



**THE MWALIMU JULIUS K. NYERERE UNIVERSITY OF AGRICULTURE AND TECHNOLOGY  
CHARTER, 2016**

**ARRANGEMENT OF ARTICLES**

**Article Title**

**PART I  
PRELIMINARY PROVISIONS**

1. Citation
2. Interpretation

**PART II  
ESTABLISHMENT OF THE UNIVERSITY**

3. Establishment, vesting of rights, assets and liabilities
4. Vision and mission of the University
5. Objects and functions of the University
6. Powers of the University

**PART III  
ADMINISTRATION OF THE UNIVERSITY**

7. The Chancellor
8. The Vice Chancellor
9. Deputy Vice Chancellors
10. Principals of Colleges
11. Deputy Principals of Colleges
12. Director of Students' Services
13. Deans of Schools and Faculties
14. Deputy Director of Students' Services
15. Directors of Institutes, Library, Directorates and Centres
16. Deputy Directors and Deans
17. Heads of Academic and Administrative Departments
18. Staff of the University
19. The Council
20. The Senate
21. Constituent, Connected and Associated Colleges and Institutes
22. Campus College, School, Faculty, Institute, Library, Directorate, Centre and Department
23. Academic and Administrative Departments

**PART IV**  
**ASSOCIATIONS, TRADE UNIONS AND ORGANIZATIONS**

- 24. Staff Associations and Trade Unions
- 25. Convocation and Alumni Associations
- 26. Students' Organizations

**PART V**  
**SUBSIDIARY LEGISLATIONS**

- 27. Rules in Schedules to prescribe or regulate
- 28. Power of the Council to make Rules
- 29. What Rules in the Schedules may direct
- 30. Procedure of Council in making Rules
- 31. Power of Senate to make By-laws
- 32. Revocation and amendment of Charter

**PART VI**  
**MISCELLANEOUS PROVISIONS**

- 33. No gender discrimination
- 34. Gender balance principles
- 35. No test of religion, race, ethnicity and disability
- 36. Provision of suitable environment for University operations
- 37. Prohibition on declaration of dividend

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## SCHEDULES

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Citation	This Charter shall be cited as Mwalimu Julius K. Nyerere University of Agriculture and Technology Charter, 2016
Interpretation	<p>2.-(1) In this Charter unless the context otherwise requires -</p> <p>“Act” means the Universities Act, Cap 346 of the laws of Tanzania;</p> <p>“By-laws” means By-laws made by the Senate under the powers conferred by the Act, Regulations made there-under, under this Charter;</p> <p>“Commission” means the Tanzania Commission for Universities established under the Universities Act, Cap 346 of the Laws of Tanzania</p> <p>“Council” means the Council of Mwalimu Julius K. Nyerere University of Agriculture and Technology established under Article 19; of the Charter</p> <p>“Connected College” means an autonomous institution empowered to offer university level education which depends on the University for the approval and validation of its academic programmes, courses and awards, including student entry qualifications, course syllabi and examination regulations established in accordance with the provisions of Article 21.</p> <p>“Constituent college” means a semi-autonomous institution established in accordance with provisions of Article 21 and empowered to offer university level education placed under the tutelage of the University.</p> <p>“Campus College” means a non-autonomous institution within the premises of or in close proximity to the university established under Article 22;</p> <p>“Chancellor” means the Chancellor of the University provided for under Article 7;</p> <p>“Convocation” means the Convocation of the University established under Article 25;</p> <p>“Dean” means the Dean of a School or a Faculty appointed under Article 14;</p> <p>“Dean of Students” means the Dean of Students appointed by the Council under Rule 51(1)</p>

“Deputy Vice-Chancellor” means the Deputy Vice-Chancellor of the University provided for under Article 9;  
“Director” means a Director of Institute, Library, Directorate or Centre provided for under Article 15 as well of administrative entities as approved by Council;

“Deputy Dean” means Deputy Dean of the School or Faculty provided for under Article 16;

“Deputy Director” means Deputy Director of Institute, Library, Directorate or Centre provided for under Article 16;

“Deputy Principal” means Deputy Principal of the College provided for under Article 11;

“Deputy Dean of Students” means the Deputy Dean of Students appointed by the Council under Rule 51(4)

“Department” means Department of the University established under Article 23;

“Fabrication of result” means a student’s or candidate’s claim deceitfully to have carried out tests, research, experiments or observations as part of his assessed work, or presentation of fabricated results arising from the same with the object of gaining an unfair advantage;

“Faculty” means the Faculty of the University established under Article 22;

“Institute” means an Institute of the University established in terms of Article 22;

“Heads of Department” means Head of Academic or Administrative Department provided for under Article 17;

“Library” means the main academic organ or institution of the University established as such under the Rules contained in the First Schedule hereto to be responsible for the acquisition and maintenance of literary materials and as modern information and communication technology databank for the University;

“Minister” means the Minister responsible for higher education;

“Principal” means Principal of the University College provided for under Article 10;

“Plagiarism” means a situation whereby a candidate, for an award of the University qualification, appropriates the writings or results of another person, whatever the medium (text, written or electronic; computer

programs; data sets; visual images, whether still or moving) and dishonestly presents these as his own;

“President” means the President of the United Republic of Tanzania;

“Regulations” means the regulations made by the Minister in accordance with the Act;

“Rules” means Rules in the Schedules hereto or made by the Council in accordance with the Charter,

“School” means the School of the University established under Article 22;

“Senate” means the Senate of the University provided for under Article 20;

“Staff Association” means an academic or administrative staff association established in the university or the university college in accordance with Article 24;

“Students Organization” means Students Organization established in accordance with Article 26;

“United Republic” means The United Republic of Tanzania;

“University” means the Mwalimu Julius K. Nyerere University of Agriculture and Technology established under this Charter;

“University College” includes a Campus , Constituent or Connected College established in terms of Articles 21 and 22;

“Vice Chancellor” means the Chief Executive Officer of the University provided for under Article 8;

(2)Reference to the “Charter”, “Council”, “Senate”, “College”, “Students Organization”, “Associations” and all other references to committees, faculties, departments and centres shall be construed as though the words “of the Mwalimu Julius K. Nyerere University of Agriculture and Technology” were added in each case.

(3) In this Charter, unless the context otherwise requires, words and phrases used; designations signifying offices, officers, organs or positions of governance or responsibility and the whole Charter shall be construed with reference to the Act, the Regulations made thereunder and any other applicable written law.

(4)For avoidance of doubt, the provisions of this Charter are co-extensive and in furtherance of the provisions of the Act and shall always be read and construed together with and subject to the Act.

(5) Wherever it appears in this Charter, masculine gender shall include feminine and vice-versa.

**PART II**  
**ESTABLISHMENT OF THE UNIVERSITY**

Establishment,  
vesting of rights,  
Assets and Liabilities

**3.-(1) There is hereby established a University known as **Mwalimu Julius K. Nyerere University of Agriculture and Technology (MJNUAT).****

(2)The University established under sub-Article (1) shall be a body corporate and shall-

(a) have perpetual succession and a common seal;  
(b) in its corporate name, be capable of suing or being sued;  
(c) be capable of receiving gifts, purchasing and acquiring in any other way, and of alienating any movable or immovable property and have power from time to time to borrow such sums as it may require for its operations;

(d) invest in land, debenture stocks; preferential shares; units in unit trusts and other securities but not to invest in the equity of any company, other than a company in which the majority share or more share interest and established for the execution of any of the functions of the University, without specific approval of the Council;

(e) enter into any contract or transaction as may be expedient and do any other act or thing as bodies corporate may lawfully do.

(3) The common seal of the University shall be kept in such custody as the Council directs and shall not be used except in accordance with an order or direction of the Council. It shall also be authenticated by the signature of the Vice-Chancellor, or of one member of the Council authorized in that behalf by the Council, and that of the Deputy Vice Chancellor responsible for Administration

(4) When the common seal is affixed to any document and duly authenticated under this Rule, it shall be judicially and officially noticed and, any necessary order or authorization of the Council under this Rule shall be presumed to have been duly given.

Vision and Mission of the  
University

**4.-(1) The Vision of the University is “To become an innovative science and technology centre that serves as an engine for development”**

(2) The mission of the University is “To catalyse development through training, generation and diffusion of technologies and, delivery of outreach services”

Objects and

**5. (1) The objects and functions of the University focus on advancing**

functions of  
the University

contemporary knowledge to students and other stakeholders and generates and makes available information, technologies and innovations emanating from research and providing advisory services to the industries and other stakeholders The university shall also be involved in franchising technologies and innovations as well as in production ventures.

(2) The University shall also do any other thing in accordance with the provisions of this Charter or any other written law in force in the United Republic of Tanzania, in pursuance of its mission, core values and corporate social responsibility.

Powers of the University

6. (1) The University shall be a teaching, research, technology generating and diffusing; service providing; examining and awarding body.

(2) The University shall, subject to the Act, the Regulations made thereunder this Charter and the Rules contained in the Schedules hereto, have the powers to-

- (a) confer bachelor, postgraduate diploma, master, doctoral and postdoctoral awards in its name to persons in respect of courses of study provided by the University and approved by Senate,
- (b) grant certificates, diplomas and other awards in its own name to persons in respect of courses of study provided by the University and approved by Senate,
- (c) confer honorary degrees (*Honoris causa*) and other forms of awards which the Senate may, with the approval of the Chancellor and upon the recommendation of the Council, wish to confer upon any person who, in the opinion of the Senate, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.
- (d) deprive any person of a degree, diploma, certificate, or other academic award granted or due to be granted to him by the University on what the Council and Senate of the University shall deem to be a "good cause".
- (e) do such other things as are conferred upon it by the Act, the Regulations made there under, this Charter and the Rules contained in the Schedules hereto.

(3) For purposes of this Article "good cause" means conclusive evidence of cheating in admission and examination, plagiarism and fabrication of examination results.



**PART III  
ADMINISTRATION OF THE UNIVERSITY**

- The Chancellor
- 7.-(1) There shall be a Chancellor, appointed by the President who shall be the Head of the University.
- (2) The Chancellor shall, in the name of the University, confer degrees and grant diplomas, certificates and other awards of the University and shall have such other non-executive powers, functions and privileges as provided under the Rules or as may be prescribed.
- (3) Whenever the Chancellor is absent from the United Republic or is for any other reason unable to perform the functions of his office, the President or any person authorized by him, in that behalf, may appoint a person to perform the functions of the office of Chancellor during such period of absence or inability.
- Vice Chancellor
- 8.-(1) There shall be a Vice Chancellor of the University who shall be appointed by the Chancellor, as prescribed in Schedule 3, following the recommendations of Senate and Council.
- (2) The Vice Chancellor shall be the Chief Executive Academic and Administrative Officer of the University and an *ex-officio* Chairman of the Senate.
- Deputy Vice Chancellors
- 9.-(1) There shall be Deputy Vice Chancellors appointed by the Chancellor as prescribed in Schedule 3, following the recommendations of Senate and Council.
- (2) The Deputy Vice Chancellors under sub-Article (1) shall be responsible to, the chief advisors of, and assistants to the Vice Chancellor in respect of such matters of the University as shall be assigned to them or their office(s) and as may be prescribed
- (3) The Deputy Vice Chancellor responsible for academic affairs shall deputize for the Vice Chancellor during his absence or during vacancy in the office of the Vice Chancellor.
- Principals of University Colleges
10. There shall be a Principal for-
- (a) Campus College of the University, who shall be responsible to the Vice-Chancellor for academic and administrative matters through the respective Deputy Vice Chancellors of the University and shall be an *ex-officio* Chairman of the College Board.
- (b) Constituent/Connected/Associated College of the University, who shall

be the chief academic and administrative head of the college. He shall serve as the Secretariat of the Governing Board of the Constituent College and an *ex-officio* Chairman of the College Academic Committee

(c) The principals shall be appointed as prescribed in Schedule 3

Deputy Principals of Colleges

**11.(1)** For a Constituent, Connected and Associated College, there shall be two Deputy Principals appointed as implied in Schedule 3 and who shall be responsible to, the chief advisors of, and assistants to the Principal in respect of such matters of the colleges as shall be assigned to them or their office(s) and as may be prescribed; and

(2) The Deputy Principal responsible for academics shall deputise for the Principal during his absence or during a vacancy in the office of Principal.

(3) For a Campus College of the University, there shall be a Deputy Principal appointed as prescribed in Schedule 3 who shall be:

(a) responsible to, the chief advisor of, and assistant to the Principal in respect of such matters of the colleges as shall be assigned to him or his office and as may be prescribed; and

(b) Deputize for the Principal during his absence or during a vacancy in the office of Principal.

(4) Notwithstanding sub-Article (1), the number of Deputy Principals for Campus Colleges may be increased by the Council upon the recommendation of Senate, including the Governing Board in the case of the Constituent college and appropriate organs for Connected and Associated Colleges.

Dean of Students

**12. (1)** There shall be a Dean of Students of the University who shall be the administrative head of the Department of Student's Services.

Deputy Dean of Students

(2) A Constituent, Connected and Associated College shall have a Dean of Students.

**13. (1)** There shall be a Deputy Dean of Students who shall assist Dean of Students in all matters pertaining to students' services. The number of Deputy Deans shall be as determined by Council or other relevant organs. There may also be a Deputy Dean of Students for a Constituent, Connected or Associated College where it deems necessary and as approved by the Governing Board of the Constituent College and other organs for Connected and Associated Colleges

Deans of Schools and Faculties

**14. (1)** There shall be a Dean of School and Faculty of the University who shall be the academic and administrative head and shall be an *ex-officio* Chairman of the School or Faculty Board.

(2) The Dean shall be appointed by Council as prescribed in the Third Schedule.

Directors of Institutes, Library, Directorates and Centres	<p><b>15.</b> (1) There shall be a Director of Institute, Library, Directorate or Centre or other organs of the University as determined by Council, who shall be the academic and/or administrative head of the entity and who shall be the chief <i>ex-officio</i> Chairman of the respective Board.</p> <p>(2) The Directors shall be appointed by Council in accordance with the mechanisms prescribed in the Third Schedule.</p>
Deputy Directors and Deputy Deans of Institutes, Directorates, Library, Centres, Schools and Faculties	<p><b>16.</b>-(1) There shall be a Deputy Dean of School and Faculty and, a Deputy Director of Institute, Library, Directorate and Centre who shall be the assistant to and deputize the Dean or Director during his absence.</p> <p>(2) Deputy Directors and Deputy Deans shall be appointed by the Vice Chancellor as prescribed in the Third Schedule.</p> <p>(2) Notwithstanding sub-Article (1), the number of Deputy Deans and Deputy Directors may be increased by the Council upon the recommendation of Senate for Campus Schools and Faculties and the Governing Board for the case of the Constituent College or an appropriate organ for Connected and Associated Colleges</p>
Heads of Academic and Administrative Departments	<p><b>17.</b> (1) There shall be a Head of an academic and administrative department who shall be the academic and/or administrative Head of the entity. He shall be the <i>ex-officio</i> Chairman of the Departmental Committee.</p> <p>(2) The head shall be appointed by the Vice Chancellor as prescribed in the Third Schedule.</p>
Staff of the University	<p><b>18.</b>-(1) There shall be staff of the University, whose appointment and terms of service shall be as provided in the First Schedule.</p> <p>(2) The staff of the University shall be responsible for the general execution of the academic and administrative functions of the University and related matters and bearing such titles and designations and, occupying such offices as provided in the Act or, in accordance with the Rules contained in the First Schedule to this Charter and as may be prescribed.</p>
Council	<p><b>19.</b>-(1) There shall be a Council of the University which shall, subject to the Act, the Regulations made hereunder and the Rules contained the First and Second Schedules hereto;</p> <p>(a) be the governing body and principal policy making organ of the University;</p> <p>(b) have custody and use of the common seal;</p> <p>(c) be responsible for the management and administration of University revenues and properties and;</p>

(2) Subject to the powers of the Senate as provided in the Act, the Regulations made hereunder, this Charter and the Rules contained in the Schedules hereto, have general control over the conduct of the affairs of the University with power to manage all matters not provided otherwise by this Charter and Rules.

(3) The provisions of the Second Schedule to this Charter shall have effect as to the proceedings of the Council, tenure of office of members and all other matters.

Senate

**20.** (1) There shall be a Senate for the University which shall, subject to the powers of the Council as provided in the Act, the Regulations made there under, this Charter and the Rules contained in the First Schedule hereto, be the principal overall decision-making organ in respect of all academic matters of the University.

