

SCHOOL OF LIBRARY ARCHIVES AND DOCUMENTATION STUDIES
(SLADS)



Students' by-laws
(September, 2013)

PART I

TITLE, COMMENCEMENT, INTERPRETATION AND APPLICATION

1) Title and Commencement

These Rules shall be cited as The School of Library Archives and Documentation Studies (SLADS) Students (General Welfare, Conduct and Disciplinary matters),

By – Laws, and shall come into operation on the date as the Governing Council may approve.

2) Interpretation

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

“School” means the School of Library Archives and Documentation Studies (SLADS) established under Tanzania Library Services Board Act

“Act” means the Tanzania Library Services Board (TLSB) Act of Parliament No. 3 of 1963 and No. 6 of 1975.

“Appropriate authority” means the Principal of the School or any other officer of School of Library Archives and Documentation Studies (SLADS) acting on his behalf in the execution of these By-Laws.

“The Council” means the Governing Council of the School of Library Archives and Documentation Studies (SLADS).

“Competent organ” includes Council, Committee or Officer of the School vested with express or implied legal powers to allows or disallow acts as are referred to any provisions of these By-Laws.

“Dean of students” means an officer of the School of Library Archives and Documentation Studies (SLADS) recruited for the purpose of taking care of students’ welfare.

“Deputy Principal” means a Deputy Principal appointed under Tanzania Library Services Board (TLSB) Organization Structure.

“Disciplinary Authority” means the Students Welfare and Disciplinary Committee, which is established under part V of these by-laws.

“Disciplinary offence” means contravention of these By-Laws and or any other By-Laws made under any other law, which, in the opinion of the disciplinary authority constitutes a disciplinary offence.

“Governing Council” means the Council of the School of Library Archives and Documentation Studies (SLADS) established under Tanzania Library Services Board (TLSB) Organization Structure.

“Illegal drugs” means any drugs declared illegal by any law in force in Tanzania.

“Illegal meeting” means any meeting or gathering’ which has not been allowed by the appropriate authority.

“Principal” means the Principal of the School appointed under Tanzania Library Services Board (TLSB) Organization Structure.

“Registrar” means the Registrar appointed under Tanzania Library Services Board (TLSB) Organization Structure.

“Social function” means any party to be held by students for whatever reason.

“Staff” includes academic, technical and administrative staff employed by the School

“Student government representative” means any competent student or body of students properly appointed and constituted to represent students’ interests to the School authorities

“Student” means any person admitted to the School as a candidate for any award of the School of Library Archives and Documentation Studies (SLADS) and studying under any of its programs.

“Students Disciplinary Appeals committee” means a committee established by the School Governing Council to deal with students’ appeals, welfare and disciplinary matters.

“Students Welfare and Disciplinary Committee” means a competent body appointed by the School to deal with students’ disciplinary matters.

“Vehicle” includes motorcar, motorcycle, tricycle bicycle and any other mechanical means of conveyance on land.

3. Application

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- (1) These By-Laws shall apply to any person who is admitted and registered as a student of the School.
- (2) The application of these By-Laws to any student shall cease upon the expiry of the period one is registered as student of the School or upon the happening of any event which disqualifies one from continuing to be a student of the School or in case of death.
- (3) Every student shall be presumed to be aware of the existence of these By-Laws and any other laws of the School and it shall not be a defense for any student in relation to any proposed disciplinary measure that these By-Laws were not brought to his attention by the School.
- (4) Payment of student's subscription fee shall be part and parcel of student's registration at the School. For avoidance of doubt prescribed fee shall include "Students union fees".
- (5) The operation and application of these By-Laws is without prejudice to the general laws of the United Republic of Tanzania.

