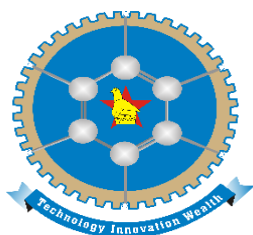


**CHINHOYI UNIVERSITY OF TECHNOLOGY**

**STUDENT HANDBOOK 2021-2022**

**ACADEMY OF  
TEACHING AND LEARNING**





## **TEACHING AND LEARNING:**

***TO PRODUCE INNOVATIVE GRADUATES,  
CREATE KNOWLEDGE, ENHANCE  
ENTREPRENEURSHIP AND PROVIDE  
COMMUNITY SERVICE THROUGH QUALITY  
TEACHING, TRAINING AND TECHNOLOGICAL  
RESEARCH***

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# Student Handbook 2021-2022

CHINHOYI UNIVERSITY OF TECHNOLOGY  
P BAG 7724  
Chinhoyi

Website: [www.cut.ac.zw](http://www.cut.ac.zw)  
Email: [mtsvere@cut.ac.zw](mailto:mtsvere@cut.ac.zw)



## **WELCOME.....**

Welcome to Chinhoyi University of Technology (CUT). Congratulations that you have been accepted to study at CUT. We are pleased that you chose CUT, a growing, ambitious and dynamic institution of higher learning. We always strive to provide you, our students with a stimulating academic and social environment that will enable you to achieve your educational goals. It's our hope that your experience at CUT will empower you and enable you to make economic and cultural contributions to your society as well as being torch-bearers in your communities, thereby developing you into a responsible and productive Zimbabwean and global citizen.

I wish you a fruitful and enjoyable educational experience during your entire stay at CUT.

Professor David. J. Simbi

**Vice Chancellor**

## FOREWORD

This handbook is intended as a guide for new students as the Chinhoyi University of Technology. To the returning students, it is a helpful reminder of the University policies, rules and regulations.

The handbook is aimed at providing you with information on the resources and services that the University avails you as well as the policies, rules and regulations, and general guidelines to be followed during your stay at this institution. Hence the Rules of Students conduct and Discipline Ordinance No. 2 have been made an important component of this handbook. It is your responsibility as a student to make sure that you familiarize yourself with the rules and policies contained in this handbook and to abide by them. Ignorance of these rules and regulations is not an excuse, as they say in law, "ignorance is no defence."

The handbook contains information on the following services and facilities:

- a) Academic Registry-Admission Processes and Procedures
- b) Campus Life and Student Development Programmes
- c) off-campus Life and Student Development Programmes
- d) Life Skills Programmes
- e) Counseling Services
- f) Rehabilitation/Addiction Services
- g) Chaplaincy
- h) Catering Services
- i) Health Services
- j) Sports, Culture and Recreation
- k) The library
- l) Information and Communication Technology (CUT)
- m) Campus Protection Department
- n) The Student Representative Assembly
- o) The Rules of Student Conduct and Discipline
- p) Plagiarism
- q) Key Amenities on Campus and in Chinhoyi

The Academy of Teaching and Learning and The Department of Student Affairs are responsible for updating this Handbook. We welcome your suggestions on how to make it more useful to you, our students. Should you require more information please feel free to contact the offices named above, or go to your School or Departmental office.

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## IMPORTANT DETAILS

### Address:

Chinhoyi University of Technology  
Off Chirundu/Harare road  
Private Bag 7724, Chinhoyi, Zimbabwe

### Important (Contact) Details:

Main Campus Switchboard +2632672122203-5/+2632672129053-5

**Registrar's Office:** Fax No: 026326721 – 22082 Email Addresses: [tbhebhe@cut.ac.zw](mailto:tbhebhe@cut.ac.zw)  
[echiwengwa@cut.ac.zw](mailto:echiwengwa@cut.ac.zw)  
Admissions: +2632672129435 [admission@cut.ac.zw](mailto:admission@cut.ac.zw)  
Registry/ Records +26326721 29438 [academicregistry@cut.ac.zw](mailto:academicregistry@cut.ac.zw)

**Bursar's Office:** Fax No: 026721 – 22082 Email Addresses: [osifile@gmail.com](mailto:osifile@gmail.com),  
[eberemauro@cut.ac.zw](mailto:eberemauro@cut.ac.zw), [john.hotera@gmail.com](mailto:john.hotera@gmail.com),  
[m.pmaringsi@cut.ac.zw](mailto:m.pmaringsi@cut.ac.zw)  
Cash Office: +2632672126024 Email Address: [cutrtgs@gmail.com](mailto:cutrtgs@gmail.com)  
Student Accounts: +2632672129461 Email Address: [chinhoyiuniversitydebtors@gmail.com](mailto:chinhoyiuniversitydebtors@gmail.com)

**Banking Details:** The University has an integrated fees payment system through a gateway- provided by Paynow  
You are required to interface this with your portal.

Director Campus Life:	+2632672217444	<a href="mailto:lmukandabvute@cut.ac.zw">lmukandabvute@cut.ac.zw</a>
Director Off Campus	+2632672129415	<a href="mailto:gchikuya@cut.ac.zw">gchikuya@cut.ac.zw</a>
Sports Director	+263772421774	<a href="mailto:lmaidza@cut.ac.zw">lmaidza@cut.ac.zw</a>
Counselling Services	+263772818256	<a href="mailto:nrusike@cut.ac.zw">nrusike@cut.ac.zw</a>
Rehabilitation services	+263773 984668	<a href="mailto:pzembe@cut.ac.zw">pzembe@cut.ac.zw</a>
Chaplin	+263775354771	<a href="mailto:amateva@cut.ac.zw">amateva@cut.ac.zw</a>
Senior Canteen Manager	+273773909162	<a href="mailto:nmisingarabwi@cut.ac.zw">nmisingarabwi@cut.ac.zw</a>
Canteen Manager	+263773368875	<a href="mailto:rposhai@cut.ac.zw">rposhai@cut.ac.zw</a>
University Clinic Senior Nursing Sister	+263772910284	<a href="mailto:clinic@cut.ac.zw">clinic@cut.ac.zw</a> / <a href="mailto:lbande@cut.ac.zw">lbande@cut.ac.zw</a>
Off-Campus Coordinator	+263773953412	<a href="mailto:rpumhu@cut.ac.zw">rpumhu@cut.ac.zw</a>
Ambulance Services	+263775029361	<a href="mailto:bguvheya@cut.ac.zw">bguvheya@cut.ac.zw</a>
Chief Campus Protection Services Manager	+263775826985	<a href="mailto:amiti@cut.ac.zw">amiti@cut.ac.zw</a>
CUT Campus Protection Office	+2632672129440	<a href="mailto:amiti@cut.ac.zw">amiti@cut.ac.zw</a>
Security Officer	+263773593279	<a href="mailto:leomabasa@cut.ac.zw">leomabasa@cut.ac.zw</a>
Examinations Officer	+2632672129411	<a href="mailto:jmufunda@cut.ac.zw">jmufunda@cut.ac.zw</a>

### Other University Campuses

Town Campus: +2632672124082  
Orange grove Campus: +2632672124064  
Shankuru Campus (Graduate Business School): +2632672129447

## Vision and Mission of the University

**Vision**

To be a World-class centre of excellence for technological innovation and entrepreneurship.