(2) Senate shall be responsible for overseeing the academic conduct of the University in relation to teaching, research, consultancy and outreach services and shall guarantee quality University academic operations.

Constituent, Connected, Associated Colleges and Institutes and other establishments

**21.**-(1) Subject to the Act, the Regulations made hereunder, this Charter and any other written law, the University may affiliate or adopt College, Institute, Library and Centre as provided under the Rules contained in First Schedule. The mechanism of affiliating institutions is provided in Fourth Schedule.

Campus College, School, Faculty, Institute, Library, Directorate and Centre

**22.**-(1) There shall be Campus Colleges, Schools, Faculties, Library, Institutes, Directorates, Centres and other entities based on the recommendations of Senate in accordance with the Act, the Regulations made there under and the Rules contained in the First Schedule hereto.

(2) The existing Colleges, Schools, Institutes, Library, Directorates and Centres of the University are as stipulated in the Fifth Schedule to this Charter. The mechanisms of establishing such more entities are as prescribed in the Fifth Schedule.

Establishment of Academic and Administrative Departments

**23.** (1) There shall be Departments in Colleges and Schools. Departments may also be established in Institutes, Library, Directorates and Centres.  
(2) There shall also be administrative departments as approved by Council

#### **PART IV**

#### **ASSOCIATIONS, TRADE UNIONS AND ORGANIZATIONS**

Staff Associations and Trade Unions

**24.**-(1) There shall be staff associations for academic staff and/or administrative staff and Trade Unions established in accordance with the

Act, the Regulations made thereunder and the Rules contained in the First Schedule to this Charter.

(2) The Council may approve the establishment of such staff associations as it deems fit upon application and submission of respective constitutions by members desirous of forming the associations within the University with objects which are not in conflict with the objects of the University and other associations as well as the provisions of any written law.

(3) The procedure for establishment of staff associations and Trade Unions including joining existing organs are as provided for under the Sixth Schedule to this Charter.

(4) Activities of staff associations and Trade Unions shall be reported to Council through respective participatory organs.

Convocation and Alumni Associations

**25.** Subject to the Act, the Regulations made hereunder and the Rules contained in the First Schedule hereto-

- (a) there shall be a Convocation of the University; and
- (b) there may be established an Alumni Association of the University and discipline/programme-based alumni association(s) in the University
- (c) the discipline/programme-based Alumni associations shall operate as affiliates of the Alumni Association of the University

The Students Organization and Affairs

**26-(1)** There shall be a Students' Organization representing all students of the University, which shall be formed as prescribed in Seventh Schedule.

(2) There may be College/ School/Faculty /Institute/ Department/ programme-based students' organizations that shall be formed as shown in the Seventh Schedule. These shall operate as affiliates of the Students' Organisation of the University.

(3) The Council, following the recommendation of respective participatory organs, may approve the establishment of such students' organizations following the approval of respective constitutions.

(4) The students' organizations shall have objects that are not in conflict of each other and with the objects of the University as well as the provisions of other written laws.

(5) Activities of Students' Organisations/associations shall be reported to respective organs including Council.

(6) Matters concerning administration, welfare and discipline of students shall be conducted in accordance with the applicable provisions of the First Schedule to this Charter.

## PART V

### SUBSIDIARY LEGISLATION

Rules in Schedules to prescribe or regulate

**27.**-(1) The Rules contained in the First Schedule to this Charter shall form part of this Charter and shall remain in force until they are revoked or replaced.

(2) The Rules under sub-rule (1) shall provide for regulation regarding-

(a) the management, administration and governance of the University, its members, constituents and branches; and for promotion of the objects of this Charter;

(b) the establishment and functions of University organs;

(c) the administration, welfare and discipline of students;

(d) the membership and functions of the Council and Senate, the appointment and continuance in office of the members of such organs and the filling of vacancies among the members and all other matters relative to such organs;

(e) the powers, duties, appointment and continuance in the office of the Vice Chancellor, Deputy Vice Chancellors and other officers of the University;

(f) the membership, functions, mode or procedure concerning

(i) campus colleges, schools, faculties, institutes, directorates and centres

(ii) affiliation or adoption, de-affiliation and all other matters concerning affiliated or adopted colleges, institutes, directorates and centres;

(g) the establishment of offices, appointment, terms and conditions of service, including termination, other than dismissal, and discipline of the academic and the administrative staff of the University and all other matters relative thereto;

(h) the constitutions and functions of the Staff Associations, Trade Unions and Students' organizations;

(i) the constitution and functions of the Convocation and of alumni association(s);

(j) the membership, establishment and functions of the Boards of the Colleges, Schools, Faculties, Institutes, Library, Directorates and Centres;

(k) the appointment and continuance in office of the Chairman of the respective Boards and all other matter relative thereto;

(l) such other matters as the Council may deem fit with respect to or for the governing of the University its members and constituent, connected and associate parts and institutions, or otherwise for the promotion of the objects of this Charter.

Powers of Council to make Rules

**28.**-(1) The Council may, make Rules for the University which may amend, vary, add to or repeal the Rules contained in the Schedules hereto for the time being in force.

(2) Without prejudice to the provisions of Rule 27, the Council may make Rules-

(a) prescribing the degree, diplomas, certificates another awards which

may be conferred or granted by the University;

(b) prescribing the conditions which must be satisfied before the award of certificate or other award;

(c) prescribing the manner in which a degree may be conferred or a diploma, certificate or other award may be granted

(d) prescribing the manner in which an award may be withdrawn ;

(e) regulating the administration of any College, School, Institute, Directorate, Library, Faculty, Centre, Department and any other entity established by or under the Charter

(f) advising the University management through Senate matters relating to academic conduct;

(g) providing for and regulating disciplinary proceedings against any staff and officer of the University and matters related to rules or by-laws may be made under the Charter;

(h) providing for any matter or thing which, in the opinion of the Council, is necessary to provide for the furtherance of the functions, objects and core values of the University, including prescribing anything which may be prescribed under the Charter and Rules;

What Rules in the Schedules may Direct

**29.** The Rules contained in the Schedules hereto may direct that any of the matters prescribed or regulated by the Rules as authorized or directed by this Charter shall be further prescribed or regulated by Rules or By-laws, provided that any such further prescription or regulation shall not be repugnant to the provisions of the Act, Regulations made there under, this Charter or the Rules contained in the Schedule hereto.

Procedure of Council in making Rules

**30.-(1)** The Council may make Rules to direct or regulate the University, its members and the welfare and administration of its staff, students and any other affair.

(2) No rule under sub-rule (1) shall be made unless relevant participatory organs have been involved and advised the Council accordingly;

(3) Every Rule made by the Council under this Charter shall be made available to the stakeholders through publication and other forms of circulation;

Power of Senate to make By-Laws

**31.-(1)** The Senate may make By-laws to regulate the academic conduct of the University including admission, teaching, learning and examination of students as well as such other matters which are within the University's functional and operational framework.

(2) Senate may amend or repeal By-laws as deems necessary.

Revocation or amendment of Charter

**32.** The President may, by notice published in the Gazette subject to the provisions of the Act and relevant procedures as may be prescribed, revoke or amend the provisions of the Charter.

**PART IV  
MISCELLANEOUS PROVISIONS**

No gender discrimination

**33** (1). Persons with special needs shall be equally eligible for holding offices in the University, pursuing studies or being involved in activities in line with the missions and core values of the University and shall be equally eligible for award of degrees, diplomas, certificates and other awards.

(2) All Staff and students shall be required to uphold the principles of non gender discrimination.

Gender balance principles

**34** (1) The principle of gender equality or balance provided in the Act, the Regulations made thereunder and the Rules contained in the Schedules hereto shall be observed and implemented by all persons exercising powers under the Act and its Regulations, Charter and its Rules.

(2) All Staff and students shall be required to uphold the principles of gender equality

No test of religion, race, ethnicity and disability

**35.** No test of religion, race, ethnicity, sex, physical condition, disability, ideology or political belief/orientation or other similar criteria shall be imposed upon any person in order to entitle him to be admitted to the University, employed or to hold any office therein or to graduate thereat or to hold or enjoy any advantage or privilege thereof.

Provision of suitable environment for University operations

**36.** Subject to the Act and the Regulations made hereunder, the University shall endeavour to provide-

(a) academic facilities including library services and equipment for training, research, consultancy and outreach and the manner in which they are to be accessed, used and maintained

(b) a framework that governs access and maintenance of facilities and equipment secured through various forms of institutional support

(c) a conducive structural, physical and technological environment that takes into consideration of gender sensitive needs including the requirements for people with special needs.

Prohibition on declaration of dividend

**37.** The University shall not make any dividend, gift, division or bonus in form of money to or between any of its members except by way of prize, allowance, reward or special grant for duly authorized work done or to be done in furtherance of the objects of the University.



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**FIRST SCHEDULE**

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**(Made under Article 25)**

**THE MWALIMU JULIUS K. NYERERE UNIVERSITY OF AGRICULTURE  
AND TECHNOLOGY RULES, 2016**

**ARRANGEMENT OF RULES**

**PART I  
PRELIMINARY PROVISIONS**

<b><i>Rule</i></b>	<b><i>Title</i></b>
1.	Citation
2.	Interpretation

**PART II**

**GENERAL ADMINISTRATION AND STAFF APPOINTMENTS**

**The Chancellor and Senior Officers of the University**

3	Appointment and Functions of the Chancellor
4	Appointment and Functions of the Vice Chancellor
5	Performance of functions in the event of incapacity of Vice Chancellor
6	Appointment and Functions of the Deputy Vice Chancellors,
7	Performance of functions in the event of incapacity of Deputy Vice Chancellors
8	Appointment and Functions of the Principals of Colleges
9	Appointment and Functions of the Deputy Principals
10	Performance of functions in the event of incapacity of Principals and Deputy Principals
11	Appointment and Functions of Deans of Schools or Faculties
12	Appointment and Functions of Deputy Deans
13	Performance of functions in the event of incapacity of Deans and Deputy Deans
14	Appointment and Functions of Directors of Directorates, Institutes Library and Centres
15	Appointment and Functions of Deputy Directors
16	Performance of functions in the event of incapacity of Directors Deputy Directors
17	Appointment and Functions of Heads of Academic Departments
18	Performance of functions in the event of incapacity of Head of Department
19	Appointment and Functions of Directors and Heads of Administrative Entities

- 20 Establishment, Composition, Powers and Functions of Council  
21 Secretary to Council  
22 Establishment, Composition and Functions of Human Resource  
Management and Development Committee  
23 Establishment, Composition and Functions of Planning and Finance  
Committee  
24 Establishment, Composition and Functions of Estate Committee  
  
25 Establishment, Composition and Functions of Senate  
26 Establishment, Composition and Functions of Students Affairs  
Committee  
27 Establishment, Composition and Functions of Audit Committee  
28 Establishment of Other Committees of Council  
29 Establishment, Composition and Functions of Technical committees  
of Senate  
30 Establishment, Composition and Functions of Boards of Colleges,  
Schools, Institutes, Directorates, Library and Centres and Technical  
Committees  
  
31 Establishment, Composition and Functions of Boards of Schools and  
Faculties  
32 Establishment, Composition and Functions of Technical  
Committees of School and Faculty Boards  
33 Establishment, Composition and Functions of Departmental  
Committee and Technical Committees

**PART III**  
**STAFF OF THE UNIVERSITY**

- 34 Composition of Staff of the University  
35 Terms and Conditions of Employment  
36 Composition of Academic Staff of the University  
37 Appointment and Promotion of Academic Staff  
38 Types of Administrative staff of the University  
39 Appointment and Promotion of Administrative Staff

**PART IV  
DISCIPLINE OF STAFF AND EXECUTIVE OFFICERS**

- 40 Establishment and Composition of Disciplinary Committee
- 41 Conduct of Staff and Powers of Disciplinary Committee
- 42 Establishment, Composition, Functions and Power of the Staff of Disciplinary Appeals Committee for non-Executive Officers
- 43 Establishment, Composition, Functions and Procedures of the Disciplinary Committee for Vice Chancellor, Deputy Vice Chancellors and Principals
- 44 Establishment, Composition, Functions and Procedures of the Disciplinary Appeals Committee for Vice Chancellor, Deputy Vice Chancellors, Principals and Deputy Principals
- 45 Principles of Natural Justice

**PART V  
CONVOCATION, ALUMNI, STAFF ASSOCIATIONS AND TRADE UNIONS**

- 46 Establishment of Staff Associations and Trade Unions
- 47 Establishment and Membership of Convocation
- 48 Functions of the Convocation
- 49 Leadership and Operational Procedures of Convocation
- 50 Establishment and Operational Procedures of Alumni Associations

**PART VI  
ADMINISTRATION, WELFARE AND DISCIPLINE OF STUDENTS**

- 51 Dean of Students
- 52 Establishment and Operational Procedures of Students' Organizations
- 53 Students' Rules
- 54 Establishment and Powers of Students' Disciplinary Authority
- 55 Delegation of Powers by the Chairman of Students' Disciplinary Authority
- 56 Types of Disciplinary Procedures
- 57 Procedures of Formal Proceedings
- 58 Procedures for Summary Proceedings
- 59 Establishment and Composition of Students' Disciplinary Appeals Committee
- 60 Procedure for Students' Appeals

**PART VII**

**COLLEGES, DIRECTORATES, SCHOOLS, FACULTIES, INSTITUTES,  
CENTRES, DEPARTMENT AND OTHER ENTITIES**

- 61 Procedure for Establishment of Academic and Administrative entities

**PART VIII  
FINANCIAL PROVISIONS**

- 62 Management of Assets of the University  
63 Sources of Funds and Resources of the University  
64 Use of Funds and other University Resources in Investment  
65 Financial year of the University  
66 Annual Estimates of the University  
67 Accounts and Auditing  
68 The Vice Chancellor's Annual Report  
69 Report to be laid before National Assembly

**PART IX  
MISCELLANEOUS PROVISIONS**

- 70 Establishment and Functions of the Legal Unit and Corporate Counsel  
71 Memoranda of Understanding and Inter-institutional Agreements  
72 Deployment of Law enforcing organs  
73 Delegation of powers by the President  
74 Institutionalization of operations of Council, Senate, Boards and other Committees as well as Officers  
75 Validity of Proceedings of Council, Senate, Boards and other organs  
76 Matters related to dissolution of the institution and rights of staff and students.

