STUDENT HANDBOOK

APRIL 2023

FOREWORD

Dear SAUT students, congratulations on opting to pursue your non-degree, undergraduate, and postgraduate studies at this university, which is envisioned to foster the holistic development of a person and respect for human dignity. The university is committed to providing you with the best services for academic matters, health issues, accommodation, counselling and guidance, ICT services, recreation, sports and games, and so forth.

However, much as the university values and respects your cultural diversity and backgrounds, it has striven to put in place policies, directives, guidelines and regulations for students to follow and hence be able to live a harmonious, peaceful, respectful, and comfortable life while at SAUT. All this has led to the introduction of the Student Handbook document.

I, therefore, would like to call upon each one of you to have a personal copy of the handbook and then read it closely to be acquainted with all of the pieces of information that have been strategically selected from the available documents of the university for your ease of access in a portable handbook.

The Student Handbook is another essential weapon that will ensure a successful graduation if you make it handy. Finally, I congratulate you once again for choosing to study at SAUT.

Amb. Prof. Costa Ricky Mahalu

VICE CHANCELLOR

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SECTION ONE
INTRODUCTION AND RATIONALE

St Augustine University of Tanzania (henceforth SAUT), a secular and private institution of higher learning, was established in 1998 as an independent higher learning institution governed by the Board of Trustees and the University Council under the Catholic Bishops of Tanzania. On 25th September 2002 SAUT was granted a Certificate of Accreditation by the then Higher Education Accreditation Council of Tanzania (currently known as Tanzania Commission of Universities). This was in accordance with the provisions of the Educational Act no. 10 of 1995. When the Catholic Bishops of Tanzania decided to launch this university, they had in mind a training that would impart academic and professional skills and infuse values of civic and social learning. In other words the church had envisaged to have a holistic development of a person and respect for human dignity.

The SAUT student handbook is an official document that contains consolidated policy issues that are important for students at the university. It is an appropriate central reference for matters related to students' affairs. SAUT Student Handbook serves the key purpose of documenting university guidelines for ease of reference to students.

Currently, there are several policies and guidelines that govern students welfare including: Students by-laws, SAUT Academic regulations, students award guideline, SAUT HIV/AIDS policy, SAUT admission guidelines, Higher Education Students Loans Board (HESLB), and gender desk guidelines. Having such number of documents requires students to have them all for their references. This is practically difficult for the students. This document, therefore, synchronises the existing policies and guidelines into one document for easy reference.

The preparation of the guidebook involved formation of the committee which was charged with the responsibility of perusing all the existing policies and guidelines related to students' affairs and the personal and social opportunities available for students to realise their academic dreams. The process involved consultation of relevant stakeholders, namely students, staff and the community in the university neighbourhood.

SECTION TWO
SAUT VISION, MISSION, MOTTO AND FUNCTIONS

2.1 University Vision

To remain a university that fosters holistic development of a person and respect for human dignity.

2.2 University Mission

St. Augustine University of Tanzania strives at:

i) Committed to being a centre of excellence in the provision of high-quality education, research, and public service.

ii) Promoting the pursuit and defence of truth with transparency and honesty, and service with competence and dedication.

iii) Developing a sense of caring for personal and community property.

iv) A holistic development of the person by providing sound knowledge, higher analytical ability and commitment to generous service and respect to humankind.

2.3 University Motto

St. Augustine University of Tanzania is dedicated to St Augustine of Hippo (345-430A.D) with the Motto "Building the City of God."

2.4 University Functions

The university, subject to the provisions of the charter, has the following functions:

i) To provide courses leading to degree, diploma, certificate and other academic awards, including short-term training in order to qualify for entry into the University.

ii) To conduct examinations and to confer degrees, diplomas, certificates and other awards, upon persons who have followed courses of study approved by the Senate, and, additionally, or alternatively, have satisfied such other requirements as may be determined by the Senate, and to revoke the same for good cause.

iii) To confer honorary degrees in accordance with such requirements as may be determined by the Senate.

iv) To provide for and pursue original research, and scholarship, innovation and advancement of knowledge and consultancy at the highest level, whether on a full time or part time basis, by correspondence or extramurally, and take such other steps as may appear necessary and desirable for the advancement and dissemination of knowledge.

v) To provide a centre for the advancement of knowledge and continuing education by preparing people's minds for clear and independent thinking with a view to developing their fundamental capabilities to the fullest extent.

vi) To institute professorships and other posts and offices and to make appointments thereto in line with such organizational structure as shall be approved by the Council to involve students in productive public services in various scientific fields to institute and award fellowships, scholarships to erect, equip and maintain laboratories, offices, halls of residence, lecture halls, libraries, museums and other buildings and structures required for the promotion of its objects.

vii) To regulate and provide for the housing of its students and members of staff.

viii) To collaborate with other institutions of higher learning, particularly those located in the Association of Member Episcopal Conferences of East Africa region, for integral development and understanding and promotion of cultures and the environment.

ix) To offer a variety of services to communities especially of the poorest or the most needy and most marginalized in society.

x) To provide and maintain sports fields and other recreational facilities for its students and members of staff and generally encourage sport, a spirit of sportsmanship and a healthy life style among the University community.

xi) To provide and maintain academic facilities for its academic programmes which shall include, library services, multimedia

electronic teaching aids particularly by taking advantage of the opportunities created by Information Communication Technology which shall be integrated into teaching and learning, research, consultancy and for effective and efficient universality operations.

xii) To establish and/or subscribe to pension and superannuation schemes for the benefit of its staff.

xiii) To acquire any property, movable and/or immovable, and to take accept and hold any property which may become vested in its by way of purchase, exchange, grant, gift, endowment, donation, lease, or testamentary disposition.

xiv) To sell, mortgage, or hire, exchange, donate or otherwise dispose of any property held by it.

xv) To invest in land and/or securities such funds as may be vested in it, whether for general or specific purposes, or such other funds as may not be immediately required for current expenditure.

xvi) To borrow or lend money for any University purpose.

xvii) To demand and receive such fees as may from time to time be prescribed by the Council, to establish social security fund schemes for the benefit of its employees.

xviii) To admit graduates of other universities to degrees of equal or similar level in the university and offer the courses of studying the university as determined by the senate; to affiliate other institutions of Higher Learning to any of its privileges and to accept attendance at courses of study in such institutions for relevant awards of the University awards as determined by the University.

xix) To do all such acts and things as are incidental or conducive to the proper exercise of its functions or the achievement of its objects, provided that they do not infringe the laws of the country and the provisions of the Charter and the Rules.

SECTION THREE
ADMISSION GUIDELINES

3.1 Introduction

University admission is the process by which a person applies, and is approved by the University Senate for entry to the university for degree, diploma or certificate programme. A student is admitted at SAUT after fulfilling the conditions for admission as stated in the SAUT Academic Regulation of 2018 as revised in 2021.

Applicants to be enrolled at SAUT to pursue various programmes for non-degree, bachelor's and postgraduate degree have to fulfil the minimum requirement for the applied programme in line with the Tanzania Commission for Universities minimum entry and specific admission requirements set for the programme. Application to SAUT programmes is done through online admission system (application platform, *https://oas.saut.ac.tz/index.php/login/*

3.2 Entry Schemes into Degree Programmes

There are four schemes approved by the university in line with Tanzania Commission for University (TCU) for entry into undergraduate degree programmes. These are as follows:
  i)   The direct qualifications for holders of form six qualifications.
  ii) The equivalent qualifications for holders of ordinary diploma or equivalent qualifications.
  iii) Foundation programme of the open university of Tanzania.
  iv) The equivalent qualifications for holders of a bachelor degree awards.

3.3 Entry Schemes into Non-Degree Programmes

There are two schemes approved by the university in line with National Council for Technical and Vocational Education and Training (NACTVET) for entry into non-degree programmes. These are as follows:
  i)   The direct qualifications for holders of form four qualifications with at least four Ds (Applicants for certificate programmes or NTA[1] level 4);
  ii) Advanced Certificate of Secondary Education Examination (A'Level) with at least one principal level pass relevant to the

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[1] NTA stands for National Technical Awards

discipline/programme applied for AND at least four passes ("Ds" and above) at Ordinary level (O'Level) excluding religious subjects.

    iii) NTA Level 5 or professional technician certificate level II AND at least four passes (D's and above) at O'Level excluding religious subjects.

3.4 Entry Schemes into Postgraduate Programmes

Requirements for Doctoral (PhD) Programmes:

To be admitted to a doctorate degree a student must have a master degree (UQF Level 9) with a minimum GPA of 3.0 or B grade in a relevant discipline.

Requirements for Master Programmes:

A student applying for the master degree programmes must be:

a) Holder of at least First or Second Class degree with a minimum GPA of 2.8 or equivalent in non-classified degrees.

b) Holder of a pass degree who has at least 5 years of working experience after graduation plus a postgraduate training of at least 1 year.

c) Holder of Advanced Diploma from a recognized higher learning institution with a minimum of upper second class plus a postgraduate diploma with a minimum of GPA of 3.0 or B grade.

d) Holder of recognized professional qualifications (e.g. CPA, CSP, ACCA, CMA, CIM, etc.) shall have an added advantage for those applying for MBA.

General Minimum Entry Requirements for Degree programmes

1	Ordinary Diploma and Equivalent qualification Applicants	At least four passes in non-religious subjects ("D"s and above) at O level or NTA level III with less than four O' level passes or equivalent foreign qualifications as established by NACTVET; AND i. At least a GPA of 3.0 for ordinary Diploma (NTA level 6); ii. Average of "C" FOR Full Technician Certificate (FTC) (where A=5 B=4 C=3 and D=2 points OR iii. Average of "B" Grade for Diploma in Teacher Education.
2	Foundation Programme of Open University of Tanzania	A GPA of 3.0 accumulated from six core subjects and at least a C grade from three subjects in a respective cluster (Arts , Science and business studies) PLUS an Advanced Certificate of Secondary Education Examination with at least 1.5 from two subjects OR An Ordinary Diploma from the NTA level 5/Professional Technician Level II Certificate.

3.5 Admission Procedures

Applicants are required to read and understand the procedures and requirements for programmes they wish to apply for as provided in the academic year concerned. All applicants are required to lodge their application directly through SAUT online admission system *https://oas.saut.ac.tz/index.php/login/*

Applicants who wish to join SAUT and they hold foreign certificates must use equivalence translation number during application. The equivalencies are obtained from the National Council for Technical and Vocational Education and Training (NACTVET) for ordinary diploma and certificates and Tanzania Commission for Universities for degree applicants. All the information may be accessed through the relevant authorities.

