shall sign for property found in the rooms at the beginning of the semester and will be surcharged for damage to Institute property or loss of any such item.  
No student may be assigned to a room that is yet to pay fully for an assessed damage to or loss of Institute property.
- (3) Students shall take good care of rooms and furniture therein assigned in a block/hostel or a private building acquired for such purpose
- (4) Furniture or fittings shall not be transferred from one part of the Institute to another without prior permission from the Wardens/Matrons.
- (5) Other than reading lamps, table fan, radio, music system, television, electric iron/electric kettle, computers or hand-dryer, no electrical appliances or device shall be permitted in students' rooms.
- (6) No cooking i.e. frying, roasting, baking or warming by use of electricity or other energy source is permitted in students' rooms.
- (7) No light to be left on during the day or when not needed.
- (8) For the avoidance of nuisance and annoyance to other residents, musical instruments may be played to room sound only and in any case, not between midnight and 6:00 am.
- (9) Students shall not entertain outside visitors in their rooms.
- (10) Student shall not be allowed to live with unauthorized persons in their rooms including their children and other relatives.
- (11) Students shall not be allowed to entertain their Institute colleagues of either sex in the rooms beyond 10:00 pm.
- (12) Students shall be expected to live peacefully with one another in their allocated rooms.
- (13) Students must vacate their rooms at the end of each Semester and must hand over the keys to Matrons/Wardens/Janitors or Dean of Students
- (14) Any student wishing to install any additional furnishing in his/her room may do so subject to prior written permission by Wardens/Matron and approved by Dean of Students.

(15) Any student wishing to be out of the Institute campus may do so subject to prior written permission by Warden/Matron or Dean of Students and approved by Principal.

(16) Smoking is strictly prohibited in the public areas (living rooms, common rooms, classrooms, corridors etc).

(17) No alcohol shall be consumed at any party organized in blocks/hostel premises.

Rules  
related  
to  
cafeteria

**19.** (1) Served at prescribed times, all meals shall be taken in the Cafeteria for entitled students.

(2) Smoking is not allowed in the Cafeteria.

(3) Students are not allowed to enter or remove any equipment such as cutlery and glasses provided for their meals.

(4) A student who is entitled to be offered the Institute meals shall be given a meal card which shall be presented to the person in charge during the mealtime.

(5) Complaints or criticisms of services at the Cafeteria may be made to the Catering Officer through the student leaders appointed to oversee meals.

(6) Every meal card must bear student's name, card number and catering officer's signature. Failure to have the mentioned criteria the meal card shall be rejected.

Health  
regulations

**20.** (1) Students will be entitled to free medical care at the Institute's Dispensary during the semester as per ability and provisions available at the Institute Dispensary. Complicated cases will be referred to Mbeya Regional or Mbeya Referral Hospital. Provision of dentures and spectacles are excluded.

(2) A list of students who for being under medical care are unable to attend classes shall be submitted to:

(i) Dean of Students

(ii) Wardens/Matron/Janitors

(iii) Heads of Departments who will in turn inform lecturers concerned.

(3) Any student wishing to be treated outside the Institute dispensary may do so after informing the Dean of Students on his/her own expenses.

(4) Students shall report back to the medical staff after their treatment and submit the records to the Dean of Students for filing if such treatment occurs outside the Institute.

(5) Every student shall be required to pay medical contribution as prescribed by the Institute from time to time.

Regulations governing establishment and running of societies and clubs

**21.** (1) Students' Societies and Clubs in the Institute shall be formed at the request of at least ten interested students. In addition, there must be a member of staff who will be the advisor.

(2) A request to form an association or club shall be submitted to the Dean of Students through the Students' Government and shall be accompanied by the recommendation of the Students' Government and the Constitution/By-laws of the proposed society or club.

(3) The proposed Society or Club shall be formally promulgated in the Institute after the approval has been given.

(4) Within three months from the date of the promulgation of the society or club, the secretary shall deposit the names of persons holding principal offices of the society or club with the Registrar and the Dean of Students. Thereafter, the Registrar and the Dean of Students shall be furnished with the names of their Principal Officers once a year.

Regulations governing social functions

**22.** For the purpose of this section, a public function is one to which persons other than staff and students of the Institute are invited or entitled to attend.

(1) Students who wish to organize any social function within or outside campus shall obtain prior permission from the Principal through the Dean of Students.

(2) An application for permission to organize a function should provide the following information:

- a. Date and time of the function;
- b. Venue of the function
- c. Names and description of Lecturers, Speakers, or Performers at the function.
- d. Purpose of the function

(3) This information together with evidence of fulfillment by the organizers of any requirements imposed by law in relation to the holding of such a function should normally reach the Dean of Students at least three days before the function takes place.