**Mission**

to produce innovative graduates, create knowledge, enhance entrepreneurship and provide community service through quality teaching training and technologically oriented research.

**Core Values**

the following core values are to guide the institution in all its endeavours:

**Dynamism**

We value responsiveness and adaptation to technological and managerial dynamics, economic and social developments with respect to the institutional needs.

**Excellence**

Commitment to achieving excellence in all our professional and administrative responsibilities with diligence, pride, professionalism and enthusiasm.

**Culture**

Ensure that the diversity of Zimbabwe's indigenous values and cultural heritage forms a significant component of the professional and social life at the university.

**Integrity**

Unwavering commitment to conducting ourselves in an honest and credible manner, abiding by high ethical and moral standards.

**Democracy**

We are committed to offer and develop equal opportunities to all people

**Entrepreneurship**

Cultivate a technology-based culture of entrepreneurship and innovation amongst staff and students across all disciplines.

**Key Student Responsibilities****Lifelong Learning**

By providing our students with a stimulating academic and social environment at CUT we hope we are developing citizen with an unwavering commitment lifelong learning.

**Diversity**

Every student should always be mindful of the fact that Chinhoyi University of Technology aims at providing a diverse cultural and social environment that encourages understanding and respect for people of different beliefs and different perspective Such diversity equips the student with a rich educational experience that is consistent with the pluralistic Zimbabwean/Global environment.

**Equal opportunity**

In line with our core values, our commitment" to offer and develop equal opportunities to all people" as stated in our core values above, we endeavour to create an environment which does not discriminate against individuals on the basis of religion, race, gender, colour, creed, age, marital status, HIV status, ethnic origin, tribe, class, political affiliation and disability.

**Rules and Regulations**

It is important for students to remember that the rules and regulations contained in this handbook and other university ordinances and statutes are meant to make the environment conducive for all students to achieve their educational goals and it is to everyone's benefit if they abide by these rules and regulations.



## PRINCIPAL OFFICERS

### Vice Chancellor's Office



### Vice Chancellor

Professor David J. Simbi  
PhD (Leeds, UK). BSc (Portsmouth, UK), MIM,  
CEng, FZ'WelE. FICorr. FZASHon, FZ'WelE



### Pro Vice Chancellor

Academic Affairs and Administration  
Professor Irvin D. T. Mpofu  
PhD Animal Science (University of Pretoria)  
MSc Animal Science (UZ)  
MBA (UZ), BSc Honours Animal Science (UZ)



### Pro Vice Chancellor

Business Development and Resource Mobilisation  
Professor Zororo Muranda  
DPhil (UZ), MPhil (UZ), BBS (Hons) (UZ)

## REGISTRAR'S OFFICE



### Registrar

Dr Thomas B. Bhebhe  
PhD (Binary University, Malaysia)  
MSc Leadership and Change Management (Leeds M, UK),  
MED Admin (UZ), HRM (National University of Singapore)  
BEd Admin (UZ), Postgrad Cert. in Higher Ed mgmt (Wits University, (SA),  
CE (UZ), and MIPMZ



### Deputy Registrar, Human Resources

Mr. Casper M. Makaza  
MED (Educational Management (ZOU)  
Bed Educational Admin, Planning & Policy Studies (UZ)  
Certificate in Education (UZ)



### Deputy Registrar, Academic

Ms. Hamudiwamwe Mandibaya  
MSc (CUT), Bed (Zimbabwe)  
Diploma in BA (CCOSA)

### Examinations Officer

Examinations Officer	Ms Jenifer Masvaure	2129411 Ext 1183	<a href="mailto:jmasvaure@cut.ac.zw">jmasvaure@cut.ac.zw</a>
----------------------	---------------------	------------------	--

### Senior Assistant Registrars Human Resources

Non Academic	Ms Memory Dandadzi	212293Ext 1142	<a href="mailto:mdandadzi@cut.ac.zw">mdandadzi@cut.ac.zw</a>
Academic	Mr Onwel Chifamba	2129454Ext 1308	<a href="mailto:ochifamba@cut.ac.zw">ochifamba@cut.ac.zw</a>

### Assistant Registrars Academic Registry

Admissions and Academic Affairs	Ms Mirriam Chihota	2129435	<a href="mailto:nchihota@cut.ac.zw">nchihota@cut.ac.zw</a>
Student Records	Ms Irene Karindira	2129438	<a href="mailto:ikarindira@cut.ac.zw">ikarindira@cut.ac.zw</a>
Central Services Manager	Mr Oswell Chiwara	2127440 Ext 1163	<a href="mailto:ochiwara@cut.ac.zw">ochiwara@cut.ac.zw</a>

## LIBRARY DEPARTMENT



### **Librarian**

Mr Bright Nyagwaya  
MSc L.I.S (NUST), BSc L.I.S (NUST), HND  
ND L.I.S. (HRE POLY)



### **Deputy Librarian**

Dr. Joseline Chigwada (Nee Phiri)  
DLITT ET Phil Information Science, (UNISA), South Africa  
MSc L.I.S (NUST), BSc L.I.S (NUST)

## BURSAR'S DEPARTMENT



### **Bursar**

Dr Obert Sifile  
DPhil (Binary University, Malaysia),  
MBA (ZOU), BSc Accounting (Northampton, UK) A.C.I.S,  
Dip Ed (UZ),  
Cert. in Higher Education Management (Wits, RSA), Cert. in Management (Galilee  
International Management Institute, Israeli)



### **Deputy Bursar, Finance**

Mr. John Hotera  
MSc Strategic Mgt. (CUT); BComm Accounting (MSU)  
DipAcc. (SAAA),  
Cert. in Higher Education Management (Wits, RSA),



### **Deputy Bursar, Planning & Projects**

Mr. Patridge Maringosi  
MComm. Accounting (MSU)  
BComm Accounting (MSU),  
BPFA (CUT)

### **Offices**

Finance  
Debtors  
Planning  
Projects and Specific Fund

Mr. T. Mukorera	2126024
Ms. A. Mugodza	2129461
Mr. B. Majere	2124029
Mr. N. C. Sitotombe	2124029

<a href="mailto:tmukorera@gmail.com">tmukorera@gmail.com</a>
<a href="mailto:amugodza@cut.ac.zw">amugodza@cut.ac.zw</a>
<a href="mailto:bobmajere@gmail.com">bobmajere@gmail.com</a>
<a href="mailto:nsitotombe1@cut.ac.zw">nsitotombe1@cut.ac.zw</a>

## Information Communication Technology



**Executive Director:** Mr S. Chinofunga  
PhD Candidate (Information Technology Sustainability)  
MSc Info Systems, BSc Info Systems,  
OBIEE 10g, OBIEE 11g, CCNA, Big Data  
Member of the Computer Society of Zimbabwe



**Chief Internal Auditor**  
Mr Maxwell Murazvu  
EMBA (Africa University)  
B. Acc. (Hons) UZ



**Procurement Manager**  
Mr K. Zhanero  
MSc in Supply Chain Management (Pending)  
BSc in supply chain Management, CUT  
Advanced diploma in entrepreneurship, CUT

### Procurement Officer

Procurement Officer

### Internal Audit

Chief Internal Auditor

Internal Auditor

Ms. T. Tahuringana

2124047

[tracytahu@gmail.com](mailto:tracytahu@gmail.com)

