

**THE MWALIMU NYERERE MEMORIAL ACADEMY  
[MNMA]**



**STUDENTS BY-LAWS  
(As amended in 2015)**

*Issued by:*

**The Office of the Registrar (Planning, Finance & Administration)  
January, 2015.**

**Signed By:** .....

Prof. Shadrack S. Mwakalila  
**Rector**

**:** .....

Komanya, Elias David  
**MASO – President**

**For technical reasons, the Student By laws could not be published all pages in the Prospectus as required by MNMA. Although published separately, these Student By Laws shall be regarded as forming part of the said Prospectus.**

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**PART I**

**TITLE, COMMENCEMENT, INTERPRETATION AND APPLICATION**

- Title and Commencement*
1. These Rules shall be cited as The Mwalimu Nyerere Memorial Academy (MNMA) Students (General Welfare, Conduct and Disciplinary Matters), By - Laws, and shall come into operation on the date as the Governing Board may approve.
- Interpretation*
2. In these By-Laws, unless the context otherwise requires;  
“**Academy**” means the MNMA established under section 3 of Act. No. 6 of 2005.  
“**Act**” means the MNMA Act of Parliament No.6 of 2005.  
“**Appropriate authority**” means the Principal of the Academy or any other officer of MNMA acting on his behalf in the execution of these By-Laws.  
“**Competent organ**” includes Board, Committee or Officers of the Academy vested with express or implied legal powers to allow or disallow acts as are referred to any provisions of these By-Laws.  
“**Dean of students**” means an officer of the MNMA recruited for the purpose of taking care of students’ welfare.  
“**Deputy Principal**” means a Deputy Principal appointed under section 12 of the Act.  
“**Disciplinary Authority**” means the Students Welfare and Disciplinary Committee which is established under Part V of these by-laws.

## **MNMA – Students’ By-Laws**

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

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

“**Governing Board**” means the Board of the MNMA established under section 6 of the Act.

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

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

“**MASO**” means the Mwalimu Nyerere Memorial Academy Students Organization

“**Principal**” means the Principal of the Academy appointed under section 11 of the Act.

“**Registrar**” means the Registrar appointed under section 13 of the Act.

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

“**Staff**” includes academic, technical and administrative staff employed by the Academy.

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

## **MNMA – Students’ By-Laws**

**“Student”** means any person duly registered by the Academy as a candidate for any award of the MNMA and studying under any of its programmes.

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

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

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

- Application*
3. (a) These By-Laws shall apply to any person who is admitted and registered as a student of the Academy.
- (b) The application of these By-Laws to any student shall cease upon the expiry of the period one is registered as a student of the Academy or upon the happening of any event which disqualifies one from continuing to be a student of the Academy or in case of death.
- (c) Every student shall be presumed to be aware of the existence of these By-Laws and any other laws of the Academy and it shall not be a defence for any student in relation to any proposed disciplinary measure that these By-Laws were not brought to his attention by the Academy.
- (d) Payment of student’s subscription fee shall be part and parcel of student’s registration at the Academy. For avoidance of doubt; prescribed fee shall include “Students union fees”.

## **MNMA – Students’ By-Laws**

- (e) The operation and application of these By Laws is without prejudice to the general laws of the United Republic of Tanzania.

### **PART II**

#### **ORIENTATION AND REGISTRATION**

- 4. Every first year student shall attend orientation programmes, which are conducted during the first week of the opening of every academic year.
- 5.
  - (i) All students shall report and register at the Academy at the beginning of every semester and on the prescribed date as the Academy may appoint from time to time.
  - (ii) Any student who fails to report and register on the prescribed date but not later than fourteen days from the date of reporting and without any reasonable cause shall be liable to cancellation of his/her admission.

#### **STUDENTS’ GOVERNMENT**

- 6. The Academy has a Students’ Organisation known as The Mwalimu Nyerere Memorial Academy Students’ Organisation (MASO). The Students’ Organisation is responsible for Students’ academic, social and recreational activities at the Academy. MASO is the only official recognised organisation representing all students of The Mwalimu Nyerere Memorial Academy. The objectives of MASO shall be:
  - (a) To protect and promote students’ interests in all aspects of their lives during their stay at the Academy.
  - (b) To establish a proper organisational basis for communication between the Academy’s authorities and students.

*Students’  
Government*

## **MNMA – Students’ By-Laws**

- (c) To form, maintain and develop fraternal relations with students of other higher learning institutions in Tanzania, Africa and the world over.
- (d) To promote the good image and excellence of the Academy.

