

STUDENT HAND BOOK

2021

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KEY TO ABBREVIATION

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| AAA | Adventist Accreditation Association |
| AAS | Arusha Adventist Seminary |
| ASHE | Adventist School of Health Evangelism |
| BA | Bachelor of Art |
| BBA | Bachelor of business Administration |
| CPR | Certificate of Provisional Registration |
| DSA | Director of Students Administration |
| GPA | Grade Point Average |
| HEAC | Higher Education Accreditation Council |
| ICT | Information and Communication Technology |
| ID | Identity |
| MEC | Ministry of Education and Culture |
| NTUC | North Tanzania Union Conference |
| SDA | Seventh Day Adventist |
| STUM | South Tanzania Union Mission |
| TAC | Tanzania Adventist College |
| TASC | Tanzania Adventist Seminary and College |
| TCU | Tanzania Commission for Universities |
| TU | Tanzania Union |
| UoA | University of Arusha |

NATIONAL ANTHEM

Mungu ibariki Afrika,
Wabariki viongozi wake,
Hekima, Umoja na Amani,
Hizi ni ngao zetu,
Afrika na watu wake;

*Ibariki Afrika, ibariki Afrika,
Tubariki Watoto wa Afrika.*

Mungu ibariki Tanzania, Dumisha
Uhuru na Umoja,
Wake kwa Waume na Watoto,
Mungu ibariki,
Tanzania na watu wake;

*Ibariki Tanzania, ibariki Tanzania,
Tubariki Watoto wa Tanzania*

WELCOME TO THE UNIVERSITY OF ARUSHA

This handbook is intended to provide you with the basic guidelines which you need as a student. In it you are informed of your role, rights, the do's and the don'ts. You are therefore advised to study it thoroughly as soon as you get it in your hands, so that you may be guided by rules and regulations therein. However, regulations stated herein are not exhaustive; they are under continuous review by the University administration. Changes and amendments take effect upon public announcement. If you allow yourself to be guided by the set rules, you are laying a foundation for happiness and a joyous stay in UoA, at the same time preparing yourself to be a useful member in your community.

Whereas UoA is owned by the Seventh-day Adventist Church and whereas we believe that true education is one which affects the total person by developing his/her spiritual, mental, physical and social faculties, it is our hope that you will decide to work hard and excel in each of these areas.

Sometimes, it may appear that you are intimidated into many things and live a life of numerous controls, but you will reap a harvest of good character at the end. Be prayerful, because God guides praying people through tough times until the beautiful break through finally comes.

May the Lord Bless you.

DIRECTOR OF STUDENTS' ADMINISTRATION

1:0. INTRODUCTION

1:1. Brief History of the UoA

The University of Arusha (the UoA) has a long history dating back to 1948 when the East African union established a two-year ministerial training at Nchwanga in Western Uganda. In 1950, the centre was transferred from Nchwanga to Bugema, about 32 km north of Kampala, Uganda. The Tanzania Union of SDA Churches (TU) was organized in 1961 but it continued to train its pastors at Bugema.

In 1970, the Tanzania Union Mission of the Seventh-day Adventist Church found it necessary to establish a ministerial training institution for its workers. It was located at Ikizu, 65 kilometers southeast of Musoma town.

In 1975, the Tanzania union Mission combined the Adventist School of Health Evangelism (ASHE) at Heri Hospital in Kigoma and the ministerial course at Ikizu. This consolidated institution was then transferred to a new site at Ngongongare village near Arusha National park about thirty –two (32) kilometers from the city of Arusha and eight (8) kilometers from Usa-River along the Arusha Moshi highway. UoA began as Arusha Adventist Seminary (AAS) with an enrolment of twenty five (25) students.

In 1978, AAS was upgraded to a status of a Seminary College and named Tanzania Adventist Seminary College (TASC). By then it was offering Diploma in Ministerial Course, Diploma in Theology, Diploma in Secretarial Science, Diploma in Business Administration, Diploma in Education; a two-year program leading to a Bachelor of Education affiliated to UEAB. In 1992, the name was changed to Tanzania Adventist College (TAC).

In 1995, TAC was affiliated to Griggs University in USA. Under this affiliation, TAC offered a Bachelor of Arts Degree in Theology and Religion.

In 1998, the affiliation was shifted from Griggs University to the University of Eastern Africa, Baraton (UEAB) in Kenya. Under this affiliation, TAC was able to offer BA in Theology and Religion, BBA in Accounting and Management, and a Diploma Course in Education and Business. Apart from the affiliation to UEAB, TAC became a Teachers' College under the Ministry of Education and Culture (MEC). With the MEC Registration No.S.401, it offered a diploma in Education, Diploma in Secretarial Science, and Certificate in Secretarial Science.

In early 2003, TAC began the process of being a University. In September 2003, it was granted a Letter of Interim Authority (LIA) by the then Higher Education Accreditation Council (HEAC) of Tanzania, now called the Tanzania Commission for Universities (TCU). Under the LIA, TAC was authorized to carry the name "the University of Arusha".

In September 2004, HEAC granted the University of Arusha (UoA) a Certificate of Provisional Registration CPR.No.016, and on July 7, 2007 the University of Arusha become a fully registered University under the Tanzania Commission for Universities (TCU.CFR NO.014).