- (4) The Dean of Students may impose such other requirements and conditions as may appear to him/her to be necessary and desirable.
- (5) For functions involving use of musical instruments, permission may be given up to 12 mid-nights. Only the Principal may allow a function to proceed beyond 12 mid-nights.

Processions  
and  
demonstrati-  
on regulations

- 23.** (1) Any students wishing to organize a procession/demonstration in the Institute shall apply to the Principal in writing through the Dean of Students at least three days before the procession/demonstration is due to begin.
- (2) The application shall state the purpose of the procession/demonstration and the name (s) of the organizer (s).
  - (3) No procession/demonstration shall be held between the hours of 6:00 p.m. and 6:00 am.
  - (4) During the procession/demonstration, nothing will be done or said that may occasionally violate or cause breach of peace.
  - (5) If any acts of violence and/ or breach of Institute or other regulations occur during a procession/demonstration or other mass action, the perpetrators as well as the organizer(s) shall be held jointly and severally responsible.
  - (6) For processions/demonstrations outside the Institute, the organizer(s) should, in addition, seek prior permission from the police.

Meetings  
regulations

- 24** (1) Any students wishing to organize a meeting in the Institute shall apply to the Principal in writing through the Dean of Students at least three days before the meeting is due to take place.
- (2) The application shall state the purpose of the meeting, the agenda and the name(s) of the organizer (s).
  - (3) No meeting shall be held between the hours of 6:00 p.m. and 6:00 am, unless otherwise is permitted by the Principal.
  - (4) If any acts of violence and/or breach of Institute or other regulations occur during a meeting, the perpetrators as well as the organizer(s) shall be held jointly and severally responsible.

- (5) If the meeting is to take place outside the Institute, the law of the land regarding meetings shall be followed.

Correspondence regulations **25.** (1) All correspondences by students to Government or other official bodies both in and outside the institute shall be channeled through the Principal.

- (2) It shall be an offence for student or group of students to print, publish, disseminate or otherwise circulate any false or fabricated information.
- (3) No student, student group or association may circulate information without the names and signatures of the authors.
- (4) All correspondence within the Institute shall follow appropriate procedures as per Institute's directives.

Publications regulations

**26.** (1) The Principal will be informed of any intention to produce a student publication within the Institute and his approval in writing shall be obtained for such a publication.

- (2) A copy of each issue will be lodged with the Principal, the Deputy Principal – Academic, Research and Consultancy and the Dean of Students and the Institute Librarian on the day of publication.
- (3) Each issue shall state the name of the Editor, the Membership of the Editorial Board and Publisher.
- (4) Members of the Editorial Board will be held jointly responsible for the full contents of each issue of the publication.

Regulations regarding use of vehicles, motor cycles and bicycles

**27.** (1) Any student who wishes to use or keep a vehicle on the campus of the Institute must obtain permission from the Principal through the Dean of Students.

- (2) The Institute accepts no responsibility for such vehicles, or for any damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.
- (3) The Institute does not provide garages for students' vehicles. Any arrangement for garaging them in the Institute should be made privately by the owners.
- (4) No student shall park his/her vehicle, motorcycles and bicycles in staff parking areas.

Collection of money regulations **28.** Permission to make general collections of money, other than for club subscriptions and shows or parties, must be obtained from the Principal. Students are advised to ask or to see the license or other valid authority of any collector who comes from outside the Institute.

Institute property regulations **29.** (1) Every student shall exercise the highest standard of caution in handling Institute property so as to avoid possible damage.  
(2) Any student who willfully or negligently damages Institute property shall be guilty of an offence and shall be liable for replacement or payment of maintenance.  
(3) No Institute property of any description shall be taken from its proper place without the written consent of the Head of Department concerned.  
(4) Students shall not use Institute telephones for private calls except with the express permission of the head of the organ under whose charge placed.  
(5) Officials of students' organizations or recognized student societies or clubs may request transport from the Transport officer through the Dean of students' office.

Religious activities **30.** Any religious activities shall be conducted in a manner that no Institute's functions shall be jeopardized.

Political activities **31.** Political activism conducts and activities shall not be allowed within the Institute's campus by any student.

### PART III DISCIPLINARY OFFENCES

General Disciplinary offences **32.** (1) For the purpose of these By – Laws, disciplinary offences shall include:-  
i. Consumption of drugs and alcohol  
(a) Getting drunk and implicating any improper conduct/behavior under the influence of alcohol either within or outside the campus.  
(b) Consumption of any intoxication drug unless a recognized medical officer has prescribed such consumption.  
(c) Cultivating, using or peddling narcotic substances and other drugs prohibited by the law of the land.