### **RESIDENTIAL, CATERING SERVICES AND OTHER MATTERS**

#### *Residential Services*

- 7. (a) Every student shall, before being granted any accommodation or the right to occupy any room in the Halls of Residence or in any other premise on campus earmarked for residential purposes, pay for such accommodation at full rate as the MNMA may determine from time to time.  
All rental payment should be done during the first 14 days.
- (b) The Dean of Students shall have the power to evict any student who has fraudulently or by misrepresentation secured accommodation in any premise of the MNMA or any student who has been allocated accommodation without having paid for such accommodation.
- (c) Any student who is evicted from the room by the Dean of Students under sub-rule (b) of this by-law shall not be considered again for any accommodation on-campus, **unless** the Principal directs otherwise.
- (d) The Management of MNMA shall have the right and power to determine the number of students who may share any of its rooms in the Halls of Residence or in any other premise earmarked for residential purposes.
- (e) Students are not allowed to change the rooms allocated to them without the prior permission of the Dean of Students or any other office of the Academy acting on that behalf. Any person found guilty of an offence under this by law shall be liable on conviction of first breach to a fine and second breach to eviction from the room.

## ***MNMA – Students' By-Laws***

- (f) The issuing of any item by the MNMA to any student either for the latter's use in his/her room or in connection with any activity of the MNMA shall be made in writing by using specified forms or any other form of writing that the MNMA may consider proper and in any case, the student shall sign on the document used.
- (g) Each student shall, at the end of each semester, hand back to the relevant authorities the room keys and all other items that the Academy might have issued to him/her either for use in the rooms allocated to him/her or in connection with any activity of the MNMA. Any person found guilty of an offence under this by-law, shall be liable on conviction of first breach to a fine and second breach eviction from the room.
- (h) Any damage to, or loss of any property of the Academy by any student shall be made good by the student and the cost of making good the damage or replacing the lost item shall be borne by the student concerned.
- (i) Where damage or loss is caused by students whose identities are not known, the cost of repair or replacement shall be shared by all the students involved at the time and, or place the damage or loss occurred.
- (j) In the case of any dispute as to one's liability under sub-rule (h) and (i) of this by-law, the officer-in-charge of the section shall refer the matter to the Dean of Students who shall report the same to the Registrar.
- (k) Students shall report without delay any damages whether accidental or otherwise direct to the appropriate officer-in charge of the section under whose care such property was kept.

## **MNMA – Students' By-Laws**

- (l) The occupant shall be required to sign an accommodation Contract/Agreement at the beginning of each academic year and return one copy of contract to the Hall Warden.
8. Students of the opposite sex shall not be allowed to share a room. Any person found guilty of an offence under this by-law shall be evicted from the room.
- (a) Students shall not use the rooms allocated for residential purposes or any other space in the Halls of Residence for any social function. The students found guilty under this by-law shall be liable to pay a fine for the first breach and eviction from the room for the second breach.
  - (b) Any student wishing to hold any social function shall apply to the Principal through the Dean of Students a week before the intended function for the permission and, the Principal may, on receiving such application grant such permission, which shall specify the place and duration for holding such function.
  - (c) For specific students' official functions, permission to extend musical performance in specified places within the Academy may be granted by the Principal who may allow an extension of hours after midnight if necessary.
9. Students shall take good care of the rooms they occupy in the Halls of Residence or in any other premises earmarked for residential purposes. In particular students shall not do any of the following acts:-
- (a) Move furniture from their rooms to other places or from other places into their rooms. Any person found guilty of an offence under this by-law shall be liable on conviction of a first breach to a stern warning, second breach to a fine and third breach to an eviction from the room.

## **MNMA – Students' By-Laws**

- (b) The use of balconies and common rooms for drying or airing of beddings, towels, clothing or washing of **any kind**. Any person found guilty of an offence under this by-law shall be liable on conviction of a first breach to a severe warning, second breach to a fine and the third breach to an eviction from the room.
  - (c) Interfering with any electrical installation or any other service installed in the MNMA . Any person found guilty of an offence under this by-law shall be liable to, a fine, an eviction or both depending on the seriousness of the problem.
10. Regulations set for Academy's residence by these By-Laws shall also apply to the students living off campus supervised by the Academy.
11. (i) Students who get accommodation in the halls of residence of the Academy are Responsible for the proper keeping of all property and any damage or loss must be reported to the Hall Warden.
- (ii) Students shall be responsible for security, the general cleanliness and tidiness of the rooms they occupy.
- (iii) **Cooking** of any form is not allowed in the halls of residence or any other premises. For the avoidance of any doubt, **cooking** includes frying, roasting, boiling, baking and warming by use of any source of energy and any appliance. Any person found guilty of an offence under this by law shall be liable on conviction for fine and eviction from the room.
- (iv) No cooking or cooling appliances and no electric devices other than reading lamps, table fan, electric iron, electric razor, electric hair dryer, radio, record player, Video or computer shall be used in students rooms.

