

GOVERNMENT NOTICE NO. 773 published on 18/9/2020

THE UNIVERSITY OF DODOMA CHARTER,
(2007)

RULES

(Made under Article 26)

THE UNIVERSITY OF DODOMA (AMENDMENT) RULES, 2020

- | | |
|-----------------------------------|--|
| Citation | 1. These Rules may be cited as the University of Dodoma (Amendment) Rules, 2020 and shall be read as one with the University of Dodoma Charter, 2007 hereinafter referred to as the "principal Charter". |
| Amendment
of First
Schedule | <div>2. The principal Charter is amended in the First Schedule:</div> <div style="margin-left: 20px;">(a) in rule 10, by-</div> <div style="margin-left: 40px;">(i) deleting subrule (2) and substituting for them the following:
" (2) The Head of academic departments shall be appointed by the Vice Chancellor from amongst the members of academic staff of the rank of Lecturer who is a PhD holder or above in the department on the basis of recommendations of the Search Team on the advice of the Board for the respective Colleges, Schools, Faculties, Institutes, Directorate, Centre, as the case may be the Department.";</div> <div style="margin-left: 40px;">deleting subrule (3) and substituting for them the following:
" (3) Where a vacancy occurs in the post of the Head of Department, the Deputy Vice-Chancellor responsible for</div> |

Academic, Research and Consultancy on the basis of the recommendations of the Search Team shall, after consultation with the Senate, and upon recommendations made by Board of College, School, Faculties, Institutes, Directorate, as the case may be, submit to the Vice Chancellor the name of three members of academic staff of the rank of Lecturer who is a PhD holder or above, who in his opinion, are qualified and suitable for appointment as Head of Departments.";

- (b) in rule 11, by deleting subrule (1) and substituting for it the following:

"(1) There shall be a Council of the University, consisting of not less than eleven and not more than twenty-one members, which subject to subrule (2), shall be composed of:

- (a) a Chairman who shall be appointed by the President in the manner provided for under the Act;
- (b) Vice Chancellor who shall be an 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 who shall be appointed by the Minister responsible for finance;
- (g) one member who shall be appointed by the Minister responsible for health;
- (h) one member who shall be appointed by the Minister responsible for Public Service Management;
- (i) one member who shall appointed by

- the Minister responsible for education in the Revolutionary Government of Zanzibar;
 - (j) one member who shall be appointed by the Committee of Vice-Chancellor, Principals of the Universities and University Colleges of Tanzania;
 - (k) one member who shall be elected by the University of Dodoma Academic Staff Association;
 - (l) one member who shall be elected by the Students' Organization;
 - (m) one member who shall be elected by the Trade Union with majority members at the University; and
 - (n) Secretary to the Council."
- (c) in rule 13, by-
- (a) deleting the "comma" and the words "provided that the Secretary to Council shall not be a member to Council" appearing in subrule (1) and substituting for them "a full stop";
 - (b) deleting subrule (3) and substituting for it the following:
 - "(3) The Secretary to Council shall have such other functions as may be conferred upon him by the Council.";
- (d) in rule 15, by-
- (i) deleting subrule (1) and substituting for it the following:
 - "(1) There shall be a Senate of the University which, subject to subrule (2), shall be composed of-
 - (a) Vice-Chancellor, who shall be the Chairman;
 - (b) Deputy Vice-Chancellor Academic, Research and Consultancy who shall be the Secretary;
 - (c) Deputy Vice-Chancellor