3.6 Registration

Students must adhere to the following for registration procedures:

i)   Registration is compulsory to all SAUT students. Student's registration helps to manage one of the most processes for student management which include student admission management. First year students should be registered within the first two weeks. For continuing students, registration should take place on the third week after the commencement of the new academic year. Registration is complete after payment of tuition fee and other costs.

ii) Fees are paid through control number. A student creates invoices through their personal accounts in SIMS and pays the required fees. No student is allowed to attend classes unless the required fees have been paid as per the university fee structure.

iii) Fees paid cannot be refunded if a student withdraws or leaves the university without permission of the Deputy Vice Chancellor for Academic Affairs. The approval permission has to be submitted to the Admission Office within two weeks.

iv) 50 per cent is refunded for those who apply within two weeks from the commencement of the academic year. No refund after two weeks of the commencement of the academic year is entertained.

v) During registration, students are required to submit original academic certificates and transcripts. The documents submitted during registration are kept in the student's personal file.

vi) Students are registered under the names appearing on the certificates they submitted for the application. No change of names is accepted unless all requirements provided under SAUT student's By-Laws have been observed.

vii) Registration form is available at www.saut.ac.tz

3.7 Orientation

Orientation at SAUT is done by respective faculties/schools, departments and units of the university to make new students understand their learning environment and the kind of support services provided to them. During orientation students are introduced to the following issues:

a) Faculties/School information and programme specialization.
b) Accommodation, security, health services and students' welfare.
c) General academic rules and regulations of the university.
d) Spiritual guidance.
e) Student's information systems.
f) Important Financial information.
g) Information about students' loans.
h) University library
i) SAUT Students' Organization
j) Health insurance
k) Time/money management at SAUT

3.8 Transfers

A university transfer is moving from one university or higher learning institution to another.

3.8.1 Undergraduate Transfer

First year students' transfers are of two categories. **Inter-university transfer** and **Intra-university transfer.** Inter-university transfer allows admitted students to transfer from one institution to another, whether within the same or different

programme whereas intra-university transfer allows students to change a programme within an institution.

3.8.1.1 Conditions for Transfer (Undergraduate students)

Students must observe the following for a successful transfer:

i) Applicants should have the minimum entry qualifications for that particular degree programme.

ii) Transfer should be within 14 days after opening of a registration window.

iii) Transfers should be submitted in writing through admission office for approval process.

iv) The student to be transferred must have been previously admitted into a degree programme in a particular academic year.

3.8.1.2 Non-Degree Transfer

There are special procedures of transfers given by the National Council for Technical and Vocational Education and Training (see www.nacte.go.tz).

3.8.1.3 Postgraduate Transfer

Postgraduate students in of transfer can do so by contacting the Directorate of Postgraduate Studies and following the guidelines in the TCU postgraduate admission guidebook.

3.9 Credit Transfer

The process by which learners may transfer credit value(s) from one programme to another, both programmes belonging to the same university or from one learning environment to another, i.e involving programme of two different universities having received recognition for knowledge, skills or competence acquired, which may occur within a programme of study, across university, between universities within a single country or on an international basis. For credit transfer procedures see the TCU handbook for standards & Guidelines for university education in Tanzania 3rd ed. pp. 96-100.

3.10 Deregistration and Withdrawal

For a student to be deregistered, he/she is required to provide the following:

- Fill in deregistration form provided by admission office or downloaded at www.saut.ac.tz
- Clearance form downloaded at www.saut.ac.tz
- Submit Student ID to the admission office.

3.11 Reapplication

A student who has been deregistered/discontinued from studies or any other reasons can reapply. He/she has to do the following:

i)   Acquire termination/discontinuation letter from the previous institution.

ii) Download and fill reapplication form available from www.tcu.go.tz

iii) Attach reapplication form with the letter from SAUT and send to es@tcu.go.tz

3.12 Postponement

Postponement is temporarily stopping studies for a given period of time where the period will count into the student's registration period. A student intending to postpone writes a letter to his/her respective department and fills in a special postponement form from admission office and submits it to the Deputy Vice Chancellor for Academic Affairs (henceforth DVCAA). Postponement form is available at www.saut.ac.tz

3.13 Resumption

This refers to a situation where a student who postponed their studies reports back to the university to continue with studies. A student writes a letter to the department concerned and fills in a special resumption form from admission office and submits it to DVCAA. Resumption form is available at www.saut.ac.tz

SECTION FOUR
GENERAL ACADEMIC REGULATIONS

4.1 Introduction

The university has important rules and regulations relating to academic life for students contained in the SAUT Academic Regulations of 2018 as revised in 2021. In this handbook we have selected few issues but important for students to note.

i)   Irrespective of the reasons, students are required to attend classes at least 75% of all semester lectures for the programme in which they are registered;

ii) A student may obtain leave of absence for a period not exceeding ten (10) days during the semester time;

iii) A student leave of absence application must be accompanied by a written approval of the Dean of Students, and respective Head of Department.

4.2 Type of Assessment

4.2.1 Formative Assessment

This is an assessment done through the coursework, and it constitutes 40 per cent of the final marks. A student is examined through tests, assignments, presentations, portfolios, individual/group projects and quizzes. For degree programmes, the minimum qualification for a student to sit for the final examinations is 16 out of 40. For non-degree students taking NTA Levels 4, 5, and 6, the minimum pass is 30 out of 60, except Technician Certificate (NTA Level 5) in Accountancy (Ordinary Diploma) where the minimum pass is 25. A student who scores less than the stated minimum score in a respective programme is not allowed to sit for end of semester examinations. Such a student is required to repeat that course when offered in the subsequent years and is required to fulfil all the requirements of the course and assessed with the normal assessment criteria.

4.2.2 Summative Assessment

For degree programmes, this is the final examination taken at the end of each semester and it accounts for the 60 per cent of the final marks. A student who scores below 35 out 100 in the end of semester examination is required to sit for the supplementary examination. Students taking NTA Levels 4, 5, and 6 the

minimum pass is 20 out of 40, except technician certificate (NTA Level 5) in Accountancy (Ordinary Diploma) where the minimum pass is 30. A student who scores less than the minimum will be required to sit for the supplementary examination.

4.3 Practical Assessment

Practical assessment helps the students to gain confidence and demonstrate skills and knowledge in their areas of specialization. Practical training is carried out depending on the programme for which a student is registered.

SECTION FIVE
EXAMINATION REGULATIONS

5.1 Introduction

Examination is an evaluation which aims at testing the knowledge of a specific subject or profession. SAUT examinations include: continuous assessment, research paper, oral comprehensive examination, end of semester examinations, supplementary and special/delayed examinations.

5.2 Registration and eligibility for Examinations

A student is eligible for university examinations for the courses she/he has registered. A student must attend classes, and get a minimum of coursework score (see 1.2). In addition, a student must pay the required university dues.

5.3 Absence from Examinations

A student who is unable to appear in the examinations is required to report in writing to the DVCAA through the head of relevant department and faculty/school giving sufficient reasons for not being able to sit for the examinations before the commencement of a respective examination(s). When a valid reason is admitted, a written permission will be issued to the affected student allowing him/her to sit for delayed examinations. A student who deliberately fails to appear for scheduled examinations without written consent is deregistered from studies.

5.4 Special Examinations

A special examination is given to students who have genuine reasons on the following ground:

i) Serious health problems, confirmed by a certificate or letter from a registered medical doctor;

ii) Compassionate circumstances;

iii) Unpaid university fees, as approved by the Deputy Vice Chancellor for Administration and Finance (henceforth DVCAF);

iv) Selection in inter-university, national or international sports or moot court.

A request for special examination must be given at least one week before the examination(s); save for unforeseen circumstances. Special examinations shall be given at the time of supplementary examinations and will be treated as first sitting

and graded as such. A student who does not appear for his/her special examination shall repeat the respective course in the subsequent academic year.

5.5 Supplementary Examination

Supplementary examination is an examination offered to a student who fails a course after a regular or delayed examination. The following are important tips to note:

i)   A student who scores grade C for postgraduate students is required to sit for a supplementary in that particular course and the minimum pass grade is B;

ii) A student who scores grade D and E for undergraduate students is required to sit for a supplementary in that particular course and the minimum pass grade is C;

iii) A student who fails a supplementary examination(s), he/she is required to repeat that course in the subsequent years when next offered.

iv) A student who does not appear for his/her supplementary examination shall repeat the respective course in the subsequent academic year.

5.6 Repeat

A student who, irrespective of the year of study, fails a supplementary, he/she is required to carry over the course(s) into the subsequent year. A repeater has to register, attend lectures and pay repeat fee. A student cannot be allowed to carry more than two courses. In case a student has more than two courses, he/she must clear such courses before moving to the next year of study.

5.7 Falling sick immediately before or during Examination

A student who falls sick immediately before or during the time of the scheduled examination and is medically unable to proceed (i.e. as certified by the university Medical Officer), he/she will be advised to postpone the examination until the next siting. A student who is sick and nevertheless decides to take an examination takes it at his/her own risk and must abide by the results.

5.8 Reporting late for Examinations

A student who, without a valid reason, reports late for an examination (more than 30 minutes) will be regarded as having failed in that examination but will be allowed to do a delayed examination and will be awarded a minimum passing grade of 'C' or 'B' as the case may be. He/she is not entitled to take a supplementary examination for a failed delayed examination.

