

# **THE SOKOINE UNIVERSITY OF AGRICULTURE CHARTER, 2007**

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**THE UNIVERSITIES ACT, 2005,  
NO. 7 OF 2005**

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**CHARTER**

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***Made under Section 25***

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**THE SOKOINE UNIVERSITY OF AGRICULTURE CHARTER, 2007**

Cap 195  
Act No. 7  
of 2005

**WHEREAS** The Sokoine University of Agriculture, established under the Sokoine University of Agriculture Act, 1984, which has been repealed by the Universities Act, 2005, has applied to the Tanzania Commission for Universities for the grant of a Charter in the manner prescribed under the Universities Act, 2005 and Regulations made thereunder;

**AND WHEREAS** the Tanzania Commission for Universities has visited and inspected the said University and is satisfied that the objects of the University are consistent with the advancement of university education in Tanzania;

Act No. 7  
of 2005  
G.N. No.39  
of 2006

**AND WHEREAS** the Tanzania Commission for Universities is also satisfied that Sokoine University of Agriculture has complied with the provisions of the Universities Act, 2005 and the Universities (Chartering, Registration and Accreditation Procedures) Regulations, 2006, G.N. No. 39 of 2006;

**AND WHEREAS** the Tanzania Commission for Universities after being satisfied with the University's draft Charter submitted it to the Minister responsible for Higher Education, with a recommendation that Sokoine University of Agriculture, be granted the Charter;

**AND WHEREAS** the said Minister has submitted the Charter to me with positive recommendations thereon;

**AND WHEREAS** I am satisfied that the granting of the Charter will be of benefit to the advancement of university education in Tanzania;

**NOW, THEREFORE**, in exercise of the powers conferred upon me by section 25(2) of the said Universities Act, 2005, **I, JAKAYA MRISHO KIKWETE**, President of the United Republic of Tanzania hereby grant and order with effect from the 31<sup>st</sup> day of December 2006 as follows:

## **PART I**

### **PRELIMINARY PROVISIONS**

Citation

**1.** This Charter may be cited as the Sokoine University of Agriculture Charter, 2007 and shall be deemed to have come into operation on the 31<sup>st</sup> day of December, 2006.

Interpretation

**2.-**(1) In this Charter unless the context otherwise requires -  
“Act” means the Universities Act, 2005;  
“By-laws” means, where the context fits, By-laws made by the Senate under the powers conferred by the Act, Regulations made thereunder, this Charter and the Rules in the Schedules hereto;

Act No. 7  
of 2005

“Commission” means the Tanzania Commission for Universities established under the Universities Act. 2005;

“Council” means the Council of the University established under Article 18;

“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 20 of the Charter.

“constituent college” means a semi-autonomous institution established in accordance with provisions of Article 20 of the Charter and empowered to offer university level education placed under the tutelage of the University.

“Campus College” means a non-autonomous institution within the premises of or in close proximity to the university established under Article 21;

“Chancellor” means the Chancellor of the University provided for under Article 8;

“Convocation” means the convocation of the University established under Article 23;

“Dean” means Dean of a school or a faculty appointed under Article 14;

“Dean of student” means the Dean of students appointed by the Council under Article 13;

“Deputy Vice-Chancellors” means the Deputy Vice-Chancellors of the University provided for under Article 10;

“Director” means a Director of the university based institute, library, centre or directorate provided for under Article 15;

“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 fabricated results arising from the same with the object of gaining an unfair advantage;

“faculty” means the faculty of the University established under Article 21;

“Institute” means an Institute of the University established in terms of Article 21;

“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 material and as a modern information and communication technology data bank for the University;

“Membership of the University” means membership of the University as provided for under Article 7;

“Minister” means the Minister responsible for Higher education;

“Principal” means principal of the University college provided for under Article 11;

“plagiarism” means a situation where by a candidate for an award of the University 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,

“Senate” means the senate of the University provided for under Article 19;

“staff association” means an academic or administrative staff association established in the university or the university college in accordance with Article 22;

“Students organization” means students organization established in accordance with Article 24;

“United Republic” means United Republic of Tanzania;

“University” means the Sokoine University of Agriculture established under this Charter;

“University college” includes a campus college, a constituent college or a connected collage established in terms of Articles 20 and 21;

“Vice Chancellor” means the chief executive officer of the university provided for under Article 9;

(2) Reference to the “charter”, “Council”, “Senate”, “College”, “Students Organization”, “Associations” and all other references to committees, faculties, departments, centres, shall be construed as though the words “of Sokoine University of Agriculture” 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 to be known as the Sokoine University of Agriculture.

(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 purchasing and acquiring in any other way, and of alienating any movable or immovable property, have power from time to time to borrow such sums as it may require for its purposes;
- (d) investing 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 contact 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-

- (a) kept in such custody as the Council directs and shall not be used except in accordance with an order or direction of the Council;
- (b) authenticated by the signature of the Vice-Chancellor, or of one other member of the Council authorized in that behalf by the Council, and that of the Deputy Vice Chancellor responsible for administration and finance;
- (c) when affixed to any document and duly authenticated under this Rule 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.

Cap. 195

- (4) The University is a successor to the Sokoine University of Agriculture established by the Sokoine University of Agriculture Act, (now repealed) and subject to the Charter and these Rules-
- (a) all subsisting and valid appointments and terms and conditions of service, enrolments, authorizations, decisions and pending disciplinary proceedings, other things, including rights and liabilities made, given, taken, done or incurred under, shall be deemed to be valid, continuous and enforceable according to their respective tenor by or, as the case may be, against the University.
  - (b) all funds, assets both movable and immovable, including institutions of the Sokoine University of Agriculture subsisting at the commencement of the Charter shall, without further assurance, automatically and fully vest in the University and the Council;
  - (c) all subsisting regulations, rules, by-laws, orders, directions or other subsidiary legislation made, given or issued under the repealed Act or any other written law and which are in force before the effective date, shall remain in force after the effective date until they are repealed or replaced by Rules made under the Charter; and
  - (d) any reference to the Sokoine University of Agriculture in any contract or document shall for all purpose be deemed to be a reference to the University established under this Article of the Charter.

Vision and  
Mission of the  
University

**4.-**(1) The Vision of the University is to become a centre of excellence and a valued member of the global academic community in agriculture, natural resources, rural development and other related

fields with emphasis on implementing practical skills, entrepreneurship, research and integration of basic and applied knowledge in an environmentally friendly manner.

(2) The mission of the University is to promote development through training, research, provision of services to the public and private sector in an environmentally friendly manner.

Objects and  
functions of  
the University

**5.** The objects of the University shall be to advance knowledge, wisdom and understanding through teaching, research, extension and consultancy and by the example and influence of its corporate life and subject to the provisions of the Charter and any other applicable written law, the University shall have the following objects, functions and powers:-

- (a) to provide academic facilities for university education in the relevant fields including technological and or through schools, colleges or institutes which are user-friendly by taking into consideration persons with common physical disabilities of sight, hearing and movement;
- (b) to assist in the preservation, transmission, dissemination and enhancement of knowledge in the fields of agriculture, aquaculture, forestry, wildlife, veterinary and allied or complementary sciences;
- (c) to create a sense of public responsibility for rural development among the educated, and to promote respect for learning and pursuit of truth;
- (d) to prepare students to work with the stakeholders in Tanzania and worldwide in the agriculture; cooperative education, wildlife, livestock and allied sectors for purposes of the better development and strengthening of the national economy;

- (e) to assume responsibility within the United Republic of Tanzania for higher level education in agriculture, aquaculture, forestry, wildlife, veterinary and allied or complementary sciences through academic programmes as provided in the University Prospectus, and for that purpose to make provision for places and centres of learning, education, training and research;
- (f) to conduct examinations and to grant, degrees, diplomas, certificates and other awards of the University;
- (g) to accept periods of study and the examinations passed by students of the University at other Universities or places of learning as equivalent to such examinations and periods of study in the University as the Senate of the University may determine, and to withdraw such acceptance at any time;
- (h) to affiliate with other institutions or to admit the members thereof to any of its privileges and to accept attendance at courses of study in such institutions for relevant awards of the University and/or place them in such part of the attendance at courses of study in the University and upon such terms and conditions and subject to such rules and by-laws as may from time to time be determined by the University;
- (i) to recognize any members of the teaching staff of any College, Institute or similar institution of higher education whether affiliated to the University or not as teachers of the University;

- (j) to initiate and conduct basic and applied research in the fields of land use, crop and livestock production, fisheries, natural resources and allied sciences, mechanical arts and technology, and to promote the integration of the research with training and agricultural extension services;
- (k) to develop, promote and undertake the provision of adult and continuing education alongside the teaching of regularly enrolled students designed to secure the development and dissemination of various applied sciences and technologies required for the enhancement of the rural economy and the efficacious solution of the economic and social problems of rural areas of the United Republic of Tanzania;
- (l) to develop and maintain the Sokoine National Agriculture Library established by Act No. 21 of 1991 and provide library service in agricultural sciences and related disciplines for the benefit of the University community and the people of Tanzania generally;
- (m) to cooperate with national and international institutions in the initiation and conduct of co-operative research and training programmes for the mutual benefit of the cooperating institutions and the United Republic;
- (n) to cooperate, offer consultancy and advisory services to the Government of the United Republic, the Revolutionary Government of Zanzibar, the people of Tanzania and any person or body of persons within or outside the United Republic to secure the planned and orderly development and application of agricultural and allied sciences, and for the better performance of the function of the University;

- (o) to mainstream gender issues and equal opportunities in all SUA programmes and activities to enhance equity and productivity;
- (p) to institute and award fellowships, scholarships, studentship prizes and other aids to study and research;
- (q) to make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with other institutions or with public or private bodies as may be thought desirable and to charge to the users of such services such fees as may be thought desirable;
- (r) to safeguard and protect intellectual property rights on innovations and inventions emerging from the efforts of University in executing its mandate as provided in the University Intellectual Property Rights Policy;
- (s) to enter into such contracts, to establish such trusts, foundations and to appoint such officers, staff, employees, agents and independent contractors as may be required by the University;
- (t) to establish pension, superannuation and provident fund schemes for the benefit of its officers, staff or employees or any section thereof and to enter into arrangements with the Government, an insurance company, trustee company or other organization or any person or persons for the operation of such schemes jointly, severally or otherwise;
- (u) to acquire property, movable and immovable, and to take, accept and hold any property which may become vested in it by way of purchase, exchange,

grant, donation, lease, licence, hire, testamentary disposition, trust or otherwise, and to sell, mortgage, lease, licence, hire out, exchange or otherwise dispose of any property held by it;

- (v) to borrow money for any purpose deemed fit by the Council and to invest in land or securities such funds as may be vested in it for the purpose of endowment, whether for general or special purposes, or such other funds as may not be immediately required for current expenditure;
- (w) to enter into an agreement with any other institution for the incorporation of that institution into the University and for taking over its property and liabilities and for any other legitimate purpose not repugnant to the Act, the Regulations made thereunder, this Charter, these Rules and any other applicable written law;
- (x) to do any other thing in accordance with the provision of this Charter or any other written law in force in the United Republic of Tanzania in pursuance of the Mission of the University.

Powers

**6.-**(1) The University shall be a teaching, research and examining body and shall, subject to the Act, the Regulations made thereunder, this Charter and the Rules contained in the Schedules hereto, have the following powers to-

- (a) confer Bachelors, Masters, Doctoral, Diplomas, Certificates and other 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*) which the Senate may, with the approval of the Chancellor by 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 persons of any degrees, diplomas, certificates, or academic awards granted to them by the University on what the Council and Senate of the University shall deem to be “good cause”.
  - (e) do such other things as are conferred upon it by the Act, the Regulations made thereunder, this Charter and the Rules contained in the Schedules hereto.
- (2) For purposes of this Article “good cause” means conclusive evidence on cheating in examination, plagiarism and fabrication of examination results.