**MNMA – Students' By-Laws**

Any person found guilty of the offence under this section, shall be liable on conviction of a first breach to a fine and second breach to an eviction.

- (v) Electric lights must not be left burning during daytime or when an occupant is not in the room.
- (vi) Musical appliances and instruments, such as record players, radio set, video and other noise making instruments shall not be used between 12:00 midnight and 6:00 a.m. provided that at any other time, music shall not be played beyond room sound for avoidance of causing nuisance and annoyance to other residents of the hall. Any person found guilty of an offence under this by law shall be liable on conviction of a first breach severe warning second breach to a fine and third breach an eviction from the room
- (vii) A student shall obey rules and instructions made in respect of halls of residence and shall refrain from conduct which may bring discredit upon his/her hall of residence or is prejudicial to the welfare of other students of the hall such as drunkenness and disorderly conduct, over blasting music, fighting etc. Any person found guilty of an offence under this section shall be liable to severe-warning second breach to a fine and third breach to an eviction from the room.
- (viii) Students shall not be allowed to live with any unauthorized person or persons in their rooms, including spouse, children or other relatives and other students (subletting). Any person found guilty of the offence under this section shall be liable to fine and eviction from the room simultaneously.
- (ix) Students shall be expected to live peacefully with one another in their allocated rooms. If any student is found to be misbehaving towards his/her roommate, the misbehaving student shall be evicted.

**MNMA – Students' By-Laws**

- (x) Students shall not allow visitors of either sex in the halls of residence beyond 6.00 pm for outside visitors or 12.00 midnight for Academy's students. The student who allows the outside visitors of either sex is liable to a severe warning for the first breach and eviction from the room for the second breach.
- 12.**
- (i) All meals from the MNMA Cafeteria shall be served to students or any other persons, as the operating company may allow, on a commercial basis and according to food service timetable.
  - (ii) The kitchens shall be out of bound to all students except for students' leaders appointed to oversee cafeteria matters. Any person found guilty of an offence under this by-law shall be liable on conviction of a first breach to a severe warning, second breach to a fine and the third breach to suspension from the Academy.
  - (iii) All cafeteria services shall be enjoyed in the premises specified for such services and students shall not take any utensil from the cafeteria or any other premises currently being used for such services to any other premises or any compound within or outside MNMA campus without the permission of the operating company or any other officer of the company acting on that behalf.
  - (iv) MASO shall supervise and monitor all cafeteria services to ensure that the meals are of good quality and required standard. The Dean of Students shall be consulted if there is any problem.
  - (v) The students are not allowed to take their meals in the halls of residence. All meals shall be taken in the cafeterias. Anyone found guilty of the

offence shall be liable to a severe warning, second breach to a fine and third breach to an eviction.

*Vehicles*

13. (a) Any student wishing to keep and drive a motor vehicle or motor cycle on Campus shall comply with the general Laws of the Land governing driving and parking of vehicles as well as the relevant rules which are in force at the Academy.
- (b) Any student who keeps a motor vehicle/motorcycle at The Academy’s premises must register it with the Dean of Students.
- (c) The registration of the motor vehicles and motorcycles as provided for under this section shall be conditional and done annually upon the production of the following documents:
- (a) Registration card of the motor vehicle.
  - (b) A valid and certificate of insurance.
  - (c) A valid and clean driving license in the applicant’s name.
  - (d) A certificate of road-worthiness, where such appears necessary.
  - (e) Student identity card.
- (d) The MNMA shall have the power to refuse permission to any student or withdraw any permission granted to any student to drive on campus whenever it appears to the Academy that such student is a dangerous or reckless driver.
- (e) The MNMA shall not be responsible for the care and safety of any motor vehicle, motorcycle or any other property of a student.
- (f) All vehicles shall park at the parking area for visitors, which is outside the Administration area.