5.9 Specific Examination Regulations for Candidates

Students have to consider the following:

i)   Students are responsible for consulting the examination timetable for any changes.

ii)   A student without valid IDs is not allowed to enter the examination room.

iii) Students are seated 15 minutes before starting time, and no student can be allowed into the examination room after 30 minutes, except for compelling reasons.

iv)   Students must not begin writing before they are told to do so by the invigilator.

v)   No borrowing from one another is allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator.

vi)   Answers for each question in an examination shall begin on a fresh page of the examination booklet.

vii) All rough work must be done at the end of the booklet and crossed out.

viii) Students are not allowed to write anything on the question paper.

ix)   Students are not allowed to write their names anywhere in the examination booklets.

x)   All candidates must observe silence and no food or drink is be allowed in the examination room.

xi)   Invigilators have power to specify or change the sitting arrangement in the examination room; to require inspection of a student; and to confiscate any unauthorised material brought into the examination room. They also have power to expel from the examination room any

student who creates a disturbance and record the incidence to the Examination Officer with a copy to the DVCAA.

xii) In case of alleged cheating, the student and one or more invigilators are required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the student's examination booklet, are submitted to the Examination Officer with a copy to the DVCAA.

xiii) Students are strongly warned that cheating or being caught with unauthorised materials contravenes the university examination regulations and leads to discontinuation from studies.

xiv) All students must sign the attendance form at the beginning and end of every examination.

xv) No student is allowed to leave the examination room until one hour after commencement and no student is allowed to leave the examination room during the last one-half hour before the end of the examination.

xvi) A student wishing to answer a call of nature may, by permission of the invigilator, leave the examination room for a reasonable period of time.

xvii) A student who walks out of the examination in protest shall be discontinued.

xviii) At the end of the examination period, and on instruction from the invigilator, students must stop writing and assemble their script, which they should personally submit to the invigilator.

xix) Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.

5.10 Examination Irregularities and Penalties

The examination irregularities comprise of the following conducts:

Impersonation

It is prohibited for any student to impersonate another student for the purposes of assisting the other in doing the examination. Any student at default, once proved for impersonation, is subjected to the imposition of an expulsion penalty.

Unauthorized materials

It is prohibited for any student, during the examination proceedings, to use unauthorized materials or make any attempt to copy such unauthorized materials. Any student at default once proved for the above irregularity is subjected to the imposition of an expulsion penalty.

Copying from another student's scripts

It is prohibited for any student to copy from other candidates' answer scripts during the examination proceedings. Any student at default, once proved for copying neighbouring candidates' answer scripts, is subjected to the imposition of an expulsion penalty.

Spying

It is prohibited for any student to place or hide a document relevant to the examination questions in progress for the purposes of later on visiting such place for the purposes of using the contents of such a document to answer the questions of such examination. Any student at default, once proved for spying, is subjected to the imposition of an expulsion penalty.

Notated Materials

It is prohibited for any student to enter the examination room with notated materials which are not permitted to be used in the respective examinations. It is immaterial, whether the student uses the unauthorized materials or not, provided he/she is in possession of the same during the course of the examination. Any student at default, once proved for possessing notated material, is subjected to a warning or penalty of suspension or expulsion, depending on the gravity of the conduct as determined by the University Senate.

Consultations

It is prohibited for any student to consult the other student or consult each other in the examination room for the purposes of assisting each other in doing an examination paper. Any student at default once proved for consultations is subjected to the imposition of warning, or penalty of suspension or expulsion, depending on the gravity of the conduct as shall be determined by the University Senate.

Distractive Behaviour

It is prohibited for any student to act in a manner that causes disturbance or destruct other students in the course of the examination, such as fighting, shouting, creating chaos, running and or any other related act. Any student at default once proved for distractive behaviour is subjected to the imposition of warning, or penalty of suspension or expulsion, depending on the gravity of the conduct as determined by the University Senate.

Insubordination

It is prohibited for any student to do any act that signifies lack of respect to the invigilator or any other university staff during the course of the examination. Any student at default, once proved for insubordination, is subjected to the imposition of a penalty of suspension.

Leaving without Permission

It is prohibited for any student to leave the examination room without the permission of the invigilator. Any student at default, once proved for leaving the examination room, is subjected to a written warning.

5.11 Summons

It is a mandatory procedure that any student at default required to appear before the examination committee to answer allegations instituted by the Corporate Counsel, to be furnished a summons for appearance. The summons for appearance is issued by the Corporate Counsel or any authorized person on his/her behalf to the student at default. The summons is served at least two (2) days before the actual hearing. Failure to honour the summons amounts to the proceedings to be entertained *ex parte* as against the student at default.

5.12 Disciplinary Procedure

The Examination committee has an obligation to provide a decision on the allegations, immediately or later after the student at default has closed up his/her defence. The decision may be provided in writing not more than three days after the student at default closed his/her defence and adjournment, save for any inconvenience that are communicated to the parties involved. Any student(s) at

default has the right to challenge the decision of the University Senate within two weeks after confirmation of the decision.

5.13 Legal protection

A student(s) has the right to be heard before the committee where he/she appear to presents his/her defence. Any student at default appearing before the committee is presumed to be innocent unless and until the committee pronounces a decision establishing liability.

5.14 Complaints and Appeals

A student who is dissatisfied with a grade obtained in a particular examination may apply for remarking of the examination paper to the Head of the Department in which the course was offered in consideration of the following:

i) Well-grounded appeals supported with substantive and documented evidence.

ii) The appeal by the student should be submitted within seven (7) days from the day the results were posted, except for the second semester, where the appeal is made during the first week of the new academic year.

iii) Under no circumstances can a student request for a second remarking of the same script.

5.15 Oral Comprehensive Examination

An oral comprehensive examination is for all students taking undergraduate and postgraduate programmes at the end of the study. Student(s) subjected to oral comprehensive examination must pass the same before they can qualify for graduation.

5.16 Withholding Examinations Results

The Examination Committee may withhold results where a student has failed to fulfil a fundamental contractual or legal obligation with university such as not paying fees or outstanding dues or where there is dishonesty.

5.17 Grading Score

Table 1: Grading for NTA 4 and 5

Marks	80-100	65-79	50 - 64	40-49	0-39
Letter Grade	A	B	C	D	E
Points	5	4	3	2	1
Possible Compliment	Excellent	Good	Satisfactory	Poor	Failure

Table 2: Grading for NTA 6

Marks	75-100	65-74	55 - 64	54-45	35-44	0-34
Letter Grade	A	B+	B	C	D	E
Points	4	3	2	1	0	
Possible Compliment	Excellent	Very Good	Good	Satisfactory	Poor	Failure

Table 3: Grading for Non-NTA Programmes

Marks	70-100%	60-69%	50 - 59%	40-49%	35-39%	0-34%
Letter Grade	A	B+	B	C	D	E
Points	5	4	3	2	1	0
Possible Compliment	Excellent	Very Good	Good	Fair	Poor	Very Poor

Table 4: Grading for Degree Programmes

Marks	70-100%	60-69%	50 - 59%	40-49%	35-39%	0-34%
Letter Grade	A	B+	B	C	D	E
Points	5	4	3	2	1	0
Possible Compliment	Excellent	Very Good	Good	Fair	Poor	Very Poor

Table 5: Classification

LEVEL	CLASS	GPA
NTA LEVEL 4 & 5	First Class	3.5-4.0
	Second Class	3.0-3.4
	Pass	2.0-2.9
NTA LEVEL 6, Non-NTA & Degree Programmes	First Class	4.5-5.0
	Second Class Upper	3.5-4.4
	Second Class Lower	2.7-3.4
	Pass	2.0-2.6

5.18 Publication of Results

No results or decisions are published until the full cycle of SAUT assessment process has been completed. Results and/or decisions are published only after they have been approved by the University Senate. Students' results are published in the Student Information Management System (SIMS). A student who fails to attain a GPA of 1.8 is deemed to have a bad fail and is discontinued from studies straightaway.

5.19 Students Grade Point Average (GPA)

A student with an annual GPA of 1.8 and above but with more than two carry-over courses cannot continue with the subsequent academic year of study until he/she clears the respective courses. Special examinations are limited to a few reasons such as death of a close relative; candidates' sickness or accident and a failure to pay tuition fee on time; where official proof is required and an applicant for the same is charged a fee of Tsh 50,000.

5.20 Award of Certificates

SAUT gives a certificate to each student on whom it confers an award. The certificate bears the signature of the Chancellor, Vice-Chancellor and DVCAA.

Transcripts

The purpose of a transcript is to provide a formal, verifiable and comprehensive record of a student's learning. It is designed to meet the needs of those who require such information, including employers, and admissions tutors at higher education institutions.

SAUT routinely provides all students with updated transcript on completion of the assessment cycle at the end of each teaching/learning period. The transcript shall contain:

i) The full name of the student as entered on SAUT Student Record System. It is the responsibility of the student to ensure that this information is correctly entered;

ii) The award and course title for which the student is registered;

iii) A record of the outcome of every course in which the student has been assessed with details of the course title, level, credit volume, module result and date of completion;

All transcripts are published by the Examination Office in accordance with SAUT Academic Regulations and are subject to any detailed guidelines agreed by the University Senate.

5.21 Replacement of Certificates and Transcripts

SAUT shall issue another copy in case of loss or destruction of the original certificate or transcript on condition that:

i) The applicant produces a police loss report testifying to the loss or destruction.

ii) The applicant must produce evidence that the loss has been adequately publicly announced.

iii) A fee to be determined by the University Council is charged for the copy of the certificate issued. Duplicate certificate and transcripts shall be issued where the appropriate application form is completed and the necessary fee paid. Application forms are obtained from the university.

SECTION SIX
STUDENTS' BY-LAWS

6.1 Introduction

Students' by–laws are made under the St. Augustine University of Tanzania charter of 2010 where general conducts, disciplinary offences, procedures, penalties and appeals are described. Misconduct refers to an action which could be referred to as poor performance due to drunkenness, drug use, fighting, assault on fellow student(s)/staff or any other person in the society, harassing people, wilful damage to property, subjecting people to racial, gender or religious abuse, cursing/swearing, truancy, behaviour not confirming to prevailing standards or laws, the act or an insistence of fornication, gross dishonest or bad management and deliberate wrong doing.

6.2 General Conduct

(i)   Students are required to conduct themselves at all times and in a manner suitable for the reputation of their status as university students.

(ii) Students are expected to treat each other, members of staff, and the members of the community in general, with courtesy and consideration and in particular, by observing moral and ethical norms at all times.

(iii) Any proved sexual harassment involving students of the same or opposite sex calls for immediate expulsion of both students. Any proved sexual harassment involving a student and an outside visitor or a member of staff leads to immediate dismissal of the student concerned.

(iv) Students are required to sign a declaration form that they shall respect the Catholic goals of the university.

6.3 Residential Regulations

(i)   Student may opt to live in the university hostel at the campus if accommodation is available, or opt to live outside the university campus. The By-Laws for university residence within the campus *mutatis mutandis* apply to such students living off-campus.