Membership  
of the  
University

**7.-(1)** The membership of the University shall comprise the following:

- (a) the Chancellor;
- (b) the Vice Chancellor;
- (c) the Deputy Vice Chancellors;
- (d) the Principals, Deputy Principals of Colleges;
- (e) the Members of the Schools/Faculties/ Directorates/ Centres/Library and Institutes of the University;
- (f) the Members of the Academic Staff of the University;
- (g) the Members of the Administrative Staff of the University;
- (h) the Members of Convocation and Alumni Association;

- (i) the Members of the Council;
- (j) the graduates of the University;
- (k) the registered students of the University;
- (l) the Members of Senate;
- (m) the Members of Boards and Academic Committee of Colleges, and of Boards of Schools, Faculties, Institutes, the University Library, Centres and Directorates;
- (n) the Deans and Deputy Deans of Schools, and Faculties and Directors and Deputy Directors of Institutes, the Library, Centres and Directorates;
- (o) The Heads of Departments and Units;
- (p) Such other members of the staff of the University or any other body formally admitted into affiliation or association with the University or with any of its Colleges as the Council may from time to time determine.

(2) The Council shall by Rules prescribe provisions as to the duration of membership of the University, termination of such membership, the rights, duties and, if any, privileges attaching thereto and other related matters.

(3) No person shall continue to be a member of the University unless he possesses at least one of the qualifications listed above.

(4) A person shall enjoy the privileges of a registered student only when he is pursuing a course of study approved by the Senate.

### **PART III ADMINISTRATION OF THE UNIVERSITY**

The  
Chancellor

**8.-**(1) There shall be a Chancellor, who shall be appointed by the President and 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

functions and privileges as are or shall be 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 absence or inability.

Vice-Chancellor

**9.-**(1) There shall be a Vice-Chancellor of the University who shall be appointed by the Chancellor and shall be the chief executive academic and administrative office of the University and *ex-officio* Chairman of the Senate and of the Governing Board of every constituent college of the University.

(2) Appointment of the Vice Chancellor shall be effected in the manner as prescribed in the Schedule to this Charter.

Deputy Vice-Chancellors

**10.-**(1) There shall be two Deputy Vice-Chancellors as the Council on the advice of the Senate shall deem appropriate.

(2) The Deputy Vice Chancellors under sub-Article (1) shall – be responsible to, the chief advisor of, and assistant 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; and

deputize for the Vice-Chancellor during his absence or during a vacancy in the office of the Vice-Chancellor.

Principals of University Colleges

**11.** There shall be a Principal for-

(a) every constituent college and every connected college of the University who shall be the chief executive academic and administrative head of the college and *ex-officio* Chairman of the academic committee thereof;

(b) every campus college of the University, who shall be responsible to the Vice-Chancellor for the academic and administrative matters of the University in the

Deputy  
Principals of  
University  
Colleges

college and *ex-officio* Chairman of the academic committee thereof.

**12.**-(1) For every constituent college and every connected college of the University, there shall be two Deputy Principals who, severally and/or together, shall-

- (a) be responsible to, the chief advisor of, and assistant 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
- (b) deputize for the Principal during his absence or during a vacancy in the office of Principal.

(2) Notwithstanding sub-Article (1), the number of Deputy Principals may be increased by the Council upon the recommendation of the Principal and on the advice of the Academic Committee and the Governing Board of the University College, or University College Board, as the case may be, and the Senate of the University.

(3) For every Campus College of the University there shall be an Deputy Principal or not more than two Deputy Principals, who, severally and/or together, shall-

Be responsible to, the chief advisor of, and assistant to the Principal in respect of such matters of the college as shall be assigned to him/them or his/their office(s) and as may be prescribed; and  
deputize for the Principal during his absence or during a vacancy in the office of Principal.

The Dean of  
Students

**13.**-(1) There shall be a Dean of students of the University who shall be the administrative head of the students affairs at the University.

Deans of  
schools and  
faculties

**14.**-(1) There shall be a Dean for every school and every faculty of the University who shall be the academic and administrative head of such school or faculty thereof and the

Chairman of the Board of the school or, as the case may be, the faculty.

Directorate of Institutes, the library, centres and directorates

Deputy Deans and Deputy Directors of institutes, the library, centres and directorates

Staff of the University

**15.** There shall be a Director for every institute, the library, centre and directorate or other similar organs of equivalent designation of the University, who shall be the academic and administrative head of such institute, the library, centre or, as the case may be, directorate.

**16.-**(1) Subject to the Act, the Regulations made thereunder and the Rules contained in the First Schedule hereto, there shall be-

(a) Deputy Dean(s) for every School and every Faculty; and

(b) Deputy Director(s) for every Institute, the Library, Centre and Directorate, who shall be the assistant to the Dean or, as the case may be, Director, and deputize for the Dean or Director during his absence or during a vacancy in the office of the Dean or, as the case may be, Director.

(2) There may be more than one Deputy Dean of a school or faculty and more than one Deputy Director of an Institute, the Library, Centre or, as the case may be, Directorate.

**17.-**(1) There shall be staff of the University, whose appointment and other terms of service shall be as provided in the First Schedule and Third Schedule.

(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 title designations and occupying such offices as are provided in the Act or, in accordance with the Rules contained

in the First Schedule to this Charter and as may be prescribed.

Council

**18.-**(1) There shall be a Council of the University which shall, subject to the Act, the Regulations made thereunder and the Rules contained in the First and Second Schedules hereto-

- (a) be the governing body and principal policy – making organ of the University, including constituent, connected, adopted and associate colleges, institutes, centres and directorates of the University;
- (b) have custody and use of the Common Seal;
- (c) be responsible for the management and administration of the University revenue and other property of the University, movable and immovable; and
- (d) subject to the powers of the Senate as provided in the Act, the Regulations made thereunder, 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 or by the Rules contained in the Schedules hereto.

(2) 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 matters to the Council.

Senate

**19.** 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 thereunder, 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 and be responsible for the academic work of the University both in teaching, research and consultancy and for the regulation and superintendence of the education of the students of the University.

Constituent,  
Connected,  
Adopted and  
other  
Affiliated  
Institutions

**20.-**(1) Subject to the Act, the Regulations made thereunder, this Charter and any other written law, the University may affiliate or adopt as its branch a college, an institute, a centre or directorate in terms as provided under the Rules contained in the First Schedule hereto or as shall be provided under other Rules and/or By-laws.

(2) The Constituent Colleges of the University are as specified in the Fourth Schedule to this Charter.

Campus  
College,  
Schools,  
Faculties,  
Institutes, the  
Library,  
Centres,  
Directorates

**21.-**(1) There shall be Campus Colleges, Schools, Faculties, the Library, Institutes, Centres, Directorates and other similar organs of equivalent designation within the University each comprising one or more related branches of teaching/research/extension and consultancy organized as, for a Campus College or Campus Colleges, a School, Faculty or Schools, Faculties or, as the case may be, an academic department or unit or departments or units, as may, from time to time, be established by the Council on the recommendation of the Senate in accordance with the Act, the Regulations made thereunder and the Rules contained in the First Schedule hereto.

(2) The Schools, Faculties, Institutes, Centres and Libraries of the University are as stipulated in the Fifth Schedule to this Charter.

**PART IV**  
**ASSOCIATIONS AND ORGANIZATIONS**

Staff  
Associations

**22.-**(1) There may be an academic staff association representative of all members of the academic staff and an administrative staff association representative of all members of the administrative staff of the University to be 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 other staff association(s) as it deems fit upon application and submission of a constitution by members of staff desirous of forming an association within the University with objects which are not in conflict with the objects of the University and the provisions of any written law.

(3) Approved Staff associations and Trade Union of the University are as provided for under the Sixth Schedule to this Charter.

The  
Convocation  
and Alumni  
Associations

**23.** Subject to the Act, the Regulations made thereunder 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 or discipline-based alumni associations in the University.

The Students'  
Organization  
and Other  
Students'  
Organizations  
and Affairs

**24-**(1) There shall be a Students' Organization representative of all students of the University and such other students' organizations as have objects that are not in conflict

with the objects of the University and the provisions of any other written law and as the Council may approve.

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

(3) Approved students organizations are as stipulated in the Seventh Schedule to this Charter.

## **PART V**

### **SUBSIDIARY LEGISLATION**

Rules

**25.**-(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 subrule (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, constitution and functions of University organs;
- (c) the administration, welfare and discipline of students;
- (d) the membership, constitution and functions of the Council and Senate, the appointment and continuance in office of the members of such organs, 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, constitution, functions, mode or procedure of-
  - (i) concerning campus colleges, schools, faculties, institutes, centres and directorates;
  - (ii) affiliation or adoption, de-affiliation and all other matters concerning affiliated or adopted colleges, institutes, centres and directorates;
  - (iii) association, disassociation with and all other matters concerning associate colleges, institutes, schools, centres and directorates.
- (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 constitution and functions of the Academic Staff Association, the Administrative Staff Association and other staff associations;
- (i) the constitution and functions of the Convocation and of alumni association(s), students' organization and other students organizations;
- (j) the membership, constitution, establishment and functions of the Boards of the campus

- colleges, schools, faculties, institutes, the library, centres and directorates; the appointment and continuance in office of the Chairman of the respective Boards and all other matter relative thereto;
- (k) 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.

Power of the Council to make Rules

**26.**-(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 enforce.

(2) The Rules made under sub-rule (1) shall not have effect unless approved by the Commission in accordance with the Act, the Regulations made thereunder and this Charter

(3) Without prejudice to the provisions of rule 25, the Council may make Rules-

- (a) Prescribing the degree, diplomas, certificates and other 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) Regulating the administration of any Constituent University College, Campus Colleges, Connected Colleges, Affiliated Colleges, Faculty or Institute established by or under the Charter,

- (e) prescribing the manner in which By-laws made by the Senate shall be submitted to the Council for its approval;
- (f) regulating the conducting of examinations;
- (g) prescribing fees for admission to the University, Constituent Colleges, Faculty or Institute established by or under this Charter;
- (h) prescribing fees payable by the candidate for any examination held or conducted by the University;
- (i) providing for and regulating disciplinary proceedings against the staff and officer of the University;
- (j) prescribing anything which may be prescribed under the Charter and Rules;
- (k) governing any matter in respect of which Rules and/or By-laws may be made under the Charter;
- (l) providing for any matter or thing which, in the opinion of the Council, is necessary to provide for the furtherance of the functions and objects of the University.

What Rules in  
the Schedules  
may direct

**27.** 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 thereunder, this Charter or the Rules contained in the Schedule hereto.

Procedure of  
Council in  
making Rules

**28.-**(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 affairs.

- (2) No rule under sub-rule (1) shall be made unless-
  - (a) notice of any proposed Rules (and the date upon which it is proposed that it should come into effect) shall be given to the Council not less than fourteen

days before the date of the meeting of the Council at which it is to be considered; and,

(3) Before passing any Rules, under sub-rule (1), the Council shall consider a report from the Senate and shall not, except on the recommendation of the Senate, pass any Rules-

- (a) relating to courses of study, degrees, diplomas, certificates or other awards of the University;
- (b) for functions of the boards of schools, faculties, institutes, the Library, centres and/or directorates;
- (c) the affiliation or adoption of, or association with, other institutions; and
- (d) the recognition of academic staff and the constitution of any Joint Committees of the Council and the Senate.