PART II

STUDENTS GENERAL CONDUCT

- 1) Any kind of misconduct by a student or students, which has the effect of tarnishing the good name of the School of Library Archives and Documentation Studies (SLADS) both on and off campus, is prohibited. Any person found guilty of an offence under this by-law shall be liable on conviction of a first breach to suspension from the School of Library Archives and Documentation Studies (SLADS) and second breach to a dismissal.
- 2) A Student shall show identity card in all places and at all times when required to do so by an authorized person.
- 3) Without prejudice to any other provision in these By-Laws, the following acts shall constitute disciplinary offences:
 - (i) To make noise or disturbance or mobilize other students or people to make noise or disturbance of any kind in any premises or compound of the School. Any person found guilty of an offence under this by-law shall be liable on conviction of a first breach to a severe warning and the second breach to a dismissal.
 - (ii) To instigate or participate in any mob action, strike, boycott of classes or any civil commotion. Any person found guilty of an offence under this by-law shall be liable on conviction depending on the seriousness of a problem as first breach may lead to a dismissal.
 - (iii) To willfully organize and, or participate or convince others to organize and, or participate in any illegal meeting. Any person found guilty of an offence under these By-Laws shall be liable to severe warning, suspension or dismissal depending on the severity of the problem.
 - (iv) Drunkenness or any disorderly conduct or unbecoming behavior by any student of the School of Library Archives and Documentation Studies (SLADS), both **on** and **off-campus**. Any person found guilty of an offence under this by-law, shall be liable on conviction of a first breach to a severe warning, second breach to suspension and third breach to dismissal.
 - (v) To behave in any manner which does or is likely to cause damage to the property of the School of Library Archives and Documentation Studies (SLADS) or of another student or any other member of the School of Library Archives and Documentation Studies (SLADS) community? Any person found

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guilty of an offence under this by law, shall be liable on conviction of a first breach to a fine, second breach to suspension from the School and third breach to dismissal.

- (vi) Offer of money, gift or inducement. No student may offer any money, gift or any inducement of any kind to any staff member of the School for any consideration whatsoever. Contravention of this regulation will be construed as an attempt to offer a bribe punishable under these by-laws

- (vii) To do any act which causes or is likely to cause physical or psychological harm to any other student, staff or any other member of the School of Library Archives and Documentation Studies (SLADS) community. Any person found guilty of an offence under this by law shall be liable on conviction to severe warning, suspension or dismissal depending on the seriousness of the offence.

- (viii) To assault, abuse or harass any member of staff of the School, their families or any fellow student. Any person found guilty of an offence under this by-law shall be liable on conviction to severe warning, suspension or dismissal depending on the seriousness of the offence.

- (ix) Any conduct, which obstructs or frustrate the carrying out of any instructional and or lawful activities scheduled to take place in the School. Any person found guilty of an offence shall be liable on conviction to severe warning, suspension or dismissal depending on the seriousness of the offence.

- (x) To willfully, maliciously or negligently destroy trees, hedges, flower beds, fences of a kind, lawns or any other physical feature maintained and cared by the School of Library Archives and Documentation Studies (SLADS) for whatever purpose. Any person found guilty of an offence shall be liable on conviction of a first breach to a fine, second breach to suspension from the School and third breach to dismissal.

- (xi) To invite, entertain or accommodate a criminal fugitive or any person banned from the School of Library Archives and Documentation Studies (SLADS) compound or premises. Any person found guilty of an offence shall be liable on conviction of a first breach to severe warning, second breach to suspension from the School and third breach to dismissal.