(ii) Students who opt to live in the university hostels must comply with the regulations as established by the university. Failure to adhere to the

regulations will make the student to lose the privilege of staying in the hostels.

(iii) Students of the opposite sex are not allowed to share a room in the university hostels.

(iv) All students are required to be in their rooms or residence by 12:00 midnight except where permission is granted by the Dean of Students or hall warden or any other authorized university official. For an approved social function an extension of up to 2:00 a.m. is allowed.

6.4 Regulations Relating to Students and Staff Relations

(1) Enquiries of general discipline

In the overall sense, the Dean of Students is the one to whom most enquiries and complaints of general discipline are directed.

(2) Enquiries of academic matters

For matters of purely academic nature Class Advisors and/or heads of departments are the ones to be consulted.

(3) Consultations

Unless otherwise stated, all consultations with staff must be made in their respective offices.

(4) Services of university staff

The services of the university staff such as secretarial work, photocopy, emails etc. cannot be used by students in a private or official capacity without prior authorization of the officer in-charge of the section or department as the case may be.

(5) Abuse and harassment

No student is allowed to abuse or harass any member of staff of the university, members of families of the university or the visitors of staff member at or outside the university campus.

(6) Offer or money, gift or inducement

(i)   No student may offer any money, gift or any inducement of any kind to anyone, any staff members of the university under any circumstances whatsoever. Contravention of this regulation is construed as an attempt to offer a bribe punishable under the by–Laws and may be dealt with through legal proceedings as established by the law of the country.

(ii)   Where a student is facing charges before the court of law, may be suspended if in the opinion of the university management it appears right to do so until his/her case has been determined by the court of law in which he/she stands charged.

6.5 Disciplinary Proceedings

Disciplinary offences committed by students are dealt with by the Students' Disciplinary Committee.

Penalties

Upon finding that a student is guilty of a disciplinary offence, the Students' Disciplinary Committee imposes punishment as it may consider appropriate. The Students Disciplinary Committee may impose such penalties including warning, reprimand, fine, compensation or expulsion depending on the gravity of the offence.

Appeals

Appeal by an aggrieved party against a decision of the Students' Disciplinary Committee is done to the Students Disciplinary Appeals Committee as provided under rule 57 of the University Charter.

SECTION SEVEN
STUDENTS' GOVERNMENT

7.1 Introduction

Article 25 of the University Charter provides for the establishment of an organization representing university students. The students' organization is known as St Augustine University of Tanzania Students' Organization (SAUTSO).

 The organization creates, fosters and maintains harmonious relations among and between students, academic staff, the university management, the university community, the public and other students' organizations inside and outside Tanzania. It is run democratically by the students themselves and is responsible to the students and serves their interests to the best level.

The said organisation upholds and pursues the mission and objectives of St. Augustine University of Tanzania. It further promotes among its members the values of civic and social learning and responsible citizenship.

SAUTSO in consultation with the University Management is always ready to join any umbrella organization catering for students at the national or international level and makes sure that she participates effectively in all youth activities as it deems appropriate as per the interests of the members.

SAUTSO always advocates for transparency, democracy, rule of law, good governance, active community participation in all possible levels of leadership within and outside Tanzania and further supports voluntary self-discipline and the sense of social responsibility.

SAUTSO always fights against social economic segregation, apartheid, poverty, ignorance, corruption and diseases so as to save her members at large. It always defends and advocates for humanity and human health within and outside Tanzania.

7.2 Principal Organs

The principal organs of SAUTSO are:-

    i)   Bunge

ii)   SAUTSO Government

iii)   Electoral Committee

7.2.1 Bunge

The Bunge is composed of the Speaker/Deputy Speaker, members of the SAUTSO Government (Ministers and Deputy Ministers), Bunge Secretary and elected members of Bunge from classes, hostels and off-campus zones. The members of Bunge from off campus are appointed by SAUTSO President of as per acceptable allocations of off campus zones. Members of the Bunge including the office bearers perform their duties and carry out their functions diligently in the interest of SAUTSO and in so doing they do not seek or receive direction from any person, body or authority which are at variance or controversy to SAUTSO constitution. The functions of the Bunge are outlined in the SAUTSO constitution.

7.2.2 SAUTSO Government

There is the University Students' Government which is the central executive committee of SAUTSO, and in the rules of the constitution, carries out the daily functions of SAUTSO. The SAUTSO government is the executive arm of SAUTSO and its office bearers include the President (who presides over all meetings), the Vice President, the Prime Minister (who is the Chief Executive Officer), Ministers, Deputy Ministers, the General Secretary in the President's office, Principal Secretaries, the Chief Advisor of the President, class representatives and hostel representatives. The functions of each office bearer are outlined in the SAUTSO constitution.

7.2.3 Electoral Committee

The Electoral Committee is the overall supervisory organ of the SAUTSO General Election. The Electoral Committee is composed of the Chairperson, Vice Chairperson, the Secretary and other members of the committee not exceeding 30. It is a mandatory requirement for the committee to have at least two third/fourth year students taking LL.B to form part of the members of the committee.

Any member appointed to hold office in the Electoral Committee is an independent and an impartial figure, person of high moral standards who is not appointed to

hold any office in the elected SAUTSO government to which he/she conducted the election.

The Electoral Committee members are elected by the BUNGE from the BUNGE and other SAUTSO members. Any member of SAUTSO Bunge has the right to propose any member from outside the Bunge to be a member of the Electoral Committee.

SECTION EIGHT
GRADUATION REQUIREMENTS

8.1 Introduction

Graduation requirements are governed by SAUT Academic Regulations of 2018 as revised in 2021. Students who successfully complete their studies are eligible to attend the next available graduation for the award and/or conferment of certificate, diploma or degree.

8.2 Graduation Requirements

Degrees, diplomas and certificates are awarded to the candidates who have met the requirement established for the particular programme by authority of the University Senate. Degrees, diplomas and certificates are awarded only to students who have met all their academic requirement and financial obligations to the university. All students who have completed programme requirements are required to attend the graduation exercise, including the rehearsal and the convocation. Graduation attire is hired for three days at a fee to be set by the University Council from time to time. Any late return of the graduation attire attracts a penalty.

SECTION NINE
STUDENTS EXCHANGE PROGRAMME

9.1 Introduction

Student exchange programme is a programme in which students from one university study abroad at one of SAUT partner institutions. It is a reciprocal travel programme where the students get to travel abroad and be hosted by a partner institution.

Exchange programme is categorized as short-term exchange programme that lasts up to three months or long-term exchange programme that lasts up to one year.

SAUT student exchange programme may involve international travel, but does not necessarily require the student to study outside Tanzania. Sometimes the exchange can be done within Tanzanian higher learning institutions.

9.2 Benefits of Exchange Program

9.2.1 Educational benefits

Beneficiaries of the exchange programme get educational benefits including:

i) International learning and knowledge that propel students towards acceptance and understanding of an array of different cultural and community perspectives.

ii) Language acquisition that is achieved through practical immersion.

iii) Awareness, adoption of alternative and multi-faceted approaches to learning.

iv) Analytical and problem-solving skills.

v) Enhanced interests in global issues as well as a broader general knowledge.

9.2.2 Personal benefits

Students get personal benefits such as:

i) Self-development and awareness leading to enhanced self-confidence and self-esteem. This is often the most noticeable change in returned exchange students.

ii) Maturity and social poise, fuelled by the necessity to confront challenges outside a familiar support network and comfort zone.

iii) Integration into another family as well as the development of life-long friendships, fostering an appreciation of home and family.

iv) A tremendous sense of accomplishment upon completion encourages students to develop independent opinions, make informed decisions and strive to attain fresh goals.

9.2.3 Long-term benefits

Students get long-term benefits from exchange programmes such as:

i) Students who go on to tertiary studies find themselves more comfortable in 'foreign' environments.

ii) Increased pressure to communicate and relate to others develops an awareness of group dynamics and personal sensitivity towards others.

iii) Successful program completion represents an excellent measure of personal flexibility, encompassing an ability to reach compromise, focus and succeed through challenging times.

9.2.4 Professional benefits

When students finish their study abroad through exchange programme and return home, they get new perspective on culture, language skills, a great education, and a willingness to learn. Many students find that they love their host country so much that they decide to seek work there. Prospective employers in almost every field look favourably upon experience gained while living overseas and knowledge obtained of another language and culture.

9.3 Criteria for SAUT Students Exchange Programmes

SAUT considers the following criteria among others while selecting students for exchange programmes:

i) A full-time student of St. Augustine University of Tanzania who has at least completed one year;

ii) A track record of good performance with a GPA not less than 3.5;

iii) Well behaved and mannered students;

iv) Capable of communicating and writing fluently in English;

v) Involvement in extracurricular activities that promotes the good image of the university is an added advantage.

vi) Other requirements as per respective Memorandum of Understanding (MoU) between SAUT and other higher learning institutions.

9.4 Funding for Student Exchange Programme

SAUT students going for exchange programme shall fund their participation via scholarships or self-funding.

SECTION TEN
GENERAL PROCEDURES FOR UNDERGRADUATE RESEARCH

10.1 Introduction

The procedures outlined below pertain to all undergraduate programmes at SAUT. The procedures identify important stages of research/project process up to the submission of research/project report. It also states clearly and specifically what is required from the candidates at different stages of the research process.

10.2 Choosing a Research Topic

Students first and foremost submit their working topics to the research committee. The Departmental Research Committee reviews and approves the research topics. Research Committee can help students revise their research topics accordingly. Students are not allowed to change their research topics without the permission of the research committee and approval of the supervisor.

10.3 Appointment of Supervisors

The students are only allowed to write research proposal under the guidance of a supervisor. The Head of Department appoints supervisors upon submission of topics and recommendations by the reach committee. The student and supervisor are required to sign the research supervision tracking form whenever they meet.

Both students and facilitators are advised to use electronic materials in the library subscribed journals powered by SAUT to access current materials in all fields. In doing so, students are not only getting materials but also learn how best papers or articles are written in all chapters. The university has online data base where all the past students' researches are uploaded for access for both students and the supervisors. The supervisor and the supervisee check from the database if the title under study is already done or not. The supervisor(s) shall submit a progress report for students under their supervision to the Head of Department on a semester basis.