(4) Every Rule made by the Council under this Charter shall be published in the *Gazette*.

**29.**-(1) The Senate may make By-laws to regulate the academic work of the University, the admission, education and examination of the students of the University, and such other matters as lie within the functions of the Senate.

(2) The By-laws made by the Senate may add to, amend or repeal By-laws made by the Senate.

Revocation or  
amendment of  
Charter

**30.** 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

**31.** Men and women shall be equally eligible for the holding of any office in the University and for membership of any of its constituent bodies, for the holding of all degrees, diplomas, certificates and other awards and for the pursuit of all courses of study in the University.

Gender balance principle to be observed

**32.** The principle of gender equality or balance as 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 said Act, Regulations and Rules.

No test of religion, race, ethnicity and disability

**33.** 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 or her to be admitted to the University 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 teaching and learning

**34.** Subject to the Act and the Regulations made thereunder, the University shall provide-

- (a) academic facilities including library services and equipment for the academic programmes and the manner in which they are to be maintained; and
- (b) a structural, physical and technological environment as well as equipment, facilities and amenities suitable for the respective appropriate requirements of both male and

female staff and students for the academic and other needs of staff and students who have physical disabilities and/or are otherwise vulnerable requiring special teaching/learning aids including hearing, sight and movement aids.

Prohibition on declaration of dividend

**35.** The University shall not make any dividend, gift, division or bonus in money unto 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 SOKOINE UNIVERSITY OF AGRICULTURE) RULES, 2007**

### **ARRANGEMENT OF RULES**

#### **PART I**

##### **PRELIMINARY PROVISIONS**

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

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##### **GENERAL ADMINISTRATION AND STAFF APPOINTMENTS**

(a) *The Chancellor and Senior Officers of the University.*

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4. The Vice Chancellor
5. Performance of functions in the event of incapacity of Vice Chancellor and other holder of senior administrative position
6. The Deputy Vice Chancellors
7. Principal of University
8. Deputy Principal(s)
9. Deans of Faculties or Schools
10. Deputy Deans
11. Director of Institutes, Directorates, Centres,
12. Deputy Directors and other officers

*(b) The Council of the University*

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- 14. Powers and functions of the Council
- 15. Secretary to Council
- 16. Appointments and Human Resources Management Committee for Academic Staff
- 17. Appointments and Human Resources Management Committee for Administrative Staff
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*(c) The Senate of the University*

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- 21. Powers and functions and duties of the Senate
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*(d) Boards and Academic Committees*

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- 27. Staff of the University
- 28. Terms and Conditions of Employment
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- 30. Appointment of Academic Staff
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- 35. Disciplinary Appeals Committee for staff of the University
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## **PART I**

### **PRELIMINARY PROVISIONS**

- Citation **1.** These Rules may be cited as Sokoine University of Agriculture Rules 2007.
- Interpretation **2.** In these Rules, unless the context otherwise requires;
- “Academic Committee” means a committee of a college of the University established under Rule 23;
- “academic staff” shall have the meaning assigned to that term by rule 31;
- “administrative staff” shall have the meaning assigned to that term by rule 31;
- “admission” means the process of accepting applications by potential students for entry into the University on the basis of the criteria set for respective awards, courses or programmes 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;
- “appointments committee” means a committee of the University established under rules 16 and 17;
- “Article” means an Article of the Charter;
- “associate college” means an autonomous institution provided for under rule 59;
- “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 or university college designated as such and which has excelled in a particular field;

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

“Charter” means the Sokoine University of Agriculture Charter, 2007 to which these rules constitute the First Schedule;

“college” means a college other than University College;

“College Board” means a board of a campus college established under rule 23;

“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 Deputy Vice Chancellor responsible for administration and finance exercising the powers conferred upon him by rule 49 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;

“Deputy Dean” means the Deputy Dean of the Faculty/School provided for under the Charter and appointed in accordance with rule 10;

“Deputy Director” means the Deputy Director of the University-based institute, library, centre or directorate provided for under the Charter and appointed in accordance with rule 12;

“Deputy Principal” means the Deputy Principal of a University College provided for the Charter and appointed in accordance with rule 8;

“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;

“Executives officers” include the Vice Chancellor and Deputy Vice Chancellors, Principals and Deputy Principal;

“faculty board” means a board of faculty established under rule 24;

“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 university college other than a campus 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 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 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 (4) of rule 52 to hold an inquiry into the charge and students defence;

“institution” means a higher education 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, and Deputy Principals;

“organs of governance” include the Council, the Senate, a board or boards, a committee or committees or a meeting or meetings under the provisions of the Charter or the Rules;

“other employees of the University” means employees of the University other than those in the employment of the University on permanent terms;

“other students’ organization” includes students organizations, associations, societies and clubs other than the Students’ provided for in rule 47;

“persons in disadvantaged groups” includes persons with physical, mental, social or 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 or 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 of the United Republic of Tanzania, Regional or Local Government or by the Revolutionary Government of Zanzibar;

“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 24;

“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 Deans and Deputy Directors, and Heads of Departments;

“senior management level” includes the level of a head of department or division, dean and deputy dean of a faculty or school or a director and deputy director of an institute, the Library, centre or directorate 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 an occasional or short-term student;

“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.

(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 thereunder, 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, connected 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 thereunder 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**

#### *(a) The Chancellor and Senior Officers of the University*

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 proposed by the Council upon the recommendation of a Search Committee appointed by the Council.

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

(4) The Chancellor shall:-

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

- (b) be the Head of the University and shall, in the name of the University, confer all 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 or any other work of the University;
- (d) have power to direct for visitation to the University and constituent University college 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.

(5) The Chancellor shall 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.

(6) 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.

(7) The privileges, other than those provided under paragraph (b) to (e) of sub-rule (4), and if any, allowances, accruing to the position of Chancellor shall be proposed by the Council.

The Vice  
Chancellor

**4.-(1)** There shall be a Vice-Chancellor of the University, who shall be 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 or senior academician with outstanding academic qualification and administrative experience and capability of at least six years at senior management level on the basis of recommendations submitted by a Search Committee set up in accordance with the Third Schedule or through a procedure

of public advertisement or both for the post and, upon such terms and conditions as the Chancellor may prescribe upon the advice of the Council.

(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 a Deputy Vice-Chancellor or Deputy Vice-Chancellors and to the Principal of an affiliated or adopted college, subject to any limitations or conditions as the Vice Chancellor may prescribed; 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 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 by the Council.

Performance of  
Functions in  
the event of  
incapacity of  
Vice  
Chancellor

**5.-**(1) In the event of the incapacity of-

- (a) Vice Chancellor, the Council may, appoint the Deputy Vice Chancellor responsible for academic of the University to discharge the functions of the Vice Chancellor until such time as the incapacity ceases;
- (b) Deputy Vice Chancellor responsible for academic the Council may, appoint the Deputy Vice Chancellor responsible for administration and finance, to act in the office until such time as the incapacity ceases;
- (c) Principal, the Council may, appoint the Deputy Principal responsible for academic as or, as the case may be, the Deputy Principal responsible for

administration and finance to act in the office until such time as the incapacity ceases;

- (d) a Dean or Director, the Vice Chancellor may appoint a Deputy Dean, or Deputy Director to act in that office until such time as the incapacity ceases;
- (e) A Head of Department, the Vice Chancellor may appoint an officer from among the senior academic staff of that Department to act in that office until such time as the incapacity ceases.

(2) In the event of the simultaneous incapacity of the Vice-Chancellor and the Deputy Vice Chancellor responsible for academic, the functions of the office of Vice Chancellor shall be discharged by the Deputy Vice Chancellor responsible for administration and finance.

(3) In the event of the incapacity of all the Deputy Vice Chancellors, Principal, Dean or Director, the Vice Chancellor may, if in his opinion it is necessary or desirable to do so appoint an officer to act in that office whose holder is incapacitated until such time as the incapacity ceases.

(4) In the event of the incapacity of the holder of any other officer holding senior administrative position, the Vice Chancellor may, if in his opinion it is necessary or desirable to do so, appoint an Officer to act in the office whose holder is incapacitated until such time as the incapacity ceases.

(5) A person who acts in the office whose holder is incapacitated may while he so acts, be paid an acting allowance at such a rate as may be prescribed.

The Deputy  
Vice  
Chancellors

**6.-**(1) There shall be two Deputy Vice Chancellors, one responsible for academic affairs and the other responsible for administration and finance.

(2) Subject to sub-rule (1) Deputy Vice Chancellors shall;

(a) be appointed by the Chancellor on the advice of the Council and after consultation with the Senate, and upon such terms and conditions as the Council may prescribe from a list of three candidates who have attained a status of professor or associate professor or its equivalent in either teaching or

research or both teaching and research, and who have outstanding academic and administrative capability of at least five years at senior management level on the basis of recommendation submitted by Search Committee set up in accordance with the Third Schedule or through a procedure of Public advertisement for the post.

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

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

(4) The Deputy Vice Chancellor responsible for administration and finance shall be the Principal assistant of, and responsible to the Vice-Chancellor in all matters pertaining to the administration of the University, including the administration of funds and other assets of the University and in the absence of both the Vice Chancellor and the Deputy Vice Chancellor responsible for Academic, deputize for the Vice Chancellor.

(5) The Deputy Vice Chancellor responsible for academic and the Deputy Vice Chancellor responsible for administration and finance shall have such other functions as are conferred by the Charter or as may be prescribed.

(6) 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 by the Council.

The Principal  
of the  
University

7.-(1) There shall be a Principal in every constituent and connected college of the University.

(2) The Principal shall-  
be recommended by the Senate from a list of three professors or associate professors or officers of equivalent status or

designation; and administrative experience and capability of at least six years at senior management level on the basis of recommendations submitted by a Search Committee set up in accordance with the Third Schedule or through a procedure of public advertisement or both for the post and, upon such terms and conditions as the Chancellor may prescribe upon the advice of the Council.

be appointed by the Chancellor on the advice of the Council after consultation with the Governing Board of the University College, and upon such terms and conditions as the Council may prescribe.

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

(4) Subject to the Act, Regulation made thereunder, the Charter and the College's Charter the Principal appointed under this Rule shall:-

(a) be the academic and administrative head of the University college and have such powers and duties as are prescribed or any other written law or as may be prescribed by Rules of the principal organs of governance of the University;

(b) in the case of university colleges, other than connected colleges, be responsible to the Vice Chancellor, the Governing Board, the Senate and the Council in respect of all matters concerning the University College;

(c) In the case of connected colleges, be responsible to the Vice Chancellor, the Governing Board and the Council in respect of all academic matters of the connected college.

(5) There shall be a Principal for each Campus College who shall-

(a) be nominated by the Senate from a list of three professors or associate professors or officers of equivalent status or designation and appointed by the

- Chancellor on the advice of the Council after consultation with the College Board in such manner and upon such terms and conditions as the Council may prescribe;
- (b) hold office for a period of three years with eligibility for re-appointment consecutively for one further term of three years;
  - (c) be the academic and administrative head of the College of which he is Principal and shall under the general authority of the Vice-Chancellor, have such powers and duties as may be provided by Rules or any other applicable written law; and
  - (d) be responsible to the Vice Chancellor, the College Board, the Senate and the Council in respect of all matters concerning the College.
- (6) 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.

Deputy  
Principals

**8.-**(1) There shall be Deputy Principal for every constituent University College and each Campus College.

(2) The Deputy Principal of a University college shall be recommended by the Senate from a list of three professors or associate professors or officers of equivalent status or designation and appointed by the Chancellor on the advice of the Council.