## **SECOND SCHEDULE**

**(Under Article 19)**

### **PROVISIONS RELATING TO THE COUNCIL**

- 1 Tenure of office of Chairman
- 2 Tenure of office of members
- 3 Appointment and Termination of Membership
- 4 Rights of Secretary to Council
- 5 The Vice Chairman
- 6 Functions of the Chairman and Vice Chairman
- 7 Meetings and Procedures of Council
- 8 Quorum
- 9 Decisions of Council
- 10 Decision by circulation of papers
- 11 Seal
- 12 Execution of Contracts, Bonds and other Agreements

## **THIRD SCHEDULE**

**(Under Articles 7-17)**

### **PROVISIONS RELATING TO SEARCH COMMITTEE AND PROCESS OF SEARCHING OF UNIVERSITY LEADERS**

- 1 Establishment of Search Committees
- 2 Composition of Search Committee
- 3 Searching and interviewing systems
- 4 Eligibility status
- 5 Submissions of Search Committee reports
- 6 Circulation of Information pertaining to the appointments
- 7 Leadership capacity and commitment

## **FOURTH SCHEDULE**

**(Under Article 21)**

### **PROVISIONS RELATING TO AFFILIATION OR ESTABLISHMENT OF CONSTITUENT COLLEGE.**

- 1 Affiliation of Existing institutions
- 2 Procedure to followed when the university wishes to establish own Constituent colleges
- 3 Declaration

## **FIFTH SCHEDULE**

**(Under Articles 22 and 23)**

### **PROVISIONS RELATING TO ESTABLISHMENT OF COLLEGES, SCHOOLS, FACULTIES, INSTITUTES, LIBRARIES, DIRECTORATES, CENTRES AND ACADEMIC AND ADMINISTRATIVE DEPARTMENTS**

Declaration of existing Colleges, Institutes, Schools, Directorates,  
Library, Centres and Departments

Colleges

Schools

Institutes

Directorates

Library

Centres

Departments

Establishment of new Campus Colleges, Schools, Institutes,  
Faculties, Directorates, Library and Centres and Libraries

## **SIXTH SCHEDULE**

**(Under Article 24)**

### **PROVISIONS RELATING TO ESTABLISHMENT AND OPERATIONAL PROCEDURES FOR STAFF ASSOCIATIONS AND TRADE UNIONS**

Establishment

Procedure of establishing or joining existing associations and Trade  
Unions

Operational procedures

## **SEVENTH SCHEDULE**

**(Under Article 26)**

### **PROVISIONS RELATING TO ESTABLISHMENT AND OPERATIONAL PROCEDURES FOR STUDENTS ORGANIZATIONS**

Procedure for establishments of students organisation

Procedure for establishments of discipline/programme based  
students organisations

Operational systems

## **EIGHTH SCHEDULE**

**(Under Rules 58 and 60)**

### **PROVISIONS RELATING TO SUMMARY PROCEEDINGS AND PROCEDURES FOR STUDENTS' APPEALS**

**Procedures for Summary Proceedings  
Procedure for Students' Appeals**

## **NINTH SCHEDULE**

**(Under Rules 63 and 64)**

### **PROVISIONS RELATING TO ESTABLISHMENT AND OPERATIONALISATION OF BUSINESS COMPANIES**

Operational procedures

#### **PRELIMINARY PROVISIONS**

Citation	1. These Rules may be cited as Mwalimu Julius K. Nyerere University of Agriculture and Technology Rules, 2016.
Interpretation	2. In these Rules, unless the context otherwise requires; "Academic Committee" means a committee of a Constituent/ Connected/Associated College of the University established under Rule 23;  "Academic staff" shall have the meaning assigned to that term by Rule 36;  "Administrative staff" shall have the meaning assigned to that term by Rule 38;  "Admission" means the process of accepting applications by potential students for entry into the University on the basis of the criteria set for respective courses, programmes and awards, of the University;  "Affiliated institutions" means autonomous higher education institutions other than constituent, connected and adopted colleges accredited to offer degree programmes and confer degrees on behalf of the University;

“Human Resource Management and Development Committee” means a committee of the University established under Rules 22;

“Article” means an Article of the Charter;

“Associated Institution” means an autonomous institution provided for under Rule 61;

“Award” means certificates, diplomas, degrees, postgraduate diplomas, postgraduate degrees and honorary degrees;

“Board” means Boards of Campus Colleges, Faculties, Schools, Institutes, Directorates and Centres or similar organs of the University;

“Centre” means any centre established to undertake or administer specific functions, and it includes centres established under Article these Rules;

“Centre of excellence” means university entity which has excelled in a particular field/discipline;

“Certificate” means an award of a professional qualification and competence, bearing that name or title, offered by the University;

“Charter” means the Mwalimu Julius K. Nyerere University of Agriculture and Technology Charter, 2016 to which these rules constitute the First Schedule;

“Continuing education” includes such short courses, seminars, colloquia, workshops, refresher courses, and the like, as are designed or carried on for members of respective professions, work disciplines or vocations, desirous of improving, updating, expanding or deepening their knowledge or skills through such ways or means;

“Corporate Counsel” means the Corporate Counsel of the University appointed under Rule 70;

“Course” includes a planned series of instruction periods based on an approved syllabus and forming part of a curriculum or a programme designed for an award;

“Course of study” means the structure for degrees or other academic or professional qualifications and the subjects of study in such structure;

“Disciplinary Authority” means the Committee responsible for



exercising the powers conferred upon it by Rule 50 and includes any person to whom such powers have been delegated in accordance with these Rule;

“Disciplinary offence” means the contravention of any rules where the contravention constitutes a disciplinary offence;

“Degree” means an award of a full academic and, or professional qualification and competence, bearing that name or title offered by the University;

“Department” means a subdivision established as such within the general structure of a College, School, Faculty, Institute, Library, Directorate, or Centre. This shall also imply administrative entities;

“Deputy Dean” means the Deputy Dean of the School/ Faculty provided for under the Charter and appointed in accordance with Rule 12;

“Deputy Director” means the Deputy Director of the University based Institute, Library, Directorate or Centre provided for under the Charter and appointed in accordance with Rule 15;

“Deputy Principal” means the Deputy Principal of a University College provided for the Charter and appointed in accordance with Rule 9;

“Diploma” means an award of an intermediate professional qualification and competence, bearing that name or title, offered by the University;

“Director of Higher Education” means the Director of Higher Education in the Ministry responsible for higher education;

“Executive Officers” include the Vice Chancellor and Deputy Vice Chancellors, Principals, Deans, Directors, Deputy Principals, Deputy Directors and Deputy Deans;

“Faculty Board” means a board of Faculty established under Rule 31;

“Financial year” means the financial year of the University as determined under Rule 65;

“Government” means the Government of the United Republic of Tanzania;

“Governing Board” means the Governing Board of a Constituent College provided for under Section 43 (5) of the Act and Rules;

“Graduate” means a person upon whom a degree has been conferred by the University;

“Grant” means financial assistance from public funds or money given by or through the Government, local authority, donor or other institution to the University, to help it pay fully or partially for its projects, programmes or courses of study;

“Higher education institution” means a University or any other higher learning Institution which offers a level of academic education and professional training that leads to full academic and or professional qualifications and competence;

“Inquiry Officer” means an officer appointed by the Disciplinary Authority under sub-rule (5) of Rule 57 to hold an inquiry into the charge and students defence;

“Institution” means a higher education/learning institution;

“Intermediate awards” has the same meaning as “intermediate professional qualifications”;

“Intermediate professional qualifications” means certificates or diplomas offered by the University;

“Legal Unit” means the Legal Unit of the University established under Rule 70;

“Ministry” means the Ministry responsible for higher education;

“Officer” means any person in the employment of the University holding a position of authority, but does not include the Chancellor, Vice Chancellor, Deputy Vice Chancellors, Principal, Deans and Directors and Deputy Principals, Deputy Directors and Deputy Deans;

“Organs of Governance” include the Council, the Senate and other Council committees; Governing Boards and other Boards, Board committees and other committees provided for within the provisions of the Charter or the Rules;

“Other employees of the University” means employees of the University other than those employed on permanent terms;

“Persons with special needs” includes persons with physical,

mental, social or medical and economic disabilities;

“Prescribed” includes prescribed by the Rules, By-laws, resolutions, directives, instructions, or decisions by the Council, the Senate or other authority to whom or to which the Council or the Senate has delegated its powers and functions;

“Private higher education institution” means a higher education institution whose infrastructure, maintenance and costs are owned and borne by a private person or a company, trust or a non-governmental organization or an association;

“*Professor Emeritus*” means a person who, with the express approval of the Council, holds an honorary, as opposed to a substantive, title of professor or research professor corresponding to that held last by that person during the person’s active service in the University or any other recognised university;

“Programme” means a curriculum of studies that leads to some form of recognition of an academic or professional award;

“Public Institution” means any education or training institution established by or under any written law or owned by the Government or a parastatal organization within the United Republic;

“Public University” means a university which is owned by the Government;

“School” means a School of the University established under the Charter and in accordance with the provisions of Rule 61;

“School Board” means a Board of School established under Rule 31;

“Senior Academician” includes academic member of staff with rank of senior lecturer/senior research fellow/senior librarian and above or a person with similar proven academic experience;

“Senior Administrative Positions” include the position of the Chancellor, Vice-Chancellor, Deputy Vice-Chancellors, Principal, Deputy Principals, Deans, Directors, Deputy and Deputy Directors, and Heads of Departments;

“Senior management level” includes the level of a Head of Department/Division, Dean and Deputy Dean of a School or Faculty or Director and Deputy Director of an Institute, Library, Directorate or Centre of the university;

“Student” means any person admitted to the University as a candidate for a degree, diploma, certificate or other award of the University, and includes a part-time and occasional or short-term students;

“Unit” means a unit established under and in accordance with the Charter, and includes legal unit established by Rule 70;

“University education” means education offered at the University or a university college that leads to an award of a degree;

“University Institution” includes a University College, University Institute and a University School or a Centre, Directorate, Faculty, Department, Library or unit established within or as part or sub-division of the University.

“Visiting Lecturer/Senior Lecturer/Associate Professor and Professor as well as those in the Research Fellow and Librarian Groups” mean a person with sound academic and ethical integrity and performance appointed on temporary or permanent terms as a member who does not accrue any salaries from government subventions

“Part-time staff ”means a person with sound academic integrity and performance who will be appointed to serve as an academic member of staff on part time basis

“Diaspora” means a Tanzanian/African in Diaspora

(2) Reference in the Charter, legislation, order or other instrument by which a college is established or governed, and designations thereunder of, offices or authorities of the college shall be construed subject to the provisions of the Act, Regulations made there under, this Charter and of the Rules made hereunder:

(3) For avoidance of doubt, and without prejudice to the generality of sub-rule (2) unless it shall otherwise be expressly provided by any other written law other than the Charter, Campus colleges, Associated colleges and Constituent colleges of the University shall abide by and be governed fully by the provisions of the Charter and of the Rules and By-laws made there under relating to academic matters;

(4) Wherever it appears in this Charter masculine gender shall include feminine and vice-versa, the singular to include the plural and vice versa.

## **PART II**

## GENERAL ADMINISTRATION AND STAFF APPOINTMENTS

### The Chancellor and Senior Officers of the University

Appointment and  
Functions of the  
Chancellor

3.-(1) The President of the United Republic of Tanzania shall appoint the Chancellor of the University.

(2) The Chancellor shall be appointed from a list of three candidates who will be proposed by the Council upon the recommendation of Senate and Search Committee appointed by the Council.

(3) The term of office of the Chancellor shall be six years, and may be re-appointed for one last term of six years.

(4) The Chancellor shall:-

(a) be a person of outstanding integrity and sound academic and administrative experience;

(b) be the Head of the University and shall, in the name of the University, confer degrees, diplomas, certificates and other awards for the University;

(c) have the right, from time to time, to direct an inspection of the University or an inquiry into the teaching, research, consultancy and outreach conduct any other work of the University;

(d) have power to direct for visitation to the University and the Constituent, Connected and Associated Colleges in such manner as may be appropriate or prescribed;

(e) provide such advice and guidance to the Council as he may consider necessary or desirable for the betterment of the University or for furtherance of its core values.

(f) have such other functions and powers as are conferred upon him by the Charter or as may be provided for under Rules or any other written laws.

(5) Whenever the Chancellor is absent from the United Republic of Tanzania or is for any other reason unable to perform the functions of his office, the President or any person authorized by him in that behalf, may appoint a person to perform the functions of the office of Chancellor during such absence or inability.

(6) The privileges, including allowances, of the Chancellor shall be as determined by the Council.

Appointment and  
Functions of the Vice  
Chancellor

4.-(1) There shall be a Vice Chancellor of the University appointed by the Chancellor upon the advice of the Council.

(2) The Vice Chancellor shall be appointed from a list of three candidates who have attained the status of Professor or Associate

Professor on the basis of recommendations of Senate and Search Committee set up in accordance with the Third Schedule.

(3) The Vice Chancellor shall-

- (a) be the Chief Executive Officer of the University;
- (b) be responsible to the Council for the implementation of the decisions of the Council;
- (c) have such other functions as are conferred upon him by the Act, the Charter, Rules or as may be prescribed;

(4) The Vice Chancellor may, as he deems fit, delegate any one or more of the powers and functions conferred on him by the Act, the Charter and these Rules or any other written law to Deputy Vice Chancellors and to Principals of Colleges subject to any limitations or conditions as the Vice Chancellor may prescribe; provided that such delegation shall normally be in writing.

(5) The Vice Chancellor shall hold office for a term of five years and may be re-appointed for one more term only of five years.

(6) The terms and conditions of employment including salaries, allowances, honoraria and any other relevant privileges accruing to the position of Vice Chancellor shall be determined and prescribed in the Executive Officers' Scheme of Service and by the Council.

Performance of Functions  
in the event of incapacity  
of Vice Chancellor

5.-(1) In the event of the incapacity of Vice Chancellor,  
(a) the Council may appoint the Deputy Vice Chancellor responsible for academic affairs of the University to discharge the functions of the Vice Chancellor until such time as the incapacity ceases;

(b) The Acting Vice Chancellor after consultation with the other Deputy Vice Chancellor(s) shall submit a recommendation for appointment by Council through Senate, of one of the Principals of the Colleges, Directors or Deans of Schools to serve as Acting Deputy Vice Chancellor responsible for academic affairs.

(c) The candidate so appointed by the Council shall act in the office until such time as the incapacity of Vice Chancellor ceases;

(d) The Deputy Vice Chancellor responsible for administration, finance and planning shall deputize the Acting Vice Chancellor if and when not in the office

(e) The Principal, Director or Dean appointed to serve as Acting Deputy Vice Chancellor responsible for academic affairs shall initiate the process of appointment of Acting Principal or Dean by Council. The appointed Principal, Director or Dean shall act in the office until such time as the incapacity ceases;

(f) The University management and Council will initiate a process of filling the position when the incapacitation deems to be irreversible or affecting the performance of the University operations as per the Government Standing Orders;

(g) A person who acts in such a situation shall have his responsibility allowance remunerated as prescribed by the Council;

(2) In the event of the simultaneous incapacity of the Vice Chancellor and one or all Deputy Vice Chancellors;

(a) The Council upon consultation with Senate and Principals and Deans appoint Acting Vice Chancellor and Acting Deputy Vice Chancellor(s) from amongst the Principals, Deans and Directors for a period of incapacitation of the respective officers.

(b) The Principal, Director or Dean appointed to serve as Acting Vice Chancellor or Deputy Vice Chancellor shall initiate the process of appointment of Acting Principal or Dean by Council. The appointed Principal, Director or Dean shall act in the office until such time as the incapacity ceases;

(3) The University management and Council will initiate a process of filling the position when the incapacitation deems to be irreversible or affecting the performance of the University operations as per the Government Standing Orders.

(4) A person who acts in such a situation shall have his responsibility allowance remunerated as prescribed by the Council.

Appointment and  
Functions of Deputy Vice  
Chancellors

6.-(1) There shall be Deputy Vice Chancellors responsible for academic affairs, outreach services, consultancy, research, planning, administration and finance.

(2) Subject to sub-rule (1) Deputy Vice Chancellors shall be appointed by the Chancellor from a list of three candidates who have attained a status of Professor or Associate Professor and one who has vast and outstanding academic and administrative capability at senior management level and upon such terms and conditions as the Council may prescribe. The appointment shall be based on the recommendations to Council submitted by Senate and the Search Committee set up in accordance with the Third Schedule.

(3) The Deputy Vice Chancellors shall hold office for a period of four years and may be re-appointed consecutively for one more and last term of four years.

(4) The Deputy Vice Chancellor responsible for academic shall be the principal assistant and chief advisor to the Vice Chancellor in all matters pertaining to the academic activities of the University and in the absence of Vice Chancellor shall deputize for the Vice Chancellor.

(5) The Deputy Vice Chancellors responsible for Planning, Administration and Finance shall be the principal assistants and chief advisor to the Vice Chancellor in all matters pertaining to the Administration, Finance and Planning of the University, including asset management, discipline of staff and students, and security of staff, students and properties. In the absence of both the Vice Chancellor and the Deputy Vice Chancellor responsible for Academic, the Deputy Vice Chancellor responsible for Administration shall deputize for the Vice Chancellor.

(6) The Deputy Vice Chancellors shall have such other functions as are conferred by the Charter or as may be prescribed.

(7) The terms and conditions of employment including salaries, allowances, honoraria and any other relevant privileges accruing to the position of Deputy Vice-Chancellors shall be determined and prescribed in the Executive Officers' Scheme of Service and by the Council.

Performance of Functions in the event of incapacity of Deputy Vice Chancellors

7. (1) In the event of the incapacity of one of the Deputy Vice Chancellors, the Council may appoint one of the Principals or Deans or Directors to serve as Acting Deputy Vice Chancellor in the office of the incapacitated officer. The candidate so appointed by the Council shall act in the office until such time as the incapacity ceases;

(2) The Council shall appoint Deputy Principal/Dean/Director to act in the office of the Principal until such time as the incapacity ceases;

(3) The University management and Council will initiate a process of filling the position when the incapacitation deems to be irreversible or affecting the performance of the University operations as per the Government Standing orders

(4) A person who acts in such a situation shall have his responsibility allowance remunerated as prescribed by the Council.

Appointment and Functions of Principals of

8.-(1) There shall be a Principal of College of the University.