- ii. Conduct or omission which does or is likely to cause damage, defacement or violence to person or property within the Institute.
- iii. Using force against or striking a fellow student, an officer or any other person at the Institute or outside the campus.
- iv. To threaten or use violence against any fellow student(s) or any member of the Institute.
- v. Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other item or property of the Institute.
- vi. Act or conduct, which is likely to obstruct or frustrate the holding of:-
  - a. Any lecture, class workshop activity given or authorized by the Institute.
  - b. Any meeting, function or lawful activity authorized by the Institute.
- vii. Unauthorized use of or interference with any technical or other service or installation of the Institute.
- viii. Theft committed within the Institute where a student is charged with and convicted, the Institute may take disciplinary measure against such a student notwithstanding that he/she is prosecuted and or punished by a court of law.
- ix. Unauthorized possession of a key to the Institute property.
- x. Unauthorized holding of students "General Assembly Meeting" (Students' Baraza)
- xi. Political activism conduct and activities within the Institute Campus
- xii. Religious activities conducted in a manner that Institutes' functions are jeopardized.
- xiii. Engaging into sexual activities within/outside the campus.
- xiv. Planning or participating in an unlawful demonstration which shall include planning the route for the demonstration encouraging the organizer of the demonstration and providing banners or posters for the demonstration

- xv. To behave in any manner which is likely to encourage or instigate violence among students towards the property or any member or employee of the Institute regardless of whether such behaviour occurs on or off campus.
- xvi. Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on his behalf or under an order from any competent organ or officer of the Institute.
- xvii. Use of abusive, slanderous, obscene or threatening language by any student against any fellow student(s) or employee or officer of the Institute in course of performance of such officer's or employee's duties.
- xviii. Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, Institute or any other institution whether in cash or otherwise.
- xix. Knowingly inviting or entertaining a student(s) in the Institute whose name or names appears on the notice board or being informed or given a letter as having been barred from the Institute premises by a competent organ.
- xx. Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent organ of the Institute when summoned to do so by proper written notice by such authority.
- xxi. Refusal or failure to abide by the ruling, decision and / or penalty made / imposed by the Disciplinary Authority or any other competent organ.
- xxii. Inviting outsiders as guest speakers and / or social entertainers without the permission of the relevant organs of the Institute.
- xxiii. Forming and / or establishing unauthorized student groups, which are likely to cause disunity and disorder at the Institute or in the wider community.
- xxiv. Without derogating the right to freedom of expression, willful writing of defamatory literature or uttering insults or obscene language by any student or group of students against any other student(s) or employee(s) of the Institute.
- xxv. Sexual harassment of whatever kind for avoidance of doubt, sexual harassment may be physical and/or psychological in nature and may be committed by either sex and shall be deemed to include any

repeated and unwanted verbal, physical or gestures sexual advances; or sexually explicitly derogatory statements or sexually discriminatory remarks made by a student of the Institute which are offensive or may be reasonably interpreted as offending to a fellow student or staff (victim) involved; or which cause the student or staff (victim) to feel threatened, humiliated, patronized or harassed or which interfere with the student's or staff smooth and peaceful pursuance or his/her studies which undermines ones general feeling of security or creates a threatening or intimidating study environment.

- xxvi. Rape or indecent assault.
- xxvii. Public and/or group sexual offences.
- xxviii. Mismanagement and/or embezzlement of students' organization funds and/or of any other organized student society established under the auspices of the students organization in accordance with the relevant provisions of the students organizations' constitution for the time being in force.
- xxix. Collecting or charging money from any student or student groups without prior permission of student organs.
- xxx. Running of business of any kind in the Institute's premises (in the rooms or Institute's environments) without prior permission by the Institute authority
- xxxi. Illegal entry into another student's room.
- xxxii. Willfully associate with any person or group of persons who for one reason or another are involved in illegal drugs transaction or business or any other criminal undertaking.
- xxxiii. To instigate or incite or participate in any mob action, strike, civil commotion, boycott of classes, meeting, function or lawful activity authorized by the Institute.
- xxxiv. Any unauthorized assembly / meeting.
- xxxv. Commits criminal offence and / or be charged with the criminal offence as stipulated under the law of the land.
- xxxvi. To make noises or disturbance, mobilizing other students or people to make noises or disturbance of any kind in any premises or compound of the Institute.

- xxxvii. Failure to pay outstanding debt, for the Institute property that a student has lost, damaged or any debts reported to administration.
- xxxviii. Unauthorized possession of lethal and/or any weapon within the campus which is likely to jeopardize peace or endanger people's health or lives.
- xxxix. Administer any illegal drugs or any kind of poison to him or any other person for whatever reason.
- xl. Repetition of any offence by a student/students.