Presently the University offers academic programs as listed below:

Graduate Programs

Master of Arts in Educational Management

Master of Arts in Curriculum & Instruction

Master of Business Administration in Finance & Strategic Management

Master of Business Administration in Marketing & Entrepreneurship

Master of Business Administration in Human Resources & Strategic Management

Post Graduate Diploma in Education

Undergraduate Programs

Bachelor of Arts in Theology

Bachelor of Arts in Religion

Bachelor of Business Administration in Accounting

Bachelor of Business Administration Accounting

Bachelor of Business Administration in Marketing

Bachelor of Business Administration in Office Administration & HRM

Bachelor of Business Administration in Accounting with Education

Bachelor of Business Administration in Accounting with Education

Bachelor of Education (options in any of the following):

English, Kiswahili, Geography, History, Religion, Bed; Accounting Major

Diploma in Theology

Diploma in Commerce & Accounting

Diploma in Sales Marketing Management

Diploma in Office Administration & HRM

Certificate in Theology

1:1. PREAMBLE

The University of Arusha was established and exists for pursuit of Christian Education which involves wholistic human development on spiritual, physical, social and mental aspects;

Her mission can be achieved only if its members love and respect God and fellow human beings, and willingly associate to work peacefully, cooperatively, reasonably and healthfully for the glory of God and the happiness of human beings now and in the future.

1:2. VISION

The vision of the University of Arusha is, “a Christian university that exists for the excellence in wholistic education, professional development, research and consultancy services”.

1:3. Mission

The mission of the UoA is to provide an accessible and affordable wholistic education which will empower individuals to continue learning, and serving the church, the nation and international communities.

1:4. PHILOSOPHY

The University of Arusha is a Christian institution, which believes in offering equal opportunities for everyone and empowering students

and workers to achieve excellence in wholistic education and the provision of quality service through community participation, collaboration, partnership and networking.

1:5. BELIEFS

The Seventh-day Adventists believe and worship one God. We believe that God is the Creator and the Source of life, happiness, true knowledge and wisdom. We accept Christ as the Savior of humankind and await Christ's second coming through the guidance of the Holy Spirit. We accept the whole Bible as God's inspired word and follow its healthful living principles. We honor the Seventh-day (Saturday) as a Sabbath –day and rest on it as part of our obedience to God's word. (Ex. 20:).

1:5:1. ACCREDITATION

The University of Arusha (UoA) is accredited by the Seventh-day Adventist Accreditation Association (AAA), fully registered (TCU) CER No. 014), chartered by the United Republic of Tanzania in 2011 and fully accredited by TCU in 2022 (TCU CoA No 20220512-01).

1:6. GOVERNANCE

The University of Arusha is a Christian institution of higher learning, which is owned and managed by the two Unions of the Church – Tanzania Union Conference in the North and Tanzania Union Mission in the South. The General Conference of SDA oversees all activities of the church globally, including the education offered by its institutions. The University of Arusha is a unit of this global system. Some of the SDA Universities include the University of Eastern African Africa, Baraton in Kenya, Bugema University in Uganda, Solusi University in Zimbabwe, Andrews University, Loma Linda University in the US, and Sahmoaok University in South Korea,

Adventist University of Central Africa in Rwanda, Adventist University of Africa (AUA) and many more scattered worldwide.

The presidents of the Unions are the Chancellors of the University. The University is governed by the University Council, whose chairman is presently the Secretary of Northern Tanzania Union Conference situated in Arusha. The University Council works through the University administrative board, Chaired by the Vice Chancellor, who is also the Chief Executive Officer of the University.

The Vice-chancellor works with, and/or through members of administration and the advice of the General Faculty Assembly. The members of the administrative committee work through or with heads of faculties or departments. The head of faculty or department manages the faculty or department to ensure that employees in the faculty or department offer services to students according to the University Council directives.

2:0. SPIRITUAL LIFE

2:1. Christian Education

The University of Arusha believes that Christian education is a Wholistic Education, which affects and balances the total person by developing his or her spiritual, academic, physical and social dimensions. **In response, the University community celebrates the Sabbath from sundown Friday evening to Sundown Saturday evening (Genesis 2:1-3, Exodus 20:8-11, Luke 4:16, 23:56, Acts 17:2)** with a very special joy in which every student is invited to share. **It is a special time when students, faculty and staff fellowship together as one Christian family.**

The Seventh-day Sabbath is given by God to man as a blessing. It is designed to give man a day of physical, mental and emotional rest.

The Sabbath is a divine invitation and appointment to meet personally with God and to rest securely in his love and benevolence. **During the Sabbath hours all secular activities are to be suspended.**

The following are some of the spiritual activities that are in harmony with the spirit of Sabbath observation for University of Arusha.

1. **All students must Attend religious services (e. g opening and closing Sabbath, Wednesday prayer meeting from 6-7 pm, and Sabbath programs prayer, services from 9:00 am to 12:30 noon)**
2. **Playing or listening to Christian music within the campus**
3. **Observing or studying nature.**
4. **Reading inspirational books on the Bible, nature, Christian biographies, Church history, and church experience.**
5. **Group or individual nature walk.**
6. **Services to others, including individual and university sponsored outreach ministries.**
7. **Visiting and caring for the sick, lonely, imprisoned, and elderly.**

Likewise, the following are some of the activities which are NOT in harmony with Sabbath observations:

1. ***Listening to secular radio/TV programs.***
2. ***Participating in, or observing sports functions and secular games.***
3. ***Studying for classes, doing assignments or reading secular materials.***
4. ***Planning or entering into any business transactions, including the purchase of food.***

5. ***Engaging in everyday secular activities such as doing laundry, sewing, ironing, working on motorcycles or vehicles, or participating in secular programs.***

Students who persist in disregarding the Sabbath will be notified that their conduct has caused concern and they will be given opportunity to counsel with the dormitory deans and/or other staff members. Those students who persist against counsel will be subjected to disciplinary action. It is mandatory for the Hostel wardens to lock the hostels during Sabbath worship hours.

2:2. Personal /Private Devotions

While corporate worship is a part of one's spiritual experience, Christian living is dependent primarily on a personal relationship with Jesus Christ. Therefore in order to foster a growing relationship with God, every student is urged to spend time each day in bible study, meditation, and prayer. Since there is no formal worship in the morning, roommates should pray together before leaving for classes. They should do the same in the evening before going to sleep.

