



ZANZIBAR METROPOLITAN COLLEGE

STUDENT BY LAWS



MARCH 1, 2025

ZMC

OFF-FUMBA ROAD MAWASILIANO, KISAUNI

Contents

1. Introduction.....	1
Purpose.....	1
Scope.....	1
2. Student Rights and Responsibilities.....	2
Rights.....	2
Responsibilities.....	2
3. Academic Regulations.....	3
Course Enrollment and Attendance	3
Grading and Academic Performance	3
4. Code of Conduct and Discipline	4
General Conduct	4
Prohibited Acts.....	4
Penalties for Violations	4
5. Financial Obligations and Fees	5
Tuition Fees	5
Refund Policy	5
6. Health, Safety, and Welfare	5
Health and Medical Care	5
Campus Safety Rules	6
7. Student Governance and Representation.....	6
Student Council.....	6
Participation in Decision-Making.....	6
8. Institutional Policies and Compliance.....	6
Regulatory Compliance	6
Amendment of By-Laws.....	7
9. Disciplinary Procedures and Appeals.....	7

Hearing Process	7
Appeal Mechanism	7
10. Amendments and Implementation	7
Effective Date	7
Implementation Responsibility	8

1. Introduction

These by-laws outline the fundamental principles governing student conduct, academic integrity, and adherence at Zanzibar Metropolitan College (ZMC). They define the rights and obligations of students, fostering a supportive learning atmosphere that complies with NACTVET regulations.

Purpose

The aim of these by-laws is to:

- Encourage academic excellence and ethical behavior.
- Establish a clear disciplinary framework for students.
- Ensure adherence to NACTVET and national educational policies.

Scope

These regulations are applicable to all students enrolled at Zanzibar Metropolitan College

2. Student Rights and Responsibilities

Rights

Students at ZMC are entitled to:

- Access high-quality education and learning materials.
- Receive equitable treatment and equal opportunities for learning.
- Engage in institutional governance through student leadership roles.
- Challenge decisions regarding disciplinary actions or academic evaluations.

Responsibilities

Students must:

- Comply with academic regulations and college policies.
- Uphold ethical standards in their interactions with peers, faculty, and staff.
- Respect college property and facilities.
- Ensure prompt payment of tuition and fees.

3. Academic Regulations

Course Enrollment and Attendance

- Students are required to complete course registration within the designated timeframe.
- Minimum attendance requirement: Students must be present for at least 75% of scheduled classes each semester.
- Unauthorized absences may lead to disciplinary consequences.

Grading and Academic Performance

- The grading system will adhere to NACTVET's National Technical Award (NTA) framework.
- Students must sustain satisfactory academic progress to maintain their enrollment.
- Instances of plagiarism and academic dishonesty will result in disciplinary actions, which may include suspension or expulsion.

4. Code of Conduct and Discipline

General Conduct

Students are required to:

- Conduct themselves in a way that demonstrates professionalism and respect towards others.
- Steer clear of any form of harassment, discrimination, or violence.
- Wear appropriate attire while on college grounds.

Prohibited Acts

The following behaviors are strictly forbidden:

- Engaging in academic dishonesty, which includes cheating and plagiarism.
- Using substances, including alcohol and drugs, on campus.
- Damaging property or using college facilities without authorization.

Penalties for Violations

Disciplinary measures may include:

- Warning: Given for minor infractions.
- Suspension: Temporary removal from academic activities.
- Expulsion: Permanent dismissal from the institution.

5. Financial Obligations and Fees

Tuition Fees

- Students are obligated to pay tuition fees by the deadlines established by the college administration.
- Late payments could lead to financial penalties or limitations on registration.

Refund Policy

- Refunds will only be issued in cases that have been approved by the administration, in accordance with the conditions specified in the financial policy.

6. Health, Safety, and Welfare

Health and Medical Care

- Students must adhere to the college's health regulations, including vaccination requirements when necessary.
- Emergency medical services will be provided by designated healthcare professionals.

Campus Safety Rules

- Students are required to follow fire safety, laboratory safety, and emergency procedures.
- Any incidents of violence or safety violations must be reported without delay.

7. Student Governance and Representation

Student Council

The student body will elect representatives to establish a Student Council.

- This council will engage in discussions concerning student welfare and institutional policies.

Participation in Decision-Making

- Students are encouraged to take part in policy reviews through organized interactions with the administration.

8. Institutional Policies and Compliance

Regulatory Compliance

- ZMC will operate in complete accordance with NACTVET regulations.

- Students are required to adhere to national education policies.

Amendment of By-Laws

- Modifications to these by-laws will be evaluated annually and must receive approval from the Advisory Board.

9. Disciplinary Procedures and Appeals

Hearing Process

- Disciplinary hearings shall be conducted for serious offenses.
- Students have the right to defend themselves during proceedings.

Appeal Mechanism

- Students may appeal disciplinary actions within 14 days of a decision.
- Appeals will be reviewed by an appointed disciplinary committee.

10. Amendments and Implementation

Effective Date

These by-laws shall take effect from, subject to approval by the college administration. (Advisory Board)

Implementation Responsibility

The **college administration and Student Council** shall oversee implementation and enforcement of these regulations.