

ZANZIBAR SCHOOL OF HEALTH



STUDENT BY-LAWS

2018

PART I

1. PRELIMINARY

- 1.1. These rules shall be cited as the Zanzibar School of health Student By-Laws, hereafter referred to as the "By-Laws" and came into force upon approval of the College Governing Board.
- 1.2. These regulations are laid down by the Council to facilitate the Guidance, Control, Governance and Administration of the University/ College/ Institution.

2. DEFINITIONS

The definitions of the terms and jargons in this By-Law are stated for greater clarification. In the event of any ambiguity or dispute, the decision of the Director/Principal is final.

- 2.1. **Baraza**" stands for Student Baraza, constituted by all students at the College as well as those at the College as a whole.
- 2.2. **College/Institution**" stands for the private institution Zanzibar School of Health located around Kwa Mchina Mwanzo, Zanzibar.
- 2.3. **Committee**" means the College Committee of any established and approved group of persons with specific duties and responsibilities.
- 2.4. **Common Breakage**" means any damage or loss in full or in part, or any irreparable damage which renders it useless and the loss cannot be attributed to any single individual and which needs to be shared by the users of the facilities.
- 2.5. **Competent Authority**" shall have the same meaning as "Competent Organ".
- 2.6. **Competent Organ**" includes such a Board, Panel, Committee, Office or Officer of the College vested with express or implied legal powers to do or to disallow or to order the execution or disallowance of such an act(s) as is/are referred to in any of the respective provisions of these By-Laws.
- 2.7. **Dean**" means Dean of students and Assistant Dean of Students of the Institution.
- 2.8. **Disciplinary Committee**" means a Committee or the Authority established under Part III of these By-Laws.
- 2.9. **Disciplinary Offence**" shall have the meaning ascribed to it when different sections of these By-Laws as well as other codes of conduct in force at different Departments of the College are violated.

- 2.10. **Executive Director**” means the Director of Operations of the College.
- 2.11. **Fees**” means the tuition fee and/or any other fees prescribed by the College related to providing education, books and stationeries, training, clinic rotations and field work, research, academic associations/clubs, societies and assessments, examinations or any other services provided by the College.
- 2.12. **Natural Justice**” shall include the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and the specified law alleged to have been violated; use the right to tender defence and the right to appeal.
- 2.13. **Officer**” means any member of the College holding an independent position or authority within the College.
- 2.14. **Presiding Officer – Disciplinary Committee**” means the Head of Disciplinary Committee or the Officer assigned to preside over disciplinary proceedings, by the competent authority.
- 2.15. **Sexual Misconduct**” means any physical-sexual relation between any two members or students of the opposite sex and/or members of same sex, wherein those two members are not legally married as per the Special Marriage Act of United Republic of Tanzania or its equivalent.
- 2.16. **Staff**” refers to any member of the Zanzibar School of Health viz. teaching members, non-teaching members.
- 2.17. **Student**” means any person admitted and registered in Zanzibar School of Health as a candidate for Certificate or Diploma of any faculty at the institution.
- 2.18. **Students Appeal Committee**” means the Appeals Committee established under these By-laws to provide an opportunity for the students to appeal against the verdict by the Disciplinary Committee.
- 2.19. **Students’ organization**” means the board that governs the students of Zanzibar School of Health within the College or outside.
- 2.20. **The Student Government**” means the Students Government of Zanzibar School of Health which bears the same meaning as that ascribed to it as per the policy on students government of the College management.

- 2.21. **Vehicle**” refers to motorcar, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land.
- 2.22. **Visitor**” stands for any person who is not a member of the College.
- 2.23. **Weapons and Firearm**” refers to any instrument which is defined as a weapon and firearm by the law of the land.

Wherever it appears in these By-laws, a masculine pronoun shall include the feminine and a singular noun shall include a plural form and vice-versa.