2:3. Week of Spiritual Emphasis

All students must attend two weeks of spiritual emphasis in a year. Weeks of Spiritual Emphasis usually take 50 minutes in the morning and 50 minutes in the evening from Sunday to Saturday. All classes are rescheduled during this time of year. All students are encouraged to attend the meetings which form a part of the University Semester Schedule.

2:4. Spiritual Ministry Programs

The University encourages students to participate in the Spiritual life on the campus and outside the campus as arranged by the UoA

Chaplain. **All Students who need to go outside the campus for such activities are required to seek permission from the Director of Students' Administration (DSA from hereon).**

3:0. UoA GENERAL ASSEMBLY

All students are required to attend the University General Assembly every Tuesday. General Assemblies focus on presentations that have to do with Wholistic Education and the UoA functions. However, the Vice Chancellor is scheduled to hold one General Assembly for all students, faculty and support staff once every semester. That special meeting is always announced.

4:0. STUDENTS PRESENCE

All students are required to attend all religious services, General Assembly and any other meeting that may be announced by the administration until the last day of the semester. **Boarding students are required to seek permission to leave the campus.** They are expected to be on campus by 6:00 p.m. Any Boarding student who arrives at the main gate after 6:00 p.m. shall write his or her name in the book provided by the security guards at the gate. Students who reside off campus are required to leave campus by 10:00.p.m. Those who leave campus after 10:00p.m shall likewise write their names in the same book. For security reasons, the University observes a campus curfew, which begins at 10:00p.m or half hour after the conclusion of any function. Students are required to be in their respective halls of residence by curfew time. Each boarding student is expected to be in his /her room at 10:30pm to 5:30 am.

Every student is required to attend each spiritual meeting, General Assembly or any meeting announced by the administration until the last day of the semester. An unauthorized absence exceeding ten (10) absences from required meetings in a semester will be

treated as major disciplinary offence which will affect a student during graduation.

5:0. STUDENTS ABSENCE

There are two kinds of absences. Those that are authorized and those that are not authorized.

5:1. Authorized absence shall include:-

1. Absence due to three weekend per semester that a student is permitted to take from the Director of Students' Administration
2. Absence due to authorized trip or any other activities permitted by the Director of Students' Administration.
3. Absence due to illness certified by the clinic staff and or those that are verified by the Dean of Men/Women.
4. Absence to family concerns informed to DSA and approved.

5:2. UN AUTHORIZED ABSENCE:

An unauthorized absence is one that results from a student absenting himself/herself from required meeting including Sabbath services (Sabbath School. Sabbath school classes, divine worship, vespers, mid week prayer meetings) and General assembly.

5:3. Late coming

- Late coming may be considered an absence.

5:4 Handling Absences

UN CLEARED ABSENCES WILL BE HANDLED IN THE FOLLOWING WAY:-

1. If a student's total numbers of absences excused and/or unexcused exceed 15% of a total lecture meetings in a course a grade of F may be recorded.
2. Three tardiness are counted as an absence
3. Entering a class after 15 minutes, will be considered as an absence.
4. More than four absences from assemblies in a given semester may result in suspension.
5. Absence in spiritual meetings shall be handled as follows:
 - 1-4 absences = warning/notification
 - 1-4 meetings= reminder letter from the Director of Students' Administration.
 - 6-8 Absences = warning letter from the written response from the student concern. Upon the recommendation from Director of Students Administration, a student may be required to meet with the Chaplain for counseling.
 - 9-12 Absences = a student shall receive a second warning letter from the Director of Students' Administration.
 - 16 and above Absences = a student shall face the Student Disciplinary Committee for action and may be suspended for one semester or treated according to the Disciplinary Committee recommendations.

6:0. CAMPUS SECURITY

The University hires personnel to guard the campus for 24 hours seven days a week.. It is their responsibility to carry out a night patrol of the campus. You are required to show your student ID whenever required.

In case of an emergency on campus, inform them or any authority in the University. Where there is an emergency and a need for police officers, the Vice-Chancellor or a person authorized by him or her

shall inform the police. It is prohibited to use unauthorized entrances in and out of the campus.

7:0. SOCIAL LIFE

7:1. CULTURE AND VALUES

The University of Arusha is a co-educational institution where wholesome association contributes to the student's social development. Each student enrolled at UoA is required to comply with rules, regulations and standards related to social activities. UoA comprises a community of people from different nations, cultures and backgrounds. UoA values culture that promotes respect, friendliness, happiness, honest, teamwork, fairness, patience, positive attitude, courtesy, corporation and peace with regards to its philosophy. UoA does not accept behavior such as cheating, favoritism, bribing, fighting, abusing, discrimination based on gender, race, nationality or any behavior that promote disunity or discomfort.

7:2. GENDER RELATIONSHIP

Students are required to conduct themselves in a way that shows respect and dignity to one another on matters of gender relationships. Pre-marital sexual relationship, extramarital sex, Homosexuality, lesbianism, sexual harassment, indecent assault or any form of immorality is strictly prohibited within or outside the UoA premises. Unbecoming behavior between young men and women such as sitting or standing in isolated or dark spots is forbidden. In the evening, except for Friday and Saturday, students are expected to only be in the library, lecture rooms and halls of residence for study.

Sexual harassment may be physical and or psychological in nature and could be committed by either gender and includes any repeated

or unwanted verbal, physical or gestures of sexual advances; or sexual exploitation, derogatory statements or sexually discriminatory remarks made by a student of the University of Arusha which are offensive or may be reasonably interpreted as offending to a fellow student (victim) involved; or which cause the student (victim) to feel threatened, humiliated, patronized, harassed or which interfere with the student's smooth and peaceful pursuance of his or her studies or which undermines general feelings of security.