- (2) Act which, in the opinion of the Students Affairs and Disciplinary Board, constitute a Disciplinary offence under these By – Laws or any other instructions issued by the Institute.
- (3) Any student who contravenes the provisions of sub- paragraph (1) commits an offence.

Offences  
related to  
residence

**33. Residential offences shall include:-**

- i. Sublet any unauthorized person in the Institute hostels.
- ii. Use of the rooms allocated to them or any other space in the blocks/hostel of residence for any social function without the permission of the Principal
- iii. Share a bed/room, with opposite sex
- iv. Entertain outside visitors in his/her room
- v. Entertain Institute colleagues in his/her room beyond 10: 00pm
- vi. To get drunkerndness, smoking or any disorder conduct or unbecoming behaviour which may bring discredit upon his/her hostel of residence or is prejudicial to the welfare of other residents
- vii. Cooking in the Institute unless is permitted by authorized personnel
- viii. Spending a night outside the Institute campus without prior written permission by the Dean of Students
- ix. Interfere with or transfer furniture or fittings of any kind from any part of the Institute without the permission of the Wardens/Matron
- x. Bring in hostel refrigerators, driers, freezers or any cooking appliances
- xi. Leave without surrendering all rooms' keys and other accommodation facilities to the Matron/Wardens/Janitors at the end of each academic period or as may otherwise be directed by the Institute administration
- xii. Deny the Institute staff access the rooms for repairs/ inspections and other activities as may be specified from time to time.

- xiii. Use of music appliances (record, player, TV, VCR, Computer, Radio and other noise making instruments) at a noisy levels that are nuisances and annoyance to other residents in the hostels
- xiv. Vacate their rooms at the end of each semester without handing over the keys and mattress to Matrons/ Wardens/Janitors or any other authorized person
- xv. Organize any social functions without having permission from the Dean of students.
- xvi. Bringing any alcohol and/or smoking in the hostel, classrooms, library and offices.
- xvii. Damage any property of the Institute.
- xviii. Leave the room dirty during vacation.

Prohibition and offences related to cafeteria and the kitchen

- 34.** (1) Smoking in the cafeteria
- (2) Students may not enter the kitchen or remove any equipment such as glasses, bottles, crockery provided for their meals.
- (3) The kitchen shall be out of bound to all students except for students leaders appointed to oversee cafeteria matters and report to the responsible office.
- (4) Subject to the provisions of sub – paragraph (3), the Dean of Students shall be consulted if the problem about the cafeteria services persists.

#### PART IV PROVISION RELATED TO RESIDENCE

Eviction of student

**35.** The Students’ Affairs and Disciplinary Board shall have power to evict students from the room and evicted student shall not be considered for hostel accommodation unless the Principal or any other higher Institute officer direct otherwise as offences stipulated above.

Damage of properties

**36.** Where damage or loss of an Institute property is caused by students whose identities are not known, the cost of repair or replacement shall be shared by all the students involved at the time and or the place the damage or loss occurred.

Tenancy termination

**37.** The Institute administration shall have the right to terminate tenancy without notice and without refunding the students hostel fees as long as one ceased to be registered as a student of the Institute.

PART V  
ACADEMIC AFFAIRS AND CORRESPONDENCES

Report-  
ing at the  
Institute

**38.** All Students shall report at the Institute at the beginning of every semester and on the prescribed date as the Institute may determine from time to time.

Permission  
to travel

**39.** (1) Permission to travel for any reason for less than a week and involving missing lectures or any other academic work may be obtained by filling a special request from the Dean of Students and forwarded to the Head of the relevant Department, to the Registrar and approved by the Deputy Principal – Academic, Research and Consultancy.

(2) Permission for travel for any reason for more than a week and involving missing lectures and any other relevant activities shall be obtained from the Deputy Principal – Academic, Research and Consultancy through the Head of Department and notified to the Registrar or the Dean of students.

Official  
correspond  
ences

**40.** (1) Any official correspondences outside the Institute by any student or Students’ organisation concerning any issue that involve the Institute shall be routed through the Dean of Students and approved by the Principal.

(2) Official letters to the press reflecting the interest of the Students and the Institute Community shall be approved by the students’ Organisation and shall bear the stamp of the Institute Students’ Organisation as their origin and the Dean of Students.

Library

**41.** (1) The library services at the Institute shall be available to students at specific operating hours as the Institute may prescribe from time to time.

(2) Students borrowing books, periodicals, magazines or any other document or facility of the Institute library shall personally be responsible for their care and safety and shall return on the date specified.

PART VI  
DISCIPLINARY PROCEEDINGS

Disciplinary  
Machinery

**42.** (1) Any member of the Institute has the obligation to report to the authorities any infringement of rules, which comes to notice and to check immediately any disorderly or improper conduct or any breach of these regulations wherever they may occur.