(3) The number of Deputy Principals shall be such as may be prescribed by Council of the University or the Governing Board of the University College upon recommendation of the principal and the advice of the Senate or as the case may be the college board.

(4) In appointing a Deputy Principal the appointing authority shall have regard to the recommendation of the Principal and the advice of the Governing Board or College Board as the case may be.

- (5) A Deputy Principal shall:-
- (a) be responsible to, the Chief Advisor of and assistant to the Principal in respect of all academic and or administrative matters of the College;
  - (b) have such powers as the Principal may in writing delegate to him;
  - (c) in the absence of the Principal, deputize for the Principal in such matters as the Principal or Rules may specify;
  - (d) have such other powers, duties and functions as are conferred upon him by the Charter, the College's Charter or as may be prescribed under any other written law.

(6) Where there are two or more Deputy Principals, the Deputy Principal responsible for academic matters shall deputize for the Principal during the Principal's absence from office.

(7) In case both the Principal and Deputy Principal (Academic) are absent then the Deputy Principal responsible for administration matters shall deputize for the Principal.

(8) A Deputy Principal shall hold office for a period of three years, and may be re-appointed consecutively for one more such term of three years.

(9) 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 by the Council.

Deans of  
Faculties or  
Schools

**9.-**(1) There shall be a Dean for each Faculty or School.

(2) The Dean shall be appointed by the Council from a list of three academic members of staff of the rank of senior lecturer or senior research fellow or above and upon recommendation by Senate and as the case may be the Governing Board on basis of a Search Committee's recommendation or results of a procedure involving public advertisement and interviews for the post, processed through the Senate and the Council.

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

(4) The Dean of the faculty or school shall have the following duties and functions-

- (a) be the academic and administrative head of the faculty or school;
- (b) ensure that proper and acceptable standards of research, teaching and extension are maintained in the faculty or school;
- (c) serve as the Examinations officer of the faculty or school;
- (d) represent the faculty or school at University's Committees and other bodies as required;
- (e) prepare and up-date plans for the infrastructural, academic and administrative development of the faculty or school;
- (f) perform such other functions related to faculty or school as may be empowered by the Charter and rules.

Deputy Deans

**10.**-(1) There shall be a Deputy Dean in every faculty or school.

(2) The Deputy Dean shall be appointed by the Vice Chancellor upon the recommendation of the respective Dean.

(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.

Directors of  
Institutes,  
Directorates,  
Centres and  
Library

**11.**-(1) There shall be a Director of institute, directorate, centre, library or other similar organs of equivalent designation of the University.

(2) The Director shall be appointed by the Council, from a list of three academic members of staff of the rank of senior lecturer or senior research fellow or senior librarian or above and upon recommendation by the Senate, or as the case may be, the

Governing Board on basis of a Search Committee's recommendation or the result of a procedure involving public advertisement and interviews for the post, processed through the Senate and the Council.

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

(4) The Director shall-

- (a) be the academic and administrative head of the institute, directorate, centre, library or other similar organs of equivalent designation of the University;
- (b) ensure that proper and acceptable standards of research, teaching and extension are maintained in the institute, directorate, centre, library or other similar organs of equivalent designation of the University;
- (c) serve as the Examinations Officer of the institute, directorate, centre, library or other similar organs of equivalent designation of the University;
- (d) represent the institute, directorate, centre, library or other similar organs of equivalent designation of the University at University's Committees and other bodies as required;
- (e) prepare and up-date plans for the infrastructural, academic and administrative development of the institute, directorate, centre, library or other similar organs of equivalent designation of the University;
- (f) perform such other functions related to institute, directorate, centre, library or other similar organs of equivalent designation of the University as may be empowered by the Charter and Rules.

Deputy  
Directors  
and other  
officers

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

(2) The Deputy Director shall be appointed by the Vice Chancellor upon the recommendation of the respective Director.

(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.

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

*(b) The Council of the University*

The Council

**13.-**(1) There shall be a Council of the University of which-

- (a) not less than seventy five percent and not more than eighty percent of its members shall be drawn from outside University and the remaining members shall be drawn from within the University; and
- (b) not less than one third of its members shall be women.

(2) The Council shall consist of-

- (a) Chairman who shall be appointed by the President in accordance with subsection (3) of Section 44 of the Act;
- (b) Vice Chancellor who shall be ex-officio member;
- (c) Deputy Vice Chancellors who shall be ex-officio members;
- (d) One member who shall be appointed by the Chancellor;
- (e) One member who shall be appointed by the Minister responsible for higher education;
- (f) One member of Parliament who shall be elected by the National Assembly;
- (g) One member who shall be elected by the Sokoine University of Agriculture Academic Staff Association;

- (h) One member who shall be elected by the Students' Organization from amongst its members;
- (i) One Principal representing Constituent University Colleges who shall be elected by the constituent college(s);
- (j) One member who shall be appointed by the Minister responsible for finance
- (k) One member who shall be appointed by the Minister responsible for livestock;
- (l) One member of the Zanzibar House of Representatives who shall be elected by the Zanzibar House of Representatives;
- (m) One Vice Chancellor representing Public Universities who shall be elected by the Senate;
- (n) One member who shall be appointed by the Minister Responsible for Natural Resources and Tourism;
- (o) One member who shall be appointed by the Minister responsible for Education;
- (p) One member who shall be appointed by Minister responsible for Cooperatives;
- (q) One member who shall be appointed by the Trade Union Congress of Tanzania;
- (r) One member who shall be appointed by the Minister responsible for Agriculture;
- (s) One member who shall be appointed by the Revolutionary Government of Zanzibar;
- (t) One member who shall be elected by the Trade Union at the University.

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

**14.** 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-

- (a) To govern, administer, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the University and for that purpose to appoint bankers and any other officers or agents whom it may deem expedient to appoint and to cause books of account to be kept in such manner as to give a true and fair view of the state of the University's affairs and to explain its transactions:  
Provided that before the Council makes any decisions which may have a substantial effect upon the academic life of the University, or on the welfare of its students, it shall take into consideration any recommendations or report of the Senate;
- (b) to invest any moneys belonging to the University in such stocks, funds, fully paid shares or securities as the Council shall from time to time think fit within the United Republic of Tanzania, provided that in the case of moneys held by the University as trustees the powers conferred by this paragraph shall be exercised subject to the provisions of the law relating to investments and trusts;
- (c) to form companies of the University which shall be registered under the Companies Act or any other relevant law;
- (d) to sell, buy, exchange, lease and accept leases of right of occupancy on behalf of the University;
- (e) to provide the buildings, premises, furniture and equipment and other means required for carrying on the work of the University;
- (f) to borrow money on behalf of the University and for that purpose to mortgage or charge all or any part of the property of the University;
- (g) to enter into, vary, carry out and cancel contracts on behalf of the University;

- (h) to make provision for schemes of insurance, superannuation, pensions or retirement benefits for all salaried officers and, so far as the Council shall think fit;
- (i) to provide for the welfare of the students of the University after taking into consideration any recommendations or reports by the Senate;
- (j) to establish, after consideration of the recommendation of the Senate, colleges, schools, faculties, institutes, directorates, centres, departments and similar organs of equivalent designation as may be required;
- (k) to grant, following a recommendation by the Senate, the title of Professor Emeritus or other academic distinction;
- (l) to determine the duties, right, privileges terms and conditions of all University staff. In the case of academic staff, this determination shall be made after taking the advice of the Senate into consideration;
- (m) to propose or to set standards of levels for remuneration packages for academic and administrative and technical staff of the University;
- (n) to disestablish colleges, schools, faculties, institutes, directorates, centres and departments or similar organs of equivalent designations;
- (o) to make By-laws for the administration of students, and other matters relating to students affairs;
- (p) to hear and determine students appeals from the decision lodged in accordance with the Rules or as the case may be By-laws;
- (q) to hire, set the terms and conditions of service or terminate the appointment of executive officers and staff of the University as it may deem necessary;
- (r) to approve awards of the University as recommended by Senate;
- (s) to propose such Rules and give such directives in relation to the governance of the University or of any

of its organs as would ensure or facilitate a system of adequate democratic representative participation of the members of the University in the said governance and efficient and effective execution of policies, laws, Rules or decisions relating to the University, including the staff and the students of the University.

Secretary to  
Council

**15.** There shall be Secretary to the Council who shall be appointed by the Council upon the recommendation of the Vice Chancellor.

Appointments  
and Human  
Resource  
Management  
Committee for  
Academic Staff

**16.-(16)** There shall be an Appointment and Human Resource Management Committee for the academic staff which shall consist of-

- (a) the Vice Chancellor, who shall be the Chairman;
- (b) the Deputy Vice Chancellor responsible for academic, who shall be the Vice-Chairman;
- (c) the Deputy Vice Chancellor responsible for **academic** administration and finance;
- (d) one member appointed by the Minister responsible for higher education;
- (e) one member appointed by the Vice Chancellor;
- (f) two members appointed by the Chairman of the Council from amongst the members of Council, one of whom shall be a woman;
- (g) one member elected by the Senate from amongst its members;
- (h) Chairman of the University Academic Staff Association;
- (i) Chairman of Trade Union at the University;
- (j) Corporate Counsel; and
- (k) Senior Administrative Officer dealing with academic personnel matters in the University who shall be Secretary to the Committee.

(2) Where the Appointment and Human Resource Management Committee for Academic Staff meets to make or approve any appointment, in addition to its members, the

following persons shall be entitled to sit on the committee as temporary members;-

- (a) the Dean or Director if any of a faculty or school or directorate to which the appointment is to be made;
- (b) where the appointment is to be made for a faculty or school, the head of that Department; and
- (c) two members appointed by the Vice Chancellor who, in his opinion are adequately qualified or experienced in academic matters to assist in making a suitable appointment.

(3) The Appointment and Human Resource Management Committee for Academic Staff shall have such functions conferred upon it by or under the Charter or as may be delegated to it by the Council.

(4) Except for appointments of the rank of Professor and Associate Professor, which shall be referred to the Council for approval, all other academic and administrative appointment shall be made or approved by the Appointment and Human Resource Management Committee for Academic Staff.

(5) The retirement, tenure, the right to terminate appointment, and appointment of a new member to fill any vacancy in relation to members of the Appointments and Human Resource Management Committee for Academic Staff and also in relation to the election of a temporary Chairman, the quorum, proceedings and meetings of the Committee shall, mutatis mutandis, be as provided in the Second Schedule.

Appointments  
and Human  
Resource  
Management  
Committee for  
Administrative  
Staff

**17.-**(1) There shall be an Appointment and Human Resource Management Committee for the Administrative Staff which shall consist of-

- (a) the Vice Chancellor, who shall be the Chairman;
- (b) the Deputy Vice Chancellor responsible for academic administration and finance, who shall be the Vice-Chairman;
- (c) the Deputy Vice Chancellor responsible for Academic;

- (d) two members appointed by the Chairman of Council from amongst the members of Council, one of whom shall be a woman;
- (e) Chairman of Trade Union at the University;
- (f) Senior Administrative Officer dealing with personnel matters who shall be Secretary to the Committee;
- (g) The Dean or Director of a faculty or school, centre, library or directorate to which the appointment is to be made.

(2) The Appointment and Human Resource Management Committee for Administrative Staff shall have such functions as may be conferred upon it by or under the Charter or as may be delegated to it by the Council.

(3) The retirement, tenure, the right to terminate appointment, and appointment of a new member to fill any vacancy in relation to members of the Appointments and Human Resource Management Committee for Administrative Staff and also in relation to the election of a temporary Chairman, the *quorum*, proceedings and meetings of the Committee shall, *mutatis mutandis*, be as provided in the Second Schedule.