Mr. M. Murazvu

2123095

[mmurazvu@cut.ac.zw](mailto:mmurazvu@cut.ac.zw)

Mrs. C. Muguti

2123095

[cmuguti@cut.ac.zw](mailto:cmuguti@cut.ac.zw)



### Legal Officer

Miss Cynthia Nunu

LLB (Hons)-UZ, LLM (Corporate Law)

Member of the Law Society

Member of Zimbabwe Lawyer for Human Rights

Member of Zimbabwe woman Lawyers Association



### SHE Officer

Miss Chitagu Precious. Rumbidzai

BSc Honours Degree in S.H.E (BUSE)

Certificate in Occupational in S.H.E (NSSA)

**DEANS AND DEPUTY DEANS OF SCHOOLS/INSTITUTES**  
**School of Agricultural Sciences & Technology**



**Dean**

Professor Chrispen Murungweni  
PhD (Wageningen)  
MSc (UZ), BSc (UZ)



**Acting Deputy Dean**

Dr. K. Musiyiwa  
PhD. (Manchester Metropolitan University, UK  
MSc (UZ), BSc (UZ)

**School of Entrepreneurship & Business Sciences**



**Dean**

Professor Marian Tukuta  
DPhil (Fort Hare), MBA (ZOU), BBS (Hons) (UZ)  
Dip. HR, IPMZ



**Deputy Dean**

Dr Neria Marima  
D.Phil Entrepreneurship (UKZN, SA)  
MSc (CUT), BSc (WUA)  
AdDip. TecVoc. Ed. (WUA)

**School of Engineering Sciences & Technology**



**Acting Dean and Deputy Dean**

Dr D. Musademba  
D.Phil (UZ), MSc (UZ), R. E (UZ), B. Ed (UZ)  
C.E (UZ), FZ'weIE (Zim Institute of Engineers)  
GDE in SciEd (UZ), C.E.S.D (Lund Un. Sweden)



**DEANS AND DEPUTY DEANS OF SCHOOLS/INSTITUTES**  
**School of Hospitality & Tourism**



**Dean**

Dr N. Zengeni  
 PhD in Tourism and Hospitality (North-West, SA)  
 MSc in tourism and Hospitality (UZ)  
 BSc in tourism and Hospitality (UZ)  
 Postgraduate diploma in Higher Education  
 Member of Marketers Association of Z"bwe



**Deputy Dean**

Dr M.C. Mwando-Gukushu  
 PhD in Tourism and Hospitality (North-West, SA)  
 MSc in tourism and Hospitality (UZ)  
 HND, Hotel Catering and Tourism Mgt, Byo  
 Postgraduate diploma in Higher Education

**School of Wildlife Ecology & Conservation**



**Acting Dean**

Prof. V. Mposhi  
 PhD (CUT), MSc (BUSE), BSc (BUSE)



**Acting Deputy Dean**

Dr. Tawanda Tarakini  
 PhD in Ornithology (NUST), MSc in Biodiversity  
 Conservation (UK)  
 Forest Resources and Wildlife Management (NUST)

**School of Natural Science & Mathematics**



**Dean:** Dr N. Siziba

PhD in Biology (UB, Botswana)  
 MPhil (NUST), BSc (Hons)  
 Biological Sciences (MSU)

**School of Health Sciences and Technology**



**Dean,** Professor K. Chitindingu

DPhil in Biochemistry (UZ)  
 Dipl. in Quality Infrastructure for Food Safety (SWEDAC).  
 Postgraduate Diploma in Higher Education (CUT)  
 Certificate Bioinformatics and proteomics (Un. Limpopo)  
 Certificate in Genomic Technologies for Drugs and  
 Diagnostics Innovations

## School of Art and Design



### Dean

Dr Verity Muzenda  
PhD (Fort Hare), MTech Clothing & Textiles  
Design (UZ), BEd Clothing and Textile Design  
Design (MTC)



### Deputy Dean

Mr J. C. Nyamubaya  
M.A Heritage Studies (UZ), BTE (Hons (NUST)  
FETC (Harare (MSU), Dip Ed Clothing and Fashion  
Polytechnic), ND Fine Art (Harare Polytechnic),  
N.I.D Graphic Arts & Design (Harare Polytechnic),  
Cert. of Proficiency Graphic Design (Aptech New  
&Delhi, India)

## Institute of Materials Science, Processing and Engineering Technology



### Director

Professor Wilbert Mtangi  
Weizmann Institute of Science, Israel  
PhD Physics (University of Pretoria, South Africa),  
MSc Physics (University of Pretoria, South Africa)  
BSc (Hons) Physics (Midlands State University)



### Director

Professor Jacob Mapara  
DLitt et Phil, MAUNISA)  
BA Hons, Grad. CE (UZ)  
Cert- Environ. Ed (Rhodes)

## DIRECTORS OF ACADEMIC UNITS



### Quality Assurance

**Director:** Professor Raphael M. Jingura  
PhD (UZ0, MSc (UZ), BSc (UZ), Dip. Agric. (UZ)



### Academy of Teaching and Learning

**Director:** Professor Maria Tsvere  
DPhil, ICT in Education and Development (CU) India,  
MSc. Physics Education (UZ), B.Ed. Physics (UZ)  
STC (GTC), Cert Systemic Counselling, (CONNECT)



### Innovation & Technology Transfer

**Director:** Dr E. Kapuya  
PhD Electronics & Computation (UMIST Manchester)  
MSc Integrated Circuit System Design (UMIST  
Manchester) BSc electrical engineering (UZ)



### Research and Graduate Studies

**Acting Director,** Professor R. Musundire  
PhD in Entomology, Pretoria, SA  
MSc (UZ), BSc (UZ)



### Graduate Business Studies

**Acting Director:** Professor Desderio Chavunduka  
PhD (Binary, Malaysia) (T1 (GTC),  
MBA (AU), HND (Computers) HEXCO  
B.Ed. (UZ), Post Grad. (Ed. Tech.) UZ  
T1 (GTC),



### Biotechnology and Advanced Cattle Reproductive Technologies

**Director:** Dr F. P. Chatiza  
PhD in Zoology (Animal Reproductive Tech.) (UJ)  
MSc in Aquatic Health (RAU)  
BSc in Bio-Chemistry (UZ)



## DIRECTORS/ MANAGERS OF NON-ACADEMIC UNITS



**Acting Business Development manager**  
Mr. C. Muchenje  
MSC(CUT), BBA(Sisi)



### **Marketing and Public Relations**

Director: Dr Musekiwa C. Tapera  
PhD (Binary, Malaysia), MSc Strategic Mgt (CUT)  
BA (UZ) Grad C. E (UZ), Dip PR. Dip Jour (SA)  
Dip. Training, Mgt. Cert in training Mgt.  
MZIPR, MIMPZ



### **Works & Estates**

Director: Engineer Tsitsi L. Hweju  
BSc Hons (UZ). M'ZweIE

## CHAIRPERSONS OF DEPARTMENTS

### School of Agricultural Sciences and Technology

Animal Production & Technology	Dr J. Madzimure	Ext1188
Crop Science & Post Harvest Technology	Dr K. Musiiwa	Ext 1243
Environmental Science	Ms L. Mangori	Ext1334
Food Science and Technology	Dr A. Mpofu	Ext1192
Agricultural Engineering	Dr C. Bangira	Ext 1176