7:3. MARRIAGE RELATIONSHIPS

In order to avoid inconvenience in studies, the University of Arusha encourages unmarried students who wish to marry to do so after finishing their program of study. However, if a student needs to marry, he or she should do so during academic holidays. **Such a student is required to uphold acceptable gender relationship and report his or her plan of marriage to the Director of Students' Administration with clear arrangements from parents, guardians and or a legal authority.** Interested students are advised to seek advice and procedures to follow from the Chaplain's office for issues related to marriage.

7:4. SOCIAL ENTERTAINMENT

With arrangements approved by the Director of Students' Administration, the Student Organization Social Committee can conduct, within the standard and regulations of the University, periodic social activities. Social nights are normally held Saturday from 7:30 pm to 10:00 pm. Students, staff and faculty are encouraged to attend and participate in these social activities. It should be noted that the UoA student is not allowed to attend disco halls or participate in disco activities. Those who indulge in it will be disciplined.

7:5. SPORTS

Participation in sports at the University of Arusha is designed to serve the total person. It is also seen as a vehicle that promotes the fundamental principles of Adventist philosophy of Education in the spiritual, social, physical and mental well being of staff and students' participation. In ensuring this, the intramural sports are emphasized over and above interscholastic athletes' competition. Unwholesome spirit of rivalry, which enters into contest where students vie with other institutions (not within the same bracket of sharing the Adventist culture), shall be reviewed or eliminated. Moderation should characterize all the physical sports activities and recreation programs.

Sports programs include the following:

- i. Training, friendly and recreational activities
- ii. Fitness and endurance activities
- iii. Biennial inter-faculty athletics competition
- iv. Annual inter-faculty Games
- v. Group matches of football, basket ball and volleyball
- vi. Racquet games (especially Tennis) championships.
- vii. Cross country race or road walk

Others

- i. Coaching clinics
- ii. Sports Club formation (e.g. Golf, volley ball basket ball etc)

All sports programs (initiated by the administration) are referred to and coordinated by the sports center of the Student Affairs Departments through the Director of Sports.

Sports wears are to reflect the University of Arusha culture of dress code: all sports men and women are to be neat and descent. Added to the latter, the ladies are to refrain from wearing clothes that

expose their nipples and other privacies. A loose short housing a long tight pant (no jeans or tight shorts.) the top wear is the simple sleeved T-shirt (not sleeveless) covering well, both the chest and waist lines while standing, bending or adjusting to the demands of the exercises.

7:6. THE UNIVERSITY OF ARUSHA DAY

The University of Arusha Day is the day on which the administration, faculty, staff, and students join together once a semester to work or celebrate an event. This involves manual labor, games, and or other activities organized by the University of Arusha Welfare Committee.

7:7. OFF CAMPUS UNIVERSITY ACTIVITIES

Any group of enrolled students wishing to participate in an off campus social or academic events are required to apply to the Director of Students' Administration at least 7 days prior to the event and receive the approval. The Director of students' Administration will recommend the University chaperon to represent him or her. The chaperon expenses for the event are the responsibilities of the host students.

7:8. CLUBS REQUIREMENTS

Permission for unregistered club gathering must be obtained from the Director of Students' Administration in advance. Each club is required to register with the Director of Students' Administration and should have a constitution approved by the administration. Clubs formed, should not discriminate any student as it has been stipulated by the constitution of Tanzania. Clubs meetings shall not take place without the presence of the sponsor representing the Director of Students' Administration.

Academic departments will be under the supervision of the head of department or his or her designator.

7:9. GROUP GATHERINGS AND REGULATIONS

Students wishing to hold social gatherings must seek permission from the Director of Students' Administration. The Director of Students' Administration shall require being present or represented in any student gathering. Student gathering must conform to the UoA standards and regulations and not interfere with privacy of people who are participating.

If students commit offence as a group, then the University can take disciplinary action against those students who can be identified in that group. Any student participation in that group can avoid the disciplinary action by taking a clear step to dissociate with the group from the offensive acts, before the offence is committed.

7:10. STUDENTS' ORGANIZATION

The University has a Students Organization, which operates under a constitution ratified by the Administrative Board. All students are members of the Organization. It is expected that students will take the opportunity to participate in the activities of the Organization and benefit from it. Students have the right to hold membership and seek office in the Student Organization that is consistent with the University vision, philosophy, rules and regulations.

The Student Organization is an important organ at the University. Thus, good leadership is needed in this organization. The UoA requires the leaders of the Student Organization to be familiar with and to lead students in agreement with the mission, philosophy, functions, policies, rules and regulations of the University. Those students who have stayed at the University for a period less than one year will not be allowed to fill the leadership positions. Only members who maintain a Grade Point Average (GPA) above the minimum of 3.00

on a 4.00 scale shall be eligible for the leadership position in the Association except for the President, Vice President and Prime Minister who are required to have a GPA of 3.50 and above on a 4.00 scale. All Student organization contesters shall be approved by the Administrative Board.

a. International Students

Each international student is required to receive his or her permit before coming to the University of Arusha.

b. Alumni Association

All graduates are encouraged to register with the Arusha University Alumni Association. Each student who graduates from the UoA is qualified to join the Association.

c. Music and Sound standards

Only music and sounds played on the campus must be tuned at a volume which does not interfere with others affairs.

8:0. DRESS STANDARDS

A student should seek to make the best of his or her appearance in order to be a good example to others. The following are the guiding principles:-

1. Dress should be characterized by neatness, cleanliness, and modesty, regardless of cultural orientation.
2. Clothing should reflect the relative dignity of the occasion for which it is worn. Appropriate attire should be worn for religious services, formal occasions, class, work, dining hall, or play.