Finance,  
Planning and  
Development  
Committee

**18.-**(1) There shall be a Finance, Planning and Development Committee which shall consist of:-

- (a) the Vice-Chairman of the Council who shall be the Chairman;
- (b) Three members elected by the Council, from amongst its members;
- (c) the Vice Chancellor;
- (d) Deputy Vice Chancellor responsible for academic;
- (e) Deputy Vice Chancellor responsible for administration and finance;
- (f) Director responsible for finance and planning in the Ministry responsible for higher education;
- (g) the Bursar who shall be the Secretary of the Committee;

- Establishment of Other Committees of Council and Senate
- (h) The Head of the planning department of the University;
  - (i) two representatives, one from the University Staff Academic Association and one from Administrative Staff Association;
  - (j) One representative from the University Students' Organization
  - (k) Deans and Directors

(2) The Finance, Planning and Development Committee shall have such functions as may be delegated to it by the Council under the provision of the Charter.

**19.**-(1) The Council or the Senate, as the case may be, may from time to time, appoint such other Boards and Committees as it may consider necessary.

(2) A Board or Committee appointed under this Rule shall be composed of such number of members as the Council or Senate may determine and appoint, save that.

- (a) at least one-third of the total number of members appointed to any such Board or Committee shall be appointed from amongst the members of Council or Senate;
- (b) at least one third of the total membership of such Board or Committee shall consist of women including at least one woman member of the Council.

(3) The quorum necessary for the conduct of the business of any Board or Committee appointed under this Rule shall be fixed by the Council or Senate.

(4) Where the Council or Senate establishes a Board or Committee under this Rule the Council or Senate shall elect one of its members to be the Chairman of the Board or, as the case may be of the Committee.

(5) For purposes of this Rule, the Deputy Vice Chancellor and the Corporate Council shall be deemed to be members of the Council.

- The Senate
- 20.-(1)** There shall be a Senate of the University which shall consist of:
- (a) the Vice Chancellor, who shall be the Chairman of the Senate;
  - (b) the Deputy Vice Chancellor responsible for academic, who shall be the Vice-Chairman of the Senate;
  - (c) the Deputy Vice Chancellor responsible for administration and finance;
  - (d) the Dean of Students;
  - (e) the Principal of each University College;
  - (f) the Deans of faculties or schools of the University;
  - (g) one member appointed by the Chairman from amongst the members of the Council;
  - (h) the Directors of institutes, directorates, centres, library or other similar organs of equivalent designation in the University;
  - (i) one Deputy Dean from each faculty or school of the University;
  - (j) one Deputy Director from each institute or directorate, centres, library or other similar organs of equivalent designation in the University;
  - (k) two members appointed by the Vice Chancellor from outside the University one of whom shall be from the ministry responsible for education;
  - (l) the Heads of Academic Departments of the University;
  - (m) four members elected by the professors of the University from amongst themselves at least two of whom shall be women;
  - (n) one member elected by the Academic Board or equivalent body, if any, of each constituent colleges from amongst the members of that Board or body;
  - (o) the Executive Director of Higher Education Students Loans Board;

- Powers,  
functions and  
duties of the  
Senate
- (p) one representative of each of the Faculty Boards appointed by each Board from amongst its members who are not members of the Senate by virtue of any other provision of this sub-rule;
  - (q) the Chief Coordinator of the University Teaching and Learning Improvement Programme;
  - (r) four members elected by the Students' Organization, one of whom shall be a woman, one other who shall be a disabled students and one postgraduate student;
  - (s) one member elected by the academic staff association from amongst its members;
  - (t) Director of the Sokoine National Agricultural Library;
  - (u) one member elected by the convocation;
  - (w) one member who shall be appointed by the Minister responsible for Education in Zanzibar; and
  - (x) Corporate Counsel who shall be secretary to the Senate.
- (2) The provisions of the Second Schedule to this Charter shall apply *mutatis mutandis* in relation to the tenure of office of members of the Senate and other proceeding of the Senate.

**21.**-(1) Subject to provisions of the Act and the Charter, the Senate shall be responsible for the academic work and shall, subject to the powers reserved to the Council by the Charter, take such measures and act in such a manner as shall be appropriate to promote the academic work of the University in teaching, research, consultancy and extension and for the regulation and superintendence of the education and discipline of the students of the University.

(2) Without prejudiced the generality sub-rules (1) the Senate shall, subject to the Charter and in addition to all other powers vested in it, have the following powers-

- (a) to regulate and control, after considering any views of faculty or school boards or academic boards, all teaching, courses of study and the conditions

- qualifying for admission to the various titles, degrees and other awards offered by the University;
- (b) to regulate and control all awards offered by the University as validated awards, in conjunction with other bodies in respect of validated awards upon such terms and conditions as may be required by the University;
  - (c) to regulate the admission of persons to courses of study and their continuance thereon;
  - (d) to make recommendations to the Council on the establishment of such faculties, schools, institutes, directorates, centres, departments, colleges and equivalent bodies as may be required;
  - (e) to regulate all University examinations and assessments and to appoint examiners, both internal and external where appropriate;
  - (f) to hear and determine appeals of students from the provisional results;
  - (g) to direct, regulate and promote research within the University through relevant organs of the University and to require reports from time to time on such research;
  - (h) to review proposed major alterations to the duties and conditions of service of members of the academic staff and to advise the Council accordingly;
  - (i) to recommend to the Council on the allocation of resources for teaching and research;
  - (j) to advise the Council on the long-term development of the University, including any capital and estate proposals;
  - (k) to advise the Council on the welfare of the students of the University;
  - (l) to discontinue or suspend students, for a stated time, from any part of the University or its premises, or from attending any course of study or from doing any examination or other form of assessment;

- (m) to recognise such examinations and periods of study at such universities and places of learning as equivalent to such examinations and periods of study in the University;
- (n) to make recommendations or to express an opinion to the Council on any matter of interest to the University and its affairs;
- (o) to satisfy itself regarding the content and academic standard of any course of study offered by a school, faculty, institutes, colleges, or department under its control and the general regulation in respect of a degree, diploma, certificate or any other award of the institution and to report its findings thereon to the Council or Governing Board respectively;
- (p) to propose for approval by the Council By-Laws regarding-
  - (i) the eligibility of persons for admission to courses for a degree, diploma, certificate or other award of the University; and
  - (ii) the standard of proficiency to be attained in each examination for a degree, diploma, certificate or other award of the University;
- (q) to regulate the conduct of examinations of the University, including pre-entry or matriculation examination, if any;
- (r) to decide whether any candidate for a degree, diploma, certificate or other award of the University has attained the standard of proficiency prescribed in the By-Laws made under paragraph (p) and is otherwise fit for the grant of such degree, diploma, certificate or other award of the University;
- (s) to consider recommendations made to it by Governing Boards, Academic Committees, boards of institutes, schools, colleges and faculties relating to the conduct of the University generally and take appropriate action;

- (t) to establish or appoint Committees for the proper or better carrying out of its functions, and to disestablish any one or more of such Committees;
- (u) to perform such other functions as are conferred upon the Senate by the Act, Regulations there under, the Charter or Rules.

(2) The Senate may, as it deems fit, delegate any one or more of the powers and functions conferred on it under the Charter, these Rules, or any other applicable written law, to the Academic Committee of a College, a Board of a School, Faculty, Institute, the University Library, Centre or Directorate, subject to any limitations or conditions the Senate may prescribe.

(3) In respect of any matter in relation to which the Senate is required to report to the Council or to make By-laws in accordance with or furtherance of the provisions of paragraphs (d) (i) (n) and (p) of sub-rule (1), the Council shall not initiate any action in respect thereto until such report has been received from the Senate or, as the case may be, such By-laws have been made by the Senate, and shall not reject any such report or By-laws without further reference to the Senate.

**22.-**(1) Subject to sub-rule (2), the Council and the Senate may delegate by Regulation to a committee or committees or to an officer or officers such powers as they see fit.

(2) The Regulations under sub-rule (1), shall state the terms of delegation, what confirmation if any, is required, and the duration of the delegation.

(3) The Council shall delegate, without any requirement of confirmation, to a Committee of the Council, or to a Committee of Senate, or to a joint Committee of the Council and the Senate of which in no case students shall be members, or to a particular person not a student, the power, to appoint, promote or dismiss or to determine the powers, duties remuneration or terms or conditions of an officer or class of officers.

(4) The Senate shall delegate, without any requirement of confirmation, the following powers to a Committee or Committees

of which no students shall be members, or to a person or persons not being students-

- (a) the admission of a student;
- (b) the conduct of the examination of a student, and the determination of the results of any form of academic assessment of the work of a student.

(d) *Boards and Academic Committees*

Boards of  
Colleges,  
Institutes,  
Directorates,  
Centres,  
Libraries etc.

**23.-**(1) There shall be established in respect of every-

- (a) Campus Colleges, a College Board and Campus Academic Committee;
- (b) institute, a board of the Institute;
- (c) Directorate, a board of the Directorate;
- (d) Centre, a board of the Centre;
- (e) Library, a board of the Library.

(2) The provisions of rule 24 in relation to Faculty or School Boards shall apply *mutatis mutandis* in respect of the boards established under sub-rule (1) of this Rule.

(3) In pursuance of the provisions of this Rule, the respective boards specified under sub-rule (1), may with the approval of the Senate establish boards and committees for the departments and units within the college schools, faculty, institute, the library and centre of directorate, as the case may be.

(4) The provisions of the Second Schedule to this Charter shall apply *mutatis mutandis* in relation to tenure of boards members.

Faculty or  
School Boards

**24.-**(1) There is hereby established in respect of each faculty or school a Faculty or School Board which unless otherwise determined by the Council on the recommendation of the Senate shall consist of the following members-

- (a) the Dean who shall be the Chairman of the Board;
- (b) the Deputy Dean who shall be the Vice Chairman;
- (c) all Heads of Academic Departments;
- (d) one member appointed by Senate from outside the University;

- (e) four members elected to the Board by the students in the Faculty or school, one of whom shall be a woman, and one another a disabled student;
  - (f) three members elected by the academic staff of the faculty or school one of whom shall be a woman;
  - (g) two members from the senior Administrative staff of the faculty or school elected from amongst themselves one of whom shall be a woman;
  - (h) Chairman of faculty's Undergraduate Studies Committee, Postgraduate Studies Committee, and Research and Publications Committee.
- (2) A faculty or school Board-
- (a) may, subject to any direction of the Senate, meet at such intervals as it considers necessary;
  - (b) shall act in accordance with the directions of the Senate and shall report on the discharge of its functions and actions to the Senate in such manner and at such intervals as the Senate may direct;
  - (c) subject to the directions of the Senate, may regulate its own proceedings and fix a quorum for its meetings.
- (3) Subject to any general or specific directions of the Senate, every Faculty/School Board may, from time to time:-
- (a) review and make recommendation to the Senate in respect of the control and regulation of the instruction, education and research within the faculty or school.
  - (b) make recommendation to the Senate of any matter pertaining to the Faculty or School.
  - (c) do any other act or thing as it may be empowered to do by the Senate or under the Charter and these Rules.

**25.**-(1) In every Faculty or School, there shall be academic departments as may be determined by the faculty or school Board from time to time with the approval of the Senate.

(2) The course of study to be conducted in any school, faculty, institute, library, centre or directorate, shall be determined by the senate.

**26.**-(1) There shall be a Head of an academic department who shall be appointed by the Vice Chancellor from amongst the full time senior members of academic staff of the department.