### School of Art and Design

Art & Design	V. Dewa	2124082
<b>Clothing &amp; Textile Design</b>		
Clothing and Textile	Dr Chipso Chuma	2124082

### School of Entrepreneurship and Business Sciences

Accounting Sciences and Finance	Dr E. Gwangwaya	Ext1208
Business Management and Entrepreneurship	Prof. F. Manuere	Ext1222
Marketing	Dr. T. Ruvunga	Ext1178
Supply Chain Management	Ms E. Saidi	Ext1227
Consumer Science	Dr J. Manyeruke	Ext1216
MSc Strategic Management	Dr K. Matowanyika	2129447
MSc Applied Entrepreneurship	Dr G. Ngorora- Madzimure	2129447
MSc Supply Chain Management	Dr C. Mufudza	2129447
MSc Data Analysis	Dr S. Makurumidze	2129447
MSc International Marketing	Dr D. Nikisi	2129447
MSc Accountancy	Dr K. Matowanyika	2129447
Doctorate in Business Administration (DBA)	Prof. D. Chavunduka	2126278
Doctorate in Strategic Management (DSM)	Prof. D. Chavunduka	2126278

### School of Engineering Sciences and Technology

Environmental Engineering	Dr I. Sango	Ext1168
Fuels & energy	Dr C. Chihobo	Ext1292
ICT & Electronics	Ms M. Muhonde	212340
Mechatronics	Mrs E. Chiweshe	Ext1197
Production Engineering	Mr A. Maradzike	Ext1202

### School of Hospitality and Tourism

Hospitality and Tourism	Dr M. Mwando	Ext1132
Travel, Leisure and Recreation	Dr B. Hurombo	Ext1187

### School of Natural Sciences and Mathematics

Biology	Dr J. Ndlovu	Ext1326
Chemistry	Dr S. Nyoni	Ext1246
Physics	Dr C. Sumanya	Ext1160
Mathematics	Mr T. Musora	Ext1203

**School of Wildlife, Ecology and Conservation**

Wildlife Ecology & Conservation	Dr O. Kupika	Ext1250
Freshwater & Fishery Sciences	Dr C. Phiri	Ext1247
Environmental Conservation and Geo-inforts.	Prof. P. Taru	Ext 1247

**Institute of Lifelong Learning and Development Studies**

Centre for Indigenous Knowledge& Living Heritage	Prof. J. Mapara	Ext1354
Centre or Development Studies	Prof C. Mubaya	Ext1197
Centre for Language and Communication studies	Dr I. Choto	Ext 1355

**School of Health Sciences and Technology**

Biotechnology	Dr Z. Chikwambi	Ext 1189
---------------	-----------------	----------

**Administrators in Schools/ All Units****School of Agricultural Sciences and Technology**

Assistant Registrar	Mr M. Mhonda	Ext2110
Senior Assistant registrar	Ms S. Mukuwapasi	Ext2110
Senior administrative Assistant	Mr A. Mavhondo	Ext 2110

**School of Art and Design**

Assistant Registrar	Mr M. Musekiwa	Ext2117
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**School of Entrepreneurship and Business Sciences**

Assistant Registrar	Mrs Chavura	Ext 2114
A/Administrative Assistant	Mrs T. Chikuya	Ext2114
A/Administrative Assistant	Mr L. Chikono	Ext2114
A/Administrative Assistant	Ms R. Mukwasi	Ext2114

**Graduate Business School**

A/Assistant Registrar	Mr S. Chitimbe	2129447
-----------------------	----------------	---------

**School of Engineering science and Technology**

Senior Assistant Registrar	Mr A. Dzvore	2123400
Administrative Assistant	Ms N. Muchine	2123448

**School of Hospitality and Tourism**

Assistant Registrar	Ms S. Tabetha	Ext2116
Administrative Assistant	Mr R. N. Mhende	Ext 2116

**School of Natural Sciences and Mathematics**

Senior Assistant Registrar	Mr C. T. Mudyiwa	Ext 2100
----------------------------	------------------	----------

**School of Health Sciences**

Administrative Assistant	Mrs P.K Takawira	Ext 1180
--------------------------	------------------	----------

**School of Wildlife Ecology and Conservation**

Assistant Registrar	Ms C. Zengeni	Ext2102
---------------------	---------------	---------

**Institute of Lifelong Learning and Development Studies**

A/Assistant Registrar	Mrs E. Jack	Ext2103
-----------------------	-------------	---------

**Institute of Materials Science, Processing and Engineering Technology**

Administrative Assistant	Mrs E.J. Sewera	Ext 2113
--------------------------	-----------------	----------

**Academy of Teaching & Learning**

Administrative Assistant	Mr C. Matienga	Ext 2111
--------------------------	----------------	----------

**Research and Graduate Studies**

Senior Assistant Registrar

Sr E. Chinyani

Ext2105

**Quality Assurance**

Administrative Assistant

Ms P. Mapira

212744

**Innovation and Technology Transfer**

A/Administrative Assistant

Ms. L. Chimuka

Ext 1106

**International Collaborations & Business Development**

Administrative assistant

Ms P. Musasanure

Ext 1265

**Examinations Office**

A/ Assistant Registrar

Mr. E. Rashid

Ext 1183

Administrative Assistant

Mr. J. Joseph

Ext1183

## UNIVERSITY PROCTORS



**Senior Proctor**

Professor R. Musundire

### School/Institute Proctors



**Agricultural Sciences  
and Technology**

Dr T. Nyamupingidza



**Art and Design**

Dr E. Mutungwe



**Legal**

Dr I. Nzero



**Engineering Sciences  
And Technology**

Dr C. Urayai



**Hospitality and  
Tourism**

Ms T. Mumbengegwi



**Wildlife, Ecology and  
Conservation**

Dr T. Mwedzi



**Natural Sciences and  
Mathematics**

Dr Gadzikano Munyuki



**Entrepreneurship and  
Business Sciences**

Dr Grace Madzimure



**Entrepreneurship and  
Business Sciences**

Mr Michael Kamoyo

## ACADEMIC ISSUES

### **Academic Registry Department**

The Office of the Deputy Registrar, Academic, is responsible for advising students on all academic matters. This includes programme choice, change of programme of study, timetabling, deferment of studies and examinations. Students are also advised to consult School and Departmental offices for any guidance on academic issues. Each School and Department has an Assistant Registrar whose responsibility is to assist students in making important decisions regarding their academic development.

### **Admission Processes and Procedures**

The Admissions Office is the entry point into the University and as such it is an integral unit that ensures fair, transparent and quality student enrolment. The guidelines below are extracts from the General Academic Regulations and should be read and referred in the sections referred.

#### **6.1 Registration of First-Year Student**

- 6.1.1 At registration, a prospective student who registers for the first time at the University must submit, together with their registration forms and offer letter, original and certified copies of the documents specified below: -
  - 6.1.1.1 All Academic Certificates (for example, Ordinary level, Advanced level, Diploma where applicable).
  - 6.1.1.2 Birth Certificate and National Identity document.
  - 6.1.1.3 Study permit for foreign students.
- 6.1.2 In exceptional cases, where the documentation is not available upon registration, conditional registration shall only be allowed with the permission of the Deputy Registrar, Academic.
- 6.1.3 Failure to submit the documentation within the specified period by the Deputy Registrar, Academic may lead to cancellation of registration.
- 6.7.4 The University has the right to cancel the registration of a student who provided inaccurate information, false documentation to an application for admission or omitted to provide material information or documentation.