**MNMA – Students’ By-Laws**

- (g) Any student who brings to the Academy any vehicle, which is not registered, shall be guilty of a disciplinary offence.
- Maternity Leave*
14. (i) Pregnancy will not be considered as an illness unless otherwise advised by a medical doctor. An on campus female student is not allowed to stay with her child after birth.
- (ii) After birth a female student may upon request be granted a maternity leave of 21 days from the day she delivers. Should there be any symptoms of maternal complications after that period, the same will be advised to postpone studies.
- Permission to travel*
15. (a) Students are responsible for their own travelling arrangements to and from the Academy.
- (b) No student shall, except on very exceptional circumstances, obtain leave of absence for more than 14 days in any Academic year.
- (c) Permission to travel outside Dar es Salaam during weekends and Public holidays shall be granted by the Dean of Students.
- (d) Permission to travel during the week days and involving missing lectures and seminars shall be obtained in writing from the Deputy Principal who will submit a copy of the letter of permission to respective Heads of Departments and Dean of Students.
- (e) Permission to travel outside the country shall be obtained from the Principal.

**MNMA – Students’ By-Laws**

16. Students have complete freedom of worship, with essential limits that the *Religious* enjoyment of this freedom shall not, in any way, prevent other MNMA’S activities *Activities* and/or members in the community from enjoying their own freedom. Facilities for all major denominations are available within a walking distance from the Academy.

17. The Academy encourages students to participate in different games and sports. *Games and Sports* facilities available at the Academy include football, basketball, volleyball and netball courts. Students can fully participate in soccer, athletics, table tennis, basketball, netball, handball, swimming etc.

18. (i) Students shall get medical services by using National Health Insurance Fund (NHIF) Card. *Health Services*  
(ii) Students are required to pay for the NHIF cards as prescribed by the NHIF.  
(iii) Payment of medical Insurance shall be part & parcel of student’s registration.  
(iv) The Office of the Dean of Students with collaboration with the NHIF Office shall make sure that all students get their NHIF cards on time.

19. (a) Library services at MNMA shall be available to students at specific operating hours as the Academy may prescribe from time to time. *Library Services*  
(b) Students borrowing books, periodicals, magazines and any other documents or facilities from MNMA library shall be responsible for their care and safety and shall return the borrowed items intact to the issuing officer on the date specified or agreed for the return of such items.

**PART III**

**STUDENTS' GENERAL CONDUCT**

20. Students shall show Identify cards in all places and at all times when required to do so by an authorized person. Failure to show the identity card shall lead to the denial of the service concerned.
21. Any kind of misconduct by a student or students, which has the effect of tarnishing the good name of the MNMA both on and off campus, is prohibited. Any person found guilty of an offence under this by-law shall be liable on conviction of a first breach to suspension from the MNMA and second breach to a dismissal.
22. Without prejudice to any other provision in these By-Laws, the following acts shall constitute disciplinary offences:
  - (a) To make noise or disturbance or mobilize other students or people to make noise or disturbance of any kind in any premise or compound of the Academy. Any person found guilty of an offence under this by-law shall be liable on conviction of a first breach to a severe warning and the second breach to a dismissal.
  - (b) To instigate or participate in any mob action, strike, boycott of classes or any civil commotion. Any person found guilty of an offence under this by-law shall be liable on conviction depending on the seriousness of the problem as first breach may lead to dismissal.
  - (c) To willfully organize and, or participate or convince others to organize and, or participate in any illegal meeting. Any person found guilty of an offence under this By-law shall be liable to severe warning, suspension or dismissal depending on the intensity of the problem.

## **MNMA – Students' By-Laws**

- (d) Drunkenness or any disorderly conduct or unbecoming behaviour by any student of the MNMA, both **on** and **off-campus**. Any person found guilty of an offence under this by-law, shall be liable on conviction of a first breach to a severe warning, second breach to suspension and third breach to dismissal.
- (e) To behave in any manner which does or is likely to cause damage to the property of the MNMA or of another student or any other member of the MNMA community. Any person found guilty of an offence under this by law, shall be liable on conviction of a first breach to a fine, second breach to suspension from the Academy and third breach to dismissal.
- (f) To behave in any manner which is likely to encourage or instigate violence among other students towards the property or any member of Staff of the Academy, regardless of whether that behaviour occurs on or off the campus. Any person found guilty of an offence under this by-law shall be liable on conviction to severe warning, suspension or dismissal depending on the seriousness of the offence.
- (g) To do any act which causes or is likely to cause physical or psychological harm to any other student, staff or any other member of the MNMA community. Any person found guilty of an offence under this by law shall be liable on conviction to severe warning, suspension or dismissal depending on the seriousness of the offence.
- (h) To assault, abuse or harass any member of staff of the Academy, their families or any fellow student. Any person found guilty of an offence under this by-law shall be liable on conviction to severe warning, suspension or dismissal depending on the seriousness of the offence.