10.4 Writing of Research Proposal

Only after a topic has been approved by the Research Committee shall the student be allowed to write research proposal. Development of research proposal is a task of the student under the guidance of a supervisor(s). In case there is proposal defence, the completed proposal shall be submitted to the research committee for review and recommendation in three bounded copies. However, if there is no proposal defence, the completed proposals are checked by the supervisors and allowed to go on with data collection.

10.5 Clearance for Data Collection

After completion of the research proposal, and subject to the approval of the supervisor, a student is required to apply for clearance for data collection from the Head of Department. Once the application for clearance has been accepted, the Head of Department gives the student a data collection permit letter.

10.6 Writing of Research Report

After a student has collected and analysed data, they are supposed to prepare a research report. Every department through its research committee ensures that enough time is provided for research preparation before the defence. The supervisor has the mandate to decide whether the student is ready to submit and defend the research or not.

10.7 Defence of Research Report

The Research Committee prepares and publishes a research defence programme indicating names of students, dates, time, venues and panels for the defence one week before the exact day of defence. The research defence panel should be composed of at least three examiners. A student makes a presentation for 10 minutes followed by 20 minutes of questions and answers from the panel members. During the defence, students are expected to demonstrate the understanding of the research paper/project they have done.

10.8 Final Submission of Research Report

After the research defence, the student works on the comments given from the panel members and then submits the edited document to the supervisor at the time decided by the department for final assessment and awarding final

scores. Each student submits one soft copy in a word file and another one in PDF to the Department. Then the research committee compiles all the research reports in soft copies in one CD for uploading in the university research database. Students who fail to meet the prescribed time for submission may request an extension through their supervisors. The request for extension should indicate the reasons for the extension and should be received by the Head of Department ten days before the submission date.

The assessment details are outlined in the undergraduate generic guidelines where students are encouraged to read and adhere to.

SECTION ELEVEN

GENERIC GUIDELINES FOR POSTGRADUATE RESEARCH

11.1 Introduction

The Guidelines for Postgraduate Research (see Guidelines for Postgraduate Research of 2020) are applicable to all postgraduate students, the research supervisors and all staff supporting postgraduate research degrees at SAUT.

The guidelines provide information about research processes that postgraduate students can encounter during their studies at SAUT, particularly on research proposal and dissertation/thesis writing, as well as the ways in which supervisors have to be involved in supervising the students.

11.2 Research Concept Note

The approach to postgraduate research proposal requires the development of a research concept note by the students, before embarking on research proposal. The Guidelines for Postgraduate Research of 2020 indicates the steps regarding the submission of a completed research concept note, including completed research concept note to be submitted to the Departmental Postgraduate Research Committee, which organises a seminar where all students are required to present their concept notes for comments and recommendations. Only after the research concept note has been approved by Departmental Postgraduate Research Committee, the students are allowed to write research proposal under the guidance of a supervisor(s).

11.3 Development of Research Proposal

Research proposal are developed by students under the guidance of a supervisor(s) and thereafter a seminar is organised for them to present their full proposals for comments and guidance. Once proposals are ready, the department appoints examiners to read the proposals and submit reports to the head of department. The reports are handled to supervisors who remit them to the students and discuss the issues raised by the examiners to guide them on how to work on the corrections as recommended by the examiners.

11.4 Proposal Defence

There is a public proposal defence panel composed of the Chairperson who is external to the department, three examiners, supervisor(s), head of department, Dean of a respective Faculty/School and a representative from the Postgraduate Committee. For the defence, students are expected to prepare PowerPoint presentation for 20 minutes to be followed by one hour of questions and answers. The supervisor(s) do not ask questions or make comments on the student's presentation unless the chairperson requests them to clarify something for proper decision making in the panel. When the proposal is accepted, students apply for clearance for data collection from the Vice Chancellor through the Director of Postgraduate Studies.

11.5 Publication

Students for master degree produce one draft paper manuscript based on their research results intended for submission in a peer-reviewed journal recognised by SAUT. Students for PhD degree must have one paper published and two accepted manuscripts based on their research results in a peer-reviewed journal recognised by SAUT.

11.6 Submission of Dissertation/Thesis

After approval of the dissertation/thesis by the supervisor(s), the student notifies the Departmental Postgraduate Committee on the submission of the same. Each student must have their dissertation/thesis proofread and edited by a language practitioner recognised by the department and submits evidence to the departmental postgraduate committee for the same. The Departmental Committee carries out plagiarism check and submits the dissertation to the Faculty/School Postgraduate committee with a list of proposed names of internal and external examiners and a certificate of plagiarism check. The Directorate of Postgraduate Studies submits the dissertations to the appointed examiners.

11.7 Defence Session

The defence panel includes: the Chairperson who is external to the department, internal examiners, external examiner, supervisor(s), head of department, Dean of

respective Faculty/School and a representative from the Directorate of Postgraduate.

After the defence, the panel members judge by consensus the dissertation/thesis as pass as it is, pass with minor corrections, pass with major corrections or rejected. Failure to get consensus, the Chairman has a casting vote. The Departmental Committee handles over the recommendations to the students and supervisors for corrections.

After satisfactory correction approved by the supervisor, the student submits the corrected dissertation/thesis to the Departmental committee that awards an error free certificate. The endorsed copies are submitted to Faculty/School Postgraduate Committee for verification and submission to Director of Postgraduate Studies. The student must consider proper formatting of the dissertation/thesis, pagination, typing guidelines, language use, and attachments of relevant appendices as indicated in the Guidelines for Postgraduate Research of 2020. After finishing the whole process, the student qualifies for graduation unless there are other pending issues from the university.

SECTION TWELVE
STUDENTS' LOANS

12.1 Introduction

To date, the main lending institution for students' higher education is the Higher Education Students Loans Board (HESLB). However, students may secure loans from various sources including financial institutions and other institutions offering scholarships for higher education including NGOs and religious institutions.

12.2 Higher Education Students' Loans Board (HESLB)

Students' loans from HESLB are governed by HESLB Guidelines of 2022/2023. The Higher Education Students' Loans Board (HESLB) was established by HESLB Act (CAP 178) and became effective in July 2005. HESLB is mandated to, among other things, issue loans and or grants to needy and eligible students and collect such loans from the beneficiaries.

12.3 Instructions to All Loan Applicants

Applicants are required to adhere to the following instructions:

i) Ensure that the Form Four Index Number provided when applying for loan matches with the one used in the application for admission to university;

ii) Applicants who sat for Form Four examinations more than once are required to list all Form Four Index Numbers used while applying for loan;

iii) Ensure that all documents submitted to support the application have been certified by relevant authorities as specified in the HESLB guidelines;

iv) Ensure that all birth/death certificates are certified by the Registration, Insolvency and Trusteeship Agency (RITA), or Zanzibar Civil Status Registration Agency (ZCSRA) to ascertain their validity;

v) Ensure all students who were born abroad and or their parents died abroad obtain a letter from RITA to validate the information provided;

vi) Ensure that the loan application form is dully fulfilled and signed before submission;

vii) Ensure that bank account details are properly filled in the application form;

viii) Each applicant is advised to keep a copy of a complete package of the application form submitted to HESLB for future reference;

ix) All applicants must strictly observe the set application deadline.

12.4 Eligibility

HESLB Act and regulations provide for General Eligibility and Criteria for applicants seeking loans. NEEDY and ELIGIBLE applicants must apply for loans and/or grants to meet part or full costs of their education. In addition to general eligibility, additional criteria define NEEDY applicant who is not above 35 years of age at the time of application also must be:-

i) An orphan who has lost both parents and partial orphan who has lost one parent. An applicant has to produce a death certificate approved by RITA or ZCSRA;

ii) Student with disability must complete and present a fully Self-Disability Form (SDF-1) to be approved by District Medical Officer (DMO), Regional Medical Officer (RMO) or any designated medical expert with recognized affiliations.

iii) Parents with disability must present a Parent Disability Form (PDF-2) to be approved by the District Medical Officer (DMO), Regional Medical Officer (RMO) or any designated medical expert with recognized affiliations.

iv) From lower income household and/or marginalized community whose secondary school or diploma education was partially or fully sponsored or supported by recognized institutions, and/or a community group(s), who can present evidence of such support. All applicants under this sponsorship category have to ask their respective sponsors to fill in a Standard Corporate Sponsorship Form (SCSF-3) which is downloaded from HESLB website and upload it along with other attachments in the application forms. All SCSF-3 will have to be validated by a dully approved signatory and owner of the respective organization.

v) From lower income household and/or marginalized community, which is under Special Economic Support Programmes such as Tanzania Social

Action Fund (TASAF) should provide the programme beneficiary's number and attach TASAF ID.

12.5 General Eligibility Criteria as Pronounced by the Act

Apart from the general criteria, students must adhere to other criteria as per the HESLB Act as follows:

i) Must not have other sources of funding to finance his/her education;

ii) For undergraduate applicants, must not have a formal or regular income from employment, either public or private sector.

iii) Must be a continuing student with results/progress reports to show that he/she has passed the examinations necessary to enable him/her to advance to the following year of study.

iv) For a student's loan beneficiary seeking to re-apply for loan after dropping out from one programme/college/university, he/she must repay at least 25 per cent of the previous loan amount before applying for a new loan. However, payment of 25 per cent of the previously granted loan is not a guarantee for new loan allocation.

12.6 Loan Items

HESLB may provide loans to cover all or some of the following items: - (i) Meals and Accommodation (ii) Tuition Fee (iii) Books and Stationery Expenses (iv) Special Faculty Requirements (v) Research Expenses and (vi) Field Practical Training.

12.7 Means Testing

Means Testing (MT) is used to determine applicants' neediness for loan allocation. School fees paid in CSEE, ACSEE and/or equivalent qualifications including diplomas is one of the factors considered to establish an individual's ability to contribute to the costs of higher education. Other factors that are taken into consideration are orphaned, applicant's or parent's disability, previous education sponsorship and household economic status.

Therefore, neediness is measured as a difference between total annual costs to pursue individual programme at respective Higher Education Institution (HEI) and

established applicant's past ability to pay for secondary school or diploma education as an indication of the applicants' ability to contribute to the costs of higher education.

12.8 Continuing Students who are Loan Beneficiaries

All continuing loan beneficiaries continue to receive loans as per their initial Means Test Grades upon submission of examination results/progress reports from their respective higher learning institutions.