Breach of accommodation rules	<ol style="list-style-type: none"> <li>1. Breach of Institute or Hostel regulations may result in the Student concerned to appear before the Students' Affairs and Disciplinary Board</li> </ol>
Power of Wardens/ Matrons	<ol style="list-style-type: none"> <li>2. There shall be in each Hostel a Warden or Matron who shall be the overall in charge of all residential regulations under his/her custody and who shall have the power to do any or several of the following: <ol style="list-style-type: none"> <li>a. Dismiss the case</li> <li>b. Reprimand the Student</li> <li>c. Demand an apology from the Student</li> <li>d. Demand refund of cost of repair or damage of Institute property</li> <li>e. Forward the case to the Dean of Students</li> </ol> </li> </ol>
Powers of the Dean of Students	<ol style="list-style-type: none"> <li>3. The Dean of Students shall have the following powers:- <ol style="list-style-type: none"> <li>a. Dismiss the case</li> <li>b. Reprimand the student</li> <li>c. Demand an apology from the student</li> <li>d. Demand refund of cost of repair or damage to Institute properties</li> <li>e. Remove the student from the hostel</li> <li>f. Forward the case to the Institute Students' Affairs and Disciplinary Board.</li> </ol> </li> </ol>
Composition of the Students 'Affairs and Disciplinary Board	<ol style="list-style-type: none"> <li>4. At the Institute level, there shall be an Institute Board of Students Affairs and Disciplinary, which shall include the following: <ol style="list-style-type: none"> <li>5. Deputy Principal (Planning, Finance and Administration) as Chairperson</li> <li>6. Deputy Principal (Academic Research and Consultancy)</li> <li>7. Dean of Students as secretary</li> <li>8. Registrar</li> <li>9. Legal Officer</li> <li>10. Heads of Academic Departments</li> <li>11. Two senior staff appointed by the Principal</li> <li>12. Two students' representatives</li> </ol> </li> </ol>
Power of the Students Affairs and Disciplinary Board	<ol style="list-style-type: none"> <li>5. <ol style="list-style-type: none"> <li>(a) The Board shall hear complaints forwarded to it by Dean of Students and may also initiate the hearings into any breaches of regulations, which are referred to it.</li> <li>(b) Following the hearing, the Board may do any or several of the following, which shall be communicated in writing to the Student within 7 days: <ol style="list-style-type: none"> <li>i. Dismiss the case</li> <li>ii. Reprimand the Student</li> </ol> </li> </ol> </li> </ol>

- iii. Demand an apology from the student
- iv. Demand refund of cost or repair of damages to Institute property or loss of any property
- v. Remove the student from the hostel
- vi. Communicate to the students any rustication or expel of the Student found guilty while waiting the approval by the Council
- vii. Recommend to the Council temporary or permanent removal of the student from the Institute.
- viii. In the case of suspension, rustication or expel, the student shall be ordered to vacate the campus immediately while waiting the approval by the Council.

Decision of the council

6. (a) In each case of a hearing the complaint against the students shall be indicated in writing to him/her by the Chairperson to request a response in writing within 72 hours. The Board shall hold an inquiry into the complaint but while observing the principles of natural justice shall not be obliged to follow the rules of evidence as in a court of law.

(b) The decision of the Institute Council shall be the final.

## PART VII A: PRELIMINARY PROCEDURES

Breach of By – Laws.

**43.** (1) Without prejudice to any specific penalties provided for in these By – Laws, any breach under these By – Laws shall first be reported to the Dean of students who shall counsel the students on the matter before reporting it to the students’ Affairs and Disciplinary Board.

- (2) The Dean of students shall counsel or require any student reported to him as having breached these By – Laws to remedy any such breach.
- (3) Where a student is not satisfied with any counsel or any other directives of the Dean of students, shall ask the Dean in writing to report the matter to the Students Affairs and Disciplinary Board and the Dean shall, upon receiving such request, report the matter to the committee within six working days.
- (4) The Dean of students shall have power to refer any matter reported to him to the Students’ Affairs and Disciplinary Board.

Disciplinary offence

**44.** (1) When a complaint is made to, and information is received that a students has committed a disciplinary offence, the Dean of students shall make preliminary investigation of the case.

- (2) 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 Dean of Students
- (3) The Chairperson of the Students Affairs and Disciplinary Board shall serve the students and the complaints a proper notice and such notice shall specify the charge in respect of which the disciplinary proceeding is to be held, and shall inform the charged students and the complaints of the time and place for holding the disciplinary proceedings.
- (4) In this paragraph “a proper notice” in terms of the time means notice given within a reasonable time provided that such time shall be two days from the date of service of the notice on the student to the date of holding disciplinary proceedings.