## ***MNMA – Students' By-Laws***

- (i) Any conduct, which obstructs or frustrates or is likely to obstruct or frustrate the carrying out of any instruction or lawful activities scheduled to take place in the Academy. Any person found guilty of an offence shall be liable on conviction to severe warning, suspension or dismissal depending on the seriousness of the offence.
- (j) To willfully, maliciously or negligently destroy trees, hedges, flower beds, fences of any kind, lawns or any other physical features maintained and cared by the MNMA for whatever purposes. Any person found guilty of an offence shall be liable on conviction of a first breach to a fine, second breach to suspension from the Academy and third breach to dismissal.
- (k) To invite, entertain or accommodate a criminal fugitive or any person banned from the MNMA compound or premises. Any person found guilty of an offence shall be liable on conviction of a first breach to severe warning, second breach to suspension from the Academy and third breach to dismissal.
- (l) Failure or refusal to abide by any lawful order issued under any laws of the MNMA or any lawful decision or directive passed by any appropriate organ of the MNMA. Any person found guilty of an offence shall be liable on conviction of a first breach to suspension from the Academy and second breach dismissal.
- (m) Theft of Academy's property or property of any person within or outside the campus. Any person found guilty of an offence shall be liable on conviction of a first breach to a fine, suspension or both and second breach to a dismissal.

**MNMA – Students’ By-Laws**

- (n) Any fraudulent collection or charging money from fellow students or any other person. Any person found guilty of an offence shall be liable on conviction of a first breach to suspension from the MNMA and second breach to dismissal.
  
- (o)
  - (1) Mismanagement or embezzlement of students’ organization funds or of any other recognized student society established under the auspices of students’ organization in accordance with the students’ organization’s constitution for the time in force. Any person found guilty of an offence shall be liable to pay compensation of the loss and a dismissal.
    - (2)
      - (i) For the purpose of maintaining MASO expenditure discipline, the outgoing MASO Government shall leave in the MASO bank account the amount not less than 20% of the annual MASO income from Students’ Union contribution.
      - (ii) In case of breach in (i) above the Government concerned will be held responsible for compensation/refund of the money as this shall be regarded as mismanagement of funds.
    - (3) MASO account shall be audited by the Academy’s Internal Auditor in every Academic year.
  
- (p) To unlawfully possess or use any dangerous weapon either within or outside the MNMA. Any person found guilty of an offence shall be liable to dismissal.

**MNMA – Students’ By-Laws**

- (q) To keep in possession of any kind of illegal drugs and, or engage in any business or transaction which involves illegal drugs. Any person found guilty of an offence shall be liable to dismissal.
- (r) Administer any illegal drugs to oneself or any other person for whatever reasons. Any person found guilty of an offence shall be liable to dismissal.
- (s) To willfully associate with any person or group of persons who for one reason or another are involved in illegal drugs transactions or business or any other criminal undertakings. Any person found guilty of an offence shall be liable on conviction of a first breach to suspension from the MNMA and second breach to dismissal.
- (t) Sexual harassment of whatever kind. For avoidance of any doubt, it includes **any** or all but not limited to the following:
  - (i) Sexual jokes, noises, lewd suggestions, foul language, obscene gestures, pressuring demands for dates, spreading rumours about a person's sexual life with the purpose of assassinating the character of the victim, patting, kissing, grabbing, and touching of sensitive body parts.
  - (ii) Transmitting offensive written, telephone or electronic communications of sexual nature, indecent exposure, and belittling comments on a person's anatomy.
  - (iii) The use of one's authority, either explicitly or implicitly, to coerce another into unwanted sexual relations or punish another for his/her refusal.

Any person found guilty of an offence shall be liable to two months suspension.