3. ACCEPTANCE OF THE BY-LAW

Acceptance of By-Law as a Condition for Admissions

- 3.1. Every student on enrolment will be supplied with a copy of this By-Law, and/ part of the College regulations in force for the time being. Acceptance of a place in the College depends on condition or upon agreement, by the student to abide by the By-Laws.
- 3.2. The operation and application of the By-Laws is without prejudice to the Constitution and the General Laws of the Host Nation, the guidelines given by the National Council for Technical Education, Ministry of Higher Education and or relevant ministries and councils under which jurisdiction the Institution falls.
- 3.3. Payment of the prescribed fees remains a condition for registration to pursue and/or to continue with studies at the College; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in the College Prospectus for the relevant year. For clarity, “prescribed fees” shall be such fees as are mentioned in the prospectus.

PART II

1. GENERAL RULES AND REGULATIONS

- 1.1. Students should show the identity card in all places at all times when required to do so by any staff or officer.
- 1.2. Students should wear uniform as stated by Zanzibar School of Health dress code in this By-law.
- 1.3. Students should be smart in terms of good hair style, absence/trimming of moustaches and beard, short nails and any other physical impression.
- 1.4. Students should not enter in the class or any office of Zanzibar School of Health without having worn full uniform.
- 1.5. Students should attend the lectures regularly as shown in their respective time tables.
- 1.6. Students shall not be allowed to enter in classroom 10 minutes after the start of a lecture and should not leave the College premise before stated time without permission from Head of Department or Assistant or any other officer on behalf of the Head of Department.
- 1.7. Students should pay fees in due dates and time as indicated in the fee structure of Zanzibar School of Health.
- 1.8. Students should use wisely the properties owned by the College or neighbors including chairs, chalk/white boards, library materials and other resources.
- 1.9. Students should switch off their cellular phones during lecture hours and in examination rooms.
- 1.10. Students should avoid unnecessary walking outside the College during lecture hours.
- 1.11. Students should avoid any kind of harassment including talking, interference, and unnecessary movements in the class including chair noises and others during lecture hours.
- 1.12. Students should submit the given assignments or any tasks within due date and time.
- 1.13. Students should obey any call or meeting of any staff and officer including director, head of department, academic officer and Dean of students.

- 1.14. Students should interact cooperatively in College activities initiated by the College including those initiated by students' government and any other tasks given by lecturers such as case studies.
- 1.15. Students should not invite a friend or any relative in any lecture conducted at the College.
- 1.16. Students should not come with any weapons during any time in the college compound.
- 1.17. Every student should put in regular and punctual attendance in theory, practical, field work/teaching practice and class test etc., in order to become eligible to appear for the examination. In the case of continuous negligence of work, repeated failures at examinations or unreasonable delay in presenting oneself for such examinations, a student may be required to withdraw from the Institution.
- 1.18. When a student is absent due to illness or any other genuine cause, a written application with medical certificate from a doctor in recognized hospital has to be sent immediately to the Head of the Department/Staff Assistant who will then be given a sick sheet to get bring back to the doctor. However this does not mean that he/she will be given attendance for the days lost.
- 1.19. Students are required to replace or repair an apparatus or any other property destroyed or damaged due to their fault individually or collectively.
- 1.20. All fees shall be forfeited if a student is punished, dismissed for bad conduct or any other such reasons.
- 1.21. The Principal/Deputy Principal reserves the right to remove the name of any student from the rolls (This does not mean that he/she will be given attendance for the days lost) on the following grounds:
 - 1.21.1. Failure to pay college fee in time,
 - 1.21.2. Unsatisfactory conduct
 - 1.21.3. For any other reason wherein it is felt that his/her presence will bring bad name to the Institution or will endanger the life /or property of the Institution or public.
- 1.22. Any student will be liable for rustication for behaving in a manner subversive to discipline or for any grave misconduct like taking part in any kind of hooliganism either inside or outside the College intimidating any one belonging to the College, unauthorized absence from classes, taking part in any Non-Academic and Anti-Social

activity, any act of similar nature or conviction in a court of law for any criminal offence.

1.23. The Principal/Deputy Principal reserves the right to refuse admission/registration at his /her own discretion to any student at the beginning of any academic semester, for reasons that the student behaving in a manner subversive to discipline of the College. For any other grave misconduct, which in the opinion of the Principal may not be conducive to the maintenance of discipline in the College.