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

(3) In addition to his teaching, research and other duties and responsibilities, the Head of department shall-

- (a) service as Chairman of departmental meetings;
- (b) represent department at University's Committees and other bodies as required; ensure that proper and acceptable standards of research, teaching and extension are maintained in the Department;
- (c) provide professional leadership and be responsible for the administration of the Department.

### **PART III**

### **THE STAFF OF THE UNIVERSITY**

**27.**-(1) The staff of the University shall comprise the academic staff and administrative staff appointed to any officer of any description in the service of the University.

(2) The power to constitute and to abolish offices in the service of the University is hereby vested in the Council, subject to sub-rule (3).

(3) Nothing in sub-rule (2) shall apply to any office established under the Act and the Regulations made there under or provided for in the Charter.

**28.**-(1) The terms and conditions of employment of all the staff of the University shall be such as may be prescribed.

(2) Notwithstanding sub-rule (1), a person seconded to the service of the University from the service of any other University or similar institution, the Government or any other public institution or authority shall be employed on such terms

and conditions as may be agreed between the Council and the seconding body or authority.

(3) Where a member of staff reaches a retirement age he may request for contract on such conditions and terms as may be prescribed.

Academic staff  
of the  
University

**29.**-(1) The academic staff of the University shall consist of-

- (a) professors, research professors, library professors;
- (b) associate professors, associate research professors, associate library professors;
- (c) senior lecturers, senior research fellows and senior librarians;
- (d) lecturers, research fellows and librarians;
- (e) assistant lecturers, assistant research fellows and assistant librarians;
- (f) tutorial assistant, trainee assistant librarians;

(2) Notwithstanding the provisions of sub-rule (1), where the Vice Chancellor or Deputy Vice Chancellor or Principal or Deputy Principal of Dean or Director or Deputy Dean and Director was an academic staff member of the University, he will continue to be a member of the academic staff.

(3) Such other members of staff of the University who are engaged wholly or partly in teaching or research in any University College, School, Institute, the University Library or Centre or Directorate, may be designated as academic staff by the Council on the advice or recommendation of the Senate and/or the Appointment and Human Resource Management Committee for the academic staff.

(4) Without prejudice to the generality of sub-Rule 3 the staff so designated shall have the required basic qualifications for an academic staff.

Appointment of  
Academic Staff

**30.**-(1) The power of making appointments to all offices of academic staff is hereby vested in the Council.

(2) Each member of the academic staff shall be appointed 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 Appointment and Human Resources Management Committee for Academic Staff.

**31.** The administrative staff of the University shall consists of-

- (a) the Bursar;
- (b) the Dean of Students;
- (c) the Chief Planning Officer;
- (d) the Chief Internal Auditor;
- (e) the Farm Manager;
- (f) the Estates Manager;
- (g) the Corporate Counsel;
- (h) members of the staff of the University who hold positions related to administration, technical, agricultural, forestry, veterinary, field and library work as the Council may from time to time determine; and
- (i) such other members of the staff of the University not engaged in teaching or research as the Council may from time to time determine.

Appointment of  
Administrative  
Staff

**32.**-(1) The power of making appointments of administrative staff, are hereby 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 Appointment and Human Resources Management Committee for Administrative.

Delegation of  
Council's  
Appointment  
Powers

**33.** The Council may, by Rules made under the Charter, delegate any or all of the powers vested in rule 30 and 32 to the Appointment and Human Resources Management Committees, the Vice Chancellor, the Deputy Vice Chancellor responsible for the academic, the Deputy Vice Chancellor responsible for administration and finance or any other officer of the University, subject to such limitations as the Council may specify.

**PARTIV**  
**DISCIPLINE OF STAFF AND EXECUTIVE OFFICERS**

Disciplinary Committee and disciplinary action

**34.**-(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 willful 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 staff, administrative staff other than the Vice-Chancellor and Deputy Vice-Chancellors, Principals and Deputy Principals by way of disciplinary action or of punishing any member of the academic or administrative staff otherwise than by dismissal or termination of his appointment, for any disciplinary offence or misconduct shall be vested in the Council.

(4) There shall be a Staff Disciplinary Committee which shall consist of the following members-

- (a) the Deputy Vice-Chancellor responsible for administration and finance who shall be a Chairman;
- (b) a senior legally qualified person nominated in that behalf by the Attorney General;
- (c) two members, one from the academic staff and the other from the senior administrative staff chosen by the Vice-Chancellor;
- (d) a representative of each of the following:
  - (i) the University's Academic Staff Association
  - (ii) the University's Administrative Staff Association; and
  - (iii) the Trade Union at the University.

(5) Three members of the Staff Disciplinary Committee, including the Chairman, shall form a *quorum* and the Chairman shall have a casting in addition to his deliberative vote in the event of equal votes.

(6) Charges of disciplinary offence or misconduct against academic members of staff and senior administrative staff, other than the Vice-Chancellor and Deputy Vice-Chancellor, shall be handled in accordance with the provisions of Rule 37 and a recommendation shall be made to the Vice-Chancellor through the Deputy Vice-Chancellor (Administration and Finance) for imposition of such punishment as the Appointments and Human Resource Management Committee, exercising its powers under these Rules or any other applicable Rules, may deem justified.

(7) Charges of disciplinary offence or misconduct or breach of code of ethics against a member of staff shall be handled in accordance with the provisions of Rule 37 and a recommendation shall be made to the Vice-Chancellor through the Deputy Vice-Chancellor responsible administration and finance and imposition of such punishment as the Appointments Committee, exercising its powers under these Rules or any other applicable Rules, may deem justified.

(8) All matters concerning discipline of staff, other than members of staff of level of Professor or Associate Professor, of affiliated or adopted institutions, namely constituent and connected colleges and staff of associate colleges, schools, institutes, centres and directorates shall be dealt with in accordance with their respective enabling legal instruments and/or other applicable written law.

Disciplinary  
Appeals  
Committee for  
staff of the  
University

**35.-**(1) There is hereby established a Committee to be known as the Staff Disciplinary Appeals Committee, which shall deal with appeals of members of the 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 members appointed by the Chancellor;
- (c) three members elected from amongst the members of the Council;
- (d) two representatives appointed by the Vice Chancellor of whom one shall be nominated by the Academic Staff Association and the other by the Administrative Staff Association at the University or, as the case may be, the college;
- (e) one representative nominated by the Trade Union at the University or, as the case may be, the college, appointed by the Vice Chancellor;
- (f) a senior legal qualified person appointed by the Attorney General;

(3) The Committee may appoint one of its **members** to be a Vice Chairman.

(4) The Chairman shall select one of the members of the Staff Disciplinary Appeals Committee to take the record of proceedings as Secretary.

(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, 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.

Disciplinary  
procedures

**36.**-(1) A charge of disciplinary offence or misconduct against the Vice Chancellor, Deputy Vice Chancellors, Principals, Deputy Principals shall be investigated by a special committee of the Council whose composition and terms of reference shall be determined by the Council.

(2) The special committee appointed under sub-rule (1), in carrying out and investigation, shall adhere to the principles of natural justice, that is-

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

(3) If the charge be established against the officer, and the Council is the appointing authority, it shall make a decision as it deems fit, or where the Council is not the Appointing Authority, and, if it deems it proper, it may refer the findings to the appropriate appointing authority-

Provided that-

- (a) a two-thirds majority vote at a special meeting of the Council shall be necessary for the Council to decide or, as the case may be, recommend to the appointing authority that a Vice Chancellor or Deputy Vice Chancellor be removed and replaced;
- (b) where the Council does not deem it proper to refer the findings to the appropriate appointing authority for a decision, the Council shall itself decide on what measure, other than a punitive measure, is to be taken against the officer and shall forward such a decision to the Appointing Authority for endorsement;
- (c) if the appointing authority does not endorse the decision of the Council, the appointing authority may substitute its own decision after consultation with the Council where which consultation is deemed fit.

(4) If the charge be not established against the officer in question, the special committee shall drop it and the officer shall be informed in writing of that outcome forthwith.

**37.**-(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.

**38.**-(1) Subject to the Charter and these Rules and any other applicable written law, the provisions of rule 36 shall apply, *mutatis mutandis*, in respect of the appeals by the Vice Chancellor or, as the case may be, Deputy Vice Chancellors, Principals, Deputy Principals.

(2) Any recommendation for disciplinary action including removal and replacement or dismissal from or termination of service, made under rule 36 against the Vice Chancellor, Deputy Vice Chancellors, Principals, Deputy Principals shall be open to contestation by the affected person before the Council which shall submit a recommendation to the appointing authority who may-

- (a) act on the Council's recommendation;
- (b) appoint an *ad-hoc* Committee with terms of reference for investigating and recommending the action to be taken; and

- Establishment of Staff Associations
- (c) on receipt of the *ad-hoc* Committee's findings as to the guilt or innocence of the accused person, accept or reject the recommendation submitted by the Council.
- (3) The Vice-Chancellor or any Deputy Vice Chancellor, Principal and Deputy Principal shall have the right to appear before or make written representations to the Council, the *ad-hoc* committee or the appointing authority when an adverse recommendation made by the Council against any one of them is under consideration before the Council, the *ad-hoc* Committee or, as the case may be, the appointing authority.

## **PART V**

### **CONVOCATION, ALUMNI AND OTHER STAFF ASSOCIATIONS**

**39.**-(1) The Council may approve the establishment of an academic staff association representative of all the academic staff of the University and an administrative staff association representative of all administrative staff of the University.

(2) An academic staff association and an administrative staff association whose establishment is approved under sub-rule (1) shall have the right to transmit its resolutions to the Council and the Senate and may exercise such other functions and enjoy such other privileges as Rules may prescribe.

(3) The Council may as it deems fit, upon an application and submission of a constitution by members of staff desirous of forming an association within the University, approve the establishment of any other staff association or associations whose objects and constitution are not in conflict with the objects of the University and the provisions of any other written law.

(4) The affairs and functions of the associations shall be conducted in accordance with their constitutions, which shall be approved by the Council including amendment thereof, and in compliance to the Act and the Charter.

Establishment and Membership of Convocation

**40.**-(1) There is hereby established a Convocation of Sokoine University of Agriculture which shall consist of:-

- (a) the Vice Chancellor;

- (b) the Deputy Vice Chancellor responsible for academic;
  - (c) The Deputy Vice Chancellor responsible for administration and finance;
  - (d) Principals and Deputy Principals of University Colleges;
  - (e) Deans and Deputy Deans of Schools, and Faculties and Directors and Deputy Directors of Institutes, the Library, Centres and Directorates;
  - (f) all members of the academic staff;
  - (g) subject to Sub-rule (2), all persons who are graduates from the Faculty of Agriculture of Makerere University College associated with the University of London, or of the University of East Africa;
  - (h) subject to sub-rule (2), all persons who are graduates from the Faculty of Agriculture, Forestry and Veterinary Science of the University of Dar es Salaam and all persons who become graduates of the Sokoine University of Agriculture; and
  - (i) such persons as the Chancellor may, upon recommendation by the Council, appoint to be members of the convocation
- (2) No graduate referred to in sub-rule 1 (g) and (h) shall become a member of the Convocation unless he is ordinarily resident in the United Republic of Tanzania.
- (3) The Deputy Vice Chancellor responsible for academic 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.

- 41.** The Convocation may meet and discuss any matter within the sphere of competence of the University and to transmit any resolution arising from such discussion to the Chancellor and the Minister, or to the Council, to the Senate, as the Convocation may consider appropriate.