12.9 Inter-University and Internal Transfers

Loan beneficiaries are strongly advised not to transfer from one HEI to another or from one programme to another unless it is inevitable.

Loan transfer is effected upon receiving confirmation from relevant authorities. HESLB does not raise a duplicate loan payment to students who voluntarily move to other HEIs.

Unless there is a strong supporting clarification for a late submission of transfer confirmation, no loan transfer is made after 120 days from the date of release of the first batch of admission.

Applicants must pay a non-refundable, one-off application fee of Tsh 30,000.00 through GePG using a provided Control Number through the bank (NMB, CRDB, TCB) or mobile money networks (Vodacom M-PESA, TIGO PESA, and AIRTEL MONEY etc.).

12.10 Appeals against Awarded Loan Amount

Applicants who are not satisfied with the allocations may appeal by completing relevant Online Appeal Forms. Allocation of successful appeals will depend on availability of funds.

SECTION THIRTEEN
COMMUNICATION GUIDELINES

13.1 Guidelines to observe

Students should observe the following communication guidelines and regulations:

i) Follow the chain of communication when they want to forward their problem(s) to the higher authorities of the university. Always begin with the Head of Department or the Dean of Students depending on the nature of the problem.

ii) Use the available online/ICT means of communication to access information related to registration, examination results, important announcements, school fees payment, and so forth. Also, give immediate feedback to the university when you are required to do so using the same online/ICT and social media means of communication.

iii) Avoid delays, distortions, and withholding of information. Student leaders especially SAUTSO leaders should always strive to immediately relay the information they get from the university meetings to their fellow students. They should not keep the information to themselves.

iv) Not to make any official communication to external stakeholders without channelling their communication through the head of unit such as HoD or Dean of Students. SAUTSO leaders should also observe this point. The VC and DVCs must be aware of all the official communication matters that are going on at the university.

v) Students to always update themselves with the current information about various issues in the university by visiting the university website.

vi) To cultivate a habit of reading announcements and other kinds of information on the university notice boards and elsewhere.

vii) To always attend meetings and public lectures whenever they are called upon to do so. Meetings are one of the best ways of communication as they give immediate feedback the questions or doubts.

viii) All communication made should be easy to understand and devoid of slang, obscene, offensive, using code switching, and containing discriminatory remarks.

ix) Communication should be timely, accurate, clear, objective and complete. For example, observe the timelines for appeals because once the time has elapsed, the appeal will not be accepted.

x) In case of a crisis, the Vice Chancellor releases relevant, appropriate and verifiable information to students and to the internal and external publics.

xi) The Vice Chancellor has in place mechanisms to continually monitor media coverage and respond to it accordingly.

xii) Students are encouraged to make good use of the available *suggestion boxes* and *pigeon holes.*

xiii) The university logo should not be misused by students in their personal communication.

xiv) SAUT is an international university that recruits staff and students from all over the world. The languages of communication in matters relating to administration and academics are English and Kiswahili. The choice between the two depends on the target audience. When it comes to teaching, the medium of instruction is English except for Kiswahili and French courses.

SECTION FOURTEEN
STUDENTS AND NEIGHBOURING COMMUNITY RELATIONS

14. Guidelines

Off campus students should observe the following principles, guidelines or advice:

i) To strive to cooperate with the community where they live during social eventualities especially bereavements.

ii) To listen to community leaders, elders, and dwellers of their community whenever they guide, instruct, or advise them on how to behave and live according to the community norms.

iii) To take precaution when walking at night. Not to walk alone but in groups of two, three, and so forth.

iv) To be exemplary by dressing properly. To avoid wearing unacceptable kind of dresses in the streets. Children and youngsters in the community where they live usually copy such kind of dresses.

v) To avoid truancy. Not to miss classes unnecessarily by simply remaining in the streets playing cards, pool-table, and wandering around the whole day. They may be construed as a jobless or gangster.

vi) To avoid smoking marijuana and other drugs such as snuff.

vii) To avoid unofficial/contract marriages among students during their stay at SAUT because such practices result into frequent abortions, and psychological torture when the partners are unfaithful. Such practices definitely affect their academic performance.

viii) Some female university students should avoid engaging themselves in love affairs with motorcycle drivers and shopkeepers in the streets whose level of education is merely standard seven. Such students shame themselves in particular and the university in general.

ix) To participate in the community development and security activities like attending community meetings whenever possible, community policing, cleanliness in the streets and so forth.

x) After their graduation, students should plan to go back home immediately instead of remaining in the community doing illegal businesses.

xi)   In case they have in problems out there, they should report to the Dean of Students or any other university official immediately.

SECTION FIFTEEN
UNIVERSITY DRESS CODE

15.1 Dress Code

The dress code is applicable to all students and is part of the university policy to provide and maintain high professional ethical standards of integrity and discipline on the campus. The dress code must be adhered to by every university student from Monday to Saturday, even if casual attire is allowed on Saturday.

Students should wear clean and decent attire while on campus and/or official university functions. The students should adhere to guidelines provided below.

Female students should NOT wear:
  i)   Dresses/skirts that are above the knee line;
  ii)   Dresses/skirts with slits extending above the knee;
  iii)   Dresses/blouses with open necklines that are four inches below the shoulders;
  iv)   Body-hugging/tight trousers;
  v)   Dirty, torn jeans that reveal parts of the body;
  vi)   Bare-backs;
  vii)   Navel-gazers, commonly known as "tumbo-cuts";
  viii)   See-throughs;
  ix)   Trousers;
  x)   Clothes that expose and/or show inner wear;
  xi)   Shirts, and T-shirts with obscene wordings and/or expressions;
  xii)   Hats/caps in class, chapel, offices and at university functions.

Male students should NOT wear:
  i)   Earrings and studs on one or both ears and on other parts of the body;
  ii) Hats/caps in class, chapel, offices and at university Functions;
  iii) Headscarves;
  iv) Clothes that expose the chest and/or tattoos on any part of the body;
  v)   Shirts, T-shirts and trousers with obscene wordings and/or expressions;
  vi) Jewellery, necklaces and rings on ears and/or
  vii) Eyebrows.

Both MALE and FEMALE students should observe the following:

    i)   Modest use and application of lipstick;

    ii) No jewellery on eyebrows, belly, lips, tongue and nose;

    iii) No exposed tattoos and wordings on any part of the body;

    iv) No wearing of "shades" (sun glasses) in class, chapel and offices;

    v) Hairstyles should be neat and clean.

SECTION SIXTEEN
HIV AND AIDS

16.1 Introduction

St Augustine University of Tanzania plans and implements some measures and strategies to create an enabling environment to prevent human immunodeficiency virus (henceforth HIV) and acquired immunodeficiency syndrome (henceforth AIDS) within the university community. Some of the measures include:

i) To provide comprehensive education programmes to help the community to understand and reduce the risk of all modes of HIV transmission, including mother to child transmission and understanding the importance of changing risk behaviours related to infection;

ii) To encourage workers and students to know their HIV status through voluntary counselling and testing;

iii) To ensure the availability of post exposure prophylaxis;

iv) To develop a stand–alone module for all new staff members and students and mainstream HIV and AIDS in the existing curriculum.

16.2 Impact Mitigation, Treatment, Care and Support Services

In mitigating the impact and ensuring treatment, care and support for the university community, SAUT does the following:

i) To ensure the workers and students living with HIV and their dependents benefit from full access to health care, whether this is provided under public health, social security systems or private insurance or other schemes;

ii) To ensure education and awareness on care and support for persons with HIV/AIDS;

iii) To ensure psychosocial support to community members living with HIV and AIDS, and partners/dependents by providing guidance and counselling services.

iv) To ensure continued employment, an employee with HIV and AIDS and other related diseases is not treated differently from other comparable chronic or life-threatening conditions. Where an employee is unable to continue with employment, the usual conditions pertaining to disability or

ill-health apply. In the same vein, students who are unable to continue with studies, usual conditions pertaining to disability or ill-health apply;

v) To ensure the application of the highest standards pertaining to confidentiality of employee's records as well as their privacy related to whatever health condition they have are maintained;

vi) HIV status of a person does not endanger access to job, tenure, job security or opportunities for advancement. In the same vein, students' HIV status does not endanger their enrolment status to SAUT and other student's welfare services;

vii) To promote multidisciplinary research on biomedical, behavioural change and social delivery aspect of HIV and AIDS and use the research findings to inform its policy and teaching at the university;

viii) To ensure that its dispensary is upgraded to a health centre capable of providing care and treatment services to workers, students and members of neighbouring communities with HIV and AIDS.

16.3 Implementation, Dissemination, Monitoring, Evaluation and Review

i) SAUT HIV and AIDS policy is implemented by the involving HIV and AIDS technical committee comprising of the Vice Chancellor who will be the chairperson, medical doctor in-charge of the SAUT dispensary, the Corporate Counsel, the Human Resource Director, the Chaplain, Dean of Students, palliative care nurse, counsellor, HIV and AIDS focal person, two staff representatives, two students' representatives, and the chairperson may appoint any other two members as he deems necessary.

ii) In addition to the HIV and AIDS technical committee, the policy is implemented in collaboration with stakeholders made of Ministry of Health, Ministry of Education, Science and Technology (MoEST), United Nations Educational Scientific and Cultural Organization (UNESCO), The Joint United Nations Programme on HIV and AIDS (UNAIDS), International Labour Organization (ILO), United Nation Population Fund (UNFPA), Tanzania Episcopal Conference (TEC), Non-Governmental Organisations (NGOs), staff, students, and the neighbouring community as stipulated here below regarding their roles, rights and responsibilities.

16.3.1 UN Joint Team

    i)   To kick start HIV and AIDS intervention activities at SAUT

    ii)   Rendering expertise support to the formulation, implementation, dissemination, monitoring, evaluation and review

    iii) Offering information, education and communication materials

    iv) To work jointly in maximizing HIV prevention strategies so as to reduce further spread of the virus.

    v)   To collaboratively work to provide care and treatment so as to reduce morbidity and mortality due to HIV and AIDS.