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- (xii) Failure or refusal to abide by any lawful order issued under any laws of the School of Library Archives and Documentation Studies (SLADS) or any lawful decision or directive passed by any appropriate organ of the School of Library Archives and Documentation Studies (SLADS). Any person found guilty of an offence shall be liable on conviction of a first breach to suspension from the School and second breach dismissal.
- (xiii) Any unauthorized possession of the School of Library Archives and Documentation Studies (SLADS) property. Any person found guilty of an offence shall be liable on conviction of a first breach to a fine, second breach to suspension from the School of Library Archives and Documentation Studies (SLADS) and third breach to a dismissal.
- (xiv) Any fraudulent collection or charging money from fellow students or any other person is prohibited. Any person found guilty of an offence shall be liable on conviction of a first breach to suspension from the School of Library Archives and Documentation Studies (SLADS) and second breach to dismissal.
- (xv) Mismanagement or embezzlement of student's organization funds or of any other recognized student society established under the auspices of students' organization in accordance with the student's organization's constitution for the time in force. Any person found guilty of an offence shall be liable to pay compensation of the loss and a dismissal.
- (xvi) To unlawfully possess or use any dangerous weapon either within or outside the School of Library Archives and Documentation Studies (SLADS). Any person found guilty of an offence shall be liable to dismissal.
- (xvii) To keep in possession of any kind of illegal drugs and, or engage in any business or transaction which involves illegal drugs. Any person found guilty of an offence shall be liable to dismissal.
- (xviii) Administer any illegal drugs to oneself or any other person for whatever reasons. Any person found guilty of an offence shall be liable to dismissal.
- (xix) To willfully associate with any person or group of persons for one reason or another are involved in illegal drugs transactions or business or any other criminal undertakings. Any person found guilty of an offence shall be liable on conviction of a first breach to

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suspension from the School of Library Archives and Documentation Studies (SLADS) and second breach to dismissal.

- (xx) Sexual harassment of whatever kind, for avoidance of any doubt, it includes any or all but not limited to the following:
- Sexual jokes, noises, lewd suggestions, foul language, obscene gestures, pressuring demands for dates, spreading rumours about a person's sexual life with the purpose of assassinating the character of the victim, patting, kissing, grabbing, and touching of sensitive body parts.
 - Transmitting offensive written, telephone or electronic communication of sexual nature, indecent exposure, and belittling comments on a person's anatomy.
 - The use of one's authority, either explicitly or implicitly, to coerce another into unwanted sexual relations or punish another for his/her refusal. Any person found guilty of an offence shall be liable to suspension.
- (xxi) Rape or indecent assault, public or group sex. Any person(s) found guilty of an offence under this part shall be liable on conviction of dismissal and be reported to the police
- (xxii) All other acts which in the opinion of the Disciplinary Authority constitute a disciplinary offence. Any person found guilty of an offence shall be liable on conviction of first breach to a severe warning, second breach to a fine and third breach to a suspension from the School.
- (xxiii) A student whose suspension periods exceed two consecutive academic years shall cease to be a student of the School of Library Archives and Documentation Studies (SLADS).

PART III

RESIDENTIAL, CATERING SERVICES, DRESSING AND OTHER MATTERS

1. Residential Services

- (i) Every student shall, before being granted any accommodation or the right to occupy any room in the Halls of Residence or in any other premise on campus earmarked for residential purposes, pay for such accommodation at full rate as the School of Library Archives and Documentation Studies (SLADS) may determine from time to time. All rental payment should be done during the first 14 days.
- (ii) The Dean of Students shall have the power to evict any student who has fraudulently or by misrepresentation secured accommodation in any premise of the School of Library Archives and Documentation Studies (SLADS) or any student who has been allocated accommodation without having paid for such accommodation.
- (iii) Any student who is evicted from the room by the Dean of Students under sub-rule (2) of this by-law shall not be considered again for any accommodation on-campus, unless the Principal directs otherwise.
- (iv) The Management of School of Library Archives and Documentation Studies (SLADS) shall have the right and power to determine the number of students who may share any of its rooms in the Halls of Residence or in any other premise earmarked for residential purposes.
- (v) Students are not allowed to change the rooms allocated to them without the prior permission of the Dean of Students or any other office of the School acting on that behalf. Any person found guilty of an offence under this by-law shall be liable on conviction of first breach to a fine and second breach to eviction from the room.
- (vi) The issuing of any item by the School of Library Archives and Documentation Studies (SLADS) to any student either for the latter's use in his/her room or in connection with any activity of the School of Library Archives and Documentation Studies (SLADS) shall be made in writing by using specified forms or any other form of writing that the School of Library Archives and Documentation Studies (SLADS) may consider proper and in any case, the student shall enter his signature on the document used.