#### B: PROCEDURES DURING PROCEEDINGS

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| Charge                | <b>45.</b> At the opening of the disciplinary proceedings the charge shall be read, and if the student concerned is not present, the Disciplinary Board shall satisfy itself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in By-Law 44 (3). |
| Evidence              | <b>46.</b> (1) The complainant shall explain the case and produce his evidence.<br><br>(2) The Board shall then give an opportunity to the alleged student to defend his case and produce evidence.  |
| Summons of witness    | <b>47.</b> (1) The Students Affairs and Disciplinary Board may summon any witness to attend the disciplinary proceeding at the prescribed time on the appointed day.<br><br>(2) Evidence may be taken by the Disciplinary Board by oral or written statement.                                  |
| Decision of the Board | <b>48.</b> The decision of the Board shall be recorded and be submitted to the Principal within five working days.   |

#### PART VIII

#### PENALTIES

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| Imposition of penalty | <b>49.</b> Upon breach of any provision specified in these By-Laws, the Disciplinary Authority may impose penalties including warning, reprimand, fine, compensation, |
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eviction from hostels /Blocks of residence, suspension, rustication, and expulsion as prescribed in the First Schedule to these By-Laws.

Other conduct **50.** Notwithstanding the provisions of By-Laws Section: 49 all criminals' offences shall be dealt with these By-Laws and any other rules and regulations governing students conduct and, shall be reported to other relevant authorities for further legal actions.

## PART IX

### MISCELLANEOUS PROVISIONS

Application of other Institute subsidiary laws **51.**(1) These By-Laws are not exhaustive of rules and regulations governing students conduct at the Institute and do not exclude the application of the special regulations applicable in various settings like the Institute library, examinations sessions etc.

- (2) The Institute shall not be responsible for the care and safety of any motor vehicle, computer or any other property of a student.
- (3) Use of music appliance record player, TV, VCR, Computer, Radio and other noise making instruments at a noisy level in classrooms or near administration blocks shall not be allowed.
- (4) Students shall not be allowed to put on slippers and wear indecent dress in classrooms, workshops, library, offices e.t.c.

Amendment of By – Laws **52.** The Institute shall have power to amend these By-Laws at any time it deems necessary.

Other sanctions of Students' Affairs and Disciplinary Board **53.** The penalties suggested are just guidelines, the Students Affairs and Disciplinary Board may give any other sanctions depending on circumstances or more severe punishment or penalties depending on the seriousness of the offence committed.

Admission of expelled student on disciplinary offence. **54.** Any student who has been expelled by any Institute on disciplinary reason shall not be admitted at the Institute

**FIRST SCHEDULE**  
(Made under By – Laws Section: 49)

**MBEYA INSTITUTE OF SCIENCE AND TECHNOLOGY**

**SUMMARY OF THE DISCIPLINARY OFFENCES AND PENALTIES**

<b>S/N</b>	<b>DISCIPLINARY OFFENCES</b>	<b>DISCIPLINARY MEASURES/PENALTIES</b>
1	Entertaining outside visitors in his/her room.	The Institute shall give a stern warning or evict student from hostel or suspend for up to one semester from the Institute.
2	Entertaining Institute colleague in his/her room beyond 10 p.m.	The Institute shall give a stern warning or reprimand to a student evict student from hostel or suspend for up to one semester from institute.
3	Living with unauthorized person(s) in their rooms including children and other relatives.	Will lead to eviction of a student from the Institute hostel
4	Unauthorized use of or interference with any technical or other services or installation in the Institute	The student will be evicted from Institute hostel, suspend a student for not more than one academic year and pay compensation to the value of the damaged property
5	Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the Institute	Give a stern warning or suspend a student for semester up to one semester.
6	Leaving the light on during the day or when not needed.	Give a stern warning or reprimand for a maximum of two times the third time suspend a student for one semester.
7	Unauthorized possession of keys or any Institute property.	Give a stern warning or suspend a student up to one year.
8	Failure to pay outstanding debt for the Institute property that a student has lost damaged or any debts reported to Administration.	Suspend a students until he/she pay the outstanding debts
9	Maliciously damaging Institute properties	The Institute shall give an order to pay compensation, give stern warning to a student and suspension up to one year.