Colleges

(2) (a) The Principal shall be appointed by the Chancellor from a list of three Professors or Associate Professors or other senior academicians with sound academic and administrative integrity on the basis of recommendations of Council, Senate and Search Committee set up in accordance with the Third Schedule.

(b) For the case of Constituent College, the appointment of the Principal shall also take into account the advice of the Governing Board of the College.

(3) The Principal of a Campus college shall hold office for a term of three years and may be re-appointed for one more and last term of three years. Principal of a Constituent College shall hold Office for a term of four years and may be re-appointed for one more term of four years.

(4) The Principal of the College shall have the following duties and functions;

(a) be responsible to the Vice Chancellor through Deputy Vice Chancellors.

(b) serve as the academic and administrative head of the College.

(c) serve as *ex-officio* Chairman of College Board. For the case of Constituent College, the Principal shall serve as an *Ex-officio* member of the Governing Board and Chairman of the Academic Board of the College. The Chairman of the Governing Board shall be the Vice Chancellor

(d) ensure that proper and acceptable standards of research, teaching, extension, consultancy and other official mandates are maintained in line with the missions and core values of the University;

(e) serve as the Examinations Officer of the College;

(f) prepare and up-date plans for infrastructural, academic and administrative development of the College;

(g) perform such other functions related to College;

(5) The terms and conditions of employment including salaries, allowances, honoraria and any other relevant privileges accruing to the position of Principals shall be determined and prescribed in the executive officers' Scheme of Service and by the Council.

Appointment and

9.-(1) There shall be Deputy Principal(s) of Colleges

Functions of Deputy Principals

(2) The Deputy Principal of a University College shall be appointed by the Chancellor from amongst a list of three recommended Professors or Associate professors/Senior Lecturers as recommended by Council, Senate and Search committee. In the situation of a Constituent college, the appointment shall also involve the advices of the Governing Board

(3) A Deputy Principal shall:-

(a) be responsible to, the Chief Advisor of and assistant to the Principal in academic and/or administrative matters of the College;

(b) have such powers as the Principal may, in writing, delegate to him;

(c) have such other powers, duties and functions as are conferred upon him by the Charter and Rules or as may be prescribed under any other written law.

(4) Where there are more than one Deputy Principals in a College, the Deputy Principal responsible for academic matters shall deputize for the Principal during his absence from office.

(5) In case both the Principal and Deputy Principal responsible for academic affairs are absent, then the Deputy Principal responsible for administrative and financial matters shall deputize for the Principal.

(6) A Deputy Principal of a Campus College shall hold office for a period of three years, and may be re-appointed consecutively for one more such term of three years, whereas the one for a Constituent College shall hold office for a term of four years and may be re-appointed for one more term of four years

(7) The terms and conditions of employment including salaries, allowances, honoraria and any other relevant privileges accruing to the position of Deputy Principals shall be determined and prescribed in the executive officers' Scheme of Service and by the Council.

Performance of Functions in the event of incapacity of Principal and Deputy Principals

**10.** (1) In the event of the incapacity of the Principal, the Council through the advise of Senate may appoint the Deputy Principal(s) to serve as Acting Principal in the office of the incapacitated officer. The candidate so appointed by the Council shall act in the office until such time as the incapacity ceases;

(2) The so appointed Acting Principal shall recommend three names of senior members to be considered for appointment by Council as

#### Acting Deputy Principal

(3 ) The Acting Deputy Principal shall act in the office until such time as the incapacity ceases;

(4) The University management and Council will initiate a process of filling the position when the incapacitation deems to be irreversible or affecting the performance of the University operations as per the Government Standing Orders.

(5) In the event of the incapacity of the Deputy Principal, the Principal shall recommend three names of senior members to be appointed by Council as Acting Deputy Principal

(6) A person who acts in such a situation shall have his responsibility allowance remunerated as prescribed by the Council.

#### Appointment and Functions Deans of Schools or Faculties

**11.**-(1) There shall be a Dean of School or Faculty.

(2) The Dean shall be appointed by the Council from a list of three academic members of staff of the rank of Professor or Associate Professor or Senior Lecturer upon recommendation of Senate and Search Committee. For the case of a Constituent College the process shall also involve the Governing Board.

(3) The Dean of the School/ Faculty shall hold office for a term of three years and may be re-appointed consecutively for only one more term of three years.

(4) The Dean of the School/Faculty shall have the following duties and functions-

(a) be answerable to the Vice Chancellor through the Deputy Vice Chancellors and the Principal of the College where applicable

(b) be the academic and administrative head of the School/Faculty;

(c ) ensure that proper and acceptable standards of research, teaching, consultancy, extension and other official mandates are maintained in the School/Faculty;

(d) serve as the Examinations officer of the School/Faculty;

(e) serve as *ex-officio* Chairman of School/Faculty Board.

(f) prepare and up-date plans for the infrastructural, academic and administrative development of the School/Faculty;

(g) perform such other functions related to School/Faculty as may

be empowered by the Charter and rules.

(5) The terms and conditions of employment including salaries, allowances, honoraria and any other relevant privileges accruing to the position of Deans shall be determined and prescribed in the executive officers' scheme of service by the Council

Appointment and  
Functions of Deputy  
Deans

**12.**-(1) There shall be a Deputy Dean of a School or Faculty.

(2) The Deputy Dean shall be appointed by the Vice Chancellor from amongst a list of three recommended Professors or Associate Professors or Senior Lecturers upon the recommendation of Senate and the Search Committee. In the situation of a Constituent College, the Vice Chancellor shall appoint Deputy Dean upon the advice of the Governing Board.

(3) The Deputy Dean shall hold office for a term of three years and may be re-appointed consecutively for one more term of three years.

(4) The duties and functions of the Deputy Dean shall be as prescribed by the Dean

Performance of Functions  
in the event of incapacity  
of Deans and Deputy  
Deans

**13.** (1) In the event of the incapacity of the Dean;

(a) the Council may appoint upon recommendation of Senate, the Deputy Dean to serve as Acting Dean in the office of the incapacitated officer. For the case of incapacity of Deputy Dean, the Vice Chancellor shall appoint one of the Senior academic members in the School/Faculty to serve as acting Deputy Dean. The candidate so appointed shall act in the office until such time as the incapacity ceases;

b) the University management and Council will initiate a process of filling the position when the incapacitation deems to be irreversible or affecting the performance of the University operations as per the Government Standing Orders

(2) A person who acts in such a situation shall have his responsibility allowance remunerated as prescribed by the Council.

Appointment and  
Functions of Directors of  
Institutes, Directorates,  
Library and Centres

**14.**-(1) There shall be a Director of Institute, Directorate, Library or Centre or any other appropriate Unit of the University.

(2) The Director shall be appointed by the Council upon recommendation by the Senate and the Search Committee from a list of three Professors or Associate Professors or Senior Lecturer with sound academic and administrative integrity in accordance

with the Third Schedule. For a Constituent College, the process shall also involve the Governing Board.

(3) Director shall hold office for a term of three years and may be re-appointed consecutively for only one more term of three years

(4) The Director shall have the following duties and functions-  
(a) be answerable to the Vice Chancellor through the Deputy Vice Chancellors

b) be the academic and/or administrative head of the entity

(c) ensure that proper and acceptable standards of official mandates of the entity are maintained ;

(d) serve as the Examinations officer of the entity, where applicable;

(e) serve as Chairman of the Board meetings

(f) prepare and up-date plans for the infrastructural, academic and administrative development of the entity;

(g) perform such other functions as may be empowered by the Charter and Rules.

(5) The terms and conditions of employment including salaries, allowances, honoraria and any other relevant privileges accruing to the position of Principals shall be determined and prescribed in the executive officers' Scheme of Service by the Council.

#### Appointment and Functions of Deputy Directors

**15-(1)** There shall be a Deputy Director of Institute, Directorate, Library or Centre or any other appropriate Unit of the University.

(2) The Deputy Director shall be appointed by the Vice Chancellor from amongst a list of three recommended Professors or Associate Professors/Senior Lecturers or equivalent cadres upon the advice of Senate and the Search Committee. In the situation of a Constituent College, the Vice Chancellor shall consider the appointment upon recommendations of the Governing Board

(3) The Deputy Director shall hold office for a term of three years and may be re-appointed consecutively for another term of three years.

(4) The duties and functions of the Deputy Director shall be as prescribed by the Director.

(5) The appointment, terms and conditions of services of other officers of the University shall be as may be prescribed by the Council.

Performance of Functions in the event of incapacity of Directors and Deputy Directors

**16.** (1) In the event of the incapacity of the Director,  
(a) the Council may appoint, upon recommendation of the Senate, the Deputy Director to serve as Acting Director in the office of the incapacitated officer. The candidate so appointed by the Council shall act in the office until such time as the incapacity ceases;

(b) in the situation of a Constituent/Connected College, the Governing Board shall also be involved in advising the Council and Senate accordingly

(c) the so appointed Acting Director shall recommend three names of senior members to be appointed by the Chancellor as Acting Deputy Director

(d) the Acting Deputy Director shall act in the office until such time as the incapacity ceases;

(e) the University management and Council will initiate a process of filling the position when the incapacitation deems to be irreversible or affecting the performance of the University operations as per the Governing Standing orders

(2) In the event of the incapacity of the Deputy Director, the Director shall recommend three names of senior members to be appointed by the Vice Chancellor as Acting Deputy Director

(3) A person who acts in such a situation shall have his responsibility allowance remunerated as prescribed by the Council.

Appointments and Functions of Heads of Academic Departments

**17-**(1) There shall be a Head of academic Department of the University.

(2) (a) The Head of Department shall be appointed by Vice Chancellor from amongst three Professors or Associate Professors/Senior Lecturers/Lecturer with sound academic, administrative and ethical integrity as recommended by a Search Committee.

(b) For the case of Constituent College, the Vice Chancellor shall appoint the Head of Department from amongst three candidates with sound academic, administrative and ethical integrity as recommended by Senate, Governing Board and Search Committee.

(3) The Head of Department shall hold office for a term of three years and may be re-appointed for one more term of three years.

(4) The Head of Department shall have the following duties and functions-

(a) be responsible to the Vice Chancellor through the Deputy Vice Chancellors and respective Principal/Director/Dean.

(b) serve as the academic and administrative Head of the Department;

(c) serve as Chairman of the Departmental Board;

(d) serve as the Examinations Officer of the Department where appropriate;

(e) ensure that proper and acceptable standards of research, teaching, extension, consultancy and other official mandates are maintained in line with the missions and core values of the University;

(f) prepare and up-date plans for the infrastructural, academic and administrative development of the Department;

(g) perform such other functions related to Department as may be empowered by the Charter and Rules

(5) The terms and conditions of employment including salaries, allowances, honoraria and any other relevant privileges accruing to the position of Head of Department shall be determined and prescribed in the Scheme of Service by the Council.

Performance of Functions in the event of incapacity of Head of Department

**18.** (1) In the event of the incapacity of the Head of Department; (a) the Vice Chancellor may appoint upon recommendation of the Senate and Principal/Director/Dean one senior member from amongst 3 staff with sound academic, administrative and ethical integrity to serve as Acting Head of Department in the office of the incapacitated officer. For the case of Constituent/Connected College the appointment shall also involve the Governing Board.

(b) The candidate so appointed by the Vice Chancellor shall act in the office until such time as the incapacity ceases;

(c) The University management will initiate a process of filling the position when the incapacitation deems to be irreversible or affecting the performance of the University operations as per the Governing Standing orders

Appointment and  
Functions of Directors  
and Heads of  
Administrative Entities

(2) A person who acts in such a situation shall have his responsibility allowance remunerated as prescribed by the Council.

**19.** (1) There shall be a Director or Head of an Administrative entity of the University.

(2) (a) The Director shall be appointed by the Council from amongst three Senior staff with sound professional and administrative and, ethical integrity as recommended by Human Resource Management and Development Committee and, the Search Committee. For the case of Constituent College, Council shall appoint the Director upon the recommendation of the Search Committee, College's Human Resource Management and Development Committee and the Governing Board.

(b) The Head of an Administrative Department shall be appointed by the Vice Chancellor from amongst three Senior staff with sound professional and administrative and, ethical integrity as recommended by Human Resource Management and Development Committee and, the Search Committee. For the case of Constituent College, the Governing Board shall appoint such a person with above merits to head the Department.

(3) The tenure of office shall be in accordance with the requirement of the Scheme of Service of Administrative Staff and Government Standing Orders pertaining to employment of staff. Where a member of academic Staff is appointed to serve as Director of an administrative entity, the tenure of office shall be three years and renewable only once

(4) The Director and Head of Administrative entity shall have the following duties and functions-

(a) be responsible to the Vice Chancellor through the Deputy Vice Chancellors and respective organs, if applicable.

(b) serve as the administrative Head of the entity;

(c) serve as Chairman of the respective Committees;

(d) ensure that proper and acceptable supportive standards in line with the missions and core values of the University;

(f) prepare and up-date plans for development of the entity;

(g) perform such other functions related to entity as may be empowered by the Charter and Rules;

(5) The terms and conditions of employment including salaries, allowances, honoraria and any other relevant privileges accruing to the position of Head of entity shall be determined and prescribed in the Scheme of Service and by the Council.



Establishment,  
Composition, Powers and  
Functions of Council

**20.**-(1) There shall be a Council of the University of which-  
(a) not less than seventy five per cent and not more than eighty per cent of its members shall be drawn from outside the University

(b) one third of the members shall be women.

(2) The Council shall consist of;

(i) Chairman who shall be appointed by the President in accordance with subsection (3) of Section 44 of the Act;

(ii) Vice Chancellor who shall be an *ex-officio* member;

(iii) Deputy Vice Chancellors who shall be *ex-officio* members;

(iv) One female member representing the Senate

(v) One member representing the Trade Union at the University

(vi) Two members from Research and Development promoting Institutions; one of whom shall be a female

(vii) Two members representing the Students' Organization; one of whom should be a female

(viii) Two members representing the ministries responsible for agriculture/ livestock development

(ix) One female member representing the Prime Minister Office – Regional Administration and Local Government

~~(x) One female member representing the National Assembly~~

(xii) One representative of the Non-Government/Community Based Organisations who shall be a female candidate

(xiii) One member representing the commercial farming/private processing sector appointed by Council; who shall be a female

(xv) One member nominated by the Minister

(xvi) One member representative of the Ministry responsible for Finance and Planning

(3) Except for the Chairman, the Vice Chancellor and Deputy Vice Chancellors, all other members shall be formally be appointed by the Chancellor.

(4) The provisions of the Second Schedule shall apply to the composition, term of office of members and other proceedings of the Council.

(5) The tenure of office for the Chairman of the Council shall be four years. He shall be eligible for re-appointment of four years. The tenure of other members shall be three years, renewable for one last term of three years.

(6)The Council shall have all such powers as provided for in the Act and as are necessary for the discharge of its functions as they are defined in the Charter including the following to:

(a) govern, administer, manage and regulate the finances,

Commented [U1]: There is a circular that members of the parliament shall not be council members. So this is deleted

accounts, investments and other forms of business and property;

(b) make any decisions which may have a substantial effect upon the academic conduct, structure and awards and, the welfare of the students in consultation Senate;

(c) make decision in relation to borrowing of money from financial institutions and other entities in furtherance of the University missions and mandates ;

(d) enter into, vary, carry out and cancel contracts on behalf of the University;

(e) make provision for schemes of service and insurance; superannuation; pensions or retirement benefits; various forms of remuneration packages as part of improvement of staff welfare

(f) hire, set the terms and conditions of service or terminate the appointment of staff and executive officers other than the Vice Chancellor, Deputy Vice Chancellors, Principals and Deputy Principals as it may deem necessary;

(g) approve and make provision for other matters that are deemed to be of benefit or to have any form of impact to the missions, mandates and core values in line with provisions of this Charter and Rules.