3. Human natural hair should be well groomed, artificial and raster hair is not acceptable.
4. Jewelry such as necklaces, bangles and earrings are not acceptable.
5. Cosmetics such as colored nails and obvious lipsticks are not acceptable.
6. Wearing clothes which preserve the unique identities of masculine or feminine roles are encouraged. (Deuteronomy22:5).
7. Avoid clothes that prompt rude behavior or sexual harassment such as short skirts and transparent clothes.
8. Clothes which convey words, pictures or any message against the UoA philosophy and mission are not acceptable.

9:0. ACADEMIC BULLETIN

One of the dimensions of a Wholistic Education is to develop a student's mental faculty. Each student enrolled at the UoA is required to maintain rules, regulations and standards related to academic dimensions. The UoA Bulletin provides information related to Academic issues such as academic enrollment requirements, academic programs, academic offences, disciplinary actions against academic offences, and academic grievances procedures. The UoA Academic Bulletin is available from the Deputy Vice Chancellor for Academics. Each Student is entitled to receive a copy upon registration.

10:0 INTELLECTUAL PROPERTY RIGHTS

It is prohibited to reproduce or transmit in any form, whether electronically or mechanically (including photocopying, recording or any form of information storage or retrieval), any study guide, book,

thesis, article, examination paper, lecture, printed tutorial notes or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorized in terms of the copyright Act, and unless the copyright owner's permission for the reproduction or transmission is obtained (Note: the copyright on study guides, readings, printed tutorial matters, other study aids and examination papers normally are vested in the university and or the authors concerned and the provision of the copyright act are applicable in this regard).

11:0. PRACTICUM OR FIELD WORK

A student who leaves the campus for fieldwork or professional experience is expected to comply with the UoA rules and regulations while in Field Work. Each student planning to go for field work off campus is required to register for the course and is required to get the approval of the Director of Students Administration who may require a parent or guardian's permission for such arrangement.

12:0. CAMPUS WORK OPPORTUNITY (Students Work Program)

UoA offers limited work opportunities to support students who need to pay a part of their University tuition. Such students can apply through the Estate Committee and by the Administrative board. Such a student must have a minimum of 9 credits hours per semester.

13:0. FINANCIAL SERVICES

Payment of prescribed fees shall be a condition for registration to peruse and or to continue with studies at the University of Arusha. The manner of payment shall be in accordance with instructions enunciated from time to time in the University bulletin.

1. Once money has been paid as school fees, it may only be withdrawn upon the authorization of the sponsor three months after the concerned student completed his or her studies if she or he has a credit balance.
2. All students are advised to open a bank account with any Bank in Arusha preferably CRDB Usa River.
3. Collection of money, selling of goods and services, or advertising on the university premises without permission of the Director of students' Administration is forbidden.
4. Students are encouraged to keep or deposit pocket money into their bank account for safe custody of their money. The University will not be responsible for money lost in the halls of residence.
5. A student is prohibited to engage in a gambling, betting activity or any game or games of chance to which a monetary or proprietary or any other form of price, gain, reward, recompense or incentive is offered or connected or any activity of a similar nature in, on upon or about in the vicinity of university premises.
6. It is prohibited to mismanage and or embezzle any student's organization funds under the auspices of the students' organization in accordance with the relevant provisions of the student's organization's constitution in force.

14:0. PROPERTY DAMAGE AND LOSS

A student is liable for the cost of the University property damaged or lost. The Administration will determine in each individual case the extent of the liability. Lost articles found on campus should be taken to the office of the Director of Students' Administration. A list of articles found will be posted on the University bulletin board.

15:0. LIBRARY SERVICE REQUIREMENTS

Information about the Library is contained in a separate Library Handbook. Students are expected to secure a copy from the office of the Librarian.

15:1. BOOKSTORE SERVICES

The bookstore offers to student's text books for sale and rent. Stationery is also available for sale. To facilitate a smooth running of the Bookstore, the following guidelines have been put in place.

1. Students must complete registration before requesting the bookstore service.
2. Every student is strongly advised to pay cash as provided in the fee structure, for the entire academic year.
3. Rental books must be returned to the Bookstore at the end of every semester. Students will be held responsible if the books are not returned on time or if they are lost. The Bookstore does not rent out books to students during holidays.
4. A student who plans to leave the university permanently is advised to sign out clearance form by the bookstore one month in advance, so as to avoid last minute inconveniences.

15:2 COMPUTER AND ICT SERVICES

The Computer Center and the library provide Information and Communication Technology (ICT) services. In order to use computer center facilities, a student will be required to pay. Each student is required to follow the computer center and internet rules and regulations for using ICT facilities. A student is not allowed to abuse

the computer, to watch pornography or do anything that is against the UoA rules and regulations on the premises.

16:0. HEALTH SERVICES

A new student is required to undergo medical examination before registration time at the University health center or as it will be directed by the clinical officer in-charge.

The university health center on the campus is open to serve the University community according to the schedule indicated on the Notice board. A nurse or clinical officer is on call for emergency when the clinic is closed. A student who needs medical care at night should inform the residence hall assistant. Referred students will be required to bring back the referral note, transportation to and from the doctor's office and or to the hospital.

Off-campus students will incur extra charges if a student has not paid medical insurance fee. In emergency cases, the University vehicle will be used and the student will be charged for the cost incurred.

17:0. FOOD SERVICES

The UoA cafeteria serves a balanced vegetarian diet. A menu schedule is posted on the cafeteria bulletin board for the information to students. The university charges for meals according to the following plans.