**42.-**(1) The Convocation shall at its meeting elect from amongst its members a President of the Convocation.

(2) The President of the Convocation shall, subject to his continuing to be qualified to be a member of the Convocation and unless he sooner dies or resigns, hold office for a period of three years and shall be eligible for re-election.

(3) The Deputy Vice Chancellor (Academic) shall be the Secretary of the Convocation.

(4) The Convocation shall meet at such times as may be necessary or expedient for the transaction 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.

(6) The President of the Convocation shall preside over the meetings of the Convocation.

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

(8) Fifteen members shall constitute a quorum for a meeting of the Convocation.

(9) 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.

(10) 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.

(11) 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.

**43.-**(1) The Deputy Vice Chancellor responsible for academic shall report to the Council the activities of the Convocation and shall transmit to the Chancellor, the Council or

the Senate, as the case may be, any resolution passed by the Convocation.

(2) The Deputy Vice Chancellor responsible for academic shall send a copy of the minutes of every meeting of the Convocation to the Chancellor and the Minister.

Alumni Association

**44.**-(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 constitutions 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 Council and the Senate and 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 school, faculty, institute, the library, centre or, as the case may be, directorate under which the association's base discipline falls.

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

## **PART VI**

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

Dean of Students

**45.**-(1) There shall be a Dean of Students for the University who shall be appointed by the Council from a list of three candidates obtained through result of a procedure involving public advertisement and interviews for the post.

(2) The Dean of Students shall be responsible to the Deputy Vice Chancellor responsible for administration and finance for proper efficient and effective administration of the affairs and general welfare of the students of the University.

Establishment and Recognition of Students' Organization

(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, coordinating, regulating, controlling and facilitating the general conduct of students on the campus or campuses of the University, 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(s) who shall be appointed by the Deputy Vice Chancellor responsible for administration and finance upon the recommendation of the Dean of Students.

**46.-**(1) The student organizations specified in the Seventh Schedule hereto are declared to be the Students Organization in the University.

(2) There shall be a Students Organization representative of all students of the University which shall be known by such name as may be agreed upon by its members and approved by the Council by notice published in the Gazette or the University Prospectus.

(3) The affairs of the organization shall be conducted in accordance with its Constitution as approved by the Council.

(4) The Constitution of the Students Organization including amendments thereof shall be subject to approval by the Council.

(5) No students' organization shall have objects which are in conflict with the objects of the University and the provisions of any other written law.

(6) Notwithstanding the generality of the provisions of sub-Rule 2, the Students' Organization shall not engage in any political party's activity.

(7) For the purpose of this Rules:-

“engaging in political party's activity” includes regular recruitment, training, registering or

enrolment of political party members, regular organisation of meetings, seminars and conferences for a political party or political parties, operating a branch office or cell or the like of a political party or political parties and matters of a similar nature.

Other  
Students'  
Organizations

**47.**-(1) The Council may, by Rules, provide for the approval and conduct of other students' organizations.

(2) The provisions of sub-rule (4) and (5) of Rule 46 shall apply *mutatis mutandis* in respect of other students' organizations.

Students'  
Rules

**48.**-(1) The Council may, on the recommendation of the Senate, 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 this Rule shall be published in the *Gazette* or the University Prospectus and every such Rule shall be brought to the notice of the students in such manner as the Council may determine.

Students'  
Disciplinary  
Authority

**49.**-(1) There shall be a students disciplinary authority appointed by the Council whose powers, functions and procedures or mode of operation shall be provided for under the Rules made by the Council in that behalf.

(2) The Deputy Vice Chancellor responsible for administration and finance shall be the Disciplinary Authority.

(3) The Disciplinary Authority shall-

(a) investigate every charge of disciplinary offence against a student in accordance with procedure prescribed under the rules;

- Delegation of powers of disciplinary Authority
- (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.

**50.**-(1) The Deputy Vice Chancellor responsible for administration and finance 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 49.

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

Disciplinary procedures

**51.**-(1) Disciplinary procedures under this Part may be either formal or summary.

(2) Formal proceedings 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.

(3) Summary proceedings may 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.

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

Formal proceedings

**52.**-(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, within twenty one days, the ground upon which he relies to exculpate himself.

(4) The disciplinary authority shall within thirty days from the day on which the charges were served to the accused student appoint an inquiry officer or officers, to hold an inquiry into the charge together with an accused student's defence if any.

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

(6) The accused student shall have a right to appear before the Inquiry Officer, 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.

(7) The accused student shall have a right-

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

(8) The Inquiry Officer 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.

(9) 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.

(10) 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 is relevant but shall not contain any punishment to be awarded;

(11) 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 within thirty days after receiving report, 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.

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

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

Summary  
proceedings

**53.-**(1) Where the disciplinary authority decides to institute summary proceedings against an accused student, he 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 his opinion, the accused student is guilty of the disciplinary offence or offences with which he is charged, and if he finds the accused student guilty, the disciplinary authority shall proceed to award such punishment as he 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.

Students'  
Disciplinary  
Appeals  
Committee

**54.-**(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 be composed of:

- (a) a Chairman, who shall be appointed by the Minister;
- (b) four members elected by the Council from amongst its members, one of whom shall be a member elected to the Council by the Students' Organization; and
- (c) a senior legal qualified person nominated in that behalf by the Attorney General.

(3) The quorum of the meetings of the Students' Disciplinary Appeals Committee shall be the Chairman and four 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, 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.

**55.-**(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.

## **PART VII**

### **ESTABLISHMENT OF COLLEGES, SCHOOLS, FACULTIES, INSTITUTES, DIRECTORATES, CENTRES, DEPARTMENTS AND OTHERS**

Establishment of Campus Colleges

**56.**-(1) The Chancellor, acting upon a resolution of the Council after consultation with the Commission may by order published in the *Gazette*, establish campus colleges whose functions and powers shall be provided for by Rules.

(2) The Council may, where it deems necessary or appropriate in order to cater for specific needs or circumstances, add to, deduct from, modify or alter the functions and powers provided under Rules.

(3) A campus college shall be answerable to the Senate and the Council in all matters concerning approval and validation of academic programmes, student admissions criteria, academic and senior administrative staff appointments (including their terms and conditions of service, discipline, retirement benefits.

(4) A campus college shall consist of such schools, faculties, institutes, centres or directorates and units as may be provided for by Rules.

(5) The procedure for establishing campus colleges shall be as may be prescribed by Rules.

Establishment of Constituent Colleges

**57.**-(1) The College specified in the Fourth Schedule hereto is declared to be a constituent college of the University.

(2) The President may, on the advice of the Commission after consultation with the Council, grant a Charter to establish or declare a public institution of higher learning, education or

training to be a constituent college of the University either in addition to, or in substitution of, the constituent college specified in the Fourth Schedule.

- (3) A Constituent College may-
  - (a) consist of campus schools, faculties, institutes, centres, directorates, departments and units as may be provided for or declared by the Charter under which it is established;
  - (b) affiliate schools, institutes, centres and/or directorates;
  - (c) establish associate ship with institutes, schools, centres or directorates.

(4) A constituent college shall be a semi-autonomous institution under the auspices of the University for nurturance, during a transitional period, towards its establishment as an independent University.

(5) Without prejudice to the generality of sub-rule (4), a constituent college shall be established as a body corporate with legal personality, a common seal, perpetual succession and all the rights and privileges pertaining to a body corporate, except that a constituent college shall have no right to grant or confer awards other than the awards of and in the name of the University.

(6) A Charter made under sub-rule (2) and a Charter establishing as an independent University a former constituent College as envisaged by sub-rule (4) shall have the effect of amending the Fourth Schedule by adding the constituent college established by the Charter to the list of constituent colleges declared under sub-rule (1).

(7) Subject to the Act and the Charter the administration of constituent college shall be vested in the Governing Board.

(2) The public institution declared to be a connected college of the University shall-

- (a) retain its separate legal status or personality in accordance with its enabling legal instrument;
- (b) depend on the University for approval of its academic programmes, courses and awards, including student entry qualifications, course syllabi and examination rules; and
- (c) have no right to grant or confer awards other than the awards of and in the name of the University.

Establishment  
of Associate  
College

**59.-**(1) The Chancellor, on the advice of the Council after consultation with the Commission by order published in the *Gazette*, may declare a higher institution of learning, education or training or a college, other than a campus college, a constituent college or a connected college, to be an associate college of the University.

(2) The University shall accord to 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-

- (a) the University shall not require the College to participate in any of the programmes of the University nor to attain the level of standards of the University in teaching, research, consultancy services provision, staffing, student admissions criteria, or any other matter of an academic or administrative nature;
- (b) the college shall not have any right to participate in any of the academic programmes of the University with which it is associated nor to make awards bearing the name or emblem of the University;
- (c) the order under which an institution or college is declared to be an associate college of the University may provide for the means by which and the mode,

ways or manner in which the University shall accord to the associate college such professional and academic guidance and supervision as are required by this sub-Rule and any other matter connected or associated therewith.

(3) Subject to the provisions of sub-rule (2), the establishment, mode, terms and conditions of the association with or participation in the academic programme or programmes of the College by the University and other related matters shall be prescribed by the Council under Rules.

Affiliation with  
private higher  
education  
institution

**60.** Subject to the Act, Regulation thereunder and the Charter the mode of affiliation between the University and private higher education institution shall be as prescribed.

Establishment of  
Schools,  
Faculties,  
Directorates etc

**61.-**(1) The faculties, institutes, library, directorates and centres specified in Fifth Schedule hereto are declared to be faculties, institutes, libraries, directorates and centres of the University.

(2) The Council may upon the recommendation of the Senate and approval of the Chancellor and by order published in the *Gazette* establish in the University such schools, faculties, directorates, libraries, institutes and centres or other similar organs of equivalent designation as the Council may determine.

(3) Notwithstanding sub-rule (2) the Council may after consultation with Senate and with approval of the Chancellor disestablish any faculty, directorate, institute or centre as the case may be.

## **PART VIII**

### **FINANCIAL PROVISIONS**

Management of  
Assets of  
the University

**62.-**(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.

(2) Notwithstanding sub-rule (1) the management of assets and properties, both movable and immovable of constituency and connected colleges, institutes, schools, centres and directs rates, as the case may be, shall vest in the Governing Boards of the respective institute.

Funds and resources of the University

- 63.** The funds and properties of the University shall consist of-
- (a) such sums as may be provided by Parliament, by way of grant, loan otherwise for the purpose of the University;
  - (b) such sums as the Council may, borrow for the purposes of the University, and
  - (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
  - (d) any such sums obtained by the University through its internal revenue generating sources.

Investment of the University funds

- 64.** The Council shall have power to invest the funds of the University in such investment, and subject to such conditions, as are prescribed by in relation to investments of funds by a trustee.

Financial year of the University

- 65.** Notwithstanding the period specified in the definition "financial year" in rule 2, the Council may determine any other period of twelve consecutive months which shall constitute the financial year of the University.

Provided that, in the event of any change in the financial year and for the purposes of the transition from one financial year to another, the transitional period, whether of more or less than twelve months, shall be regarded as if it were a financial year.

Annual Estimates of the University

- 66.-**(1) At least two months before the commencement of any financial year, the Bursar 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.

(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).

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

- (a) for the payment of salaries, allowances, passages and other charges in respect of officers of the University including the Vice Chancellor, the Deputy Vice Chancellor responsible for academic, the Deputy Vice Chancellor responsible for administration and finance;
- (b) for the payment of allowances, fees and expenses in respect of the members of the Council, the Senate, the Convocation, the Board and Committees;
- (c) for the payment of all pensions, gratuities and other charges in respect of retiring benefits which are payable out of the funds of the University;
- (d) for the construction, improvement, maintenance and replacement of any building or other immovable property of the University;
- (e) for the proper maintenance and replacement of the furniture and equipment of the University;
- (f) for the creation of such reserve funds to meet future contingent liabilities 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.

