



**OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENTS AFFAIRS)**

**LETTER OF ACCEPTANCE TO ABIDE BY UNIVERSITY RULES AND REGULATIONS**

**(To be completed in duplicate by those accepting the offer. Please return one copy and retain the second one).**

Regulations Governing the conduct and discipline of the Students of the University prepared in accordance with the (Pwani University Statutes 2012) are reproduced here below. Read them carefully and confirm your willingness to abide by them by signing at the end of this document.

**REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF THE STUDENTS OF THE UNIVERSITY.**

**Definition of student:**

- (a). A person who has been formally registered to a course of study for an undergraduate degree within the University.
- (b). All occasional Persons who are registered students of another University but are admitted to courses of study within Pwani University.
- (c). All postgraduate students who are registered for higher degree courses within the University.

**1. (Vice Chancellor's Powers)**

The regulations and control of students' behavior shall be administered by the Vice Chancellor on behalf of the council.

**2. Regulations.**

The following regulations shall apply to all students:-

(a). **Motor Vehicle**

A student may not keep a motor vehicle on University Premises without written permission from the Registrar: such permission will not be given without proof of a current driving license, a valid road tax license and a current certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof.

**Responsibility of University property.**

A student or group of students will be held responsible for any damage to University property resulting from misuse or willful destruction of such property by the student or group of students.

**(c). Academic Responsibility.**

Attendance of lecturers, tutorials, seminars, practical's and other scheduled courses of instruction are compulsory. The Dean of relevant School must authorize non-attendance due to illness or other good cause.

**(d). Noise and Disturbance.**

- i. **Any student found misbehaving in the hostel shall be referred to the University security office for further action.**
- ii. All forms of noise or disturbances will not be tolerated in the campus. Noise by playing loud music is strictly prohibited.
- iii. It shall be an offence against University regulations to create unreasonable noise or behave in an unruly or rowdy manner to the disturbance or annoyance of other occupants of University premises.

**(e). Loss of or Damage to Student's property.**

- i. The University disclaims all responsibility for losses of or damage to student's property while on University premises.

**(f). Fire Fighting Appliances and other facilities**

- i. All residents of the Hostels must ensure that there is no wastage of electricity, water and other facilities provided
- ii. It shall be a serious offence against University regulations to interfere with, damage or remove, other than for firefighting purposes, any fire fighting appliances.
- iii. Conducting any form of commercial business and use of electrical heating appliances/ cooking in the hostel rooms is strictly prohibited

**(g). Procession and demonstration.**

- i). It shall be a serious offence for any student or group of students whilst within the University to convene, organize, participate or in any way be involved in any demonstrations, gathering or processions or in any unauthorized ceremonies, gatherings or demonstrations for which permission has not been obtained from the University or Government authorities.

- ii). It shall be a serious offence for any student or group of students to organize or participate in pickets or in any manner prevent any student or member of staff from performing their normal duties.
- (h). **Drunkenness**
  - i. Whereas consumption of alcohol is not prohibited, drunkenness and disturbances of other students because of drunkenness will constitute a serious offence.
- (i). **Drug-Taking and Possession of drugs**
  - a) It is a serious offence against University regulations to possess or take drugs as a student of this University.
  - b) Storage of alcoholic drinks/drugs/narcotics in the hostels is strictly prohibited.

### **Correspondence**

- (i). Correspondence to the press or other mass media by members of the University in their individual capacity, individual students or officials of the students' organization and other students should bear their individual names and their private addresses.
- (ii). No student shall make any public statement on behalf of the union or other societies on matters affecting the University without special authority from the Vice Chancellor.
- (iii). Correspondence by individual students or by officials of the Students' Organizations (including students' societies) to representatives of foreign governments, or other sponsoring bodies, shall be sent through the office of the Dean of Students, who will forward as appropriate.
- (iv). Invitation to Government Ministries, representatives of foreign governments or other important persons to visit the University in their official capacity shall be notified to the University authorities in good time.

## **3. DISCIPLINARY PROCEDURES.**

### **(a) Academic Matters.**

- (i). Within the Pwani University order 2007, and the provisions of Statutes/Regulations made thereunder, the Senate is empowered to discipline all students on all academic matters. Such discipline includes: receiving and approving recommendations from School Boards and Board of Examiners with respect to who qualifies to sit University Examinations, who writes supplementary/retakes examinations, who repeats which year, breach of examination regulations and who is to be discontinued from approved programmes of study. The decision of the Senate is binding subject only to an appeal for review on the basis of fresh evidence.