#### **6.2 Registration for Returning Student**

- 6.2.1 A returning student must register every Semester in accordance with the approved Academic Calendar.
- 6.2.2 The registration of student shall be valid for the applicable registration period only and lapses on expiry of the period.
- 6.2.3 A student shall not be allowed to register outside the prescribed and approved registration periods unless the University formally extends the registration period.
- 6.2.4 A student who is not registered is not eligible to attend lectures and/or examinations.
- 6.2.5 Late registration shall attract a fee determined by the university.

#### **6.3 Change of Personal Information**

- 6.3.1 A student must inform the University of changes in their personal details.
  - 6.3.1.1 Correspondence to students will be addressed to the contact details supplied during registration.

#### **6.4 Student Identity/Access Cards**

- 6.4.1 A student shall be issued with student access cards after their registration process has been successfully completed.
- 6.4.2 A student must carry his/her student access card at all times when on University premises.
- 6.4.3 A valid student access card must be presented in order to gain access to the University's facilities.

#### **6.5 International Student**

- 6.5.1 An international student may register at the University if he/she meet the University's academic admission requirements and obtain valid study permits.
- 6.5.2 An international student shall pay for the full payment of application and registration fees upon registration.

#### **6.6 Registration for the higher level of a module/programme**

- 6.12.1 A student shall only be permitted to register for the higher level module/programme if they have passed the prerequisite modules/ programmes.

#### **6.7 Deferment**

- 6.7.1 A student shall defer studies in a particular programme by official notification thereof before the date determined by the University.
- 6.7.2 Normally deferments must be done during the first two weeks of a Semester and fees paid shall be credited to the student's account.
- 6.7.3 Normally deferment of studies in a programme shall not be allowed within the twenty-one (21) working days' period before the beginning of the examinations unless there are extenuating circumstances.

#### **6.8 Withdrawals**

- 6.8.1 Registration fees shall not be reimbursed.
- 6.8.2 A student who withdraws from the University before the commencement of the Semester shall be charged twenty-five (25) percent of fees as administration fee.
- 6.8.3 A student who withdraws from the University within two (2) weeks after the commencement of the Semester shall be charged fifty (50) percent of fees as administration fee.
- 6.8.4 A student who withdraws from the University any period longer than two (2) weeks after the commencement of the Semester shall forfeit the tuition fees paid.

### **7 Examinations**

- 7.1 Students shall normally take University Examinations at the end of each appropriate semester as prescribed in the Specific School/Institute/Centre and Departmental Regulations.
- 7.2 To be admitted to any University Examination, a candidate must: -
  - 7.2.1 Be registered as a student of the University;
  - 7.2.2 Have satisfied the continuous assessment component of the relevant module.
- 7.3 Students who absent themselves without prior approval from an examination will be marked as being absent and deemed to have made an attempt.
  - 7.3.1 Therefore, any further attempt will be determined as a re-sit of an examination.

#### 7.4 Illness and Other Extenuating Circumstances

Normally, candidates shall be expected to present evidence of illness or other extenuating circumstances which may have affected them not later than five (5) working days after the date of a written examination

#### 7.5 Assessment Practices

- 7.5.1 A student shall be assessed by formal (usually written) examination/module or by a combination of these elements. The details shall be contained in programme regulations.
- 7.5.2 Assessment may include practical work, projects, presentations, creative work, displays, exhibition, portfolios, product development, prototype, submission of essays, exercises, seminar papers, reports, class tests and the production of artifacts and designs, that will result in goods and services that solve community problems.
- 7.5.3 Any assignment submitted after the prescribed date, without permission, shall not be accepted.
- 7.5.4 The University shall operate a policy to ensure the anonymity of examination scripts during the marking process. Anonymous marking of module shall be encouraged where practicable and appropriate.
- 7.5.5 Reasonable adjustment may be made to module delivery and assessment to meet the needs of differently abled student. Some students may be given extra time or be provided with assistive technology.
- 7.5.6 Assessment criteria and marking schemes shall guide markers. In support of equity, validity and reliability in the assessment process, internal moderation shall be operated. The following principles shall apply: -
  - 7.5.6.1 Internal Moderation of All Work Except Projects
    - 7.5.6.1.1 At all levels written examinations marked as failed or seventy percent (70%).
    - 7.5.6.1.2 In addition, a sample of at least twenty (20) percent of the remainder shall be selected for moderation, subject to the following:
      - 
      - 7.5.6.1.2.1 Where there are fewer than twelve (12) scripts in total, all scripts shall be selected;
      - 7.5.6.1.2.2 Where there are twelve (12) or more but fewer than sixty (60) scripts, a minimum of twelve (12) scripts shall be selected;
      - 7.5.6.1.2.3 Where there are more than one hundred and fifty (150) scripts in total, normally a maximum of thirty (30) scripts shall be selected
      - 7.5.6.1.2.4 The scripts shall be selected in a random manner subject to at least two (2) being selected from each of the classification bands.

#### 7.6 External Examiners

- 7.6.1 External Examiners shall be appointed to moderate all University Examinations that is the answer scripts and the examination question papers (except supplementary examinations scripts whose examination question papers shall be scrutinised by the External Examiners).
- 7.6.2 External Examiners may require any candidate to attend an oral examination and/or write a special examination.



- 8 Determination of Candidates' Results
- 8.1 All matters relating to the conduct of University Examinations shall be the responsibility of the Deputy Registrar, Academic.
- 8.2 Senate on the recommendation of the School/Institute/Centre Boards of Examiners shall determine results.
- 8.3 Departmental/Centre Boards of Examiners
- 8.3.1 The Departmental/Centre Boards of Examiners shall comprise of all full-time lecturing staff in that Department, the External Examiner(s) and, where appropriate, as determined by the Departmental/Centre Board, part-time and/or assistant lecturers for the module/concerned.
- 8.3.2 The Departmental/Centre Board of Examiners shall: -
- i. Agree, for each candidate, on marks in terms of percentages, for continuous assessment, Examinations and overall marks.
  - ii. Ratify the marks obtained by candidates and make decisions on each student on issues of progression at the end of each semester.
  - iii. Where module prizes are available for award, make recommendations to the School/Faculty/Institute Board at the end of each semester for the award of these prizes.
  - iv. Recommend to the School/Institute Board of Examiners whether a candidate should pass or fail the relevant modules(s) taken.
- 8.4 The School/Institute Boards of Examiners
- 8.4.1 The School/Institute Boards of Examiners shall comprise the Dean/Director and Deputy Dean/Director of the School/Institute, the Chairperson of each Department/Centre and the External Examiner(s) for the Department plus one other member of the Department nominated by the Departmental Board from each Department/Centre involved in the module for that examination.
- 8.4.1 The School/Institute Board of Examiners shall: -
- i. Consider the recommendations of the Departmental Boards of Examiners and recommend to the Senate an overall result for each candidate and any other conditions as it may deem appropriate.
  - ii. Ratify the marks obtained by candidates and make decisions on each student on issues of progression at the end of each semester.
  - iii. Make recommendations to the Senate at the end of each semester with regard to the award of the prizes, which may be available for candidates within the programme.
- 8.4.2 In determining results, all Departmental Boards of Examiners and School/Institute Boards of Examiners shall have regard to all special requirements as prescribed in the School/Institute Regulations. Such regulations may require candidates to satisfy the Examiners in the continuous assessment and University Examinations separately or in aggregate.
- 8.5 Assessment of Candidates for Bachelor Honours Degrees
- 8.5.1 Normally, evaluation shall be based on continuous assessment and University Examinations.
- 8.5.2 Each Department/Centre shall determine which items of module work and practical work will be included in the continuous assessment and shall define the relevant weighting to each item of module work or practical work.
- 8.5.3 Each Department/Centre shall inform student of these details at the beginning of each module and shall maintain written records of each student's performance in these elements of continuous assessment. Items incorporated in continuous assessment may include assignments, tests, essays, fieldwork, laboratory work and projects or any others as shall be determined by the Department concerned.