1.24. Every student has to check the percentage of his/her attendance from time to time. Parents/guardians/sponsors also should keep a vigilant watch with regard to the percentage of attendance of their sons/daughters and progress in studies. As per the existing norms, every student should put in at least 75% of attendance to become eligible to appear for the End Semester Examination. The College will not intimate the shortage of attendance to the student, unless requested.

2. RULES AND REGULATIONS ON DRESS CODE

All students have to come to the University/College/Institution, observing the following proper dress code:

3. 2.1. COMMON DRESS CODE:

4. 2.1.1. Students should always wear their ID card when in the campus except in their hostel rooms.

5. 2.1.2. Special Coats, White and Blue, are Common for both gender for Lab work.

6. 2.1.3. White over coat is exclusively meant for Computer, Electrical, Electronics, Medical, Biology, Chemistry, Physics and Agricultural Labs while Blue over coats is to be worn for Workshops and Civil Labs.

7. 2.1.4. Formal Shoes are compulsory for Boys and girls on all working days.

8. 2.1.5. Undesirable dresses carrying political, abusive, obscene, Commercial and religious slogans; dresses designed in a provocative or vulgar mode; dresses carrying suggestive pictures, photographs and invitations for mischief are strictly prohibited and liable for strong disciplinary action

9. 2.1.6. Hats/Caps should not be worn inside the campus.

10. 2.2. DRESS CODE FOR GIRLS:

11. 2.2.1. Girl students shall wear only neat, decent and dignified formal dresses on all working days. Formal dresses consist of skirts flowing well below knees, jeans without holes, shirts or tops with full or half sleeves and T-shirts with collar or round necks.
12. 2.2.2. Girl's trousers shall always reach and remain on the upper waist.
13. 2.2.3. Girls should not cover the face inside the campus.
14. 2.2.4. List of prohibited dresses for girls:
15. Deep cut necks, V-necks T-shirts, strings tops, bare backs, sleeveless tops, tight tops and trousers, hijabs, stockings, half trousers, three-fourth trousers, transparent wear, low cuts/hipsters, high-heeled footwear and stilettos.
16. Any violation of the code deemed as punishable offence, and will attract the same degree of punishment like 4.12 of college BY-LAWS.
17. 2.3. DRESS CODE FOR BOYS
18. 2.3.1 Boys shall wear only neat, decent and dignified formal dresses on all working days. Formal dresses consist of jeans without any holes, T-shirts with collar, T-shirts and shirts with full or half sleeves.
19. 2.3.2 Boy students shall be always clean-shaven, well groomed.
20. 2.3.3 Boy students shall always tuck-in T-shirts and shirts in the pants.
21. 2.3.4 Boys' trousers shall always reach and remain on the upper waist.
22. 2.3.5 List of prohibited dresses for boys:
23. Track suits, gowns, shorts, half trousers, three-fourth trousers transparent wear, sleeveless, round necks and tight trousers.
24. Any violation of the code will be deemed as a disciplinary offence and will attract the same degree of punishment like 4.12 of college BY-LAWS
25. 2.4. Students must be present in the University/College/Institution at least five minutes before the first bell. Punctuality is essential at all times.
26. 2.5. Students will not be allowed to leave the University/ College/ Institution premises / campus during working University/ College/ Institution hours without the Principal /Campus Dean of students/ HOD's permission.
27. 2.6. Every student returning to the University/ College/ Institution, having suffered from an infectious/ contagious disease must produce a Fitness Certificate from a qualified doctor.