- (vii) Each student shall, at the end of each semester, hand back to the relevant authorities the room keys and all other items that the School might have issued to him/her either for use in the rooms allocated to him/her or in connection with any activity of the School of Library Archives and Documentation Studies (SLADS). Any person found guilty of an offence under this by-law, shall be liable on conviction of first breach to a fine and second breach eviction from the room.
- (viii) Any damage to, or loss of any property of the School by any student shall be made good by the student and the cost of repairing the damage or replacing the lost item shall be borne by the student concerned.
- (ix) Where damage or loss 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 place the damage or loss occurred.
- (x) In the case of any dispute as to one's liability under sub-rule (8) and (9) of this By-Law, the officer-in-charge of the section shall refer the matter to the Dean of Students who shall report the same to the Registrar.
- (xi) Student shall report without delay any damages whether accidental or otherwise direct to the appropriate office-in-charge of the section under whose care such property was kept.
- (xii) The occupant shall be required to sign an accommodation Contract/Agreement at the beginning of each academic year and return the copy of contract to the Dean of Student's.
- (xiii) Students of the opposite sex shall not be allowed to share a room.

Any person found guilty of an offence under this By-Law shall be evicted from the room.
- (xiv) Students shall not use the rooms allocate for residential Purpose or any other space in the Halls of Residence for any Social function.

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(xv) Any student wishing to hold any social function shall apply to the Principal through the Registrar for the permission to hold such function and, the Principal may, on receiving such application Grant such permission, which shall specify the place and duration for holding such function.

(xvi) Students shall take good care of the rooms they occupy in the Halls of Residence or in any other premises in the School of Library Archives and Documentation Studies (SLADS) Earmarked for residential purposes and in particular shall not do

any of the following acts:-

- a) Move furniture from their rooms to other places or from other places into their rooms. Any person found guilty of an offence under this by-law shall be liable on conviction of a first breach to a stern warning, second breach to a fine and third breach to a fine and eviction from the room.
 - b) The use of balconies and common rooms for drying or airing of beddings, towel, clothing or washing or any kind is prohibited. Any person found guilty of an offence under this by-law shall be liable on conviction of a first breach to a severe warning, second breach to a fine and the third breach to a fine and eviction.
 - c) Interference with any electrical installation or any other service installed in the School of Library Archives and Documentation Studies (SLADS) is prohibited. Any person found guilty of an offence under this by-law shall be liable to severe warning, a fine, an eviction or both depending on the seriousness of the problem.
 - d) Regulations set for School residence by these By-Laws shall also apply to the students living off campus supervised by the School.
- (xvii) Students who get accommodation in the halls of residence of the School are responsible for the proper keeping of all property and damage or loss must be reported to the Dean of Students.
- (xviii) Student shall be responsible for security, the general cleanliness and tidiness of the rooms they occupy.
- (xix) Cooking of any form is not allowed in the halls of residence or any other premises unless it is done in an area arranged for that purpose. For the avoidance of any doubt, cooking

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includes frying, roasting, boiling, baking and warming by use of any source of energy and any appliance. Any person found guilty of an offence under this by law shall be liable on conviction for fine and eviction from the room.

- (xx) No cooking or cooling appliances and no electric devices other than reading lamps, table fan, electric iron, electric razor, electric hair dryer, radio, record player, video or computer shall be used in students' rooms. Any person found guilty of the offence under this section, shall be liable on conviction of a first breach to a severe warning, second breach to a fine and third breach to an eviction.
- (xxi) Electric lights must not be left burning during the daytime or when an occupant is not in the room.
- (xxii) Musical appliances and instruments, such as record players, radio set, video and other noise making instruments shall not be used between 12.00 midnight and 6.00 a.m. provided that at any other time, music shall not be played beyond room sound for avoidance of causing nuisance and annoyance to other residents of the hall. Any person found guilty of an offence under this by law shall be liable on conviction of a first breach severe warning second breach to a fine and third breach an eviction from the room.