- Planning, Finance and Administration;
- (d) Dean of students;
- (e) Deans of Schools, Directors of Institutes, Centers, and academic Directorates;
- (f) Principal of each College;
- (g) two members elected by the Students' Organization from amongst the students, at least one of whom shall be a student with disability;
- (h) one member elected by the University of Dodoma Academic Staff Association from amongst its members;
- (i) Director of Internationalization, Convocation and Continuing Education; and
- (j) Corporate Counsel.";
- (ii) deleting the words "subrule (1)(d) and (j)" appearing in subrule (4) and substituting for them the words "subrule (1)(e)";
- (e) in rule 16, by adding immediately after subrule (2) the following:
 - "(3) Senate may establish such other Boards and Committees as it may consider necessary and subject to the provision of the Charter, or these Rules may delegate to any such Board or Committee any of its functions under these Rules.";
- (f) in rule 17, by-
 - (i) deleting subrule (2) and substituting for it the following:
 - "(2) The College Board shall consist of-
 - (a) Principal who shall be the Chairman;
 - (b) Deputy Principal;
 - (c) one member appointed by the Chairman of Senate from outside the

- University;
- (d) all heads of academic departments;
- (e) one member elected by students in the College;
- (f) one member elected by Academic Staff Association of the College;
- (g) one member elected by Trade Union from the College;
- (h) College Accountant;
- (i) College Procurement Officer; and
- (j) Administrative Officer of the College who shall be the Secretary.";
- (ii) deleting the word "colleges" appearing in the opening words of subrule (3);
- (g) by deleting rule 18 and substituting for it the following:
 - "Function of the Boards 18. Subject to any general or specific directions of the Senate, every Board may-
 - (a) consider and recommend to the Senate for approval all rules, regulations and various policies at college level;
 - (b) consider all examination results for the College or School or Institute, and the Library as the case may be, and make recommendations to the Senate;
 - (c) review and make recommendations to the Senate in respect of control and regulation of teaching, research and consultancy;
 - (d) make recommendations to the Senate on any matter pertaining to Colleges, Schools, Institutes and the Library, as the case may be;
 - (e) to release provisional results of registered students pending

- Senate's approval; and
- (f) do any other acts as it may be directed by the Senate.";
- (h) in rule 21, by deleting subrule (2) and substituting for it the following:
 - "(2) The number and composition of the members of a Board or Committee appointed under this rule shall be determined by the Council:
 - Provided that, 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 the Council.";
- (i) in rule 22, by-
 - (i) deleting subrule (1) and substituting for it the following:
 - "22.-(1) There shall be Human Resources Management Committee for the handling of appointment and related matters concerning Academic, Administrative and Technical Staff, which shall be composed of:
 - (a) Vice-Chancellor, who shall be the Chairperson;
 - (b) Deputy Vice-Chancellor Planning, Finance and Administration who shall be the Secretary;
 - (c) the Deputy Vice-Chancellor responsible for Academic, Research and Consultancy;
 - (d) Principals, Deans of Schools or Faculties, Directors of Institutes, academic Directorates and Library;
 - (e) Directors of Administrative functions;
 - (f) one member, who shall be appointed by the Chairman of the Council from amongst

- members of the Council who are not members of the Staff of the University;
- (g) one member, who shall be appointed by the Minister responsible for Public Service Management;
- (h) Chairman of the University of Dodoma Academic Staff Association;
- (i) Chairman of Trade Union with majority members;
- (j) Corporate Counsel;
- (k) Bursar; and
- (l) Estates Manager.";
- (ii) adding immediately after subrule (2) the following:
 - "(3) The Human Resources Management Committee shall have the following functions:
 - (a) recruitment and selection of all University staff;
 - (b) human resources planning;
 - (c) promotion, discipline and discharge of functions;
 - (d) staff development and welfare;
 - (e) emoluments, compensation and benefits;
 - (f) terms and conditions of development;
 - (g) salaries and remunerations;
 - (h) safety, health and security;
 - (i) labour relations and industrial relations;
 - (j) shall have power to make appointments to all offices of the academic and administrative and other related matters, other than

the offices of the Vice Chancellor, Deputy Vice-Chancellor, Principal, the Dean and Director, the Associate Dean and Associate Director; and

- (k) execute such other functions as are or may be conferred upon it under the University of Dodoma Rules or as may be delegated to it by the Council.