- (u) Rape or indecent assault, public or group sex. Any person(s) found guilty of an offence under this part shall be liable on conviction to dismissal.
  - (v) All other acts which in the opinion of the Disciplinary Authority constitute a disciplinary offence. Any person found guilty of an offence shall be liable on conviction of first breach to a severe warning, second breach to a fine and third breach to a suspension from the Academy.
  - (w) Students' Organization shall not engage in any Political Party's activities whether on-campus or off-campus or conduct its affairs in any means.
  - (x) No students' organization shall have a constitution which offends or conflicts with the provisions of the Act or any other Academy' written law in any way or manner whatsoever.
  - (y) A student who is convicted by court of law of a criminal offence shall be dismissed from the Academy.
23. A student whose suspension period exceeds two consecutive academic years shall cease to be a student of the MNMA.

## **PART IV**

### **CORRESPONDENCES**

- Correspondences*
- 24. (i) All official correspondences outside the Academy by any student that involves the MNMA shall be routed through the Principal.
  - (ii) Official letters to the press reflecting the interests of the student community at the MNMA shall first be approved by the students' government and shall bear the label of the MNMA student's organization as their origin and not the MNMA.

- (iii) It shall be an offence under these By-laws for any student to interfere with any communication media system or air waves for whatever purpose and in particular, for securing hidden identity for the transmission of any message to other students, members of the MNMA community and/ or outside the MNMA with a view of achieving anything unlawful. Any person found guilty of an offence shall be liable on conviction to severe warning, suspension or dismissal depending on the intensity of the offence.
- (iv) Meetings of any kind between any student and any outside authority in which any problem about the MNMA is to be discussed shall be preceded by a written notification to the Principal four days before the meeting, showing the intention to hold such meeting and the notice so given shall specify the authority with whom the meeting will be held, the problem to be discussed and the time and place for such meeting.

## **PART V**

### **DISCIPLINARY PROCEEDINGS**

- 25.** (i) *Disciplinary Proceedings* Notwithstanding the nature of the procedure intended to be adopted by the disciplinary authority, no disciplinary proceedings shall be instituted against any student after the expiration of thirty days from the date of the commission of an offence or, in the case of a continuation of injury or damage, within fifteen days after its cessation.
- (ii) After a charge has been drawn, The Principal shall appoint inquiry officer(s) to investigate the offence.
- A charge shall be drawn and served to the accused student, together with a notice addressed to him/her inviting him/her to state in writing and within such period as may be specified in the notice, the grounds upon which he/she relies to exculpate her/himself.

## **MNMA – Students’ By-Laws**

- (iii) The inquiry officer(s) shall notify the accused student of the day, date, time and place upon which the inquiry shall be held. The inquiry shall not be open to the public.
  - (iv) The accused student shall have the right to appear before the inquiry officer, be heard in his/her own defence and examine witnesses. Failure by the accused student to appear at the inquiry shall not vitiate the proceedings.
  - (v) The accused student shall have the right to call witnesses on his/her own behalf and produce any document relevant to the inquiry.
  - (vi) Evidence may be taken by inquiry officer(s) by oral or written statement.
- 26.** (a) There is hereby established a Students’ Welfare and Disciplinary Committee (SWDC).
- (b) Students’ Welfare and Disciplinary Committee shall be composed of the following members.
- |       |                                      |   |             |
|-------|--------------------------------------|---|-------------|
| (i)   | Principal                            | - | Chairperson |
| (ii)  | Registrar                            | - | Member      |
| (iii) | Heads of Academic Departments        | - | Member      |
| (iv)  | Two representatives of MASO          | - | Member      |
| (v)   | Dean of Students                     | - | Member      |
| (vi)  | Personnel and Administrative Officer | - | Secretary.  |
- (c) The SWDC shall receive and work on all reported complaints or conflicts.
- (d) The SWDC shall provide counseling, mediations or reconciliation among parties.
- (e) The SWDC shall be responsible for recommending disciplinary actions to the Students Disciplinary Appeals Committee (SDAC) of the Governing Board.

- (f) Where a student has been punished for any disciplinary offence and she/he wishes to appeal to the SDAC of the Governing Board she/he shall do so within thirty days of the decision of the disciplinary authority.
- (g) The Students’ Disciplinary Appeals Committee shall deliberate on the appeals and advise the Governing Board accordingly.
- (h) The Students’ Welfare and Disciplinary Committee shall have the power to punish any student who breaches these provisions, save that the Principal shall have the power to student who breaches these provisions, save that the Principal shall have the power to suspend an individual student or a group of students who instigate(s) other students to behave in a manner that is likely to endanger other people and/or property of the Academy.