- Three Meals plan per day (breakfast, lunch and supper)
- Two meals per day.
- One meal per Day
- Cash meal plan per meal

A student is required to follow cafeteria rules and regulations. The kitchen is out of bound to all students except for students working in the Cafeteria. Any complaint about cafeteria service shall be made through students' organization leaders to the catering superintendent. The UoA cafeteria provides meals for UoA community and visitors who want to pay on cash basis.

18:0. ACCOMMODATION

18:1. Accommodation Requirements

A first year student is required to live in the UoA residence hall for at least two semesters unless she or he has been authorized by the Director of Students' Administration to live off campus. The continuing Students desiring UoA accommodation are required to make arrangements before they leave campus. A residence hall student is to observe the following:

1. Each student is required to live peacefully with others and to comply with the UoA rules and regulations.
2. A residence hall student shall obey rules and regulations made in respect of halls of Residence on matters delegated to him or her.
3. Payment of UoA residence fees shall be made at the beginning of each semester.
4. Since the UoA provide residence halls for men and women separately, it is strictly prohibited for a student to enter into a room of opposite gender, except with special permission from the matron or patron.
5. Each residence hall student is given a key of the room at the beginning of the semester, which he or she is required to return to respective residence hall dean at the end of each semester. A fee is charged for room keys not returned at the end of each semester. Students are advised to keep their

rooms or houses locked at all times as the University will not be held responsible in the event of any theft or loss of personal property.

6. The occupants shall be required to sign for all property found in their room at the beginning of each semester and sign out at end of each semester. They will be charged for the property not handed in or missing by the end of the semester.
7. The University reserves the right for Deans, Residence Hall Assistants, Administrators, or their representatives to enter and inspect a student's room whenever necessary.
8. No furniture or fittings should be moved in or out of the rooms without permission of the residence Dean. Occupants are responsible for the proper care of all property and any damage or loss must be immediately reported to residence assistant.
9. Rooms should be vacated during all University holidays and students properties must be removed. Any student who may wish to stay should ask for a permission from the Dean of Students office.

19:0. VEHICLES REQUIREMENTS

Any student who wishes to bring a vehicle to the university shall comply with the general laws of Tanzania governing the driving and parking of vehicles as well as the relevant rules which are in force on the university campus, and shall register the vehicle with the Director of Students' Administration on, semester bases, provided that registration shall be conditional upon production of an inspection report including:

- The motor vehicle registration card
- The current certificate of insurance
- When demanded, a certificate of road worthiness

- A clean current driving license

The campus speed limit is 15km per hour. Reckless driving or abuse of vehicle regulations will subject the offending student to forfeiture of vehicle use privileges. Vehicles must NOT be used for offensive activities.

20:0. POSTAL SERVICES

Postage stamps are available in the University shop. Incoming mail is received through the office of the Residence Hall deans. Non-boarding students get their mail through the office of the Director of Students' Administration.

21:0. TELEPHONE USAGES

Students are required to switch off their mobile phones during class, worship or any other meetings.

22:0. OFFICIAL CORRESPONDENCE REGULATIONS

All official correspondence by students or by the Students' Organization or by offices of recognized students' societies to any organization authority or government shall be routed through the Director of Students' Administration or the Dean of faculty, as the case may be. Correspondence of foreign governments and international governmental organizations or any other such official body shall be routed through the Vice chancellor.

23:0. STUDENT CONDUCT, BEHAVIOR, AND CORRECTIVE PROCEDURE

23:1. PHILOSOPHY

The Christian faith demands respect for duly constituted authorities and other authorities such as parents, lecturers, work supervisors, University Administration, etc..., to whom the individual is subordinated. UoA is dedicated to upholding respect for civic law as well as respect for the principles of Christian deportment. Any misconduct may be judged not only by standards for legality and suitability, but also by its disruption of the normal functioning of the University.

Thus, it is recognized that some types of misconduct may constitute violation of both civic and the university codes, and disciplinary actions may be taken by both the civic and the University authorities without constituting double jeopardy. While enforcement of rules and regulations is of subsidiary concern to this institution, the primary concern is to maintain the integrity of its education function by upholding the principles upon which it was founded. UoA recognizes that its work, while being educative and redemptive involves a certain level of custodial function, and it seeks to take these responsibilities seriously. It expects the students to seek to live by the principles of scriptures given such passages as Roman 12:2; 2Corinthians 6:16-18; Philippians 4:8; and 1Corinthians 10:31. Students who are committed to being Christian ladies and gentlemen should not find themselves in conflict with the University expectations. A student who through dress, appearance, conduct or attitude shows unwillingness to cooperate with the expectations of the University as outlined in this handbook may be asked to withdraw from the University, and/or denied readmission for the succeeding Semester.

23:2. STUDENTS' DEMONSTRATIONS

UoA seeks to preserve and encourage the exercise of the rights of free conscience and expression within the framework of Christian conduct and standards. In order to achieve such purposes, students

and student organizations are encouraged to express any grievances through Christian and democratic means following the laid down channels of communication.

There is a distinction between difference of opinion on the one hand and activities on the other hand, directed at promoting action to sabotage or undermine administrative policy. Therefore, advocating or urging action to bring about change of administrative policy at UoA by mass meeting, procession, boycott, silent strikes picketing or occupation of premises is specifically prohibited.

23.2 OFF CAMPUS RESPONSIBILITY

Off campus misconduct, legal or illegal, may raise questions concerning the suitability of a student to be a member of the UoA community.

Students are expected to behave well whether on campus or off campus. It is the responsibility of the student to reflect the positive image of the University where he/she is. A negative report about a student's behavior off campus may result in disciplinary action.

23.4. CORRECTIVE DISCIPLINARY MEASURES

Disciplinary actions are meant to correct misbehavior on the part of the offender, and to protect those whom it may affect. Depending on the offense, one or more of the following warning or caution, from any faculty member, Dean, or administrative officer may be put in effect.

