



UNIVERSITY OF DAR ES SALAAM

Guidelines for the Registration and Supervision of Students Associations, 2024

Approved by the University of Dar es Salaam Council on: 14th December 2024

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PREFACE

The University of Dar es Salaam (UDSM) is established and operating under the University of Dar es Salaam Charter and its Rules of 2007 within the general framework of the Universities Act of 2005, Cap 376 of the laws of Tanzania.

UDSM students have been associating to pursue their common academic, religious, and social goals for various reasons as they pursue their studies at the University.

These Guidelines have been adopted to formalize the establishment, registration, and operation of students' academic, religious, and social associations or groups. The Guidelines set the ethical standards for such associations' operations to ensure that they align with the university's general objectives and governing principles.

LIST OF ABBREVIATIONS AND ACRONYMS

CCT - Christian Council of Tanzania

MSAUD - Muslim Students' Association of the University of Dar es Salaam

UDSM - University of Dar es Salaam

TEC- Tanzania Episcopal Conference

These Guidelines are made under Rule 12(2) (j) of the University of Dar es Salaam Rules,
2007

PART I PRELIMINARY PROVISIONS

1. These Guidelines shall be referred to as the University of Dar es Salaam (Registration and Supervision of Students Associations) Guidelines, 2024.
2. These Guidelines shall bind all students of the University of Dar es Salaam.

PART II INTERPRETATION

3. In these Guidelines-

‘Charter’ refers to the University of Dar es Salaam Charter, 2007.

‘Constitution’ refers to the constitution of a particular students’ association registered under these Guidelines.

‘Council’ refers to the Council of the University of Dar es Salaam.

‘Registrar’ refers to the Registrar provided under clause 8 (2) of these Guidelines.

‘Student’ refers to a person registered as a student at the University of Dar es Salaam.

‘Students’ Association’ means a special group of students formed voluntarily by two or more students having the same interests, goals, and objectives for educational, recreational, social, or religious activities, whether in the form of an association, society, or club.

4. In these Guidelines-

- (a) Words importing the masculine gender include the feminine and vice versa;

- (b) Words in the singular number include the plural, and words in the plural number include the singular.

PART III OBJECTIVES OF THE GUIDELINES

- 5. The objectives of these Guidelines are:
 - (a) To establish an institutional framework governing the establishment, registration, and operation of students' associations.
 - (b) To set ethical and operational standards for guiding students' associations.
 - (c) To promote equal participation and involvement of every student regardless of race, color, religion, national origin, sex, age, genetic information, disability, or other social status.
 - (d) To set out the roles and responsibilities of the association as a whole, leaders, and members of the association.
 - (e) To establish a mechanism for periodic performance reviews of registered associations.

PART IV GUIDING PRINCIPLES

- 6. The following principles shall be used in regulating the registration and operations of Students' Associations:
 - (a) Non-Political.
 - (b) Non-Racial.
 - (c) Non-Extremism.
 - (d) Non-Tribalism
 - (e) Lawful Objectives.

7. The objective and operations of all students' associations must always be consistent with the University of Dar es Salaam Charter and Rules, the University of Dar es Salaam Students' By-Laws of 2021, and other governing institutional policies.

PART V

REGISTRATION, OBLIGATIONS AND DUTIES OF REGISTERED ASSOCIATIONS

8. The Registrar
 - (a) The Dean of Students shall be a Registrar of all students' associations.
 - (b) The Dean of Students, in the capacity of the Registrar, shall be responsible for the implementation and overseeing the compliance with these Guidelines.
 - (c) The existing students' associations, such as Catholic students under the Tanzania Episcopal Conference (TEC), the Christian Council of Tanzania (CCT) students, and the Muslim Students' Association of the University of Dar es Salaam (MSAUD), are recognized religious students' associations in the University of Dar es Salaam and are equally bound by the provisions of these Guidelines.
9. Registration requirements and applicable processes:
 - (a) For the registration of the students' association, Applicant or Applicants for that purpose shall submit to the Registrar the following:
 - (i) A duly filled Application Form – *UDSM SA Form -1*.
 - (ii) Constitution;
 - (iii) Minutes of the Meeting that approved the establishment of the association;
 - (iv) List of Members with signatures and their UDSM registration numbers;
 - (v) List of Leaders with their pictures and contacts
 - (vi) Statement of bank account, if any;
 - (vii) Letter of endorsement from any senior staff member of the University as Patron/Matron.

(b) Registration of a students' association shall follow the following processes:

- (i) Submission of properly filled documents to the Registrar as provided under clause 9 (a).
- (ii) Preliminary review by Registrar on formality compliance and providing comments/feedback to the Applicant regarding the submitted documents by the Registrar within 14 days.
- (iii) Submission by the Applicant of clarifications or responses on the Registrar's observation within 7 days.
- (iv) An ad hoc committee to review the application is established composed of three members, namely the Registrar, Chief Corporate Counsel or his representative, and a representative from students' government (DARUSO).
- (v) Communication of the decision to approve or refuse registration of the association by the Registrar within 7 days after receiving the Applicant's responses under (iii) above.