(4) The provisions of the Third Schedule to the Charter shall apply *mutatis mutandis* in relation to the tenure of office of the members of the Human Resources Management Committee appointed under rule 22, their retirement, the power to terminate their appointment, and the appointment of a new member to fill any vacancy, and also in relation to the election of a temporary Chairman, the quorum, proceedings and meetings of the Committee.

(5) The Vice Chancellor shall make rules for the procedure relating to the functions of the Committee.

(6) The Human Resources Management Committee shall have power to make appointments to all offices of the academic and administrative and other related matters, other than the offices of the Vice Chancellor, Deputy Vice-Chancellor, Principal, the Dean and Director, the Associate Dean and Associate Director.

(7) The Committee may delegate its powers in subrule (6) in relation to any office, to the Vice-Chancellor, a Deputy Vice-Chancellor, a Dean or a

Director.

Provided that, the Vice Chancellor may on behalf of the Human Resources Management Committee appoint Tutorial Assistants, Assistant Lectures, Assistant Research Fellows, Assistant Librarians, Lecturers, Research Fellows and Librarians."

(j) by deleting rule 23 and substituting for it the following:

" 23.-(1) There shall be Planning, Finance, Estates and Investments Committee which shall be composed of:
(a) Vice Chairperson of the Council who shall be the Chairman;
(b) Director of Planning and Investments who shall be the Secretary;
(c) Vice Chancellor;
(d) Deputy Vice-Chancellor Planning, Finance and Administration
(e) Deputy Vice-Academic, Research and Consultancy;
(f) Appointee of Council representing the Ministry of Finance;
(g) Principal of each College or Dean of School;
(h) Corporate Counsel;
(i) Secretary to Council;
(j) Bursar;
(k) one member elected by the Trade Union;
(l) one member elected by Academic Staff Association;
(m) Estates Manager;

- (n) Chief Internal Auditor; and
- (o) Dean of Students.
- (2) The Planning, Finance, Estates and Investments Committee shall have the following functions:
 - (a) be the advisor to the Council on financial matters and the financing of the University activities as per its strategic corporate plan;
 - (b) deliberate on annual estimates of the University and recommend to the Council for approval;
 - (c) scrutinize the financial reports of the University and recommend to the Council for approval;
 - (d) advise the Council on the instruments relating to the control and regulation of financial affairs of the University;
 - (e) deliberate and make recommendations to the Council on planning proposals;
 - (f) deliberate and make recommendations to the Council regarding development plans related to constructions, procurements, maintenance of buildings and implementation of construction contracts; and
 - (g) deliberate and make recommendations to the Council regarding plans related to investment projects at the University; and
 - (h) discharge any other functions as may be assigned to it from

time to time by the Council or by provision of the Charter.";
(k) by deleting rule 24 and substituting for it the following:

" 24.-(1) There shall be a Students' Affairs Committee which shall be composed of:

- Committee
- (a) appointee of Chairperson of Council who shall be the Chairman;
 - (b) Dean of Students who shall be the Secretary;
 - (c) Deputy Vice Chancellor Planning, Finance and Administration;
 - (d) appointee of the Council;
 - (e) appointee of Senate;
 - (f) representative of UDOSO Federation; and
 - (g) appointee of UDOSO from each College.

(2) The Students Affairs Committee shall have the following functions:

- (a) the general welfare of University students shall include:
 - (i) arrangements for their studies within or outside University premises;
 - (ii) general counseling and advisory services;
 - (iii) recreation, leisure trips and physical fitness;
 - (iv) dispute mediation and/or resolution;
 - (v) non-academic meeting on and off campus, as may be provided for under rules or otherwise lawfully prescribed in