## 9 Grading and Degree Classification

9.4 All degree programmes shall be classified as follows: -

<b>CHINHOYI UNIVERSITY OF TECHNOLOGY MARKING SCHEME: KEY TO GRADES</b> (Application to all Degree and Diploma Programmes – Effective 1 January 2013)		

9.4.1 **Student's goal should be to attain a cumulated GPE of 2.00.**

9.4.2 The minimum requirement for entry to a major and for graduation is a 2.00.

9.4.3 All degree programmes shall be classified in the following classes: -

<b>Marks</b>		<b>Points</b>
<b><u>Percentage Range</u></b>	<b><u>Grade</u></b>	<b><u>GPA</u></b>
91-100%	A+	4.0
81-90%	A	3.6
75-80%	A-	3.2
70-74%	B+	2.8
65-69%	B	2.4
60-64%	B-	2.0
56-59%	C+	1.7
53-55%	C	1.4
50-52%	C-	1.0
0-49%	F	0

## 9.5 Credits

9.5.1 The University shall use notional hours to record all types of academic work. Reference shall be made to the University Credit Accumulation Policy for interpretation of this section.

9.5.2 Credits shall be allocated on the basis of the weight of each component in terms of workload needed to achieve the learning outcomes as stipulated in the programme regulations.

9.5.3 No credits shall be given for modules that are not satisfactorily completed.

9.5.4 The University rates ten (10) notional hours as equivalent to one credit. Each module shall have an integer number of credits, which reflects its weight to the student to know the academic effort one has to put in, to successfully complete a module.

9.5.5 Honours degrees shall have a thirty (30) week full-time academic year and an average full-time student is expected to study for a forty (40) hour week.

9.5.6 Each Semester shall have a total of sixty (60) credits based on the calculations listed below: -

9.5.6.1 Number of learning weeks in an academic year = 30 weeks

9.5.6.2 Number of learning hours in a week = 40 hours

9.5.6.3 Therefore, total learning hours in an academic year =  $30 \times 40 = 1\,200$  hours

9.5.6.4 Number of hours per credit = 10

9.5.6.5 Therefore, total credits in a year =  $1200/10 = 120$  credits outcomes

120 credits outcomes/2 semesters in an academic year = 60 credits Outcomes per semester

## 9.2 Regulations on Student Credit Transfer

- 9.3.1 Student credit transfer shall be allowed as governed by the University Credit Accumulation and Transfer policy. The Higher Education institution from which a student wants to transfer credit from must be a University with full accreditation by a recognized body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by the University/ZIMCHE.
- 9.3.2 Credit transfer shall apply to undergraduate degree/programmes.
- 9.3.3 The applying student must have an active degree programme registration at his/her institution. Credit transfer shall only be allowed if such credits have been obtained within a period of not more than two (2) years.
- 9.3.4 Student discontinued from other universities are not allowed to transfer credits to the University.
- 9.3.5 The applicant's academic entry qualifications in the previous University shall be similar to those required by Chinhoyi University of Technology including the respective programmes' cut-off point in the relevant academic year.
- 9.3.6 The University reserves the right to give any applicant a performance verification test or reject the application.
- 9.3.7 Transfer of credits from Chinhoyi University of Technology to other universities shall be governed by the regulations of the receiving University.

## 9.4 Criteria for Establishing Equivalency of Modules

- 9.4.1 The module must be from a programme of the same level as that of Chinhoyi University of Technology, that is, Bachelor's degree modules.
- 9.4.2 Seventy-five percent (75%) of Module content must be similar to that of Chinhoyi University of Technology module.
- 9.4.3 The number of teaching hours used to cover the module must not be less than 75% of those used at Chinhoyi University of Technology.
- 9.4.4 Once a module has been accepted as being equivalent to a Chinhoyi University of technology module as per the criteria, the module shall be given the same number of units as that of the module at Chinhoyi University of Technology regardless of the units in the other University.
- 9.4.5 Permission may be given to complete the programme for a Bachelor's degree in less than the normal required period provided that no student shall be allowed direct entry to Semester 7 and 8 of any programme.

## 9.5 Procedures and Administration of Student Credit Transfer

- 9.5.1 Applications for credit transfer should be submitted to the Deputy Registrar, (Academic), in writing, and attaching copies of all required supporting documents. Supporting documents for credit transfer application shall include the following: Official transcript (to be sent directly to Chinhoyi University of Technology by the other university), letter of introduction/recommendation from the previous university, module description, catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system), an official translation of the original documents (in case of non-English documents), photo-attached personal identification documents e.g. birth certificate, passport or ID and certified copies of the original certificates used to gain admission into the previous university.
- 9.5.2 All applications shall be scrutinized by relevant Committees responsible for admission at the Department, School/Institute/ and the Directorate of Quality Assurance and Post Graduate Studies levels before reaching Senate Executive Committee for approval.
- 9.5.3 Student transferring from other universities to Chinhoyi University of Technology shall apply for credit transfer at least three (3) months before the beginning of the semester they want to join.

9.5.4 Applicants shall pay a non-refundable fee for credit transfer to be determined from time to time.

10 Provisions for Passing and Proceeding in a Programme

- 10.1 Normally a student who passes all modules scheduled in a semester will proceed to the subsequent semester with the exception of special cases which would have been approved by Senate.
- 10.2 Each Scheme of Examination shall indicate which modules must be passed before a candidate may be allowed to proceed to a subsequent semester of the programme (or portion thereof).
- 10.3 Decisions determining issues of progression shall be made at the end of each semester.
- 10.4 A student who passes sufficiently well in a semester may be permitted to proceed to a subsequent semester carrying a module(s) subject to the provisions of the Specific School/Institute/Centre Regulations and timetable feasibility.
- 10.5 Student must pass all modules from Semesters one (1) to four (4) before proceeding to work related learning.