28. 2.7. No leave of absence will be granted to a student except on prior written application endorsed by parents/guardians/staff advisor. Leave of absence will be granted only under exceptional circumstances. Only the University / College / Institution authorities will determine such “exceptional circumstances”.
29. 2.8. Students are solely responsible for the safety of their books and other personal belongings.
30. 2.9. Unauthorized books, comics, periodicals, pictures, electronic Storage devices or newspapers, except those allowed by the University/College/Institution shall be brought to the University/ College/ Institution nor circulated without the permission of the Principal / HOD.
31. 2.10. Money Transactions:
32. 2.10.1 No borrowing or lending of money or exchanging of articles is allowed within the University/College/Institution
33. 2.10.2 Any kind of Transaction including money between staff and students are prohibited.
34. 2.11. No visitors in the guise of ex-students, friends etc. will be allowed in the University/College/Institution / canteen /classrooms during working hours of University/College/Institution.
35. 2.12. The University/College/Institution expects the students to be honest and sincere in all their activities. Polite behavior and gentleness in speech and manners must be practiced at all times.
36. 2.13. Students need to attend extra- curricular and co-curricular activities outside lecture hours whenever required to do so. Participation in such events will be deemed necessary by the University/ College/ Institution authorities.
37. 2.14. No student is allowed to use cell phone/ IPOD/Walkman during Lectures / Tutorials / Practical / Seminars / Examinations etc., hours. Students will not be allowed to receive /make telephone calls unless allowed by the concerned authority.
38. 2.15. Ragging of any kind and magnitude inside/ outside the University/ College/Institution campus is strictly forbidden.
39. 2.16. Any kind of noisy and disturbing behavior /wild celebration inside campus is strictly prohibited.
40. 2.17. Smoking in the campus is strictly forbidden.

41. 2.18. Tampering with the content or misuse of the University/ College/ Institution identity card, library reader ticket(s), bus identity card, passes, tickets and tokens is liable for serious punishment.
42. 2.19. Writing on the walls and furniture's, tampering with official notice on the notice boards are strictly prohibited.
43. 2.20. Standing in unauthorized places and chatting during class hours are strictly forbidden.
44. Failure to abide the above-mentioned rules will attract disciplinary action.

DISPILINARY OFFENCES

For the purpose of these By Laws, general disciplinary offences including the following;-

1. Any behaviour which does or likely to cause damage or violence to person or property within the College of Zanzibar School of Health, either of student toward students, employee or any College member.
2. Forging any document or altering false information whether in cash or otherwise.
3. Refusal or failure to obey any lawful order issued under Zanzibar School of Health by a competent organ like lecturers or administrators.
4. Failure to attend the meeting called by the College Board of Directors or any authorized person including head of Department, Academic officer or Dean of students.
5. Invite outsiders as guest speakers, entertainers without the permission of the Head of Department or administrator.
6. Forming and establish unauthorized students group members which are likely to cause the disunity and disorder in the College or Community.
7. Collecting or charging money from any student or students without prior permission from the College organ.
8. Unauthorized carrying of dangerous weapons such as knife within the College compound.
9. Use of slanderous, abusive, obscene or threatening language by any student against any other student or students against any officer or employee of the College
10. Sexual harassment of any kind including but not limited to pressure for sexual activities, sexual jokes, sexual suggestive pictures, rape and other

PART III

PART IV

PENALTIES

Up on each of any disciplinary offence specified in this By- Laws the disciplinary officer may impose penalty including the following as here below:-

- (a) Shall order a student to pay compensation to the value of the damaged property for a disciplinary offence.
- (b) Suspend the student who committed an offence for minimum three weeks.
- (c) May rusticate the student for maximum of eight months or one academic year.
- (d) Shall order a student to refund money collected.

- (e) The college shall discontinue the student found guilty from the College.

PART V

APPEAL

- (a) Where a student wishes to appeal he/she shall, within not more than fourteen days (14) of decision of the disciplinary authority, give a written notice of his/her intention to appeal.
- (b) On every appeal, the student appealing and the disciplinary authority held by Dean of students shall have right to appear before and be heard by the Students Disciplinary Appeals Committee.
- (c) The Appeals Committee shall meet within 14 days following the receipt of an appeal.
- (d) During the appeal the student shall continue with the penalty planed by the college.
- (e) Appeal committee has the power to decide for the appellant(s) of the case

PART VI

CONCLUSION

This By Laws are not exhaustive of rules and regulations governing students' conducts within the College and don't exclude the application of special regulations such as library regulations, examination regulations and others.