## (ii). Breach of Examination Regulations

What Constitutes an Examination offence or irregularity.

- Copying answers from other candidates.
- Possession during the examination of unauthorized written/printed materials, gadgets/weapons.
- Receiving or passing unauthorized verbal or written communication to or from other candidates during the examination.
- Written evidence of materials relevant to the examination on the candidate's body parts, clothing and examination room surfaces.
- Possession of used, or unused, examination-answer booklet(s) outside the examination room.
- Returning examination booklets with written answers after the authorized examination time.
- Possession of computerized devices; mobile phone, calculators, i-pad, etc. during an examination session, unless otherwise authorized by the examiner.
- Impersonation for or on behalf of another candidate.
- Forgeries and plagiarism.
- Storming out of the examination in protest, disruption, obstruction and/or destruction evidence..
- Deliberately causing a commotion or disturbance during an examination.
- Obstructing the invigilator from obtaining the unauthorized material or the evidence of cheating.
- Sitting for unregistered examination.
- Acting in contravention to the University examination regulations during an examination.

Involvement in any examination irregularity will automatically lead to expulsion from the University.

Expelled students can however seek redress by lodging an appeal to the Chairman, Pwani University Senate.

(b). **General Offences**

The Senate Students' Disciplinary Committee, set up under section 12(1)F of the Pwani University order 2007 composed of;-

- (i). Vice chancellor (**Chairman**)
- (ii). Deputy Vice chancellor (Academic)
- (iii). Deputy Vice chancellor (Administration).
- (iv). Two students Representatives – One of whom shall be the PUSA Chairman.
- (v). Two Senate Representatives.
- (vi). Dean of School of the Student concerned.
- (vii). Chairman of the relevant Department.
- (viii). Relevant Warden.
- (ix). Registrar (Academic) – **Secretary**.

The Committee deals with all general offences committed by students in their day to day activities within the University, other than the offences the University considers as major offences.

A student shall be given an opportunity of being heard before the Students Disciplinary Committee makes its decision.

**(c) 1. Penalties for general offences**

Under the Senate Disciplinary Committee, the penalties for the various general offences will vary according to the gravity of the offence. The penalties will include:-

- (i). Letters of warning, which will be carried in the Student's file.
- (ii). Payment for damages.
- (iii). Suspension from the University for a specific period.
- (iv). Expulsion from halls of residence.
- (v). Expulsion from the University.
- (vi). A combination of any two or more of the above.
- (vii). Any other penalties as the committee may deem fit.

**2. Penalties for Examination irregularity.**

- (i) A written warning.
- (ii) Cancellation of Unit concerned.
- (iii) Cancellation of the entire semester examination

- (iv) Suspension from the University for one year.
  - (v) Expulsion: (a) With grades; (b) Without Grades
  - (vi) A combination of any of the above (i) – (v).
- (d). Council shall have the right to expel a student from the University without reference to the students when a student commits any of the following:-
- (i). Boycotts lectures.
  - (ii). Maliciously or willfully damages University property.
  - (iii). Proved to be engaged in theft cases and/or in possession of any form of offensive weapons.
  - (iv). Violates regulations 3(g).
  - (v). Assaults any member of staff in the discharge of official duties.
  - (vi). Convicted by a Court of Law for any criminal offence, which the Council shall deem serious enough to warrant expulsion from the University.

(e). **State Security matters.**

The sovereignty of the State, together with the State Security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, notwithstanding the existing University machinery, the State Security machinery cannot be faltered in the execution of its functions and duties. Such machinery is outside the University jurisdiction and any redress to action taken to such powers should be sought from the Government without in any way involving the University.

**4. VARIATION OF REGULATIONS**

The Vice Chancellor shall have the power to add to and/or vary regulations contained in Section 3 until the next meeting of Council, but such addition or variation shall cease to have effect unless confirmed by Council at such meeting.

**DECLARATION BY STUDENT**

This is to confirm that **I DO ACCEPT** the offer, and **I PROMISE TO ABIDE BY** the Regulations governing the conduct and discipline of the students of the University as spelt out in the regulations above.

**Candidates Name:** \_\_\_\_\_

(SURNAME) (OTHERS)

**School & Degree Admitted to:** \_\_\_\_\_

**Admission Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_