11 Failure to Satisfy Examiners

11.1 Candidates who fail to satisfy the Examiners may be required by Senate to: -

- a) Proceed Carrying one or more modules from the preceding semester,
- b) Repeat,
- c) Time out,
- d) Presumed Withdrawn

11.2 Proceed Carrying

- 11.2.1 A candidate who has failed fifty (50) percent or less of the modules in a semester shall be required to proceed carrying the failed module(s).
- 11.2.2 When carrying modules, a student shall not be allowed to take not more than **two** modules above the normal load of the semester. Returning student should register **carried modules first**.
- 11.2.3 The number of modules carried from the previous semester to the subsequent semester may be limited by the Specific School/Institute/Centre Regulations.
- 11.2.4 Normally, carrying a module will be permitted for all failed modules. Where a prerequisite is involved, a candidate shall be required to pass it before proceeding to the higher level module.
- 11.2.5 Student carrying modules will be re-examined at the next regularly scheduled examinations, normally taken at the next semester examinations.
- 11.2.6 Student shall be required by the Senate to undertake continuous assessment with the carry over modules. This assessment will then be taken into account in the usual way in determining the overall assessment.
- 11.2.7 Student shall be required to register for the failed modules first before registering for new modules.
- 11.2.8 Student shall be allowed to carry credits to a value of twenty-four (24) credits points into the next Semester except when they are due for work related learning.

### 11.3 Repeat

- 11.3.1 Repeat shall be allowed in cases where a candidate has failed more than fifty (50) percent of the modules in a Semester.
- 11.3.2 Only failed modules shall be repeated in that semester. Repeat students cannot register for any new modules.
- 11.3.3 When repeating modules, student **will not** be allowed to proceed to the next semester until **all** repeat modules have been cleared.

### 11.4 Time Out

- 11.5 Candidate must be timed out from a programme in which he/she has failed to complete within the stipulated period of eight (8) years for the Humanities programmes and ten (10) years for the School of Engineering Sciences and Technology and School of Agricultural Sciences and Technology. Such candidates shall be free to apply for admission into a different programme.

### 11.6 Presumed Withdrawn

- 11.6.1 A candidate who does not officially withdraw from a programme or fails to defer studies or write examinations shall be presumed to have withdrawn.
- 11.6.2 A student shall be presumed withdrawn if he or she does not re-register within the normal registration period, or is absent from a semester without prior approval.
- 11.6.3 A student who fails to respond to a correspondence from the University seeking clarification of his or her status within fourteen (14) working days, shall be classified as presumed withdrawn.

## 12. Supplementary Examinations

- 12.1 Senate may allow a candidate due for attachment and a candidate in the final semester to attempt a supplementary examination to enable him/her to pass a part of a programme or to proceed to the next part in terms of the School/Institute regulations or graduate.
- 12.2 Normally, supplementary examinations shall be held at least a month after the results have been published.
- 12.3 To be eligible for a supplementary examination, a student must normally obtain a mark of between forty (40%) to forty-nine (49%) percent in the module to be supplemented in the formal examination for that module.
- 12.4 Where supplementary examinations have been allowed, the examiners shall not incorporate continuous assessment in the determination of the result for the supplementary examination.
- 12.5 Supplementary examinations shall be marked as “pass” or “fail” and the overall maximum mark awarded shall be fifty (50%) percent.
- 12.6 If student is required to attempt a supplementary examination, the result obtained in the supplementary examinations of “pass” or “fail” shall be recorded on the official transcript of his academic results.
- 12.7 Student shall only be allowed to sit for supplementary examinations upon payment of the Supplementary Examination fee as determined by the University from time to time.

## 13. Projects

- 13.1 Where a project is prescribed in any programme, candidates shall be informed in advance of the deadline of submission of such project.
- 13.2 Unless the Senate has granted prior permission for an extension of this deadline any candidate who fails to meet this submission deadline shall normally fail the project. The student shall be required to repeat the project with a new topic and a new supervisor.
- 13.3 On the recommendation of the Examiners, candidates may be permitted to submit the research project at a later date, normally within three months of the original submission deadline. The maximum mark allowed for such work shall be fifty (50%) percent.

- 13.4 A student who fails the project within the supplementary range shall be required to re-submit the project within three (3) months. The maximum mark allowed for such work shall be fifty (50%) percent.
- 13.5 A student who fails the project below the supplementary range shall be required to repeat the project with a new topic and a new supervisor.

14. Work Related Learning/Industrial Attachment

- 14.1 Programmes at the University shall normally include two semesters of supervised work related learning during the stipulated period as per programme regulations.
- 14.2 The overall assessment of the work related learning shall be carried out in accordance with the work related learning guidelines.
- 14.3 A student who fails work related learning shall repeat.
- 14.4 To obtain an overall pass, a student must pass both the continuous assessment and the reports of the work related learning. The continuous assessment mark shall be determined by the Departmental Board of Examiners from the marks awarded by the industrial attachment supervisor and the academic supervisor on the appropriate forms.
- 14.5 A student who fails the continuous assessment component shall be required to repeat work related learning at a new company and with a new research topic.
- 14.6 A student who fails the final assessment but has passed the continuous assessment component may be allowed to re-submit the work related learning report within three months and be re-assessed. Unless otherwise approved by Senate, the maximum mark allowable for such referred work shall be fifty (50%) percent.
- 14.7 A student who fails to meet the required date for submission of the final report shall normally be considered to have failed the work related learning and shall repeat work related.
- 14.8 A student who fails work related learning report within the mark range of forty (40) to forty-nine (49) percent would be required to re-submit the report within three months.

15. Right of Appeal

- 15.1 Student may appeal against a decision of the Senate.
- 15.2 The student shall normally apply in writing within twenty-one days after the publication of the results.
- 15.3 A student shall pay an Appeal Fee as determined by the University from time to time. If the appeal results in a favourable change of the grade in the module, the cost of the appeal shall be refunded if the module grade changes. However, there shall be no refund if it is only the mark, rather than the grade, that changes. If the mark goes down following a re-mark, the lower mark shall be issued as the final result.

15.4 Appeal Against Termination of studies

- 15.4.1 Any candidate, who, having failed to satisfy the Examiners shall be required to withdraw from the University or timed out from a programme, has a right to appeal against the decision.
- 15.4.2 The Termination of Studies Appeals Committee shall consider such an appeal.
- 15.4.3 Any candidate who wishes to lodge an appeal against withdrawal or timed out must do so in writing to the Deputy Registrar, Academic normally within twenty-one (21) working days after the publication of the Examination results upon payment of a non-refundable fee, which shall be reviewed from time to time. The Deputy Registrar, Academic shall refer all submitted appeals to the Appeals Committee.
- 15.4.4 On appeal, the candidate must state clearly the grounds of the appeal. A medical practitioner registered in terms of the Health, Dental and Allied Professions Act must

substantiate medical grounds in writing. Any other evidence, which the candidate wishes to submit in support of his/her case, must be lodged with the written appeal.

- 15.4.5 The Appeals Committee shall consider as legitimate grounds for appeal new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student), which was not previously available to the Examiners. Extenuating circumstances of a 'force majeure' nature which explain and are directly relevant to the student's academic performance and which he/she could not reasonably have been expected to have foreseen or avoided will be considered.
- 15.4.6 The Committee shall be empowered to hear an appellant orally and seek such information and evidence, as it may consider pertinent.
- 15.4.7 No right to oral hearing shall be conferred upon appellants and the University will not reimburse any expenses incurred by an appellant in making a personal appearance before the Committee.
- 15.4.8 The Committee shall make recommendations on each case, as it deems appropriate. Its recommendations shall be submitted to the Senate for approval, or to the Senate Executive Committee or the Vice Chancellor on behalf of the Senate for consideration.
- 15.4.9 The Deputy Registrar, Academic shall notify appellants in writing, the results of their appeal(s).