Secretary to Council

**21.** (i) There shall be Secretary to the Council who shall be the Chief Legal Counsel of the University.

(ii) The Council, on recommendation of the Vice Chancellor, may also appoint additional staff to assist the Secretary of Council

(iii) The Secretary to Council shall also be the Secretary to Senate

Establishment,  
Composition and  
Functions of Human  
Resource  
Management and  
Development Committee

**22.-** (1) There shall be a Human Resource Management and Development Committee of the University.

(2) The composition of the committee shall consist of-

(a) the Vice Chancellor, who shall be the Chairman;

(b) the Deputy Vice Chancellors

(c) one external member appointed by the Vice Chancellor;

(d) two members appointed by the Chairman of the Council from amongst the members of Council, one of whom shall be a woman;

(e) one member elected by the Senate from amongst its members;

(f) Two representatives of the University Academic Staff Association(s) and Trade Unions

- (g) Chief Legal Counsel;
  - (h) Director of Human Resource Management and Administration who shall be Secretary to the Committee.
  - (i) One Senior Administrative Staff of the Directorate of Human Resource Management and Administration
  - (j) Principals of Colleges
  - (k) one member from the Ministry dealing with Civil Service matters
- (3) With the exception of the Deputy Vice Chancellors and appointees of Council, other members shall be formally appointed for a term of three years.
- (4) The functions of the committee shall be to ;
- (a) consider and approve appointments and promotions of Academic staff below Associate Professor;
  - (b) consider and approve appointments and promotions of administrative staff including Heads of Administrative entities.
  - (c) consider and recommend to Council appointment and promotion of Associate Professor and Professor and equivalent cadres as well as Directors of Administrative entities
  - (d) consider and recommend to Council disciplinary matters related to staff
  - (e) perform other functions conferred upon it by or under the Charter or as may be delegated to it by the Council.

Establishment,  
Composition and  
Functions of Planning and  
Finance Committee

- 23.**-(1) There shall be a Planning and Finance Committee.
- (2) The Composition of the Committee shall be:-
- (a) the Vice-Chairman of the Council, who shall be the Chairman;
  - (b) the Vice Chancellor;
  - (c) Deputy Vice Chancellors;
  - (d) Three members elected by the Council, from amongst its members;
  - (e) One member from the Planning Commission;
  - (f) One member from the Department of Policy and Planning in the Ministry responsible for Higher education;
  - (g) Director of Finance who shall be the Secretary of the Committee;
  - (h) Director of Planning and Investment;
  - (i) Director of Estate Services
  - (j) One Representative of Staff Academic Association(s)
  - (k) One representative of Administrative Staff Association(s)/Trade Union(s);
  - (l) Principals, Directors and Deans
  - (m) One representative from the University Students' organization(s)
- (2) Functions of the committee shall be
- (a) consider and recommend to Council on matters pertaining to

finances including preparation of annual budget, management of funds, preparation of financial reports including audited ones, resource mobilization, investment etc.

(b) consider and recommend to Council on all matters related to planning and implementation ; infrastructure development, management of University properties including inventory etc.

(c) perform other functions conferred upon it by or under the Charter or as may be delegated to it by the Council.

Establishment,  
Composition and  
Functions of Estate  
Committee

**24.-(1)** There shall be an Estate Committee.

(2) The Composition of the Committee shall be:-

(a) The Chairman of the Committee who shall be the Vice Chancellor

(b) Deputy Vice Chancellors;

(c) Three members elected by the Council, from amongst its members;

(d) Director of Estate Services who shall be the Secretary of the Committee

(f) Director of Finance and Procurement;

(g) Director of Planning and Investment;

(h) Dean of Students(i) Principals, Directors of Institutes and Deans of standalone Schools

(j) One representative from the University Students' organization(s)

(3) Functions of the committee shall be to;

(a) consider and recommend to Council on matters pertaining to estate including preparation of feasibility studies and evaluation of viability of proposed projects on the University land.

(b) consider and recommend to Council on all matters related to policies development and review related to estates activities, infrastructure development, effective maintenance and rehabilitation of the infrastructure, consultancy service in estates management, management of university properties including inventory, management of cleaning and sanitation service providers.

(c) consider and recommend on the development and review of physical master plan, designs of buildings and other infrastructures, the designs for major modification to the existing University owned buildings

(d) to submit any matter concerning the above to the Planning and Finance Committee where appropriate

(e) Perform other functions conferred upon it by or under the Charter or as may be delegated to it by the Council.

Establishment,  
Composition and  
Functions of Senate

**25.-(1)** There shall be a Senate of the University.

(2) The Composition of Senate shall be;

(a) the Vice Chancellor, who shall be the Chairman of the Senate;

(b) the Deputy Vice Chancellors

(c) the Director of Students' services;

(d) the Principals, Directors and Deans;

(e) one member appointed by the Chairman of Council from amongst the members of the Council;

(g) Two Vice Chancellors/Deputy Vice Chancellors responsible for academic from other Universities;

(g) Two representatives of the Students' Organization(s),

(h) one representative of the Academic Staff Association(s)

(i) one representative of the Trade Union

(j) Corporate Counsel who shall be the Secretary to the Senate.

(m) Chairperson of Senate's Technical Committees

(4) The tenure of office of Senate members with the exception of the Vice Chancellor, Deputy Vice Chancellors, the Director of Students' services, Principals, Directors, Deans and students' representatives shall be three years, renewable for another term of three years.

(5) Subject to provisions of the Act and the Charter, the Senate shall be responsible for

(a) overseeing and regulating the academic conduct at all levels, academic structure and type and nature of awards. This should include provision of quality teaching, learning, research and outreach environment

(b) approving curricula, mode of delivery, examination arrangements and examination results; and consider appeals of students from the provisional results;

(c) formulating and approving provisions governing admission criteria for various students cadres

(d) promoting research and consultancy competencies and accountability and, formulating respective institutional guidelines

- (e) proposing for approval by the Council By-Laws
- (f) considering and recommending to Council issues pertaining to academic planning
- (g) advising the Council on students 'welfare of academic nature;
- (h) delegating powers and functions conferred on it under the Charter, these Rules, or any other applicable written law, to lower level participatory organs.
- (i) performing such other functions as conferred upon by the Act, Regulations there under, the Charter or Rules

Establishment,  
Composition and  
Functions of Students'  
Affairs Committee

- 26.** (1) There shall be a Students' Affairs Committee
- (2) The composition of the Committee shall be:
- (a) Chairman, who is Council member appointed by Council
  - (b) Two members representing Council; one of whom shall be a female
  - (c) Deputy Vice Chancellor responsible for administration
  - (d) Director of Students Services
  - (d) Two representatives of the Students Organisation; one of whom shall be a female
  - (e) Chief Medical officer
  - (f) Director of Planning and Investment
- (3) Functions and responsibilities shall centres on all non- academic matters related to student's affairs. The committee shall also perform such other functions as conferred upon by the Act, Regulations there under, the Charter or Rules.

Establishment,  
Composition and  
Functions of Audit  
Committee

- 27.** (1) There shall be an Audit Committee of Council
- (2) The Committee shall comprise:
- (a) Chairperson, who is a member and appointee of Council
  - (b) Two other members of Council appointed by Council
  - (c) Three members who are professional and experienced auditors appointed by Council
- (3) The Vice Chancellor, Deputy Vice Chancellors shall be attend the meetings in attendance
- (4) Functions of the Committee shall be to scrutinize, audit plans and reports, quality assurance plans and reports and, advise the Council accordingly

Establishment of Other  
Committees of Council

- 28.**-(i) The Council may from time to time, form other Committees as deems necessary.
- (ii) A Committee appointed under this Rule shall be composed of such number of members as the Council may determine and

appoint

(iii) The functions and responsibilities of such committees shall be determined by the Council;

Establishment,  
Composition and  
Functions of Technical  
committees of Senate

**29.** (1) There shall be Technical Committees of Senate comprising Undergraduate Studies Committee; Postgraduate Studies Committee; Research and Publications Committee and, Outreach and Consultancy Committee, where appropriate and as defined by Senate taking into account the mandates of the respective entity.

(2) Membership and functions of the committees shall be defined by Senate in consultation with the Boards

(3) Senate may also form additional committees if and when it deems appropriate

Establishment,  
Composition and  
Functions of Boards of  
Colleges, Institutes,  
Directorates, Library and  
Centres and, the  
Technical Committees

**30.** (1) There shall be a Board of College, Institute, Directorate, Library and Centre. There shall be an organ known as the Governing Board for a Constituent College. At a Constituent College level, the Academic Board shall operate as an academic committee of the College

(ii) Composition of College, Institute, Directorate, Library and Centre Boards shall be;

(a) the Principal/Directors who shall be the Chairman of the Board;

(b) the Deputy Principal/Director who shall be the Vice Chairman;

(c) Deans and Deputy Deans

(d) Heads of Academic Departments;

(d) One member representing the Sector Ministries

(e) One member representing R&D Institutions who shall be a woman

(f) Four members elected by students, one of whom shall be a woman and the other may be a student with special needs where applicable. For the case of Directorates, Institutes, Library and Centres there shall be two students' representatives

(g) Four staff members elected by staff; one of whom shall be a woman. For the case of Directorates, Institutes, Library and Centres there shall be two staff representatives

(g) Human Resource Management and Administration Officer.

(h) Chairmen of relevant Technical Committees of Boards.

(2) The Functions of the Boards shall be to;

(a) oversee and regulate the conduct of academic, research, consultancy and outreach programmes/initiatives

(b) recommend to Senate for approval of curricula, mode of

- delivery, examination arrangements and examination results;
- (c ) formulate and recommend to Senate for approval of admission criteria for various training programmes
- (d) promote research and consultancy competencies and accountability
- (e ) consider and recommend to Senate issues pertaining to academic planning
- (f) oversee strategic and action plan development, implementation, monitoring and review
- (g) oversee budget preparation and, receive and endorse income and expenditure reports
- (h) oversee the human resource management, administration and development
- (i) delegate powers and functions conferred on it under the Charter, these Rules, or any other applicable written law, to lower level participatory organs.
- (j) perform such other functions as conferred upon by the Act, Regulations there under, the Charter or Rules.

(3) The composition and functions of directorates/Institutes/ Centres with no teaching mandates shall be defined by Senate

- (4)a There shall be Technical Committees of College Boards which shall consisting of Undergraduate Studies Committee; Postgraduate Studies Committee; Research and Publications Committee and, Outreach and Consultancy Committee.
- (b) The number of Technical Committed of Boards of Directorates, Institutes and Centres shall be as defined by Senate taking into account of respective mandates.
- (c) Functions of the Technical Committees shall be determined by Senate
- (d) Members of Technical Committees shall be appointed by the Principals or Directors for a term of three years.

Establishment,  
Composition and  
Functions of Boards of  
Schools and Faculties

**31** (1) There shall be a Board of School or Faculty.

- (2) Composition of School or Faculty Boards shall be;
  - (a) Dean of School or Faculty who shall be the Chairman of the Board
  - (b) Deputy Dean(s)
  - (c) Heads of Departments
  - (d) Human Resource Management and Administration officer
  - (e) three members elected to the Board by the students in the Faculty or school, one of whom shall be a woman and the other may be a student with special needs;
  - (f) three members elected by the academic staff of the School or Faculty or one of whom shall be a woman;
  - (g) one member representing administrative staff of the School or



- Faculty elected from amongst themselves
- (h) one member representing technical staff/field officers
- (i) two members representing Sector Ministries and R&D Institutions; one of whom shall be a woman
- (j) Chairs of Technical committees of School or Faculty Boards

(2) Members shall serve for a term of three years and renewable for another three years. .

- (3)The Functions of the Boards shall be to;
- (a) oversee and regulate the conduct of academic, research, consultancy and outreach programmes/initiatives at the School/Faculty level
  - (b) recommend to Boards for approval of curricula, mode of delivery, examination arrangements and examination results;
  - (c ) formulate and recommend to Boards for approval of admission criteria for various training programmes
  - (d) promote research and consultancy competencies and accountability
  - (e ) consider and recommend to Boards issues pertaining to academic planning
  - (f) oversee strategic action plan development, implementation, monitoring and review
  - (g) oversee budget preparation
  - (h) oversee the human resource management, administration and development
  - (i) perform such other functions as conferred upon by the Act, Regulations there under, the Charter or Rules.

Establishment,  
Composition and  
Functions of Technical  
Committees of School and  
Faculty Boards

- 32** (1) There shall be two Technical Committees of Boards of School or Faculty, comprising Undergraduate and Postgraduate Studies Committee, Research and Outreach Committee.
- (2) The functions of the committees shall be defined by the Senate
- (iii) Board may also form additional committees if and when it deems appropriate

Establishment,  
Composition and  
Functions of  
Departmental  
Committees

- 33.** (1) There shall be a Departmental Committee.
- (2) Composition of the Committees shall be:
- (a) Head of Department, who shall serve as Chairman of the Committee
  - (b) All academic staff members
  - (c) four members elected by the students in a Department hosting degree programme(s), one of whom shall be a woman and the other may be a student with special needs;
  - (d) at least two but not more than four representatives of administrative staff

- (3) The Functions of the Departmental Committee shall be to;
- (a) oversee and regulate the conduct of academic, research, consultancy and outreach programmes/initiatives at departmental level
  - (b) recommend to School or Faculty Boards for approval of curricula, mode of delivery, examination arrangements and examination results;
  - (c) formulate and recommend to Boards for approval of admission criteria for various training programmes
  - (d) promote research and consultancy competencies and accountability
  - (e) consider and recommend to Boards issues pertaining to academic planning
  - (f) oversee strategic action plan development, implementation, monitoring and review
  - (g) oversee budget preparation
  - (h) oversee the human resource management, administration and development
  - (i) perform such other functions as conferred upon by the Act, Regulations there under, the Charter or Rules.

(4) The Department may form Technical Committees if and when deemed appropriate, taking into account the departmental mandates

### **PART III THE STAFF OF THE UNIVERSITY**

- |   |  |
|---|--|
| Composition of Staff of the University          | <b>34.</b> -(1) The staff of the University shall comprise permanent academic and administrative staff. The staff body shall also include Part time, visiting and honorary staff as well as other types of staff appointed in a manner approved by Council.  |
| Terms and Conditions of Employment              | <b>35.</b> -(1) The terms and conditions of employment of permanent and contract staff of the University shall be in accordance with Government Standing Orders<br>(2) Other forms of employment for part time, visiting staff, honorary staff and other types shall be as determined by Council.  |
| Composition of Academic Staff of the University | <b>36.</b> -(1) The academic staff of the University shall consist of-<br>(a) professors, research professors, library professors;<br>(b) associate professors, associate research professors, associate library professors;<br>(c) senior lecturers, senior research fellows and senior librarians;<br>(d) lecturers and librarians;<br>(e) assistant lecturers and assistant librarians;<br>(f) tutorial assistants, trainee assistant librarians; |

(g) visiting, part time, honorary and contract staff  
(h) researchers and other cadres engaged in University programmes and projects, who are not mainstream staff in the public salaried system

(2) Notwithstanding the provisions of sub-rule (1), the Vice Chancellor or Deputy Vice Chancellors or Principal or Deputy Principal or Dean or Director or Deputy Dean and Director of academic entities shall continue to be a member of academic staff. Academic staff appointed to lead administrative entities shall also continue to be members of academic staff body.

Appointment and Promotion of Academic Staff

**37.**-(1) The power of appointing and promoting members of academic staff is vested in the Council.

(2) Each member of the academic staff shall be appointed and promoted by the Council in accordance with regulations prescribed by Council.

(3) The Council may, subject to the provisions of these rules delegate its powers of appointing academic staff to the Human Resource Management and Development Committee, subject to such limitations as the Council may specify.

Types of Administrative staff of the University

**38.** The administrative staff of the University shall consist of;

- (a) Director of Finance and Procurement
- (b) Dean of Students;
- (c) Director of Planning and Investment;
- (d) Chief Internal Auditor;
- (e) Farm Manager;
- (f) Director of Estates Services
- (g) Corporate Counsel;
- (h) Chief Supplies and Procurement Officer
- (i) Medical Officer In-charge
- (j) Other administrative members employed on permanent, contract and secondment terms as per scheme of service of the University

Appointment and Promotion of Administrative Staff

**39.**-(1) The power of appointing and promoting administrative staff, are vested in the Council.

(2) The Council may, subject to the provisions of these rules delegate its power under sub-rule (1) in relation to any office to the Human Resource Management and Development Committee, subject to such limitations as the Council may specify.

**PART IV**  
**DISCIPLINE OF STAFF AND EXECUTIVE OFFICERS**

Establishment and  
Composition of the  
Disciplinary Committee

- 40.**-(1) There shall be a Staff Disciplinary Committee
- (2) The composition of the committee shall consist of;
- (a) Deputy Vice Chancellor responsible for Administration who shall be the Chairman
  - (b) Deputy Vice Chancellor responsible for Academics
  - (c) One representative of Council from amongst its members
  - (d) Corporate Counsel
  - (e) two members of high administrative and ethical integrity appointed by Vice Chancellor, at least one of whom shall be a woman;
  - (f) One representative of the University Academic Staff Association
  - (g) One representative of the Trade Union(s)
- (3) Five members of the Staff Disciplinary Committee including the Chairman shall form a *quorum* and the Chairman shall have a casting vote in addition to his deliberative one in the event of equal votes.