- writing by competent authority;
 - (b) overseeing the smooth, proper, effective and efficient implementation of the general welfare of University students as per paragraph (a) above;
 - (c) discuss on the measures or steps to facilitate the procurement of facility or facilities, service or services, stated expressly or by implication the subrule (a) above; and
 - (d) to perform such other functions as may be delegated to it by the Council or under the provisions of the Charter.";
- (l) by deleting rule 27 and substituting for it the following:
- "Adminis 27. The Administrative and trative Technical Staff shall include- staff
- (a) Deputy Vice-Chancellor Planning, Finance and Administration;
 - (b) Director of Human Resources Management and Administration;
 - (c) Bursar;
 - (d) Dean of Students;
 - (e) Director of Planning and Investments;
 - (f) Chief Internal Auditor;
 - (g) Estates Manager;
 - (h) Corporate Counsel;
 - (i) Technicians;
 - (j) Head of Transport Officer;
 - (k) Head of Public Relations and Marketing;

- (l) Chief Supplies Officer;
 - (m) the Medical Officer In-Charge;
 - (n) such other members who are not members of the Academic Staff.";
- (m) in rule 37, by designating the content of subrule (4) as subrule (3);
- (n) in rule 39, by deleting subrule (1) and substituting for it the following:
 - "(1) Subject to the provisions of the Charter, and the appropriate applicable written law, the Deputy Vice-Chancellor Planning, Finance and Administration assisted by the Dean of Students shall be responsible for the proper, efficient and effective administration of University students' affairs in accordance with the provisions of the Rules prescribed in that behalf and with lawful written instructions or directives of any competent authority issued to him from time to time.";
- (o) by deleting rule 46 and substituting for it the following:

"student disciplinary committee	46.-(1) There shall be a Student Disciplinary Committee which shall be composed of-
e	(a) appointee of the Council who shall be the Chairperson (b) Principal Administrative Officer who shall be the Secretary; (c) Dean of Students; (d) one member elected by the Students' Organization; (e) one member elected by the Senate from amongst its members; (f) head of Department, to which the student belongs, (who shall be a temporary member); (g) a legally qualified person

holding senior office in the Attorney-General's Chambers nominated in that behalf by the Attorney-General;

(h) appointee of Vice Chancellor from senior members of academic staff.

(2) In appointing member under subrule (1) the appointing authority shall ensure that at least one third of the members are composed of women.

(3) The quorum of the meetings of the Students' Disciplinary Committee shall be constituted by at least one-third of members provided that, one of whom shall be the member referred to in subrule (1)(g).

(4) The Disciplinary Committees under subrule (1) shall have the following functions:

(a) to hear and determine disciplinary cases involving students and staff and recommend appropriate punishment to the Council; and

(b) to perform such other functions as may be delegated to them by the Council or under the provisions of the Charter.";

(p) by deleting rule 47 and substituting for it the following:

"Investigation of disciplinary offences	47. Every charge of a disciplinary offence against a student shall be investigated by the Deputy Vice-Chancellor Planning, Finance and Administration who shall impose such punishment as he or she may consider appropriate, after inquiring into the offence in accordance with the procedure prescribed by these Rules as the case may be, and upon being satisfied that the charge against the student has been
---	---

- proven.";
- (q) by deleting rule 48 and substituting for it the following:
- " 48. The Deputy Vice-Chancellor
Disciplinary Planning, Finance and Administration may,
ary by writing under his hand, delegate, subject
Authority to such limitations as he or she may
may prescribe, all or any of the power vested in
delegate him or her to a Principal, Dean or a
power Director."
- (r) in rule 50 and 51, by deleting the words "disciplinary authority" wherever they appear and substituting for them the words "Deputy Vice Chancellor Planning Finance and Administration";
- (s) in rule 52, by deleting subrule (2) and substituting for it the following:
- "(2) The Students' Disciplinary Appeals Committee shall be composed of-
- (a) appointee of the Chancellor who shall be a Chairman;
 - (b) three Appointees of the Council;
 - (c) appointee of the Council elected by Students Organization as a temporary member;
 - (d) a legally qualified person holding office in the Attorney-General's chambers nominated in that behalf by the Attorney-General;
 - (e) one appointee of the Vice-Chancellor from the staff members; and
 - (f) Corporate Counsel who shall be the Secretary."