When there is an emergency needed for specific operation of security officials or police, the students Organization will be informed for this. There for, the students are kindly advised to obey the College rules and regulations so as to avoid unnecessary disciplinary penalty.

REGULATIONS FOR EXAMINATIONS

6.1 End of Semester Examination

- 1) Student is eligible to sit for the semester examination after completing all semester modules successfully and obtained more than 50 percent in continuous assessment in all modules and fulfilled practical requirements for each module
- 2) Any candidate who fails to present him/herself for all examinations as provided in the regulations without valid reasons shall be discontinued from the studies.
- 3) Any late submission of research report, project or other work which is part of an examination, THAT WORK will not be considered by the Panel of Examiners selected by the Zanzibar School of Health.
- 4) The students obtaining less than 50% of the semester examination score in each module shall be considered to have failed the module in that semester and is required to do supplementary examination for that module
- 5) Students will go to the next only after passing all semester examinations for each module.

A candidate who falls seriously sick just before or during end of semester examinations or is hospitalised will be allowed to write the examinations when his/her health has stabilized during supplementary examinations period.

6.2 Supplementary examination

- 1) Any student who misses studies in the class and the practical area for 60 hours, equivalent to two weeks or more in a semester with justifiable reasons such as illness, family and official affairs will re-sit the semester.
- 2) Any student who misses studies in the class and the practical area for 60 hours, equivalent to two weeks, or more in a semester without justifiable reasons such as illness, social and family matters will be discontinued from studies.
- 3) Any student who is unable to sit or complete examination in a specified time with justifiable reason such as illness, and family problems will be given a chance to sit the semester examination during supplementary examination.
- 4) Any score after supplementary shall be counted at 50% regardless the actual score
- 5) A student who fails the theory or practical examination for any module will be allowed to sit for supplementary examination not later than 4 weeks after the first attempt.

6.3 Conduct of Examination

- 1) All examinations shall take place within the Zanzibar School of Health premises with the exception of practical examinations. Under special circumstances and arrangements, examination can be held outside the campus.
- 2) All examinations shall take place at the time and venue published by the ZSH.
- 3) The School of Nursing academic calendar will be provided at the beginning of each semester. The calendar will show all academic activities including dates for examinations.
- 4) Invigilators shall ensure that examinations are conducted in accordance with these regulations.
- 5) Candidates must act in accordance with valid instructions issued by an invigilator.
- 6) A candidate found using unfair means during an examination might be required by an invigilator to withdraw from the examination after signing the cheating form. In that event the invigilator shall send the candidate's answer-book directly to the Examination Officer under separate cover giving details of the circumstances.

- 7) Cheating or attempt to cheat, copying or attempt to copy is an offence. No unauthorized materials are allowed to be brought in the examination room. Candidates are allowed to bring with them, pen(s), pencil, ruler and rubber only unless specified. A legal action will be taken against any candidate who will be found guilty of the offence.
- If the offence mentioned will be committed, case will be heard by Disciplinary organ of the Institution
 - A candidate who will be proven guilty of the will be dismissed.
 - Re admission for such candidate will not be entertained until after the lapse of one year from the semester of dismissal.
 - Any candidate, who is not satisfied with decision of disciplinary organ, will have the right to appeal to the Appellate Committee.
 - The Disciplinary organ may at any of its sitting co-opt any other person who, in its discretion thinks that will assist the proceedings at such a sitting, and the disciplinary organ shall have power to summon any candidate alleged to have been involved in an Examination offences.
- 1) Communication, verbal or non- verbal, between candidates or between a candidate and anyone other than an examiner or invigilator, is forbidden during an examination.
- 2) Coats, briefcases, notes, magic diaries (electronic diaries), mobile telephones, glass cases, compass boxes, wallets, dictionaries and similar items shall be deposited outside the examination room.
- 3) Candidates are required to place their student cards on their examination desks in such a manner that the invigilators may verify each candidate's identity, at the same time all candidates must sign the attendance sheet provided by the invigilators. Any candidates failing to present their student cards may be required by an invigilator to complete and sign an examination attendance form and be identified by the heads of departments of the course offered.
- 4) Candidates are not admitted to the examination room after the examination has been in progress for thirty minutes from the actual time the exam started.
- 5) Candidates may not begin writing until authorized by the invigilators; they shall stop writing on the instructions of the invigilators.