For specific students' official functions, permission to extend musical performance in specified places within the School may be granted by the Principal who may allow an extension of hours after midnight if necessary.

- (xxiii) A resident shall obey rules and instructions made in respect of halls of residence and shall refrain from conduct which may bring discredit upon his/her hall of residence or is prejudicial to the welfare of other residents of the hall such as drunkenness and disorderly conduct, over blasting music, fighting etc. Any person found guilty of an offence under this section shall be liable to severe-warning second breach to a fine and third breach to an eviction from the room.
- (xxiv) Students shall not be allowed to live with any unauthorized person or persons in their rooms, including spouse, children or other relatives and other students (subletting). Any person found guilty of the offence under this section shall be liable to fine and eviction from the room simultaneously.

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- (xxv) Students shall be expected to live peacefully with one another in their allocated rooms. If any student is found to be misbehaving towards his/her roommate, the misbehaving student shall be punished accordingly
- (xxvi) Students shall not allow visitors of either sex in the halls of residence beyond 6.00 p.m. for outside visitors or 12.00 midnight for School's students.

2. *Catering Services*

- i) All meals from the School of Library Archives and Documentation Studies (SLADS) Cafeteria shall be served to students or any other persons, as the operating company may allow, on a commercial basis and according to food service timetable.

(ii) Students shall not be allowed to enter the School of Library Archives and Documentation Studies (SLADS) kitchen/cafeteria premises without the permission of the operating company or any other person acting on that behalf. Any person found guilty of an offence under this by-law shall be liable on conviction of a first breach to a severe warning, second breach to a fine and the third breach to suspension from the School.

- a) All cafeteria services shall be enjoyed in the premises specified for such services and students shall not take any utensil from the cafeteria or any other premises currently being used for such services to any other premises or any compound with or outside the School of Library Archives and Documentation Studies (SLADS) campus without the permission of the operating company or any other officer of the company acting on that behalf.
- b) The SLADSSO shall supervise and monitor all cafeteria services to ensure that the meals are of good quality and required standard. The Dean of Students shall be consulted only if the problem is persistent.

3. Other matters

Vehicles

- i) Any student wishing to keep and drive a motor vehicle or motor cycle on campus shall comply with the general Laws of the Land

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governing driving and parking of vehicles as well as the relevant rules, which are in force on the School campus.

- ii) Any student who keeps a motor vehicle/motorcycle at the School premises must register it with the Dean of Students
- iii) The registration of the motor vehicles and motorcycles as provided for under this section shall be conditional and done annually upon the production of the following documents:
 - (a) Registration card of the motor vehicle.
 - (b) A valid and certificate of insurance
 - (c) A valid and clean driving license in the applicant's name
 - (d) A certificate of road-worthiness, where such appears necessary
 - (e) Student identity card.
- (iv) The School of Library Archives and Documentation Studies (SLADS) shall have the power to refuse permission to any student or withdraw any permission granted to any student to drive on campus whenever it appears to the School that such student is a dangerous or reckless driver.
- (v) The School of Library Archives and Documentation Studies (SLADS) shall not be responsible for the care and safety of any motor vehicle, motorcycle or any other property of a student.
- (vi) All vehicles shall park at the parking area for visitors, which is outside the Administration area.
- (vii) Any student who brings to the School any vehicle, which is not registered, shall be guilty of a disciplinary offence.

Maternity Leave

- i) Pregnancy will not be considered as an illness unless otherwise advised by a medical doctor. An on-campus female student is not allowed to stay with her child after birth.
- ii) After a female student may upon request be granted a maternity leave of 21 days from the day she delivers. Should there be any symptoms of maternal complication after that period; the same will be advised to postpone studies.