10	Mismanagement and/or embezzlement of students' organization funds and/or of any other recognized student society established under the auspices of the students organization in accordance with the relevant provisions of the students Organizations in the students' organization constitution in force.	Give a stern warning, the student shall be ordered to refund the mismanaged funds and suspension of one semester
11	Any fraudulent collection of money from fellow students or any other person from students' organization or relevant Institute organ.	Suspend a student for one semester months and be required to refund the amount collected.
12	Running of business of any kind in the Institute's premises (in the rooms or Institute's environments) without prior permission by the Institute authority.	Properties shall be confiscated and shall be ordered to pay damages and suspend a student for one semester.
13	Conduct or omission which does or likely to cause damage, defacement or violence to any person or property within the Institute provided that such conduct is that of a students towards another students or member of the Institute and the conduct in question has occurred on the Institute campus or any other premises rented by the Institute.	May suspend a student for up to one academic year and shall order a student to pay compensation to the value of the damages.
14	To threaten or use violence against any fellow student(s) or any member of the Institute.	Give a stern warning and suspend a student for a minimum of one semester.
15	Unauthorized holding of students "General Assembly Meeting" (Students' Baraza)	Suspend a student up to one year.
16	Planning or participating in an unlawful demonstration which shall include planning the route for the demonstration encouraging the organizer of the demonstration and providing banners or posters for the demonstration	Expel the student from the Institute
17	Knowingly giving false information	A suspension of up to three(3) months
18	To behave in any manner which is likely to encourage or instigate violence among students towards the property or any person or employee of the Institute regardless of whether such behaviour occurs in or off campus.	Give a stern warning and/or suspension for one semester or expel from the Institute

19	Refusal or failure to comply with a lawful order or directive given by an officer acting on behalf of the Institute or any competent organ of the Institute.	Expel the student from the Institute
20	Use of slanderous, abusive, obscene or threatening language in public by any student against any fellow student(s) or student against any officer or employee of the Institute in course of performance of such students or officer's or employee's duties.	Expel the student from the Institute
21	Failure or refusal to attend a meeting called or authorized by Students Affairs and Disciplinary authority or any other competent organ of the Institute when summoned to do so by proper written notice by such authority.	A suspension for not less than three (3) months or expelled from the Institute.
22	Refusal or failure to abide by the ruling, decision and/or penalty made/imposed by the disciplinary authority or any other competent organ of the Institute.	Expel the student from the Institute
23	Participate or engage in any social activity without getting approval from the competent organ of the Institute	Give a stern warning and suspend a student for up to three (3)months
24	Illegal entry into another student's room.	Give a stern warning and suspend a student for up to one semester.
25	Any student who gets drunk and implicates any improper conduct/behavior under the influence of alcohol either within or outside the campus.	Suspend a student for one semester.
26	Using force or violence or striking or assaulting against a fellow student, an officer or any other person at the Institute or outside the campus.	Expel the student from the Institute
27	A conduct which is likely to obstruct or frustrate the holding of:- (a) Any lecture, class, workshop activity given or authorized by the Institute  (b) Any meeting, function or lawful activity authorized by the Institute.	Expel the student from the Institute .
28	Forming and/or establishing student groups, which are likely to cause disunity or disorder at the Institute or in the wider community.	Expel the student from the Institute.

29	Without derogating the right to freedom of expression, willful writing of defamatory literature.	Give a stern warning and suspend a student for up one semester.
30	Sexual harassment of whatever kind. ( <i>For avoidance of doubt, sexual harassment may be physical and/or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical or gesture sexual advances; or sexually explicitly derogatory statements or sexually discriminatory remarks made by a student of the Institute which are offensive or may be reasonably interpreted as offending to a fellow student(victim) involved; or which cause the Student(victim) to feel threatened, humiliated, patronized or harassed or which interfere with the student's smooth and peaceful pursuance or his/her studies which undermines ones general feeling of security or creates a threatening or intimidating study environment also harassment even to any staff member.</i> )	Expel the student from the Institute.
31	Calling or attending any unauthorized assembly or meeting.	Suspend a student for one semester
32	Charged with a criminal offence as stipulated under the law of the land.	The Institute shall suspend a student from studies until such time his/her case is determined by the court of law and where s/he is convicted s/he shall be expelled from the Institute
33	Consumption or possession of any intoxication drug unless a recognized medical officer has prescribed such consumption.	Expel the student from the Institute.
34	Cultivation of, or use or peddling of narcotic substances and other drugs recognized by the law to be dangerous.	Expel the student from the Institute
35	Willfully associate with any person or group of person who for one reason or another are involved in illegal drugs transaction or business or any other criminal undertaking.	Expel the student from the Institute
36	Administer any illegal drugs to oneself or any other person for whatever reason	Expel the student from the Institute
37	Possession of lethal and/or any other weapon within the campus which is likely to jeopardize peace, or endanger people's health or lives.	Expel the student from the Institute