(t) by deleting rule 55 and substituting for it the following:

"Staff 55.-(1) There shall be a Staff
Disciplinary Disciplinary Committee which shall be
ary composed of:
Committee (a) appointee of the Council who
ee shall be the Chairperson;
(b) Principal Administrative

Officer who shall be the Secretary;

- (c) one member elected by the Senate from amongst its members;
- (d) head of Department, to which the staff belongs;
- (e) a legally qualified person holding senior position in the Attorney-General's Chambers nominated in that behalf by the Attorney-General;
- (f) appointee of Vice Chancellor from senior members of academic staff;
- (g) Director of Human Resources Management and Administration;
- (h) representative of Trade Union;
- (i) one member, who shall be appointed by the Minister responsible for Public Service Management.

(2) In appointing member under subrule (1) the appointing authority shall ensure that at least one third of the members are composed of women.

(3) The quorum of the meetings of the Staff Disciplinary Committee shall be constituted by at least one-third of members provided that one of whom shall be the member referred to in subrule (1)(e).

(4) The Disciplinary Committees under subrule (1) shall have the following functions:

- (a) to hear and determine disciplinary cases involving students and staff and recommend appropriate punishment to the Council; and

- (b) to perform such other functions as may be delegated to them by the Council or under the provisions of the Charter.";
- (u) by deleting rule 56 and substituting for it the following:
 - "Discipline of Staff 56.-(1) All disciplinary proceedings against staff shall be dealt with in accordance with the laws and regulations governing public service.
 - (2) Subject to the Act, Regulations, this Charter and Rules made hereunder the powers of dismissing or terminating the appointment of any member of Academic Staff or Senior Administrative Staff other than the Vice-Chancellor and the Deputy Vice Chancellors, Principals, 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.";
- (v) by deleting rule 58 and substituting for it the following:
 - "Staff Disciplinary Appeals Committee 58.-(1) There is established a Committee to be known as the Staff Disciplinary Appeals Committee of the University which shall be composed of-
 - (a) appointee of the Chancellor who shall be a Chairman;
 - (b) three Appointees of the Council;
 - (c) a legally qualified person holding office in the Attorney-General's chambers nominated in that behalf by the Attorney-

General;

- (d) one appointee of the Vice-Chancellor from the staff members;
- (e) representative of Workers Union; and
- (f) Corporate Counsel who shall be the Secretary.

(2) The Staff Disciplinary Appeals Committee shall have the following functions:

- (a) review and determine referral disciplinary cases involving students and staff and uphold or overrule or suggest otherwise fate of the staff;
- (b) shall have appellate power over the decisions of a disciplinary nature or dismissals from other than the Vice-Chancellor and Deputy Vice-Chancellors, Principal or Deputy Principals;
- (c) perform such other functions as may be delegated to them by the Council or under the provisions of the Charter.

(3) The quorum of the meetings of the Staff Disciplinary Appeals Committee shall be constituted by the Chairperson and four other members, one of whom shall be the member referred to in subrule (1)(c).

(4) The provisions of the Third Schedule to this Charter shall apply, *mutatis mutandis*, in relation to the nature of office of the members of the

Staff Disciplinary Appeals Committee their retirement, the power to terminate their appointment, and the appointment of a new member to fill any vacancy, and also in relation to the proceedings and meetings of the Committee, as they apply to the Council.

- (w) by deleting rule 61 and substituting for it the following:

"Convocation Roll 61. Deputy Vice-Chancellor Planning, Finance and Administration shall cause to be compiled and maintained convocation of the University and to transmit any resolution arising from such discussion to the Chancellor or to the Council or to the Senate, as the Convocation may consider appropriate.";

- (x) in rule 64, by deleting subrule (1) and substituting for it the following:

"(1) The Deputy Vice-Chancellor Planning, Finance and Administration shall be the Secretary of the Convocation.";

- (y) by deleting rule 65 and substituting for it the following:

"Report business of Convocation n 65.-(1) Deputy Vice-Chancellor Planning, Finance and Administration 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 resolution passed by the Convocation.