10. Notice of Approval or Refusal of Registration

- (a) Within thirty (30) days after a compliant submission of documents under clause 9 (1) of these Guidelines, the Registrar, by a written notice, shall notify the Applicant or Applicants of conditional or unconditional approval or refusal of registration.
- (b) Upon approval of registration, the registered association will be assigned a registration number in the designated format.
- (c) In addition to the terms in the provisions in these Guidelines, the notice of approval, or as the case may be, the certificate of registration of the association approval, may contain other binding terms and conditions to the association.
- (d) A notice of refusal shall assign reasons for such refusal.

- (e) The Applicant or Applicants whose application is refused by the Registrar may appeal to the Deputy Vice-Chancellor responsible for students' affairs, whose decision will be final.

11. Register of Students' Associations

- (a) The Registrar shall keep a Register for all registered associations.
- (b) The Register shall contain, among others, all information of all registered associations in whatever format the Registrar may deem fit and expedient for easy retrieval and reference of such information.
- (c) The Register shall be accessible by other members of the University upon a formal request, obtaining permission, and payment of prescribed fees.

12. Obligations and Duties of Registered Associations

All registered or existing recognized associations under these Guidelines shall be bound by the following terms:

- (a) To abide and comply with the terms and conditions of registration;
- (b) To abide by the national laws, institutional rules, policies, guidelines, and other governing instruments;
- (c) To submit Annual Activities and Financial Reports in the designated format prescribed by the Registrar, in consultation with the University's Director of Finance;
- (d) At any time, availing access to the Registrar or any other designated University Official to the official records of the associations;
- (e) Not to promote or engage in activities that are likely to endanger the peace and tranquility of the University;
- (f) To apply for the renewal of registration after every 2 years;
- (g) To abide by the dictates and stipulations in their respective constitutions and these Guidelines. In case of contradictions between the provisions of the Guidelines and the Constitution, the provisions of the former shall prevail.

- (h) To promote peace, harmony, and respect among the members of the association and the whole community of the University of Dar es Salaam;
- (i) To induce and cultivate the spirit of leadership and accountability among its members; and
- (j) To provide a conducive, amiable, interactive platform for members to develop intuitive minds, curiosity, and a sense of reasoning.

PART VI

EFFECTS AND LIMITATIONS OF REGISTRATION

13. The registration of the association shall entitle it to:

- (a) carry out activities within the powers and objects of its constitution.
- (b) sponsoring activities and events on campus approved by the Registrar;
- (c) using University facilities for its activities subject to prior booking and approvals from the Campus Booking and Facility Services Unit of the University;
- (d) distributing literature, flyers, posters, banners, and associational materials at the campus in consultation with the Dean of Students.
- (e) Requesting an associational email address provided by the University;
- (f) solicit membership on campus under the association name;
- (g) solicit funds on campus under the association name as shall be guided by the Registrar.

14. Without prejudice to the effect of registration stipulated under Guideline 13 and unless it is provided otherwise, the registered association shall not:

- (a) operate as an official unit or a representative of the University of Dar es Salaam.
- (b) act on behalf of the University of Dar es Salaam in any issue.
- (c) enter any contractual obligation in the name of the University of Dar es Salaam.
- (d) operate off-campus activities unless approved in writing by the Registrar or the event is sponsored by the University.

- (e) In any way covertly or overtly implicate any liability upon the University.

PART VII
SANCTIONS FOR BREACH OF TERMS AND CONDITIONS OF REGISTRATION

- 15.** In case of a breach of the terms and conditions by any registered students' association, the Registrar may fine, reprimand, suspend the registered association, or revoke the registration of such association
- 16.** The kind of sanction to be imposed by the Registrar will depend on the extent and gravity of the breach.
- 17.** Before imposing any penalty, the Registrar will abide to the rules of natural justice. .

PART VIII
DISPUTE RESOLUTION

- 18.** Disputes arising between members of the association will be resolved amicably as per the procedures provided under their respective Constitutions.
- 19.** If the amicable resolution fails, the dispute shall be referred to the Registrar for determination.
- 20.** The determination by the Registrar in consultation with the office of the Corporate Counsel of the University shall be final and binding on all parties.

PART IX
MISCELLANEOUS PROVISIONS

- 21.** The interpretation mandate of these Guidelines lies with the office of the Chief Corporate Counsel and Secretary to Council of the University of Dar es Salaam

- 22.** Any registered association may wind up its operation and dissolve the association as per the prescribed procedures in its registered constitution by issuing a notice to the Registrar.
- 23.** After receiving the Notice of Dissolution, the Registrar shall request the association to submit documentation, including the final accounts of the association and an indemnity signed by the guarantor against any third-party claim that may arise pursuant to the dissolution.
- 24.** Subject to the directives issued by the University Management, these Guidelines shall be reviewed after at least every five years, as the case may be.

ANNEX 1: UDSM SA Form -1.

**APPLICATION FORM TO REGISTER STUDENTS' ASSOCIATION AT THE
UNIVERSITY OF DAR ES SALAAM**

(Under Section 9(a)(i) of the Guidelines)

1. Name of the Association:
2. Address:
3. Phone Number:
4. Email Address:
5. Affiliation (s), if any:
6. Names of the Founding Members:
7. Name of the Guarantor:
8. Title/Designation of the Guarantor:
9. Address/Phone number of the Guarantor:
10. Attach the following documents:
 - (a) The Constitution
 - (b) Minutes of the Minutes Approving the Establishments
 - (c) List of names, reg. No(s), and signatures of members present in the meeting
 - (d) Undertaking by the Guarantor