Permission to travel

- i) Students are responsible for their own travelling arrangements to and from the School.

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- ii) No student shall, except on very exceptional circumstances, obtain leave of absence for more than 14 days in any Academic year.
- iii) Permission to travel outside Bagamoyo during weekends and Public holidays shall be granted by the Dean of Students.
- iv) Permission to travel for more than a week and involving missing lectures and seminars shall be obtained in writing from the Deputy Principal who will submit a copy of the letter of permission to respective Heads of Departments and Dean of Students.
- v) Permission to travel outside the country shall be obtained from the Principal.

Religious Activities

- i) Students have complete freedom of worship, with essential limits that the enjoyment of this freedom shall not, in any way, prevent other School of Library Archives and Documentation Studies (SLADS) activities and/or members in the community from enjoying their own freedom. Facilities for all major denominations are available within a walking distance from the School.

Games and Sports

- (i) The School encourages students to participate in different games and sports. Sports facilities available at the School include football field, volleyball and netball courts. Students can fully participate in soccer, athletics, and netball, etc.

Students' Government

(i) The School has a Students' Organization known as School of Library, Archives and Documentation Studies Organization (SLADSSO). The Students' Organization is responsible for Students' academic, social and recreational activities at the School. SLADSSO is the only official recognized organization representing all students of the School. The objectives of SLADSSO shall be:

- a) To protect and promotes students' interests in all aspects of their lives during their stay at the School
- b) To establish a proper organizational basis for communication between the School authorities and students.
- c) To form, maintain and develop fraternal relations with students of other learning institutions in Tanzania, Africa and the world over.

Health Services

- i) Students shall get medical services at the District hospital. All health cases requiring specialist attention shall be referred to relevant hospitals in the City. Students are required to be given medical fee as prescribed by the School in every academic year.

Dressing

- i) Students are expected to dress neatly and respectfully. Tight clothes, clothes that leave private parts of the body bare, all types of jeans, transparent clothes and all dressing styles which do not conform to Tanzanian culture are not allowed in the School.

PART IV

CORRESPONDENCES AND ACADEMIC MATTERS

1. *Reporting Date*

- i) All students shall report at the School at the beginning of every semester and on the prescribed date as the School may appoint from time to time.
- ii) Any student who fails to report on the prescribed date but not later than seven days from the date of reporting and without any reasonable cause shall be liable to suspension.

2. *Correspondences*

- i) All official correspondences outside the School by any student concerning any that involves the School of Library Archives and Documentation Studies (SLADS) shall be routed through the Principal.
- ii) Official matters to the press reflecting the interests of the student community at the School of Library Archives and Documentation Studies (SLADS) shall first be approved by the student's government and shall bear the label of the School of Library Archives and Documentation Studies (SLADS) Students' Organization as their origin and not the School of Library Archives and Documentation Studies (SLADS).
- iii) It shall be an offence under these By-laws for any student to interfere with any communication media system or air waves for whatever purpose and in particular, for securing hidden identity for the transmission of any message to other students, members of the School of Library Archives and Documentation Studies (SLADS) community and, or outside the School of Library Archives and Documentation Studies (SLADS) with a view of achieving anything unlawful. Any person found guilty of an offence shall be liable on conviction to severe warning, suspension or dismissal depending on the intensity of the offence.
- iv) Meetings of any kind between any student and any authority outside the School of Library Archives and Documentation Studies (SLADS) in which any problem