Conduct of Staff and  
Powers of the Disciplinary  
Committee

- 41** (1) Every staff shall abide by the terms and conditions of service for the University for the time being in force and shall in addition abide by the specific instructions issued to him by Council either directly or through Executive Officers or senior management level officer.
- (2) Every staff shall conduct himself in a manner designed to the interest of the University and as provided for under the code of ethics, conduct and good practices for the staff. Staff failing to conduct himself, in such manner through Wilful act, omission or negligence shall be guilty of misconduct and subject to disciplinary action.
- (3) The powers of dismissing or terminating the appointment of any member of the academic and administrative staff other than the Vice-Chancellor, Deputy Vice-Chancellors, Principals and Deputy Principals, by way of Disciplinary action shall be vested in the Council.
- (4) Charges of disciplinary offence or misconduct or breach of code of ethics, against a member of staff other than the Vice-Chancellor, Deputy Vice-Chancellor, Principals and Deputy Principals shall be based on the recommendation made to Council through the Vice-

Chancellor and the Human Resource Management and Development Committee, or imposition of punishment by exercising powers under these Rules or any other applicable Rules, as may deem justified.

(5) The recommendation of the committee shall be based on a simple majority principle.

(6) In carrying out these tasks the Disciplinary Committee shall adhere to the principles of natural justice, that is the right-

- (a) of the accused to know the nature of the disciplinary offence or misconduct he stands accused of;
- (b) to be granted a fair opportunity for self-defence;

(7) The final decision of the Council on matters referred by Human Resource Management and Development Committee shall be based on a two-thirds majority voting principle for cases concerning Directors, Deans, Deputy Directors and Deputy Deans, Heads of Departments. For other staff the decision shall be based on simple majority principle.

(8) The Council shall inform the concerned individual about the fate of his case in writing.

Establishment,  
Composition, Functions  
and Power of the Staff of  
Disciplinary Appeals  
Committee for non-  
Executive Officers

**42.**-(1) There shall be a Committee known as the Staff Disciplinary Appeals Committee, which shall deal with appeals of non-executive officers and members of academic and administrative Staff.

(2) The Staff Disciplinary Appeals Committee shall be composed of-

- (a) the Chairman appointed by the Chancellor from amongst the members of the Council;

- (b) one member appointed by the Chancellor from outside the University

- (c) three members elected from amongst the members of Council; at least one of whom shall be a female;

- (d) One appointee of the Vice Chancellor from amongst three names submitted by the Staff association

- ( e) One appointee of the Vice Chancellor from amongst three names submitted by the Trade Unions

- (f) A legally qualified person with outstanding experience of practise as a State Attorney, Advocate, Magistrate or Judge, who shall be appointed by the Council from outside University Community.

(3) Members shall be appointed by Council

(4)The Committee shall appoint a Vice Chairman and the Secretary

of the Committee

(5) The quorum for meetings of the Staff Disciplinary Appeals Committee shall be a simple majority of the members of the Committee.

(6) The Staff Disciplinary Appeals Committee shall have appellate power over the decisions of a disciplinary nature or dismissals from and terminations of service or employment with the University affecting officers, other than the Vice Chancellor, Deputy Vice Chancellors, Principals and Deputy Principals; provided that the provisions of this Rule shall have no prejudice to the provisions of any other applicable written law in respect of disciplinary matters.

Establishment,  
Composition, Functions  
and Procedures of the  
Disciplinary Committee  
for Vice Chancellor,  
Deputy Vice Chancellors,  
Principals and Deputy  
Principals

**43.**-(1) There shall be a Disciplinary Committee for Vice Chancellor, Deputy Vice Chancellors, Principals and Deputy Principals, which shall be responsible for investigating disciplinary offence or misconduct or breach of code of ethics against the officers.

(2) The composition of the Committee shall be;

(a) two appointees of the Chancellor from outside the University, one of them shall serve as the Chairman

(b) three members elected from amongst the members of Council; one of whom shall be a female;

(c) A legally qualified person with outstanding experience of practise as a State Attorney, Advocate, Magistrate or Judge, who shall be appointed by the Council from outside University Community.

(3) Members shall be appointed by the Chancellor

(4) The quorum of the committee shall be four members

(5) The operations of the committee shall adhere to the principles of natural justice, that is the right-

(a) of the accused to know the nature of the disciplinary offence or misconduct he stands accused of;

(b) to be granted a fair opportunity for self-defence;  
and

(5) (a) The recommendations made by the Council on the basis of a two-third majority principle shall be referred to the Chancellor.

(b) If the Chancellor does not approve the decision of the Council, he shall substitute his own decision about the case after consultation with the Council.

(6) The Chancellor through the Council shall inform the concerned

Establishment,  
Composition, Functions  
and Procedures of the  
Disciplinary Appeals  
Committee for Vice  
Chancellor, Deputy Vice  
Chancellors, Principals  
and Deputy Principals

individual about the fate of his case in writing

**44. (1) .-(1)** There shall be a Disciplinary Appeals Committee, which shall be responsible for considering appeals against decisions made in reference to investigations for disciplinary offence or misconduct or breach of code of ethics against the Vice Chancellor, Deputy Vice Chancellors, Principals and Deputy Principals.

(2) The composition of the Appeals Committee shall be;

- (a) two appointees of the Chancellor from outside the University, one of them shall serve as the Chairman of the committee
- (b) an appointee of the Ministry responsible for Higher education
- (c) an appointee of the Ministry responsible for Civil Services
- (d) one Council member elected from amongst the members of Council
- (e) a legally qualified person with outstanding experience of practise as a State Attorney, Advocate, Magistrate or Judge, who shall be appointed by the Council from outside University Community.

(3) Members shall be appointed by the Chancellor

(4)The Committee shall appoint a Vice Chairman and the Secretary of the Committee

(5)The quorum for meetings shall be four members.

(6) The Disciplinary Appeals Committee shall have appellate power over the decisions of a disciplinary nature or dismissals from and terminations of service or employment with the University affecting officers, provided that the provisions of this Rule shall have no prejudice to the provisions of any other applicable written law in respect of disciplinary matters.

(7) The operations of the committee shall adhere to the principles of natural justice, that is the right-

- (a) of the accused to know the nature of the disciplinary offence or misconduct he stands accused of;
- (b) to be granted a fair opportunity for self-defence;

(8) (a) The recommendations made by the Council on the basis of a two-third majority principle shall be referred to the Chancellor.

(b) If the Chancellor does not approve the decision of the Council, he shall substitute his own decision about the case after consultation with the Council.

(9) The Chancellor through the Council shall inform the concerned

individual about the fate of his case in writing

Principles of Natural Justice

**45.**-(1) Notwithstanding Rule 34, the power to dismiss an officer by way of a disciplinary action shall not be exercised unless-

- (a) a disciplinary charge is made against the staff;
- (b) the staff is afforded a fair opportunity to answer the charge;
- (c) an inquiry is held into the charge in accordance with provisions of the Rules made by the Council in that behalf in accordance with the rules, or any applicable general law of the land as the case may be;
- (d) the officer or member of staff concerned, has, after such inquiry and defence, been found to be guilty of the charge levelled against him or of a minor charge of the same category established on the basis of the findings made in the course of dealing with the said charge.

(2) Notwithstanding sub-rule (1), the staff of the University may resign in writing addressed to the appointing authority, subject to the conditions of appointment attached to his instrument of appointment.

**PART V  
STAFF ASSOCIATIONS, TRADE UNIONS  
CONVOCATION AND ALUMNI**

Establishment of Staff Associations and Trade Unions

**46.**-(1) The Council may approve the establishment of staff associations for academic and administrative staff upon receiving application and submission of constitutions desirous of forming an association within the University. The approval of establishment of such associations shall be upon being satisfied that their objects and constitutions are not in conflict with those of others as well as those of the University and the provisions of any other written law.

(2) Staff members can also join established and registered Trade Unions.

(3) The affairs and functions of the associations and Trade Unions shall be conducted in accordance with their constitutions, and for the case of Associations, as approved by the Council including amendment thereof, and in compliance to the Act and the Charter

(4) The activities of the associations and Trade Unions shall be reported to Council through appropriate organs

Establishment and Membership of Convocation

**47.**-(1) There is hereby established a Convocation of Mwalimu Julius K. Nyerere University of Agriculture and Technology which shall consist of:-



- (a) the Vice Chancellor;
- (b) the Deputy Vice Chancellors
- (c) Principals, Directors, Deans and Heads of Academic Departments
- (e) Deputy Principals, Deputy Directors and Deputy Deans;
- (f) members of academic staff;
- (g) graduates of the university
- (h) senior administrative staff;
- (g) such persons as the Chancellor may, upon recommendation by the Council, appoint to be members of the convocation

(2) The Deputy Vice Chancellor responsible for administration and finance shall cause to be compiled and maintained a Convocation Roll in which he shall enter the names of all persons who are, for the time being, members of the Convocation.

Functions of the Convocation

**48.** The Convocation may meet and discuss any matter within the sphere of competence and missions of the University with special reference to resources mobilization and branding of the university. The Convocation shall transmit its resolutions to Council.

Leadership and Operational Procedures of Convocation

**49.**-(1) The Convocation shall at its meeting, elect from amongst its members, a President, Secretary and other members of the Executive Committee of the Convocation.

(2) The President shall hold office for a period of four years and shall be eligible for re-election for only one more term.

(3) Executive Committee members, other than the President, shall hold office for a period of three years and shall be eligible for re-election for only one more term.

(4) The Convocation shall meet once annually and at such times as may be necessary or expedient for effective transactions of its business.

(5) The Secretary shall, give to every member of the Convocation at least twenty-one days, notice of the date, time and place of meeting and, the agenda.

(6) Where at any meeting of the Convocation the President is absent, the members present may elect from amongst their members a temporary Chairman who shall preside over the meeting.

(7) Fifteen members shall constitute a quorum for a meeting of the convocation.

(8) A decision of the majority of the members present and voting at a meeting of the Convocation shall be deemed to be a decision of the Convocation.

(9) In the event of an equality of votes, the President or the temporary Chairman, as the case may be, presiding over the meeting shall have a casting vote in addition to his deliberative vote.

(10) No proceeding of the Convocation shall be invalid by reason only of the fact that a person who is entitled to be a member of the Convocation has not been registered in the Convocation Roll.

(11) The President of Convocation, through the office of Deputy Vice Chancellor responsible for academic, shall report to Senate the activities of the Convocation.

Establishment and  
Operational Procedures  
of Alumni Associations

**50.**-(1) The Council may approve the establishment of an Alumni Association of the University or discipline-based alumni associations whose affairs shall be governed by its/their constitution(s) which shall be subject to approval by the Council including amendment thereof.

(2) An alumni Association of the University whose establishment is approved under sub-rule (1) shall have the right to transmit its resolutions to the Senate. The Council may exercise such other functions and enjoy such other privileges as Rules may provide.

(3) A discipline-based alumni association whose establishment is approved under sub-rule (1) shall have the right to transmit its resolutions to the Board of the College, School, Faculty, Institute, Library and Centre or, as the case may be, under which the association's base discipline falls.

(4) For the purpose of this rule "discipline" includes college, school, faculty, and institute, the library or, Centre or as he case may be.

## **PART VI**

### **ADMINISTRATION, WELFARE AND DISCIPLINE OF STUDENTS**

Dean of Students

**51.**-(1) There shall be a Dean of Students of the University who shall be appointed by the Council from a list of three candidates obtained through the procedure involving public announcement and/or searching.

(2) The Dean of Students shall be responsible to the Deputy Vice

Chancellor responsible for Administration for efficient and effective administration of the affairs and general welfare of the students of the University. He shall also work closely with the Deputy Vice Chancellor responsible for academic affairs on issues that affect the academic conduct of the students.

(3) For the purposes of this Part, the administration of the affairs of the students of the University shall include establishment of and overseeing the machinery for monitoring as well as coordinating, regulating, controlling and facilitating the general Conduct of students on the campus or campuses of the University. This will also include the University's branches and any other place where the affairs of the University in which its students are involved may take place, be conducted or extended to or where the residence of its students is established, provided, organised or overseen by the University.

(4) There shall be Deputy Dean of Students who shall be appointed by the Vice Chancellor upon the recommendation of the Deputy Vice Chancellor responsible for administration and the Dean of Students.

Establishment and  
Operational Procedures  
of Students'  
Organizations

**52.**-(1) There shall be a Students' organization which shall be established to coordinate students' affairs in the University. This shall be known by such name as may be agreed upon by its members and constitution as approved by Council.

(2) This organization shall be registered following approval of constitution by Council. The procedure for registration shall be as prescribed by Council.

(3) Every University student shall be deemed to have become a member of the organization upon registration for studies and his membership shall terminate upon the cessation of his registration as a student.

(4) There may be Students Associations at College, School, Faculty or programme level, representing respective students. These associations shall be known by such names as agreed upon by its members and based on the constitutions approved by the Council.

(5) The student associations at College, School, Faculty and Departmental levels shall operate as affiliates of the body.

(6) The affairs of the associations shall be conducted in accordance with respective Constitutions as approved by the Council.

(7) No students' association shall have objects which are in conflict

with the objects of the organization and other associations, as well as those of the University and the provisions of any other written law.

(8) Notwithstanding the generality of the provisions of sub-Rule 2, the Students' Organization and associations shall not engage in any politically or racially and religiously motivated activities. If proven beyond doubt about such malpractices the respective organizations /associations shall be deregistered.

(9) For the purpose of these Rules:-“engaging in political, racial or religious activity” includes recruitment, training, registering or enrolment of members, conduction of meetings, seminars and conferences which are deemed to be segregative.

#### Students' Rules

**53.**-(1) The Council may, on the recommendation of the Senate and Students' Affairs Committee, make rules designed to secure the maintenance of discipline amongst the students.

(2) Rules made under sub-rule (1) may provide that the contravention of any of the Rules shall constitute a disciplinary offence and may further provide for the punishment that may be imposed for such a disciplinary offence.

(3) Rules made under sub-rule (1) shall also provide for disciplinary procedures.

(4) Rules made under sub-rule 1 shall be published and brought to the notice of the students in such manner as the Council may determine.

#### Establishment and Powers of Students' Disciplinary Authority

**54.**-(1) There shall be a Student's Disciplinary Authority appointed by the Council and shall be composed of;

(a) Deputy Vice Chancellor responsible for administration who shall be the Chairman;

(b) Dean of Students who shall be the Secretary;

(c) Two members elected by the Senate from amongst its members, one of whom shall be a woman;

(d) A legally qualified person with outstanding experience of practise as a State Attorney, Advocate, Magistrate or Judge, who shall be appointed by the Council

(e) Principal or Dean or Director of the Institute, to which the students' belong as an invited member

(2) The tenure of office of member under sub rule 1(c) shall be three years.

(3) The powers, functions and procedures or mode of operation

shall be provided for under the Rules made by the Council.

- (4) The Students' Disciplinary Authority shall-
- (a) investigate every charge of disciplinary offence against a student in accordance with procedure prescribed under the rules;
  - (b) have the power to impose such punishment as may consider appropriate after inquiring into offence in accordance with the procedure prescribed under the Rules and upon being satisfied that the charge against the student has been proved;
  - (c) have other powers as may be prescribed.

Delegation of powers by the Chairman of Students' Disciplinary Authority

**55.**-(1) The Chairman of the Students' Disciplinary Authority may, in writing under his hand, delegate, subject to such limitations as he may prescribe any or all of powers vested in him by Rule 53.

(2) Notwithstanding the provisions of sub-rule (1) the Chairman of the Disciplinary Authority shall not delegate such powers to the Director of Students' Services, or any officer responsible for the general administration of the welfare of students.

Types of Disciplinary Procedures

**56.**-(1) Disciplinary proceeding under this Part may be either;

(a) formal proceedings which shall be instituted where, in the opinion of the disciplinary authority, the disciplinary offence which the student is alleged to have committed is of such gravity that should he be found guilty of it, it may warrant his dismissal or rustication from the University, OR

(b) summary proceedings which shall be instituted where, in the opinion of the disciplinary authority, the disciplinary offence which the student is alleged to have committed is of such gravity that should he be found guilty of it, may not warrant his dismissal or rustication from the University.