16.3.2 Staff and students

    i)   Contribute to the National HIV and AIDS response through active precipitation and educational activities, innovative research, advocacy, training, and service provision.

    ii)   In collaboration with SAUT HIV and AIDS technical team, to identify the priority need of staff and students with regard to HIV and AIDS prevention and control.

    iii) In collaboration with SAUT HIV and AIDS technical team, to implement proven interventions and best practices within SAUT community.

    iv) In collaboration with SAUT HIV and AIDS technical team, to participate in awareness creation and sensitization on HIV and AIDS issues in targeted groups within respective communities.

    v)   Consult with SAUT management in developing, agreeing on and implementing a workplace policy on HIV and AIDS action plan.

    vi) Include HIV and aids on the agenda of staff meetings and training programmes and strengthen education and especially for women and youths.

    vii) Work together with SAUT management to develop appropriate strategies to assess and appropriately respond to the economic impact of HIV and AIDS at SAUT.

    viii) Work with SAUT management in creating and implementing personnel policy and practices that do not discriminate or stigmatize workers and students living with HIV and AIDS.

ix) Take up issues at SAUT through grievance and disciplinary procedures and/or report all discrimination on the basis of HIV and AIDS to their appropriate legal authorities.

x) Ensure that the factors that increase the risk of infection for workers and students are addressed in consultation with SAUT management.

xi) Work with SAUT management to encourage and support access to confidential voluntary counselling and testing.

16.3.3 Neighbouring communities

i) SAUT HIV and AIDS technical team in collaboration with SAUT the surrounding communities to identify priority need of those communities with regard to HIV and AIDS prevention and control.

ii) SAUT HIV and AIDS technical team in collaboration with the surrounding communities to implement proven interventions and best practices.

iii) SAUT HIV and AIDS technical team in collaboration with the surrounding communities to participate in awareness creation and sensitization on HIV and AIDS issues in targeted groups within respective communities.

iv) SAUT HIV and AIDS technical team in collaboration with the surrounding communities to identify and use influential individuals and groups in the communities, to build their capacity and mobilize them to implement HIV and AIDS interventions.

SECTION SEVENTEEN
STUDENTS' WORSHIP AND CHAPLAINCY

17.1 Chaplaincy

SAUT recognizes the individual right to worship. Students are advised to use facilities available (mosque and church) for religious services within and outside the campus without interfering academic activities. Worship related matters are handled through the university chaplaincy.

SAUT Chaplaincy is charged with coordinating various religious activates conducted on campus and off campus. As the university community consists of members from different religious denominations, such activities need to be organized in such a way that they don't interfere with university timetable and the general harmony of SAUT community.

Students can approach the Chaplaincy office for the following concerns:

i)   Stress and anxiety
ii)   Relationship problems and peer pressure
iii)   Trouble in adjusting to university environment
iv)   Feeling unmotivated, sad or having trouble concentrating
v)   Sexual abuse
vi)   Sexual identity concerns
vii)   Lack of defined goals
viii) Choosing specialization and career related concerns
ix)   Alcohol/drug abuse
x)   Suicidal signs

SECTION EIGHTEEN
INFORMATION AND COMMUNICATION TECHNOLOGY

18.1 Introduction

Information and Communication Technology (ICT) is a broader term for Information Technology (IT), which refers to all communication technologies, including the internet, wireless networks, cell phones, computers, software, middleware, video-conferencing, social networking, and other media applications and services enabling users to access, retrieve, store, transmit, and manipulate information in a digital form.

18.2 ICT Skills for Students

A core element of the ICT field is the ability to seek, develop, manage and process data with the right digital tools. After all, data plays a key role in communicating results, trends, and consumer patterns within a business and serves as the backbone of web and app development including:

i) Using a computer and the Internet
ii) Information literacy
iii) Processing information
iv) Presenting information
v) Online communication and collaboration
vi) Troubleshooting and maintenance of the device (Computer, Laptop, etc.)

18.3 Student Information Management System (SIMS)

The Student Information Management System (SIMS) is a platform that contains all the information of the students in a university in a digital format. It also holds all the academic information relating to students.

Every active student must have an SIMS account, for accessing his/her required university details on academic and non-academic matters using the link www.sims.saut.ac.tz whereby student can access payments, academic progress (continuous assessment, final, supplementary, special and carry/retake results), course registration, messages, news and online issues for IDs.

18.4 Students Loans

The ICT office assists students to access HESLB portal for forgotten passwords, tuition fees and other payment information from their accounts.

18.5 Library

SAUT library has been striving to facilitate effective teaching, learning, research and knowledge sharing. The library provides both electronic (e-books, e-journals and database) and print resources. All resources can be found in various databases as subscribed by SAUT from time to time.

The library provides the services for the registered students, who are offered with Authentication Credentials provided to access E-resources in addition to physical books and journals.

The library also serves as a learning space for students to do independent work, use computers, access the internet, use equipment and research materials. It also helps to host special events such as author visits and book clubs and for tutoring and testing.

18.6 Use of Library ICT Systems

The ICT department provides knowledge and guidance to students on the needs of academic library. Students cover the full spectrum in introductory research materials and instruction about the research process and other professional knowledge related to them.

i)   The library computers are for accessing information for academic purposes only. The library computers may not be used for political or business purposes.

ii) All persons using the library computers are responsible for backing up their own data and protecting their own information.

iii) Whenever the library computers have to be closed, the library staff informs the students fifteen minutes before closing time.

iv) All computers in the library have an updated antivirus, therefore students can freely use their removable storage device.

v)   All problems or needs of assistance should be reported to the library member of staff on duty.

vi) Unauthorized persons/users are not allowed to access Internet facilities within the library network.

vii) Any user found to be sending or receiving inappropriate materials (e.g. non-educational materials, pornography, instant messages and e-phone) are subjected to disciplinary action.

viii) Internet services are monitored at all times by the ICT department for efficiency and optimal usage by all the users.

18.7 General Rules & Regulations for Library

Students are required to observe the following rules and any other guidelines provided to them by library staff.

i) Silence within the library should be observed at all times.

ii) Eating, drinking, and smoking are strictly prohibited.

iii) The use of cell phones within the library is prohibited.

iv) Students are expected to behave and present themselves decently at all times.

v) Students are not allowed to take books outside the library without permission.

vi) Borrowing is allowed for photocopying only to registered students not otherwise.

vii) The Librarian shall reserve the right to withdraw or refuse Library services to any user who disregards the library rules and regulations.

viii) Students are liable for the cost of replacement or repair of all materials damaged or defaced.

ix) Readers must not take bags, briefcases, sweater, jackets and the like into the library but such materials can be left to the security section in the library. Students are advised not to leave valuable items in their bags.

18.8 Financial Record

The university provides the services for online payment, where a student is required to login into his/her account to obtain or generate a control number for specific transaction such as administrative fees, tuition fees, carry-over fees, retake fees, graduation fees, hostel fees etc.). The students are supposed to login into the

Student Information Management System (SIMS) and select VISA as payment category to generate control number for the payment.

18.9 Online Registration

The university almanac provides to students the timeframe to register online the courses have to take in each semester. This is done in their created accounts. By doing so, lecturers can enter their continuous assessment and final results.

18.10 Timetable

The university provides class and examination timetable electronically for each class, level and programme for the registered courses. Students can easily access the timetable through the university website in the ICT Services Menu.

18.11 University News

The ICT provides directives to each student through their university online SIMS accounts. This includes what the students are supposed to do and/or to follow while at the University.

18.12 Student Identification (ID)

The ICT serves the students with Identification Cards to be used while at the university for different services. A student whose ID get lost is supposed to get a loss report from the police and make payment in order to get a new one.

18.13 Computer Laboratory Rules and Regulations

Students are supposed to adhere to the following rules and regulations:

i) Not to enter the computer lab without permission.

ii) Not to insert any device in the computer without instruction.

iii) Not to connect or disconnect any device without instructions.

iv) Not to open any programme on a computer without instructions.

v) Not to take anything from the computer lab.

vi) Not to bring wet things such as umbrellas and clothes in computer lab.

vii) Not to delete a program or file they do not understand.

viii) Not to enter the computer setting of any kind without instructions.

ix) Not to eat or drink in the computer lab. This is to avoid damage to the computer.

x)   Not to run or play in the computer lab as this may accidentally knock
        down the computer.

SECTION NINETEEN
INFORMATION ON PLAGIARISM

19.1 Introduction

Plagiarism is the practice of presenting another person's work either orally or in written form, scholarly or ordinary documentary, visual or audio materials as one's own work without appropriately acknowledging the sources. The practice of plagiarism occurs via copying or reproducing the published or unpublished materials of someone else without appropriate acknowledgment or citation of the principal source. Plagiarism is entirely not acceptable within SAUT research and publication framework.

There are five forms of plagiarism: copying, inappropriate paraphrasing, exclusive publication of joint materials, inappropriate citation, and self-plagiarism. Prevention and detection of plagiarism is the university foremost priority at all levels of academic training and administration.

19.2 Student Responsibilities in Preventing Plagiarism

In order to prevent and detect plagiarism all students are obliged to:
i) Comprehend and adhere to their respective research and assignment writing guidelines;
ii) Comprehend and adhere to the SAUT Plagiarism Policy;
iii) Perpetually develop academic literacy required to avoid plagiarism;
iv) Familiarize with the appropriate citation and paraphrasing style prevailing in their respective faculty/school or department;
v) Efficiently employ the available plagiarism detection software prior to submission of a thesis or dissertation to the university;
vi) Ensure they do not deliberately or negligently allow their assignments, theses or dissertations to be copied or reproduced by fellow students either at SAUT or any other accredited academic institution;
vii) Report to the relevant authority any instances of plagiarism by their fellow students;
viii) Submit declaration form in every material submitted to the university.

19.3 University Mechanisms in Detecting Plagiarism

Detection of plagiarism is a perpetual university exercise during the writing process and after submission of the theses, dissertations, articles or any other

designated materials by the university.

Detection and affirmation of plagiarism is basically the role and outcome of the findings of the examiner who, for this purpose, is well informed of the academic work or level of assessment and the standard of citation required in a given academic research and writing undertaking.

The electronic detection software shall be used by the examiner as an aid in detecting plagiarism and not conclusive control of affirming plagiarism. Any work which is tested electronically by use of software, the acceptable amount of unoriginality will be 20 per cent.

Plagiarism may be detected by the examiner via the aid of the following listed electronic and non-electronic channels:

i) Detection software
ii) Internet search tools
iii) Monitoring at supervisory level
iv) Counter-checking the citations with references.
v) Call upon and inquire any suspicious work
vi) Receiving and maintaining of all submitted academic works in the electronic format.