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- about the School of Library Archives and Documentation Studies (SLADS) is to be discussed shall be preceded by a written notification to the Principal four days before the meeting, showing the intention to hold such meeting
- v) Enquiries of academic matters class advisor and or Head of Department are the ones to be consulted.
 - vi) Consultation. Unless otherwise stated, all consultations with staff must be made in their respective offices.
 - vii) Fees. No students shall be allowed to register or attend classes unless the required fees have been paid.
 - viii) Lecture attendance. Students shall be required to attend at least 75% of the lecture hours to qualify for sitting for the College examination.
 - ix) Missing lectures. In the event of a student missing lectures, the Class Representative shall inform the lecturer concerned or the head of Department
 - x) Tests and examination. A student shall be required to sit all tests and examinations prescribed to qualify him/her for the College award. Any special reason may prevent a student from sitting any examination shall be reported to the Head of Department, notified to the College Dean and permission granted in writing prior time of the examination.
 - xi) Release of results. Except for final examination, tests and course work assessment results shall be returned to students by respective lecturers/tutors within a reasonable time. Final examination results shall be made at a date prescribed normally in the University almanac. Students are not allowed to seek any academic or non-academic staff member by telephone or E-mail or letter, or any other way.
 - xii) Examination rules. Students required to strictly adhere to examination rules. Failure to observe examination rules is punishable by expulsion from the College or disqualified from entitlement to the College Award.
 - xiii) Library services. Library services shall be available to students at prescribed operating hours and library regulations set by College authorities.
 - xiv) Library rules. Every student who uses the library shall acquaint himself/herself with the procedures, rules and regulations of the libraries. Failure to observe any of the following provisions of this section shall constitute a disciplinary offence.

A student using a library facilities shall be required to ensure that all books, periodicals magazines etc. borrowed are taken care of and returned to the library on the prescribed date and intact. Every student reading in the library should do so without causing undue noise or disturbance to other reader. A student entering the College library shall be neatly dresses. Sandals and shoes with hard knocks shall not be worn when entering the College library.

Non adherence to the above rules shall be construed as disciplinary offence punishable under by-laws

- xv) Services of the College. The services of the College staff e.g. Secretarial work,

Photocopy, mail etc. shall not be used by students in a private or official capacity without prior authorization of the office -in –charge.

PART V

DISCIPLINARY PROCEEDINGS

1. *Disciplinary proceedings*

- (i) Notwithstanding the nature of the procedure intended to be adopted by the disciplinary authority, no disciplinary proceedings shall be instituted against any student after the expiration of thirty days from the date of the commission of an offence or, in the case of a continuation of injury or damage, within fifteen days after its cessation.
- (ii) A charge shall be drawn and served to the accused student, together with a notice addressed to him/her inviting him/her to state in writing and within such period as may be specified in the notice, the grounds upon which he/she relies to exculpate her/himself.
- (iii) The inquiry officer(s) shall notify the accused student of the day, date, time and place upon which the inquiry shall be held. The inquiry shall not be open to the public.
- (iv) The accused student shall have the right to appear before the inquiry officer, be heard in his/her own defense and examine witnesses. Failure by the accused student to appear at the inquiry shall not vitiate the proceedings.
- (v) The accused student shall have the right to call witnesses on his/her own behalf and produce any document relevant to the inquiry.
- (vi) Evidence may be taken by the Disciplinary Authority by oral or written statement.
- (vii) There is hereby established a Student’s Welfare and Disciplinary Committee (SWDC)

2. Student's Welfare

Students' Welfare and Disciplinary Committee (SWDC) shall be composed of the following members

- a) Dean of Student - Chairperson
- b) Academic Officer - Secretary
- c) Two Representatives of SLADSSO - Member
- d) Two Tutor's - Member

i) The SWDC shall receive and work on all reported complaints or conflicts

(ii) The SWDC shall provide counseling, mediations or reconciliation among parties

(iii) The SWDC shall be responsible for reporting and forwarding disciplinary matters to the Students Disciplinary Appeals Committee (SDAC) of the Governing Council.

(iv) Where a student has been punished for any disciplinary offence and he/she wishes to appeal to the SDAC of the Governing Council She/he shall do so within thirty days of the decision of the disciplinary authority.

(iv) The Students' Disciplinary Appeals Committee shall deliberate on the appeals and advice the Governing Council accordingly.