- a. Verbal or written warning or caution, from any faculty member, Dean or administrative officer
- b. A warning in written form, from the Disciplinary Committee
- c. Probation/campus bound

- d. Campus probation e.g. no off-campus leaves, limited appearance in campus activities, no attendance at or in social functions. Regular meeting with an appointed counselor may be required.
- e. Restriction of privileges e.g. no holding of any office on campus, Clubs, church or student organization for a specified period of time.
- f. Any student who is re-admitted after suspension will be subjected to citizenship probation. After close observation by the committee members, the probation may be lifted in writing if they feel that the student has changed his/her behavior.
- g. Extra restrictions may be applied as deemed necessary.
- h. Students on campus bound status shall not leave the campus except with special permission.

“TABLE OF VIOLATION” OF UNIVERSITY POLICIES AND REGULATIONS WITH ASSIGNED DISCIPLINARY ACTIONS

| | VIOLATION | ASSIGNED VALUES |
|----|--|------------------------|
| 1. | Undermining principles and objectives of the University | 1 Semester |
| 2. | Criminal arrest and conviction in a court of law while enrolled in the University | Dismissal |
| 3. | Obstruction or disruption of teaching, research, administrative or disciplinary procedure or other University activities | 4 Semesters |
| 4. | Possession or use of alcohol and drugs such as marijuana, heroin cocaine, and other abuse drugs (first offender) | 2 Semesters |
| 5. | Possession or use of alcohol, marijuana heroine, cocaine and other abusive drugs(second offender) | 4 Semesters |

| | | |
|-----|---|--------------------------|
| 6. | Possession or use of alcohol, marijuana heroine, and abusive drugs (third offender) | Dismissal |
| 7. | Possession or use of firearms, fire crackers and, Explosive considered being lethal weapon by law | Dismissal |
| 8. | Setting off, or illegally tampering with fire safety equipment | 1 Semester |
| 9. | Willful and obvious disrespect of and or failure to comply with an official of the University or an authorized agent with the intent to create public disorder (insubordination) etc. | 1 Semester |
| 10. | Willful damage and destruction of property, unlawful entry in authorized premises, assault and battery. | 2 Semesters |
| 11. | Willful and deliberate presence in the quarters of the opposite sex without authorization | 1 Semester |
| 12. | Absence from the residence hall without notice or authorization | 2 Semesters |
| 13. | A violating of “campus bound” restricting Or citizenship probation | 2 Semesters |
| 14. | Incitement of Students | Suspension/ Dismissal |
| 15. | Premarital Pregnancy | 2 Semesters |
| 16. | Curfew breaking | 1 Semester |

23:5. Suspension:

May be for a definite or indefinite period of time. If the suspension period is indefinite, the student can only re-enter the University by re-application.

23:6. Withdrawal:

Withdrawal from the University may be requested as an opinion by the offending student or the Administration for:

- a. A single major offence or an accumulation of offences.
- b. Insubordination to the University authority.

23:7. Dismissal or Suspension:

Dismissal /suspension will be recorded on the student's permanent record with the reason(s) given. The following are some of the offences that could cause dismissal/suspension:-

- a. Undermining principles and objectives of the university
- b. Participating in academic dishonesty such as cheating on tests
- c. Using profane language
- d. Displaying lewd conduct
- e. Possessing obscene literature
- f. Abusing drugs and alcohol beverages
- g. Gambling in any form
- h. Stealing and any form of deception
- i. Displaying improper association with members of the opposite sex
- j. Attending questionable places at inappropriate times
- k. Persisting irregular attendance at required functions.
- l. Willingly destroying University property.
- m. Displaying dishonesty in reporting work time.
- n. Leaving campus, without proper arrangements. i.e. disregard of signing out procedures
- o. Fighting and other forms of physical violence, or threatening or sexual immorality

- p. Addressing or convening unauthorized gatherings and incitement of students
- q. Striking of any form
- r. Organizing or participation in political activities on campus
- s. Premarital pregnancy.

NOTE: A drunken student will not be allowed into the hall of residence.

23:8. DISCIPLINARY COMMITTEE: RULES OF PROCEDURES

The chairperson of the student Disciplinary committee shall regulate proceedings in a manner best fitted to show firm justice in accordance with the principle enunciated in this document or other rules deemed necessary to be included by the University authority. A student who is charged with the breach of the rules of students conduct shall:

- a. Be furnished with a full and fair opportunity to meet such allegation if he/she desires
- b. Be permitted to present any relevant facts or any witness capable of giving
Testimony relevant to the investigations.
- c. Be advised as fully and clearly as possible of the committee's decision or recommendations and its reasons for arriving at the decision or
- d. Recommendations will be done in writing or verbally as the case may dictate.

23:9. POWER OF THE DISCIPLINARY COMMITTEE

The student Disciplinary Committee has authority to reprimand, place a student on citizenship probation, hand out student fines, or campus bound a student for a stated period of time without referring

to the Administrative board of the University for expulsion, or to the Administrative board and Senate for a final consideration and action.

23:10. APPEAL ON DISCIPLINARY ACTIONS

Any student who is not satisfied with the decision made by the student's Disciplinary committee, and/or the Administrative board may write a letter of appeal within five working days after being informed of the final decision of the Disciplinary committee. The appeal shall be submitted to the Vice Chancellor with a copy to the Director of Students' Administration. The Vice Chancellor will then appoint an Ad-hoc Committee of three members who are not associated with the Disciplinary action to assist him in reviewing the decision.

However there shall be established by the University Council, a committee to be known as the Students' Disciplinary Committee to hear and decide upon appeals from the University Students' Disciplinary Committee and whose composition, power, functions and procedure or mode of operation shall be provided for under rules made by the University Council in that behalf.