- 6) Candidates are required to write their answers in the answer-books provided unless directed otherwise. On completion of an examination, candidates shall submit all answer-books and other papers in the manner specified by the invigilators; unless otherwise indicated the question paper will be excluded from this requirement.
- 7) Candidates may leave an examination after it has been in progress for thirty minutes from the time the examination have started, but are not normally permitted to leave during the last thirty minutes of the examination period.
- 8) Should it be necessary for a candidate to leave the examination room temporarily the invigilators shall require that the candidate normally be escorted throughout the absence by an authorized person
- 9) At the end of an examination candidates shall remain seated in their places until they receive instructions from the invigilators. When they receive permission to leave the examination room candidates shall do so quietly and as expeditiously as possible.
- 10) Whilst in the examination room all candidates are required to act with discipline. A candidate whose conduct is in the view of an invigilator disturbing to other candidates and who persists in this conduct after receiving a warning from an invigilator shall be required to withdraw from the examination room. In that event the invigilator shall send the candidate's answer-book directly to the Examination Officer under separate cover giving full details of the circumstances.

6.4 Passing of Semester Examinations

- 1) A student will be considered to pass the module if she/he scores 50% and above in all modules including continuous assessment and End of Semester Examination.
- 2) For the student to pass an examination needs an overall average grade point average (GPA) of 2.0 or more in each Semester.

6.5 Failing of Examinations

- 1) A student is considered as failure in a module, if he/she fails to score 50% in continuous assessment and Semester Examination.
- 2) A student who obtains an overall GPA less than 2.0 at the end of Semester Examination shall be discontinued from the studies.

- 3) Any student who obtains an overall GPA of 2.0 or more, but has failed any module shall be required to re-sit the module(s).
- 4) The student who fails the theory or practical examination for any module will be allowed to sit for supplementary examination not later than 4 weeks after the first attempt.
- 5) Any student who failed re-sit module(s) shall be required to repeat the semester.
- 6) A student who is discontinued due to academic reasons in semester 3 or 4 shall be awarded basic technician certificate in general nursing at NTA Levels 4.
- 7) A student who is discontinued due to academic reasons in semester 5 or 6 shall be awarded full technician certificate in general nursing at NTA Levels 5.

6.6 Conditions for Discontinuation

- 1) Any candidate who is absent from a Semester or Supplementary Examination without a written permission any responsible person shall be discontinued from the course.
- 2) A student who fails any core module after supplementary in NTA Level 4 shall be discontinued
- 3) A candidate proved to have violated examination regulations or to have committed any act of dishonesty or gross indiscipline *even if unrelated to academic matters* shall be discontinued in accordance to School regulations.
- 4) A candidate discontinued from any course on academic performance shall not be re-admitted for the same course until after the lapse of two years after passing an individual interview.
- 5) Results of the examination will be published after being confirmed by the ZHS Governing Council.

6.7 Appeals against Examination Results

Candidates may be allowed to appeal against examination results under the following conditions:-

- 1) Any appeal shall be lodged to the appeal committee registrar by using appropriate forms, within 14 days from the date on which the results are official released. The filled form shall then put into the Appeal committee of the ZSH, so as to certify that an appeal has been lodged.
- 2) All appeals shall be accompanied by an appeal fee of Tshs. 50,000/=., which is non refundable.

6.8 Postponement of studies

- 1) A student may be allowed to postpone her/his studies due to health problems supported by a medical officer's certificate, or for any other reasonable cause, which on the eyes of the School management seem to be strong enough to prevent one from pursuing studies effectively.
- 2) The maximum period for a student to postpone his/her studies will be one academic years, but a student must seek for a postponement each semester.

6.9 Examination components contribution

Contribution of every component of the assessment to the final mark shall be as follows:

Continuous Assessment **60%**

Theory 15%

Practical 40%

Assignments 5%

End of Semester Examination **40%**

Theory 15%

Practical 25%

Grand total

100%