19.4 Major and Minor Plagiarism

Plagiarism in terms of SAUT research and publication framework is categorized into major plagiarism and minor plagiarism. The two categories are outlawed subject to different academic penalties upon adherence to the procedures and establishment of the attached elements in the university plagiarism policy.

19.4.1 Major Plagiarism

Major plagiarism is the zero tolerated plagiarism and it includes:

i) Copying big chunks of other people's work without proper acknowledgement;
ii) Exclusive publication, presentation and submission of joint effort materials without including the names of other authors who were involved in the production of the work being published.

19.4.2 Minor Plagiarism

Minor Plagiarism includes but not limited to:

i) Inappropriate citation

ii) In appropriate paraphrasing

iii) Self-plagiarism

For the major plagiarism, the university fails the accused student, and order for revocation of the award(s), suspension, or total expulsion while for minor plagiarism, the university may order for academic cancelling, alteration and resubmission of the work.

SECTION TWENTY
SPORTS AND GAMES

20.1 Sports Services

Sport means all forms of physical activities which through casual or organized participation, aim at expressing or improving physical fitness and mental wellbeing, forming social relationship or obtain results in competition at all levels. Game is a physical or mental activity or contest that has rules and that people do for pleasure. Sports and games are very similar in meaning because they involve physical and mental activities but the difference is that in sports certain physical activities are done by people according to specific set of rules and usually compete against each other.

St Augustine University of Tanzania as a part and parcel of the community participate fully in different activities which involves sports and games internally and out of the University. The University participates in different competitions such as Tanzania Catholic Universities students' Union (TACUSU) through different sports and games such as Netball, basketball, football, volleyball and symposium. Students are advised to participate in these sports and games in and out of university premises.

SECTION TWENTY ONE
ALUMNI ASSOCIATION

21.1 Introduction

This is the society of all students and staff who through academic or administration activities, passed or studied at SAUT since it was formed in 1998.

21.2 General Objective

St Augustine University of Tanzania Alumni Association (SAUTAA) exists primarily as a society that promotes and supports provision of education to Catholic Universities around the world.

21.3 Specific Objectives

i)   To improve and support the provision of high standard to the university students by Mobilize the Alumni to come together in order to help the university development and volunteer their time, resources and skills to supplement the university human and capital resources.

ii) To engage in appropriate revenue – generation and fundraising activities in support of St. Augustine University of Tanzania curriculum and extra curriculum-activities. Graduates are requested to register themselves as per the SAUT alumni association constitution.

SECTION TWENTY TWO
STUDENT AWARDS GUIDELINES

22.1 Introduction

There are Student Awards Guidelines which are meant to set procedures on the governance and selection criteria for student awards (for details see the Student Awards Guidelines of 2021). The student award system is meant to recognize students' academic, social, and cultural achievements and contributions. They are aimed at encouraging the culture of competition amongst students in various programmes, the job market and in their future careers. They form a crucial instrument to guide the University Committee responsible for selecting candidates for the awards based on the principle of predictability, consistency, and transparency in award procedures and practices at the university. The guidelines apply to SAUT, its constituent colleges and centres.

22.2 Student Awards Committee

The Committee is composed of the following members:

a) Deputy Vice Chancellor for Academic Affairs who is the chairperson;

b) Deputy Vice Chancellor for Administration and Finance for Administration and Finance;

c) Deans of Faculties/Schools;

d) Director of Postgraduate Studies;

e) Director of Research, Innovation and Community Engagement;

f) Director of Undergraduate Studies;

g) Dean of Students;

h) Corporate Counsel who is the Secretary;

i) Bursar;

j) Quality Assurance Director/Officer;

k) Students' representative.

22.3 Responsibilities of the Committee

The Committee has the following responsibilities:

a) To receive proposed names for the awards from different proposing committees;

b) To discuss the names in accordance with the set criteria;

c) To propose to the University Senate the students who qualify for the awards each year;

d) To prepare annual budget for student awards;

e) To liaise with different donors on behalf of the university to support student awards;

f) To keep records for students awarded from various programmes and categories;

g) To ensure a fair and transparent mechanism for selection of student awards;

h) To propose to the University Senate any guidelines amendments as it deems necessary.

22.4 Award Categories

The university provides the following awards to students in various programmes and other categories:

a) The Vice Chancellor's Award **-** This award aims at encouraging and recognising exceptional performance from the students who demonstrate outstanding achievement in activities that are aligned to the mission and vision of the university and strategic plan.

b) Overall Best Student Award - The award is given to the overall best student for all programmes.

c) Best Student per Programme **-** The award is given to the outstanding student in each programme.

d) Best Thesis/Dissertation Award - This award is presented to graduate students to encourage postgraduate research that combines theory and practice and has the potential to contribute to the national development agenda and the academia in general.

e) Leadership Award **-** This award aims at recognizing students for their leadership roles and outstanding achievements in co-curricular and extra-curricular activities at the university.

f) Community Outreach Award **-** The award is given to an individual or group of students that have significantly promoted equity and inclusion, and has supported and participated in the community outreach at the university,

and has represented the university in a favourable image to the neighbouring community.

g) Student Sports Award **-** The award is bestowed upon a student who has achieved the highest level of excellence in sports.

22.5 Awards Giving Procedure

Awards are given as indicated in Table 1

Table 1: Awards to nominated students

Award type	Undergraduate		Postgraduate		
Academic	Overall best student	- Tsh 200,000 and certificate - Postgraduate scholarship	Academic	Overall best student	- Tsh 300,000 and certificate - PhD Scholarship
	Best student per programme	Tsh 150,000 and certificate		Best student per programme	Tsh 200,000 and certificate
				Best thesis/ dissertation	Tsh 200,000 and certificate
Non-academic	All non-academic categories	Tsh 100,000 and certificate	Non-academic	All non-academic categories	Tsh 150,000 and certificate

The amount indicated in Table 1 is subject to change depending on the University Council decision.

TWENTY THREE
GENDER DESK

23.1 Introduction

Harassment of any nature is a social challenge and covers a wide range of behaviours of an offensive nature. In the legal sense, these are behaviours that appear to be disturbing, upsetting or threatening. They evolve from discriminatory grounds and have the effect of nullifying or impairing a person from benefiting from their rights.

SAUT being an institution of higher learning with a big number of students, academic and non-academic staff, consequently, the elements of harassment among the community members are inevitable. Thus, SAUT has in place a Gender Desk where such issues can be reported, discussed and amicably resolved or promptly channelled to the right office for action as per the stated rules and regulations or by-laws (For more details, students can read: *Mwongozo wa Uanzishwaji, Uendeshaji na Ufuatiliaji wa Dawati la Jinsia katika Taasisi za Elimu ya Juu na Elimu ya Kati* (Guidelines for the Establishment, Operation and Monitoring of Gender Desk in Higher Learning Institutions and Colleges) of 2021 issued by the Ministry of Social Development, Gender, Women and Special Groups).

23.2 Gender Desk Composition

The Gender Desk is composed of the Coordinator of the Desk and at least five and not more than 15 members. Among the members, two are students. The selection of the members of the Desk takes into account the representation of Schools/Faculties/Departments and gender. The Coordinator and staff members of the Desk are appointed by the Vice Chancellor while student members are appointed by the Student Government among students who are not leaders of the Student Government.

23.3 Functions of the Gender Desk

In ensuring that the learning environment is friendly and safe for employees and students as well as various service providers at SAUT, the Gender Desk carries out the following responsibilities:

i) Receive and process all reports of sexual violence at SAUT;

ii) Provide counselling and psychological protection to victims of sexual violence;

iii) Eradication of sexual violence in collaboration with other stakeholders;

iv) Designing a friendly and safe reporting system for acts of violence;

v) Advising the Management regarding the consideration and implementation of gender issues in relation to strategies plans, guidelines and the institutional budgets;

vi) Educating the university community about Gender Violence;

vii) Prepare and keep records of gender issues reported to the Gender Desk;

viii) Provide counselling to victims of sexual violence who report to the desk;

ix) Facilitating the establishment of clubs on gender issues and gender-based violence.

23.4 Reporting Sexual Violence

Anyone is responsible for reporting sexual violence to the Gender Desk. In addition, the Gender Desk has a friendly procedure for receiving information on Sexual Violence which is done in the following manner:

i) The employee, student, service provider or any person is responsible for reporting to the Gender Desk to provide information about violence or indicators of violence in a timely manner;

ii) In circumstances where an employee/student or service provider cannot provide information, a close relative/friend/anyone can provide relevant information through a confidential procedure;

iii) The complainant/victim or whistle-blower of acts of sexual violence must provide information at the desk about any indicators related to threats or restrictions imposed on him/her by the accused, friends/relatives of the accused;

iv) In the context of providing justice to the victim and suspect of sexual violence; detailed information and investigation is done to avoid unfair treatment.

TWENTY FOUR
HEALTH INSURANCE

Health insurance is a type of insurance that covers medical expenses that arise due to an illness. For example, these expenses are related to hospitalization costs, the cost of medicines or doctor consultation fees. No one plans to fall ill or get hurt, but a severe illness can strike anyone at any time. The cost of treating the illness can cause severe financial strain on the savings you have accumulated over time. This means that you might have to compromise on providing your child with the best quality education or default on your home loan payments. Today, the cost of medical treatment is continuously rising.

These costs, which are already very high, are increasing every year. Most smart people have taken the necessary precautions to insure their health immediately. Health insurance is a living benefit for which you would need monies in dire need. One disease can drain out all the savings you have made for your children's education, marriage, buying a house or even retirement. You would not want your family's dreams shattered just because of an illness, especially when you could have protected yourself financially. Taking a health insurance policy when you are young and healthy is beneficial. As you get older, your premium increases, and you also stand a chance of being denied health cover by the insurance company.

St Augustine University of Tanzania has decided to cover the entire university community by entering a memorandum of understanding (MOU) with the National Health Insurance Fund (NHIF) for staff and students. Due to that, all students and staff are required to have health insurance from any insurance fund, but the most famous is NHIF. All students must register every academic year and activate health membership by paying a health insurance fee of Tsh 50,400. To activate their membership, students must generate a control number for payment. In case of any challenge in generating the control number, students can contact the office of the Dean of Students for assistance. Students can only be allowed to register or attend classes if the required health insurance fee has been paid.