(2) 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 commission of neglect, offence or, in the case of a continuance of injury or damage, within fifteen days next after its cessations.

Procedures of Formal Proceedings

**57.**-(1) No formal proceedings for a disciplinary offence shall be instituted against a student unless he is previously served with a copy of the charge setting out the nature of the offence which he is alleged to have committed, and the charge shall be prepared by the Disciplinary Authority after carrying out such preliminary investigations as he may consider necessary.

(2) The charge shall state briefly the nature of the offence which the accused is alleged to have committed, and shall set out in concise form the allegations made against the accused student.

(3) The charge under sub-rule (1), drawn up shall then be served upon the accused student, together with a notice addressed to him, inviting him to state in writing, and within such period that may be specified in the notes, the ground upon which he relies to exculpate himself.

(4) Where the accused student fails or refuses to make representation in writing giving ground upon which he relies to exculpate himself within the period prescribed in the note, or make representations which in the opinion of the disciplinary authority do not amount to a complete defence of the offence charged, the Disciplinary Authority shall appoint an Inquiry Officer(s) to handle the matter

(5) The Chairman of Disciplinary Authority shall, within thirty days from the day on which the charges were served to the accused student, appoint an Inquiry Officer(s), to hold an inquiry into the charge together with an accused student's defence if any.

(6) The Inquiry Officer(s) shall notify the accused student(s) of the day, date, time and place, at which the inquiry shall be held. The inquiry shall not be open to the public.

(7) The accused student(s) shall have a right to appear before the Inquiry Officer(s), examine witnesses and be heard in his own defence, save that failure by the accused student to appear at the inquiry shall not vitiate the proceedings.

(8) The accused student shall have a right to-

- (a) cross-examine any witness examined by the inquiry officer or by the disciplinary authority or his representative;
- (b) examine and make copies of any document produced as evidence against him; and
- (c) call witnesses on his own behalf and produce any document relevant to the inquiry.

(9) The Inquiry Officer(s) may take into consideration any evidence which he considers relevant to the subject of the inquiry before him, notwithstanding that such evidence would not be admissible under the law relating to evidence, and shall record the gist of the evidence adduced before him.

(10) Upon the conclusion of the inquiry, the Inquiry Officer shall

forward the record of proceedings before him, together with his report on the proceedings to the disciplinary authority.

(11) A report under sub-rule (8) shall-

- (a) state whether in the opinion of the Inquiry Officer the charges against the accused student have been proved;
- (b) state the reason or reasons for holding that opinion;
- (c) state any fact which, in the opinion of the Inquiry Officer, aggravates or mitigates the gravity of the act or omission which was the subject matter of the charge;
- (d) state any other fact which in the opinion of the Inquiry Officer(s) is relevant, but shall not contain any recommendation as to the form or nature of the punishment to be awarded;

(12) Upon receipt of the record of proceedings and the report, the Disciplinary Authority shall, after considering the evidence and the report of the inquiry officer(s) make and record a finding whether or not, in his opinion, the accused student is guilty of the disciplinary offence with which he was charged.

(13) Where the Disciplinary Authority's finding as to the guilt or innocence of the accused is contrary to the opinion of the inquiry officer(s) as expressed in his report, the Disciplinary Authority shall record his reasons for the finding.

(14) Where the Disciplinary Authority finds the accused student guilty, it shall proceed to award the punishment prescribed by the regulations in respect of the disciplinary offence or such lesser punishment as he deems appropriate.

Procedures for Summary Proceedings

**58.-** The procedures for summary Proceedings shall be as provided in Schedule 9

Establishment and Composition of Students' Disciplinary Appeals Committee

**59.-**(1) There is hereby established a Committee to be known as the Students' Disciplinary Appeals Committee of the University.

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

- (a) a Chairman, deemed to have high administrative and ethical integrity, shall be appointed by the Council;
- (b) four members elected by the Council from amongst its members, one of which shall be a member elected to the Council by the Students' Organization;
- (c) a legally qualified person with outstanding experience of practise as a State Attorney, Advocate, Magistrate or Judge, who shall be appointed by the Council from outside University Community.

(3) The quorum of the meetings of the Students' Disciplinary Appeals Committee shall be four members; comprising the Chairman and three other members, one of whom shall be the member referred to in paragraph (c) of sub-rule (2).

(4) The provisions of the second schedule shall apply *mutatis mutandis* in relation to the tenure of office of the members of the Students' Disciplinary Appeals Committee, their retirement, the right to terminate their appointment, and appointment of a new member to fill any vacant position, and also in relation to the proceedings and meetings of the Committee, as they apply to the Council.

(5) Procedure for Appeal and hearing shall be provided under the regulations.

Procedure for Students' Appeals

**60.**-The procedure for Students' Appeals shall be as per Schedule 9



**PART VII**

**COLLEGES, DIRECTORATES, SCHOOLS, FACULTIES, INSTITUTES,  
CENTRES, DEPARTMENT AND OTHER ENTITIES**

Procedure for  
Establishment of  
Academic and  
Administrative entities

**61.**-(1) Council may approve establishment of Campus Colleges, Schools, Institutes, Library, Centres, Directorates and other entities in line with missions, core values and corporate social responsibility.

(2) Council may also establish a Constituent/Connected/ Associated College following an in-depth analysis that provides a foundation for an informed advice by Senate. The form of affiliation shall be as provided in the Act

(3) The Council in consultation with the Commission by order published in the *Gazette* declare a public institution of higher learning, education or training to be a Constituent, Connected, or Associated College.

(4) The Connected shall retain its separate legal status or personality in accordance with its enabling legal instrument; and for the case of Constituent College the College will be established within the legal framework of the University

(5) A Connected or Constituent College shall cause its academic programmes be approved by the university, and have no right to grant or confer awards other than the awards of and in the name of the University for the case of Constituent and Connected Colleges. The Associated College shall have the right to run and offer own programmes and grant as well as confer awards.

(6) The University shall accord such an Associate College of the University professional and academic guidance and supervision over the academic programme(s) of the college in order to ensure that the college operates in accordance with the provisions of its enabling legal instrument to the highest Standard provided that-

(7) The University also may wish to establish other academic entities such as directorates, institutes, centres, departments and units in furtherance of its missions and core values in accordance with requirements of the Fifth Schedule

**PART VIII  
FINANCIAL PROVISIONS**

Management of Assets of the University	<p><b>62.</b>(1) The Council shall manage all the assets and properties, movable and immovable, of the University, in such manner and for such purposes as in the opinion of the Council would promote the best interest of the University.</p> <p>(2) Notwithstanding sub-rule (1) the management of assets and properties, both movable and immovable of Constituent, Connected and Associated Colleges and other entities shall be vested in the Governing Boards and other authorities of the respective entity.</p>
Sources of Funds and Resources of the University	<p><b>63.</b> The funds and properties of the University shall consist of-</p> <p>(a) such sums as may be provided by government, by way of grant, loan, donations, gifts, fundraising, self-generated incomes, charities or otherwise, for the purpose of the University;</p> <p>(b) such sums as the Council may, borrow for the purposes of the University, and</p> <p>(c) such sums as may in any manner become payable to or vested in the University either under the provisions of the Charter or incidental to the carrying out of its functions; and</p> <p>(d) any such sums obtained by the University through research, training, outreach and consultancy and other avenues, as directed by Council.</p> <p>(e) such other funds as may be lawfully obtained</p>
Use of funds and other University resources in investment	<p><b>64.</b> The Council shall have power to invest the funds of the University and/or to make use of other University resources in such investment, and subject to such conditions, as are prescribed in relation to various forms of investments.</p>
Financial year of the University	<p><b>65.</b> The financial year of the university shall be as in line with Government financial year</p>
Annual Estimates of the University	<p><b>66.</b>-(1) At least two months before the commencement of any financial year, the Director of Finance and Procurement, through appropriate organs, shall prepare or cause to be prepared for the approval of the Council annual estimates of the revenue and expenditure of the University for the ensuing financial year.</p> <p>(2) The Council shall, before the commencement of a financial year, consider and approve, subject to such modifications and amendments as it may consider appropriate, the estimates prepared in accordance with sub-rule (1).</p>

(3) The annual estimates shall contain provisions for all the estimated expenditure during the ensuing financial year and, in particular for:-

- (a) payment of salaries, allowances, passages, and other charges in respect to officers of the University including the Vice Chancellor and Deputy Vice Chancellors
- (b) research and publications and other academic matters
- (c) payment of allowances, fees, and expenses in respect of members of Council, Senate, the Convocation and other Boards and Committees
- (d) payments of all pensions gratuity and other charges in respect of retiring benefits which are payable out of the funds of the University
- (e) payment of construction, improvement, maintenance and replacement of any building or other immovable properties of the University
- (f) the proper maintenance and replacement of the furniture and equipment of the University; and
- (g) creation of such reserve funds to meet contingent liability as the Council may think fit

(4) No expenditure shall be incurred for the purpose of the University except in accordance with the provisions of the annual estimates or in accordance with the provisions of any supplementary estimates, approved by the Council.

#### Accounts and Auditing

**67.**-(1) The Council shall cause to be kept proper accounts and shall, as soon as practicable after the end of each financial year, cause such accounts relating to such financial year together with-

- (a) a statement of income and expenditure during such financial year; and

- (b) a statement of the assets and liabilities of the University on the last day of such financial year, to be submitted to and audited by a professional body or company appointed in accordance with financial regulations of the University.

(2) Copies of the statements referred to sub-rule (1) and a copy of the auditor's report if any shall be forwarded to the Chancellor and Minister

(3) The audit committee will consider and advise Council on all matter pertaining to auditing reports

#### The Vice Chancellor's Annual Report

**68.** The Vice Chancellor shall at the end of each financial year prepare a report on the activities of the University during that

financial year and submit such report to the Chancellor and Minister.

Report to be laid before the National Assembly

**69.** The Minister shall cause to be laid before the National Assembly, as soon as may be practicable after he has received them:-

- (a) copies of the statement referred to in rule 67;
- (b) a copy of the auditor's report, if any; and
- (c) a copy of the Vice Chancellor's report.

#### **PART IX MISCELLANEOUS PROVISIONS**

Establishment and Functions of the Legal Unit and Corporate Counsel

**70.**-(1) There shall be established a unit to be known as the Legal Unit of the University which shall be responsible for the proper handling of the legal affairs of the University.

(2) There shall be a Corporate Counsel of the University.

(3) The Corporate Counsel, who shall be appointed by the Council on the recommendation of the Vice-Chancellor upon such terms and conditions as the Council may prescribe, shall be a person with a minimum academic qualification of a second or Master's degree in law and outstanding experience and capability as a lawyer on the roll of advocates.

(4) The Corporate Counsel shall:

- (a) be head of the Legal Unit;
- (b) be responsible to the Vice-Chancellor in respect of all legal matters of the University;
- (c) be Secretary to the Senate and the Council;
- (d) have such other functions as are conferred upon him by the Act, the Charter, these Rules or any other written law or as may be prescribed.

(5) It shall be lawful for the University to hire the services of a legal counsel from outside the establishment of the Legal Unit to carry out the functions and duties provided for under this Rule either in whole or in part and concurrently or in collaboration with the Corporate Counsel.

(6) Notwithstanding sub-rule (5), where the University hires the services of a legal counsel from outside the establishment of the Legal Unit to carry out such functions and duties in whole and does not employ a Corporate Counsel within the establishment of the Legal Unit-

(a) the provisions of sub-rule (1) shall apply to the extent that the Legal Unit shall serve as liaison between the University and the

external legal counsel;  
(b) the provisions relating to the functions of the Corporate Counsel under paragraphs (a), (b), (c) and (d) of sub-rule (4) shall not apply;  
(c) the functions of the Corporate Counsel provided for under paragraphs (a), (b), (c) and (d) of sub-rule (4) shall be assigned to such other appropriate officers of the University as the Council, on the advice of the Vice Chancellor, shall deem fit.

Memoranda of Understanding and inter-Institutional Agreements

**71.**-(1) The Council shall approve Memoranda of Understanding/Inter-institutional Agreements between the university and other institutions within and outside Tanzania as found “fit for the purpose” and for furtherance of its missions and core values

Deployment of law enforcing organs

**72.** The Vice Chancellor may request through deployment of law enforcing organs where he finds that there are threats of endangering life, property and peace.

Delegation of powers by the President

**73.** The powers granted to the President under these rules may, wholly or in part, be delegated by the President to the Minister and in any such event such delegation shall be in writing.

Institutionalization of operations of Council, Senate, Boards and other Committees as well as Offices

**74.** No matter or thing done by any member or officer of the Council, Senate, Boards and other Committees as well as Offices shall, if done *bona fide* in the execution or purported execution of the functions of such entities as the case may be, render such member or officer personally liable for such matter or thing.

Validity of Proceedings of Council, Senate, Boards and other organs

**75.** No act or proceeding of the Council, Senate or a Board and other organs shall be invalid by reason only of any vacancy in the membership absence of member, or any defect in the appointment of any member or of the fact that any member was at the time in question disqualified to act as such.

Matters related to dissolution of the institution and rights of staff and students.

**76.** “MJNUAT being a public university wholly owned by the people through the government of the United Republic of Tanzania, enjoys perpetual succession, and in case of distress and inability to function properly the state and the government of the United Republic of Tanzania will assume responsibility to the title, and in accordance with the Public Service Act and other laws relating to government property and rights of citizens to higher education will provide necessary consequential, temporary and transition arrangement that safeguards interest of state and people of the United Republic of Tanzania regarding the property, staff and students”

## SECOND SCHEDULE

### (Under Article 19)

#### PROVISIONS RELATING TO THE COUNCIL

Tenure of office of Chairman	<p><b>1.</b> The Chairman of the Council shall hold office for a period of four years from the date of his appointment and shall be eligible to be appointed for one more and last term.</p>
Tenure of office of members	<p><b>2.</b> (a) Subject to the provisions of this Schedule, the term of office of all members of the Council other than the Chairman and <i>the ex-officio</i> members shall be three years and eligible for re-appointment for one more term of three years.</p> <p>(b) membership of the Council shall end on the day a member formerly retires from the institution which he is representing. Such institutions shall be required to nominate individuals eligible for appointment by the Minister. In the case of a member who is a student, his membership shall end when he ceases to be a Students' Organisation Leader or when his studentship status ends.</p>
Appointment and Termination of Membership	<p><b>3(a).</b> Members of Council shall be appointed formally by the Minister.</p> <p>(b) (i) Where any member absents himself for three consecutive meetings of the Council without reasonable excuse as well as being unable to perform his functions by reason of his absence from the United Republic or by reason of any infirmity of body or mind or death, the Council shall advise the Minister, in consultation with a relevant organ, to terminate membership of such a member and to appoint a new member in his place.</p> <p>(ii) Where in the opinion of the appointing authority, the absence or infirmity of any member is of a temporary nature only it may appoint or as the case may be elect a temporary member to take his place and such temporary member shall have so long as he remains a temporary member with all the power and functions of a member of the Council. Provided that on the resumption of office by the substantive member the temporary member shall cease to hold office.</p> <p>(iii) The Minister shall also terminate membership of members before the end of their tenure when they retire from services or stop being leaders of Students' organizations for the case of students. In such situations, the Minister shall appoint new members in consultations with relevant organs.</p>

(c) Any member of the Council not being *ex-officio* member may resign in writing to the Minister through the Council. The University management and Council will initiate a process of his replacement

Rights of Secretary to Council

**4.** The Secretary to the Council shall have no right to vote.

Vice Chairman

**5.** The Council shall elect one of its members to be the Vice Chairman. Such a member elected as Vice Chairman shall subject to his continuing to be a member, hold office of Vice Chairman for three years

Functions of the Chairman and Vice Chairman

**6.**-(i) The Chairman shall preside at all meetings of the Council.

(ii) Where at any meeting of the Council, the Chairman is absent, the Vice Chairman shall preside.

(iii) In the absence of both the Chairman and the Vice Chairman at any meeting of the Council, the members present may, from amongst their number, elect a temporary Chairman who shall preside at that meeting, save that no *ex-officio* member shall be elected to that position.

(iv) The Chairman, Vice Chairman or temporary Chairman presiding at any meeting of the Council shall have a vote and, in the event of an equality of votes, shall have a casting vote in addition to his deliberative vote.

Meetings and Procedures of Council

**7.**-(i) Subject to any general or specific direction by the Chancellor, the Council shall meet not less than four times during every financial year and at such additional times as may be fixed by the Chairman or, if he is absent from the United Republic or unable for any reason to act the Vice Chairman.