PART VI

PENALTIES

- 1) The Students' Welfare and Disciplinary Committee shall have the power to punish any student who breaches these provisions, save that the Principal shall have the power to suspend an individual student or a group of students who instigate(s) other students to behave in a manner that is likely to endanger other people and/or property of the Academy.
- 2) *Powers of the Principal*
 - (i) The Principal shall, after consultation with the Chairman of the Council have the power to suspend the whole student body if there is an imminent danger to lives and property of the School and report to the Governing Council.
 - (ii) A student may be dismissed where:
 - (a) Is charged and proved to have committed an offence punishable by suspension and that the same student had previously suffered the same penalty within the same academic year.
 - (b) Has been suspended and failed to comply with such penalty by either remaining or being seen on campus or attending lectures.
 - (c) It is established that, she/he has committed a criminal offence
 - (d) Has committed an offence not especially provided for-under these By-Laws and which, in the opinion of the Disciplinary Authority, warrants dismissal.
 - (iii) Any student found guilty of any offence under these By-Laws may in addition to any specified penalty, be required to pay compensation for any loss or damage caused by him/her.
 - (iv) The Disciplinary Authority shall have the power to make the following decisions where suspension or fine is preferred as a disciplinary penalty under these By-Laws:

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- (a) In the case of a fine – impose the fine not exceeding Tshs. 100,000/= (One hundred thousand), depending on the intensity of the problem.
- (b) In the case of suspension – to suspend a student for a period of not exceeding one academic year.
- (c) Decision of the amount of fine shall depend on the intensity of the offence.

PART VII

MISCELLANEOUS PROVISIONS

1) *Accommodation to married couples*

- (i) The School of Library Archives and Documentation Studies (SLADS) shall not be obliged to provide separate family accommodation to married, breast-feeding mothers and their infants.

2) *Settlement of Complaints*

- (i) Any complaint by any student against any member of staff of the School of Library Archives and Documentation Studies (SLADS) shall first be reported to the Head of Department in which such member belongs and the Head of Department shall on failure to settle the matter refer it to the appropriate higher authority next in command.
- (ii) Any complaint under sub-rule (1) of this rule shall be lodged in writing.
- (iii) Student's complaints of any nature shall first be handled by the School's established mechanism for handling student's complaints after such complaints have been presented to the Dean of Students by the Students government leadership.

3) *Status after suspension*

- (i) Any student suspended from studies shall stay off-campus
- (ii) Any student, who resumes studies at the School after being suspended under any of the provisions of these By-Laws or any other law in force and applicable to such student, shall personally bear all the costs and other consequences of such suspension.

4) *Records of Penalties*

- (i) Any penalties imposed on any student by any authority under these By-Laws or any other law in force and applicable to such student shall be recorded or caused to be the personal file of the student concerned.

5) *Smoking prohibited*

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- (i) Smoking is not permitted in the library, cafeteria, lecture rooms, hostels, computer rooms or any other Public place that the School of Library Archives and Documentation Studies (SLADS) may specify through any appropriate notice from time to time.
- 6) *Powers to amend by-laws*
- (i) The School shall have the power to amend these By-Laws at any time it deems necessary through office of the Dean of Students.
- 7) *Disputes about Interpretation*
- (i) Where any dispute arises to the application and or interpretation of these By-laws, the dispute shall be referred to the Management of the School for determination or further directive and, if need arises, before the School’s Governing Council whose decision shall be final.
- 8) *Operation of Security organs*
- (i) Where there is an emergency need for overt operations of security officials or policemen amidst students at the School, the Student’s Organization will be informed as soon as possible of such presence.
- 9) *Permission to collect money from Donors*
- (i) Application for permission to make general collection of money other than students’ organization subscriptions or entrance fees from other functions shall be made to the Principal or in special cases, to the Head of relevant Department as the case may be. Collectors shall ensure that the money collected is deposited in the SLADSSO account through the Dean of Students and show how the money has been or is to be expended. Collectors shall ensure that this procedure is strictly adhered to.