(5) A copy of the annual estimates and of every supplementary estimates, if any, shall immediately you the approval of such annual estimates or, as the case may be the

supplementary estimates, by the Council, be forwarded to the Commission, the Minister and the Chancellor for information.

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 the Minister.

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 to the 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**

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 Masters 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.

**71.-**(1) In the discharge of its functions under the Charter and these Rules, the University shall abide by the terms and conditions of any such memorandum or memoranda of understanding as may be agreed between the Government of the United Republic and the University.

(2) Without prejudice to the generality of sub-rule (1) of this Rule, the terms and conditions of a memorandum of understanding may include:

- (a) development and running of academic programmes, courses, institutions;
- (b) developing and conducting research and consultancy or research and development programmes, arrangements, projects, etc.; and
- (c) providing funds for the general and development expenditure of the University.

**72.-**(1) There shall be established a committee which shall be known as the University Fund Raising and promotion committee.

(2) The University Fund Raising and Promotion Committee shall comprise a Chairman and not less than five nor more than fifteen member:

Provided that

at least one third of the total membership shall consist of women; and

at least one third of the total membership, including the chairman, shall consist of members of the Council.

(3) The Chairman and the members of the University Fund Raising and Promotion Committee shall be appointed by the Council.

- (a) to advise the Council on-
  - (i) matters relating to the procurement and expenditure of funds of the University;
  - (ii) investment of such funds;
  - (iii) promotion of appropriate income generation; and
  - (iv) fund raising activities;

- (b) to mobilize resources for and on behalf of the Council for the promotion of the objects and functions of the University;
  - (c) to perform such other functions as may be conferred upon the Committee by the Council.
- (5) The provisions of Eighth Schedule to these Rules shall have effect as to the matters relating to the University fund Raising and promotion committee.

Deployment of Forces

**73.** The Vice Chancellor may request through civil authority deployment of police or para-military forces on the University or College grounds where he finds that there are threats of endangering life, property and peace.

Delegation of powers

**74.** 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.

Members of Council, Senate, Committee, Convocation and Boards

**75.** No matter or thing done by any member or officer of the Council, the Senate, Committee, the Convocation or a Board shall, if done *bonafide* in the execution or purported execution of the functions of such Council, Senate, Committee, Convocation or Board, as the case may be, render such member or officer personally liable for such matter or thing.

Proceedings of Senate, Board and Committee not to be invalidated

**76.** No act or proceeding of the Senate or a Board 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.

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## **SECOND SCHEDULE**

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### **(Under Article 18)**

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

Tenure of  
office of  
Chairman

**1.** 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 term.

Tenure of  
office of  
members

**2.** Subject to the provisions of this Schedule, the term of office of all members of the Council other than the Chairman and the ex-officio members shall be three years and all such members shall retire on the last day of June in every third year thereafter, and their places shall be filled by the newly appointed, or as the case may be, elected members who shall come into office immediately upon such retirement:

Provided that-

- (a) nothing in this Schedule shall be construed as preventing any person otherwise eligible to be appointed or elected as member from being re-appointed or, as the case may be re-elected for another term of office;
- (b) in the case of a member elected by the National Assembly or the Zanzibar House of the Representatives shall cease to hold office if at any time prior to the date of retirement ceases to be a member of the National Assembly or the Zanzibar House of Representatives;
- (c) in the case of a member elected by the Students' Organisation, he shall cease to hold office if at any time prior to the date of his retirement under this paragraph he ceases to be a Students' Organisation Leader.

Appointing authority may terminate appointment

**3.** Nothing in paragraph 2 shall be construed as preventing any appointing authority from terminating the appointment of any member appointed or elected by it prior to the date when such member is required to retire from office under paragraph 2.

Absent from three consecutive meetings

**4.** Where any member absents himself for three consecutive meetings of the Council without reasonable excuse the Council shall advise the appointing authority of the fact and the appointing authority may if it deems so terminate the appointment of the member and appoint or, as the case may be elect another member in his place.

Where member ceases to be a member

**5.-**(1) Any member of the Council not being ex-officio member, may resign in writing addressed to the Council.

(2) Where any member of the Council ceases to be such a member by resignation or death or by virtue of the operation of the provision to paragraph 2 or is unable to perform his functions as such member by reason of his absence from the United Republic or by reason of any infirmity of body or mind or where the appointing authority terminates his appointment under paragraph 3 or paragraph 4 the appointing authority may appoint or as the case may be elect another member in his place and the member so appointed or elected shall subject to the provision of this Schedule hold office for the remainder of the term of his predecessor.

(3) 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 powers 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.

Secretary to the Council entitled to attend meetings

**6.** The Secretary to the Council shall have a right to be present at every meeting of the Council but shall have no right to vote.

Vice Chairman

**7.** The Council shall elect one of its members to be the Vice Chairman and any member elected as Vice Chairman shall subject to his continuing to be a member, hold office of Vice Chairman for a term of one year and may be eligible for re-election for one more term.

Power of  
Chairman and  
Vice Chairman

**8.-**(1) The Chairman shall preside at all meetings of the Council.

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

(3) 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.

(4) 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.

Meeting and  
procedures of  
Council

**9.-**(1) 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.

(2) Where the Chairman or, 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.

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

Quorum

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

(2) 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

**11.** 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

**12.-**(1) 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.

(2) 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

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

(2) 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, etc

**14.** 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.
- 15.** Subject to the provisions of this Schedule the Council may regulate its own proceedings.

Council may regulate its proceedings

### **THIRD SCHEDULE**

#### **(Under Article 17)**

### **PROVISIONS RELATING TO SEARCH COMMITTEE**

- Establishment of search committee**
- 1.** There shall be Search Committees for making recommendations to the Chancellor for appointments of the Chief Executive Officer and other Executive Officers of the University or such other positions/posts where the Search Committee recommendation is prescribed as mandatory.
- Compositions of such committee**
- 2.** A Search Committee shall consist of three members of whom two shall be nominated by the Council and one by the Chancellor, and the person nominated by the Chancellor shall be the convenor of the Committee:
- Provided that no person who is an employee of the University or any authority of the University shall be nominated to be a member of the Committee.
- Delegation of powers to appoint search committee**
- 3.** The Council shall have powers to delegate to the Senate power to appoint Search Committee in general or for specified posts or positions.
- Appointment of Executive officers**
- 4.** The Chancellor shall appoint a Vice Chancellor, Deputy Vice Chancellor, or Principals as the case may be from out of a panel of not more than three persons recommended by the Search Committee.

Provided that if the Chancellor does not approve of any of the persons so recommended he may call for a fresh recommendation process.

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#### **FOURTH SCHEDULE**

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##### **(Under Article 20)**

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#### **THE CONSTITUENT COLLEGES OF THE UNIVERSITY**

Moshi University College of Cooperative and Business Studies declared by Declaration Order, published in Government Notice No. 172 of 28<sup>th</sup> May, 2004 is hereby declared to be a Constituent College of the University.

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#### **FIFTH SCHEDULE**

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##### **(Under Article 21)**

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#### **DECLARATION OF FACULTIES, INSTITUTES, DIRECTORATES, CENTRES AND LIBRARIES**

- (1) The following Institutes, Directorates and Centres, are declared to be Institutes, Directorates and Centres of the University:-
  - (a) at the Main Campus:
    - (i) Development Studies Institute;
    - (ii) Institute of Continuing Education;
    - (iii) Directorate of Research and Postgraduates Studies;
    - (iv) Computer Centre;
    - (v) Sokoine University of Agriculture Centre for Sustainable Rural Development;
    - (vi) Pest Management Centre.

- (b) at Moshi University College of Cooperative and Business Studies;
  - (i) Institute of Continuing Cooperative Development and Education;
  - (ii) Directorate of Human Resource and Administration;
  - (iii) Directorate of Planning and Finance;
  - (iv) Bureau of Research and Consultancy Services.
- (2) The following Faculties are declared to be faculties of the University-
  - (a) at Main Campus-
    - (i) Faculty of Agriculture;
    - (ii) Faculty of Forestry and Nature Conservation;
    - (iii) Faculty of Veterinary Medicine;
    - (iv) Faculty of Science.
  - (b) at Moshi University College of Cooperative and Business Studies-
    - (i) Faculty of Cooperative and Community Development;
    - (ii) Faculty of Business Management and Information Science;
- (3) The following Libraries are declared to be (main) Libraries of the University:-
  - (a) at Main Campus-
    - (i) Sokoine National Agriculture Library;
  - (b) at Moshi University College of Cooperative and Business Studies
    - (i) Directorate of Library and Information Services;
- (4) Libraries established by or under Faculties, Institutes or Centres of the University shall be deemed to be departmental libraries and shall be conducted and regulated in such manner as the Senate, on the advice of the respective libraries mentioned under paragraph 3, may direct:

Provided that in respect of a College Library, the relevant Academic Committee of the College may, with the permission of the Senate, play the role of the Senate under this paragraph.

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## **SIX SCHEDULE**

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### **(Under Article 22)**

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#### **APPROVED STAFF ASSOCIATIONS AND TRADE UNIONS IN THE UNIVERSITY**

- (1) The following associations are declared to be approved Staff Associations in the University:
  - (a) at the Main Campus-
    - (i) Sokoine University of Agriculture Staff Association – (SUASA).
  - (b) at Moshi University College of Cooperative and Business Studies- Moshi University College Academic Staff Association – (MUCASA).
- (2) The following Trade Unions are declared to be approved Trade Unions in the University:
  - (a) at Main Campus  
Researchers, Academicians and Allied Workers Union (RAAWU)
  - (b) at Moshi University College of Cooperative and Business Studies  
Moshi-  
the Researchers, Academicians and Allied Workers Union (RAAWU).

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## **SEVENTH SCHEDULE**

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**(Under Article 24)**

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### **APPROVED STUDENTS' ORGANIZATIONS IN THE UNIVERSITY**

- (1) The following organization are declared to be the approved Students' Organizations
  - (a) at the Main Campus the Sokoine University of Agriculture Students' Organization (SUASO); and
  - (b) at Moshi University College of Cooperative and Business Studies the Moshi University College Students' Organization (MUCSO)

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## **EIGHTH SCHEDULE**

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**(Under Rule 72)**

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### **PROVISIONS RELATING TO FUND RAISING AND PROMOTION COMMITTEE**

1. There hereby established a Fund Raising and Promotion Committee of the University.
2. The Fund Raising and Promotion Committee shall comprise a Chairman and not less than five and not more than ten members.
3. The Chairman and the members of the Fund Raising and Promotion Committee shall be appointed by the Council:  
Provided that the Chairman shall be appointed from three names proposed by the Management of the University and one third of the total membership shall consist of the members from outside the University.

4. The Fund Raising and Promotion Committee shall have the following functions:-
  - (a) to advise the Council on matters relating to promotion and fund raising for the University;
  - (b) to propose or advise the Council on viable income generating and fund raising activities;
  - (c) to mobilize resources for and on behalf of the Council for the promotion of the objects and functions of the University;
  - (d) to perform such other functions as may be conferred upon the Committee by the Council;
5. The provisions of the Second Schedule shall apply *mutatis mutandis* in relation to the tenure of the Chairman and members of the Fund Raising committee and Proceedings of the committee.

Given under my hand and the Public Seal this 28<sup>th</sup> day of March 2007.

The State House,  
DAR ES SALAAM

(Signed)

**JAKAYA M. KIKWETE**  
*President*