The Appeal Committee shall meet within 28 days following the receipt of an appeal. The Committee shall re-examine the case based on the reasons stated by the student against the decision of the disciplinary committee/adhoc committee.

Nevertheless, academic dishonesty will be dealt with the department, school, Deans and directors, and the senate. From the Senate if the student is not satisfied he/she can appeal to the chairman of the University Council who will take the matter to the UoA University Council student's disciplinary committee.

Note. There shall be an appeal fee of Tshs. 100,000/=(One hundred thousand) only, for all levels of appeal, till further notice.

Signed by:

University Council Secretary

University Council Chairman

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STUDENT COMMITMENT FORM

During reporting to the University of Arusha for registration, all new and continuing students must carefully read the following basic information and then fill in the space provided to show their commitment to abide by all University principles, rules, regulations, philosophy and mission.

1. The University of Arusha is a Seventh-day Adventist Institution
2. The University of Arusha offers courses only approved by Tanzania Commission for Universities or under affiliation.
3. Students intending to join the University of Arusha must have a reliable financial source for all the fees charged. The University can offer satisfactory services to its customers only when the customers fulfill their financial obligations. Students are advised to settle their financial matters during mid-semester without which they will not be allowed to take their final examinations.
4. The first year students must stay in University Hostels
5. The University enrolls students based on academic qualification, regardless of creed, gender, nationality and social background. However, students who decide to join this institution must be ready to adhere to its philosophy and mission and promise to keep its regulations. Failure to do so will undermine this commitment, which consequently call for immediate disciplinary action against the student.
6. All students are required to regularly attend official worship meetings as specified by the University, classes, and attending general assemblies is compulsory to all students. Attendance will be taken during all UoA gatherings and meetings.
7. Students are required to wear neat, healthful, appropriate and presentable clothes. Tight clothes, mini skirts,

transparent clothes, Kata-K, Kamatia Chini, Mlegezo, Big-G, etc, not only dishonor our God (Creator) but also lowers one's dignity and are therefore not allowed.

8. Extreme hairstyle, unkempt hair like Panki, Kiduku, Kijoti, lipstick, jewelry and any kind of cosmetics that are conspicuous are not allowed.
9. Secular music is prohibited in Residence Halls. Loud music and pornography of any form is prohibited on campus at any time. Use of pornography on or off campus is grounds for disciplinary actions against the student. UoA believes in protection of copyright laws globally. As such unlawful downloading of music, movies, and film watching or pirating of any kind anytime thorough UoA broadband internet/ Wi-Fi services is punishable by law. In addition, UoA considers such acts as theft and cause for academic suspension and financial restitution to offended parties and UoA.
10. UoA Internet Service. These terms and conditions form a legally binding agreement between you and the UoA regarding your use of UoA internet services.
 - As part of the registration process, you will be asked to select a username and password, and you will be responsible for all activities occurring under your username and for keeping your password secure. We may refuse to grant a specific username to you that impersonates someone else, is or may be protected by trademark or proprietary rights, or is vulgar, offensive, or otherwise inappropriate, as determined by UoA sole discretion.
 - UoA may investigate any illegal and / or unauthorized use of the internet service and appropriate legal action may be taken, including without limitation, civil and injunctive relief.

- You may not use UoA internet services for any commercial purpose, to distribute any advertising or solicitation of funds, goods or services, or to solicit users to join competitive online services.
- You may not use UoA internet services to create or access any internet sites that are obscene or pornographic, or to display pornographic or sexually explicit material of any kind.
- You may not transmit any viruses, worms, defects, Trojan horses or other items of a contaminating or destructive nature through the UoA internet services.
- You may not access, promote, or provide any illegal or unauthorized copy of other person's copyrighted work, such as pirated computer programs or videos or links to them, providing information to circumvent manufacture-installed copy-protected devices, or pirated music or links to pirated music files.
- You may not submit material, or engage in any activity that is libelous, defamatory, obscene, pornographic, abusive, harassing, threatening, unlawful, or promotes or encourages any such activity.
- UoA has the right, but not the obligation, to take any of the following actions in our sole discretion any time and for any reason without giving you any prior notice:
 - Restrict, suspend, or terminate your access to all or any part of UoA internet services.
 - Change, suspend, or discontinue all or any part of UoA internet services
 - Refuse, move, edit or remove any material for any reason;
 - Refuse, move, edit or remove any content that is available on UoA sites;

- Deactivate or delete your account(s) and all related information and files in your account(s);
 - Establish general practices and limits concerning use of UoA sites and services.
11. Foods are available in the UoA cafeteria for a reasonable price; Cooking and using cooking appliances; Taking foods in the Resident Halls all are strictly prohibited.
 12. The Seventh-day Sabbath is given by God to humanity as a blessing. It is designated to give human beings a day of physical, mental, emotional and spiritual rest. Therefore, secular activities including studies, washing clothes, ironing, should be avoided.
 13. Sexual behaviors that are promiscuous are strictly prohibited. Ladies' Halls of Residence are out of bound for men and vice versa.
 14. Alcohol drinking, drug abuse, smoking, etc, are strongly prohibited on and off campus,

The University of Arusha believes in negotiation, peace and conflict resolution. Therefore, threats of violence of any kind that create an unsafe environment or intimidating that is not conducive to teaching and learning are not allowed and are cause for immediate dismissal and removal from University campus/campuses.

MY COMMITMENT: *I have read and I understand that these UoA principles apply to all students admitted at the UoA. It is my commitment to adhere to and abide by the principles, philosophy, mission, rules and regulations that govern the University of Arusha.*

Student Name

Signature

Date

DVC-Academic

Dean of Students

Note:

1. Please have this form signed by the people above.
2. Make three copies-one for you, one for the parent/guardian and one for the University.