(ii) Where the Chairman is absent from the United Republic or is unable for any reason to act, the Vice Chairman shall, at the request of at least ten members, summon a meeting of the Council within thirty days of such request being made to him in writing.

(iii) The Secretary of the Council shall give to each member not less than fourteen days' notice of the time and place of the meeting.

(iv) Subject to the provisions of this Schedule, the Council may regulate its own proceedings.

Quorum

**8.**-(i) At any meeting of the Council, not less than one third of the members in office for the time being shall constitute a quorum.

(ii) If a quorum is not present within half-an-hour of the time appointed for the meeting, the members present, or the Secretary if no member is present, may adjourn the meeting to any time not later than fourteen days from the date of adjournment.

Decisions of Council

**9.** Subject to the provisions relating to a casting vote, all questions at a meeting of the Council shall be decided by a majority of the votes of the members present at the meeting and if any member fails or refuses to vote on any question, his vote shall be counted in the negative.

Decision by circulation of papers

**10.-(i)** Notwithstanding the foregoing provisions of this Schedule, decisions may be made by the Council without a meeting, by circulation of the relevant papers among the members and the expression of the views of the majority thereof in writing.

(ii) Notwithstanding sub-rule (1), that any member shall be entitled to require that any such decision made under sub-rule (1) to be deferred and the subject matter be considered at a meeting of the Council.

Seal

**11.-(i)** The seal of the University shall be of such shape, size and form as the Council may determine.

(ii) The seal shall be affixed in accordance with Article 3 of the Charter and the person or persons present shall sign over or underneath the seal in witness thereof.

Execution of Contracts, Bonds and other Agreements

**12.** Subject to paragraph 13, all conveyances, transfers, contracts, guarantees, agreements, bonds, authorities, mortgages, charges, bills of exchange, promissory notes, bank drafts, letters of credit, securities and other instruments whatsoever to which the University is a party shall be executed on behalf of the University by-

- (a) the Vice Chancellor, or
- (b) the Deputy Vice Chancellor responsible for Administration and Finance, or
- (c) such other officer of the University as the Vice Chancellor may appoint in that behalf in writing.



**THIRD SCHEDULE**

**(Under Article 7-17)**

**PROVISIONS RELATING TO SEARCH COMMITTEE AND PROCESS OF  
SEARCHING OF UNIVERSITY LEADERS**

SEARCH COMMITTEE AND PROCESS OF SEARCHING OF  
CHANCELLOR AND CHAIRMAN OF COUNCIL

Establishment of Search  
Committees for Chancellor and  
Chairman of Council and search  
process

(1) There shall be Search Committees for making appointments of  
Chancellor and Chairman of Council.

(2) The Search committee for the position of Chancellor shall be  
formed by Council; and shall comprise three external members  
with proven sound academic, administrative and ethical integrity.

(3) The Search Committee shall submit names of three candidates  
with sound academic, administrative and ethical integrity and own  
recommendation to Council, which shall also submit its  
recommendation to the President. The President shall appoint  
one of three candidates as Chancellor of the University

(4) The Search committee for the position of Chairman of Council  
shall be formed by the Commission and shall comprise three  
external members with proven sound academic, administrative  
and ethical integrity. The Search Committee shall submit names of  
three candidates to the Commission for consideration for  
appointment by the Presidents

SEARCH COMMITTEES AND PROCESS OF SEARCHING OF  
UNIVERSITY LEADERS

Establishment of Search  
Committees

(1) There shall be Search Committees for making appointments of  
Vice Chancellor, Deputy Vice Chancellors, Principals, Deans,  
Directors, Deputy Principals, Deputy Directors, Deputy Deans and  
Heads of academic departments

Composition of Search  
Committee

(2) (i) The Search committees for positions of Vice Chancellor and  
Deputy Vice Chancellors shall comprise three external members  
with proven sound academic, administrative and ethical integrity.  
One shall be the appointee of the Chancellor who shall serve as  
the Chairman of the Search Committee. The other two shall be  
appointed by Council

(ii) The Search committees for Principals, Deans, Directors, Deputy Principals, Deputy Directors, Deputy Deans and Heads of academic departments shall comprise three internal academic staff members with proven sound academic, administrative and ethical integrity and appointed by Council

Searching and interviewing systems

(1) The search process shall involve public announcements of vacancies and/or active searching of potential candidates based on guidelines approved by the Council.

(2) (i) Candidates eligible for the positions of Vice Chancellor, Deputy Vice Chancellors, and Principals shall be those in the rank of professors and associate professors. Candidates eligible for the positions Deans and Directors shall be those in the rank of either professors, associate professors, and senior lectures whereas Candidates eligible for the positions of Deputy Directors, Deputy Deans and Heads of academic departments shall be those in the rank of Lecturer and above

Eligibility status

(1) The Search Committees shall submit their reports to Council through Senate for the positions of Vice Chancellor and Deputy Vice Chancellors. For other positions, the reports shall be handled to the management, which in turn shall seek views of relevant participatory organs before submitting them to Council through Senate or to Senate as deemed appropriate.

Circulation of Information pertaining to the appointments

(1)-(i) Those appointed shall be served with letters of appointment and the information about the appointments shall be published and widely circulated within the university systems. For the case of appointments of Vice Chancellor, Deputy Vice Chancellors, Principals, Deans and Directors, publication shall, in addition, be through the mass media

Leadership capacity and commitment

(1) Newly appointed officers will be empowered with leadership and management capacities through retooling courses. The appointed officers other than Vice Chancellor and Deputy Vice Chancellors shall enter into agreement with the management and/or heads of entities as provided within the organisation structure on matters related to the performance of operations of the University.

**FOURTH SCHEDULE**  
**(Under Article 21)**

**PROVISIONS FOR AFFILIATION OR ESTABLISHMENT OF  
CONSTITUENT COLLEGES**

- |  |   |
|--|---|
| Affiliation of Existing institutions   | <ol style="list-style-type: none"><li>1. The University may also after consultation with Commission establish Constituent Colleges of the University</li><li>2. Existing institutions seeking to be affiliated to the university shall apply for affiliation as a Constituent College by indicating their willingness and benefits to be accrued through such affiliation.</li><li>3. The management through the advice of Council shall then form a Taskforce to evaluate the operational status and potential of the institutions. The applying institutions shall carry out internal evaluations prior to the visitation and evaluation by the Taskforce</li><li>4. The Taskforce shall evaluate the status and potential of the institutions seeking to operate as Constituent College. This shall include consulting various internal and external stakeholders including the Commission regarding the application</li><li>5. The Taskforce shall report to Senate and Council about the suitability of the institutions. Council shall then advise the Chancellor accordingly</li></ol> |
| Procedure to followed when the university wishes to establish own Constituent colleges | <ol style="list-style-type: none"><li>2 (i) The University may also wish to establish its own Constituent Colleges</li><li>(ii) This will require formation of a Taskforce to work on the proposal including formulating the roadmap and indicating the financial implications in relation to the proposal. The Taskforce shall also consult internal and external stakeholders including the Commission in developing the proposal</li><li>(iii) The Taskforce shall then submit its report to Senate and Council for approval by the Chancellor</li></ol>   |
| Declaration  | <ol style="list-style-type: none"><li>3. The Chancellor shall order the approved colleges to be gazetted and declare the start date of their operations. The Chancellor shall also order establishment of appropriate Governance structures</li></ol>   |

## FIFTH SCHEDULE

(Under Articles 22 and 23)

### PROVISIONS FOR EXISTING AND ESTABLISHMENT COLLEGES, INSTITUTES, SCHOOLS, DIRECTORATES, LIBRARY, CENTRES AND DEPARTMENTS

Colleges	(1) The following are declared as Campus Colleges, Institutes, Schools, Directorates, Library and Centres of the University:- <ul style="list-style-type: none"><li>(i) College of Agriculture</li><li>(ii) College of Engineering and Technology</li><li>(iii) College of Fisheries and Aquatic Sciences</li><li>(iv) College of Science Education</li><li>(v) College of Business Studies</li><li>(vi) College of Health Sciences</li><li>(vii) College of Natural Resource Management and Tourism</li><li>(viii) College of Community Development</li></ul>
Schools	<ul style="list-style-type: none"><li>(i) School of Veterinary Sciences</li><li>(ii) School of Agricultural and Irrigation Technology</li><li>(iii) School of Food Science and Technology</li><li>(iv) School of Mining and Petroleum Technology</li><li>(v) School of Environmental Technology and Occupational Health</li><li>(vi) School of Engineering</li><li>(vii) School of Nursing</li><li>(viii) School of Pharmaceutical Sciences</li><li>(ix) School of Dentistry</li><li>(x) School of Medicine</li><li>(xi) School of Public Health</li></ul>
Institutes	<ul style="list-style-type: none"><li>(i) Institute of Strategic and Conflict Mitigation Studies</li><li>(ii) Institute of Disaster Management and Climate Change</li><li>(iii) Institute of Technology Transfer and Outreach Services</li><li>(iv) Institute of Biotechnology</li></ul>
Directorates	<ul style="list-style-type: none"><li>(i) Directorate of Undergraduate Studies</li><li>(ii) Directorate of Research and Postgraduate Studies</li><li>(iii) Directorate of Consultancy</li><li>(iv) Directorate of Finance</li><li>(v) Directorate of Planning and Investment</li><li>(vi) Directorate of Estate Services</li><li>(vii) Directorate of Students Services</li></ul>

(viii Directorate of Human Resources and Administration

Library

Mwalimu Julius K. Nyerere Library

Centres

- (i) Entrepreneurship Support Centre
- (ii) Risk Analysis and Management Centre
- (iii) Centre for Pest Studies
- (iv) ICT Support Centre
- (v) Centre for Gender Dimension
- (vi) Publishing House
- (vii) Policy Analysis Centre

Establishment of new Campus Colleges, Schools, Institutes, Faculties, Directorates, Library and Centres and Libraries

- (2) (a)The university may also wish to establish new Campus Colleges, Schools, Institutes, Faculties, Directorates, Library and Centres. This will require formation of Taskforce to work on proposals including formulating the roadmap and indicating the financial implications.
- (b)The Taskforce shall then submit its report to the Management for onward transmission to Senate as well as other relevant participatory organs prior consideration and approval by Council

#### SIX SCHEDULE

##### (Under Article 24)

- 1) **PROVISIONS FOR ESTABLISHMENT AND OPERATIONAL PROCEDURE FOR STAFF ASSOCIATIONS AND TRADE UNIONS** There may be staff associations for academic staff and/or administrative staff and Trade Unions established in accordance with the Act, the Regulations made thereunder and the Rules contained in the First Schedule to this Charter.

Procedure of establishing or joining existing associations and Trade Unions

- (2) (i) Staff members wishing to establish the Staff Associations or Trade Unions shall submit the minutes/proceedings of the meetings, attendance lists and proposed Constitutions to the Office of the Deputy Vice Chancellor responsible for administration. The documents shall then be submitted to Council through appropriate participatory organs

Operational

The approved associations/Trade Unions shall then be registered

procedures

by the University through issuance of Certificate of registration. Council may advise the associations to also register with the Government organs where deemed appropriate. Staff members may also wish to be members of existing associations or Trade Unions.

- (i) Associations shall report their activities to Council through appropriate participatory organs
- (i) Where the associations are linked with malpractices related to political, religious and racial inclinations and when their objects are in conflict with those of the university or in conflict with each other, the Council shall form a Taskforce to further investigate the matter and advise the committee accordingly
- (ii) The Council may order de-registration of such associations when it deems necessary

## SEVENTH SCHEDULE

### (Under Article 26)

#### PROVISIONS FOR ESTABLISHMENT AND OPERATIONAL PROCEDURES FOR STUDENTS' ORGANIZATIONS

Procedure for establishments of Students' Organisation

- (1) Students Organization shall be formed upon the approval by Council. The approval by Council shall involve consideration of submissions of minutes of the meetings, list of attendees and the proposed constitutions and upon being advise by Senate and Dean of Students accordingly
- (2) The organisations shall then be registered and offered a certificate of registration by the Office of the Deputy vice Chancellor responsible for administration representing

Procedure for establishments of discipline/programme based students organisations

- (2) Procedure for establishments of discipline/programme based students organisations
  1. Council shall approve formation of students Organizations at programme level and other levels and submissions of minutes of the meetings, list of attendees and the proposed constitutions and upon being advised by Senate, Dean of Students and Principals of Colleges and Deans of Schools/Faculties etc, accordingly
  2. Approval by Council shall take into account evidence of lack of conflicts with the organisations and other associations as well as with university objects
  3. The approved organisations shall then be registered and offered certificates of registration by the Office of the

Operational systems

- Deputy Vice Chancellor responsible for administration.
- (i) Activities of students organisations/associations shall be reported to Council through respective organs
  - (ii) Discipline/programme based organisations shall operate as affiliates of the organization. The Constitution of the organization shall recognize programme/discipline based bodies as its affiliates

#### **EIGHTH SCHEDULE**

**(Under Rules 56 and 57)**

#### **PROVISIONS RELATING TO SUMMARY PROCEEDINGS AND PROCEDURES FOR STUDENTS APPEALS**

##### **Provisions for Summary Proceedings**

- (1) Where the disciplinary authority decides to institute summary proceedings against an accused student, it shall cause a statement giving particulars of the charge or charges to be prepared and served upon the accused student.
- (2) The disciplinary authority shall appoint the day, time and place for the investigation of the charges and shall give the accused student notice of it.
- (3) The investigation of the charge or charges shall be carried out in such manner as the disciplinary authority may determine, and the accused student shall have a right to appear at the investigation and make his defence, but failure or refusal by him to attend the investigation shall not vitiate proceedings.
- (4) Where at any stage of the proceedings before the finding is made, it appears to the disciplinary authority from the nature of the facts and circumstances disclosed that it is necessary or desirable that the matter be dealt with by way of formal proceedings, the disciplinary authority may terminate the summary proceedings and institute formal proceedings in accordance with rule 52.
- (5) Upon the conclusion of the investigation the disciplinary authority shall make findings whether or not, in its opinion, the accused student is guilty of the disciplinary offence or offences with which he is charged, and if it finds the accused student guilty, the disciplinary authority shall proceed to award such punishment as it may consider appropriate, save that under no circumstances shall, on investigation under this Article, the accused student be punished by dismissal or rustication from the University.

Operational

procedure

### **Procedures for Students Appeals**

- (1) Where a student has been punished for any disciplinary offence and he wishes to appeal, he may, while carrying out the punishment, appeal to the Students' Disciplinary Appeals Committee within thirty days of the decision of the disciplinary authority.
- (2) Where a student wishes to appeal pursuant to sub rule (1), he shall, within not more than three days of the decision of the disciplinary authority, give a written notice of his intention to so appeal to the disciplinary authority who shall forthwith submit it to the Chairman of the Students' Disciplinary Appeals Committee.
- (3) Upon receiving an appeal, the Students' Disciplinary Appeals Committee, shall meet within thirty days to determine such an appeal.
- (4) On every appeal under this rule the student appealing and the disciplinary authority shall both have a right to appear before and be heard by the Students' Disciplinary Appeals Committee.
- (5) The Students' Disciplinary Appeals Committee shall dismiss an appeal where the appellant student fails to appear without reasonable cause.
- (6) On an appeal under this Rule the Students' Disciplinary Appeals Committee may either-
  - (a) set aside the finding made against the student and the punishment imposed on him, or
  - (b) uphold the finding, or
  - (c) reduce or enhance the punishment imposed upon the student.
- (7) Notwithstanding sub-rule 6 (c) where the investigations of the offence by the Disciplinary Authority was conducted in accordance with the summary procedure prescribed by rule 53, the Student's Disciplinary Appeals Committee shall not enhance the punishment to dismissal or rustication from the University

### **NINTH SCHEDULE**

**(Under Rules 63 and 64)**

### **PROVISIONS RELATING TO ESTABLISHMENT AND**



**OPERATIONALISATION OF BUSINESS COMPANIES**

1. The university may wish to establish business companies in line with its missions and core values
2. In line with this endeavour, the Council shall consider the proposal for establishment of business ventures that show evidence of sound business plans
3. The Council shall require the reports of business ventures to be submitted through the Finance and Planning Committee and other organs for approval

Given under my hand and the Public Seal this..... day of..... 2016

.....  
**JOHN JOSEPH POMBE MAGUFULI**  
**President of United Republic of Tanzania**

The State House,

DAR ES SALAAM