(2) The Deputy Vice-Chancellor Planning, Finance and Administration shall send a copy of the minutes of every meeting of the Convocation to the Chancellor.";

- (z) in rule 76, by-

- (i) deleting the words "Corporate Council" appearing in subrule (3) and substituting for

- them the words "Corporate Counsel";
- (ii) deleting paragraph (c) of subrule (4);
- (iii) deleting subrule (5);

Amendment
of Second
Schedule

3. The principal Charter is amended in the Second Schedule by-

- (a) deleting rule 3 and substituting for it the following:
"(3) There shall be a Search Committee for making recommendation to the Chancellor for appointment of Deputy Vice Chancellors.";
- (b) deleting rule 5 and substituting for it the following:
"(5) The Chancellor shall appoint a Vice-Chancellor or Deputy Vice Chancellors from out of a list of not more than three persons, recommended by the search Committee constituted under rule 2 or 3."

Amendment
of Third
Schedule

4. The principal Charter is amended in the Third Schedule by-

- (a) adding the words "but shall be eligible for re-appointment for one more term" at the end of rule 1(1);
- (b) deleting paragraph (b) of subrule (2); and renaming paragraph (c) as paragraph (b);
- (c) deleting the words "subparagraph (1) appearing at the end of rule 1(3) and substituting for them" the words subparagraph (2);
- (d) deleting the words "Vice-Chancellor responsible for Resources Management" appearing in rule 4 and substituting for them the words "Vice-Chancellors";
- (e) deleting the words "Deputy Vice-Chancellor responsible for Resources Management" wherever they appear in rule 10 and substituting for them the words "Deputy Vice-Chancellor Planning, Finance and Administration".

Amendment
of Fourth
Schedule

4. The principal Charter is amended by deleting the Fourth Schedule and substituting for it the following:

"
FOURTH SCHEDULE

(Under Articles 20 and 21)

COLLEGES, SCHOOLS, FACULTIES, INSTITUTES, THE
LIBRARIES, CENTRES AND DIRECTORATES OF THE
UNIVERSITY

1. The following Campus are declared to be Colleges/Institutes of the University:

- (a) The College of Humanities and Social Sciences (CHSS);
- (b) The College of Informatics and Virtual Education (CIVE);
- (c) The College of Health Sciences (CoHS);
- (d) The College of Education (CoED);
- (e) The College of Natural and Mathematical Sciences (CNMS);
- (f) The College of Earth Sciences and Engineering (CoESE);
- (g) The College of Business Studies and Law (CBSL);
- (h) Institute of Development Studies (IDS); and
- (i) Institute of Confucius Studies.

2. The following Directorates are declared to be Academic Directorates, Institutes and Library of the University-

- (a) Directorate of Undergraduate Studies;
- (b) Directorate of Postgraduate Studies;
- (c) Directorate of Research, Publications and Consultancy;
- (d) Directorate of Quality Assurance;
- (e) Directorate of Information and Communication

- Technology;
- (f) Directorate of Library Services;
 - (g) Institute of Development Studies;
 - (h) Confucius Institute at the University of Dodoma; and
 - (i) Directorate of Internationalization, Convocation and Continuing Education.

3. The University Centres are declared to be Centres or Bureaux of the University as follows-

- (a) The University Centre for Innovation and Entrepreneurship(UCIE);
- (b) The University Research and Consultancy Bureau (URCB);
- (c) The University Accommodation Bureau(UAB);
- (d) The University Bureau of Senate and Examinations (UBSE)."

Dodoma,
28th August, 2020

GAUDENTIA M. KABAKA
Chairman of the Council