38	Knowingly inviting or entertaining a student(s) in the Institute whose name or names appears on the notice board or has been/have had been saved a letter or letters as having been barred/suspended/expelled from the Institute premises by a competent organ.	Expel the student from the Institute
39	Rape or indecent assault.	Expel the student from the Institute
40	Public and/or group sexual offences.	Expel the student from the Institute
41	To instigate or incite or participate in any mob action, strike, civil commotion, the boycott of classes, meeting, function or lawful activity authorized by the Institute.	Expel the student from the Institute
42	Theft committed within/outside` the Institute.	The student shall be ordered to pay and a suspension of one academic year
43	Forging a document or uttering false document or submitting a forged document or perpetrating forgery with the intent to cause loss to any person, Institute or any other institution whether in cash or otherwise	Suspend a student for one semester or expel the student from the Institute
44	Engaging into sexual activities within/outside the campus.	Suspended the student for one semester
45	Wearing indecent dress, slippers in classrooms, workshops, library, offices e.t.c.	Warning for two times, the third time shall lead to a suspension up to one semester..
46	Religious activities conducted in a manner that Institutes' functions are jeopardized.	Warning for two times, the third time shall lead to a suspension at least one semester.

47	Political activism conducts and activities within the campus.	Suspend a student for one semester or expel the student from the institute.
48	Repetition of any offence by a student/ students.	Higher disciplinary measures will be taken.

**NB:** The council may give any higher disciplinary measure if it feels it is for the interest of MIST community and *property*.

#### **DISCIPLINARY OFFENCES RELATED TO RESIDENCE**

<b>S/N</b>	<b>DISCIPLINARY OFFENCES</b>	<b>PENALTIES</b>
1	Subletting any person in the Institute hostels.	Shall evict a student from the Institute blocks/hostel
2	Use of the rooms or any other space in the blocks/hostel of residence for any social function without the permission of the Principal	Give a stern warning or may suspend a student up to one semester.
3	Sharing a room with an opposite sex	Shall evict a student from the Institute hostel
4	Entertaining an outside visitor of either sex in the Institute campus beyond 6:00 pm	The student shall be given a warning letter or evicted from the Institute hostel
5	Drunkardness, smoking or any disorder conduct or unbecoming behaviour which may bring discredit upon his/her hostel of residence or is prejudicial to the welfare of other residents	The student shall be given a stern warning or evicted from the Institute hostel or a suspension of up to three(3)months
6	Cooking in the Institute without permission from authorized personnel	Evict a student from the Institute hostel
7	Spending a night outside the Institute campus without prior written permission by the Dean of Students	Give a stern warning or suspend up to one semester.
8	To interfere with or transfer furniture or fittings of any kind from any part of the Institute without permission of the	Give a stern warning or suspend up to one semester.

	Wardens/Matron	
9	To bring in hostel refrigerators, driers, freezers or any cooking appliances.	Evict a student from the Institute hostel
10	To deny the Institute staff access the room(s) for repairs/ inspections and other activities	Evict a student from the Institute hostel
11	Tune music appliances (Record, Player, TV, VCR, Computer, Radio and other noise making instruments) at noise levels that are a nuisance and annoyance to other residents in the hostels.	The student shall be given a stern warning or evicted from the Institute hostel
12	Vacate their rooms at the end of each semester and must handover the keys and mattress to Matron/ Wardens/Janitors or other authorized person.	Student shall be required to pay for the days stayed with keys at the rate decided by the competent authority and evicted from the hostel..
13	Leave the room dirty during vocation	Student shall be required to pay for the clearing expenses of the room and evicted from the room.

**PROVISIONS RELATING TO CAFETERIA AND KITCHEN**

<b>S/N</b>	<b>DISCIPLINARY OFFENCES</b>	<b>PENALTIES</b>
1	Smoking in the cafeteria	The student shall be given a stern warning and suspend for up to three (3) months from the institute.
2	Entering the kitchen or remove any utensils and other equipments such as glasses, bottles, crockery provided for meals.	Give a stern warning, a student shall be ordered to return the materials and other equipment and suspend for up to three (3) months.
3	Entering kitchen without permission	Give a stern warning or suspension for up to three(3) months
4	Entering with slippers or indecent dress in the cafeteria.	Warning two (2) times, the third time shall lead to suspension for up to three months.

**APPROVAL**

According to the 5<sup>th</sup> Council meeting of Mbeya Institute of Science and Technology (MIST) HELD ON 10<sup>th</sup> April 2010 item 11, this Students' By-laws have been read and approved.

**Eng. A. Mwamanga**

**MIST COUNCIL CHAIRPERSON**

**Signature.....**

**Date.....**

**Prof. J.J. Msambichaka**

**COUNCIL SECRETARY**

**Signature.....**

**Date.....**