## **PART VI**

### **PENALTIES**

**27.**  
*Powers of the  
Principal*

- (i) The Principal shall, after consultation with the Chairman of the Board *have the power to suspend the whole student body if there is an imminent danger to lives and property of the Academy and report to the Governing Board.*
- (ii) A student may be dismissed where:
  - (a) Is charged and proved to have committed an offence punishable by suspension and that the same student had previously suffered the same penalty within the same academic year.
  - (b) Has been suspended and failed to comply with such penalty by either remaining or being seen on campus or attending lectures.
  - (c) It is established that, she/he has committed a criminal offence.

- (d) Has committed an offence not specifically provided for-under these By Laws and which, in the opinion of the Disciplinary Authority, warrants dismissal.
  
- (iii) Any student found guilty of any offence under these By-laws may in addition to any specified penalty, be required to pay compensation for any loss or damage caused by him/her.
  
- (iv) The Disciplinary Authority shall have the power to make the following decisions where suspension or fine is preferred as a disciplinary penalty under these By Laws:
  - (a) In the case of a fine – impose the fine not exceeding Tshs.100,000/= (One hundred thousand), depending on the intensity of the problem.
  
  - (b) In the case of suspension – to suspend a student for a period not exceeding two months.
  
  - (c) Decision of the amount of fine shall depend on the intensity of the offence.

## **PART VII**

### **MISCELLANEOUS PROVISIONS**

- 28.** The MNMA shall not be obliged to provide separate family accommodation to married couples, breast-feeding mothers and their infants.  
*Accommodation to married couples*
- 29.** (a) Any complaint by a student against any member of staff of the MNMA shall first be reported to the Head of Department in which such **member** belongs and the Head of Department shall on failure to settle the matter refer it to the appropriate higher authority next in command.  
*Settlement of Complaints*

## **MNMA – Students’ By-Laws**

- (b) Any complaint under sub-rule (1) and (2) of this by-law shall be lodged in writing.
- (c) Any other complaints of a student shall first be presented to the Dean of Students by the respective student or MASO.

**30.** (a) Any student suspended from studies shall stay off-campus.

Status after  
Suspension

(b) Any student, who resumes studies at the Academy after being suspended under any of the provisions of these By-Laws or any other law in force and applicable to such Student, shall personally bear all the costs and other consequences of such suspension.

**31.** Any penalty imposed on any student by any authority under these By-laws or any other law in force and applicable to such student shall be recorded in the personal file of the respective student.

Record of  
Penalties

**32.** Smoking is not permitted in the library, cafeteria, lecture rooms, hostels, computer rooms or any other Public place that the MNMA may specify through any appropriate notice from time to time.

Smoking  
Prohibited

**33.** The Academy shall have the power to amend these By-Laws at anytime it deems necessary.

Powers to  
Amend by-Laws

**34.** Where any dispute arises to the application and or interpretation of these By-laws, **Disputes** the dispute shall be referred to the Principal for determination or *further* directive and, if need arises, to the Academy’s Governing Board whose decision shall be final.

about  
Interpretation

**35.** Where there is an emergency need for overt operations of security officers or Policemen amidst students at the Academy, the Students’ Organization will be informed as soon as possible of such presence.

Operation of  
Security organs

## **MNMA – Students’ By-Laws**

*36. Permission to Collect money from Donors*      Application for permission to make general collection of money other than students’ organization subscriptions or entrance fees from other functions, shall be made to the Principal. Collectors shall ensure that the money collected is deposited in the MASO account and show how the money has been or is to be expended. Collectors shall ensure that this procedure is strictly adhered to.

*37. Dressing Code*      (i) Students shall wear decent dressing. Any immoral and inappropriate dressing shall subject him/her into disciplinary action as the case may be.

(ii) A student who is found to have dressed himself or herself inappropriately shall not be allowed in Lecture rooms, Library, Computer room or any other areas as shall be prescribed by the Academy from time to time.

*38. Repeal Provision*      (a) The 2011 Student By-Laws are hereby repealed.

*Repeal*

*Provision*

(b) Notwithstanding the repeal of 2011 Student By-Laws, no pending proceedings commenced, nothing done or continuing to be done under those By-Laws shall be deemed as void by virtue of only the repeal of the said By-Laws .

(c) All other regulations not expressly repealed shall continue to be in force and have an effect as if made under these By-Laws.