## 16. Aegrotat Provisions

- 16.1 If a candidate, having completed a substantial component of his/her programme, is prevented by serious illness or other sufficiently substantiated cause, from completing the prescribed requirements for that semester of the programme, he/she may be deemed by the Senate to have satisfied the Examiners for that semester upon the recommendation of the Board of Examiners concerned and upon such other conditions as the Senate may decide, provided that: -
  - 16.1.1 The award of the Aegrotat Degree shall be without classification.
- 16.2 Where a student qualifies for an Aegrotat Degree, he/she may opt instead to write a special examination in order that an overall grade may be determined and formally credited to the student. Application for such an option must be submitted to the Registrar in writing not later than four weeks before the scheduled examinations.
- 16.3 Senate may require any candidate, irrespective of his/her programme or School/Institute whose examination performance has been adversely affected by sufficiently substantiated circumstances of 'force majeure' nature to write a special examination at a future date, normally not later than three (3) months after the date of the last examinations missed. In such circumstances, unless otherwise stipulated by the Senate, the mark obtained in the special examination will be counted in the overall assessment for the purpose of degree classification.
- 16.4 A candidate who wishes to be considered for an Aegrotat Degree must apply in writing together with written substantiation for his/her case, to the Registrar within ten days of the end of the University Examinations for the programme concerned. A certificate from a medical practitioner registered in terms of the Health, Dental and Allied Professions Act must support appeals that are submitted on medical grounds.
- 16.5 A candidate who shall be awarded an Aegrotat Degree may not re-enter the examination for the same degree, but shall be eligible to apply to proceed to an appropriate higher degree.

## **17**     Plagiarism

- 17.1     A student must not knowingly assist any other student in cheating or plagiarism. This includes working together on a single draft of a piece of work unless expressly required to do so in group work or passing a partly or fully completed piece of work to a fellow student.
- 17.2     The appropriate Departmental Board, School/Institute Board of Examiners and Senate shall determine the recommendations on the severity of the penalty. Cases of plagiarism shall be handled in the following manner: -

### **17.3**     Minor Cases of Plagiarism

- 17.3.1     First Offence: In the case of plagiarism being discovered in a piece of work such as an essay or laboratory report or dissertation the student shall get a Chairperson's warning but shall be given an opportunity to re-do and re-submit an acceptable piece of work after one week and shall be awarded a maximum mark of 50%.
- 17.3.2     Second Offence: The student shall get a Dean's/Director's warning and shall be awarded a mark of zero.
- 17.3.3     Third Offence: Senate shall take disciplinary measures such as suspension or expulsion of the student who shall have been awarded a mark of zero.

### **17.4**     Major Cases of Plagiarism

- 17.4.1     In the case of plagiarism being discovered in a project at the end of the semester that candidate shall be denied the opportunity to resubmit the project.
- 17.4.2     The new project shall be submitted not later than two consecutive semesters after discovery of the offence.
- 17.4.3     The new project shall be awarded a maximum mark of fifty (50) percent.
- 17.4.4     In the case of plagiarism being discovered in a project for the second time and after re-submission, a mark of zero shall be awarded and recorded, and the Senate shall take disciplinary action either to suspend or expel the student.

## **18**     Misconduct at Examinations

- 18.1     Cheating in examinations and tests represents an attack on the academic integrity of the University. The University takes cheating very seriously as they consider it as an attempt to deceive the examiners into gaining higher marks than you may have normally achieved. The regulations give the following examples: -
- 18.1.1     Obtaining advance knowledge of the content of an examination. One type of cheating takes place before the test or exam. It involves getting illegal access to information about the exam.
- 18.1.2     Copying from the examination script of another candidate.
- 18.1.3     Helping and assisting another candidate.
- 18.1.4     Impersonating (pretending to be) another candidate or allowing yourself to be impersonated in an examination.



- 18.1.5 Having notes, texts, statistical tables, programmable calculators or any other information on or near your desk or on your person which is not explicitly stated as being allowed in the examination paper instructions, whether you use it or not. A student must not take into an examination any material other than that which is expressly authorized. Where a student takes unauthorized material into an examination, this will be regarded as an offence and will be subject to the appropriate penalty.
- 18.1.6 Having in the examination room any mobile telephone, pager or any other communication device.

## **18.2 Penalties for Cheating**

- 18.2.1 Cheating in University Examinations is treated as an absolute offence. Normally, the following penalties may be applied in accordance with the recommendations of the Student Disciplinary Committee: -
  - 18.2.1.1 Nullification of the entire results for the semester or the academic year, in which the cheating has occurred,
  - 18.2.1.2 Repeating semester(s) or the year,
  - 18.2.1.3 Suspension for a semester or more,
  - 18.2.1.4 Withdrawal from the programme and
  - 18.2.1.5 Withdrawal from the University.
- 18.2.2 If a candidate is found possessing papers related to the subject in the University examination, he or she will be sent out immediately and asked to write a report. If the matter is pre-written cards or notes are relevant and found to be serious, a candidate may be barred from writing examinations for three semesters.
- 18.2.3 In addition, the Senate may approve the imposition of modifications to any of the above penalties as individual cases warrant.

## **19 Publication of Results**

- 19.1 The Deputy Registrar, Academic shall be responsible for the publication of the results of the University Examinations as approved by the Senate.
- 19.2 Results lists of student who will have cleared their fees shall be posted on the University web site through the student' e-learning account. In addition, the Deputy Registrar, Academic shall post a copy of the results to each candidate/parent/guardian or sponsor provided the student will have cleared his/her fee balances.

## **20 Award of Degrees**

- 20.1 For an award of any undergraduate degree a student shall have completed and accumulated sufficient credits.
- 20.2 The award of degrees shall be subject to the approval by the University Senate and Council.
- 20.3 Candidates completing the requirements for such awards shall receive formal certificates of the University, bearing the University seal and signed by the Vice Chancellor and the Registrar confirming the award.

## **21 Academic Transcripts and Certificates**

- 21.1 Upon completion of studies and graduation each student shall be issued with one copy of formal transcript of his/her complete academic record at the University and certificate with a University seal.
- 21.2 Subsequent copies of the academic transcript(s) shall be charged at a fee, which will be determined by the University from time to time.
- 21.3 The University reserves the right to withhold a degree certificate or transcript from any student who is in debt to the University.
- 21.4 Such a debt includes outstanding tuition and accommodation fees, unpaid library charges and/or other amounts owed to the University. By withholding the degree certificate or transcript, the University shall not be precluded from pursuing repayment of the debt by, for example, using a debt recovery agency.

## **22 Graduation Ceremonies**

- 22.1 The University shall organise Graduation Ceremonies and publish the graduation date annually.

## **23 Academic Robes**

- 23.1 It is mandatory for all Graduands to wear academic robes to the graduation ceremonies. It is the responsibility of student to obtain appropriate robes from the University.

## **24 Revoke of Degree Certificate**

- 24.1 The University has the right to revoke the degree certificate that has been awarded to undeserving student through fraud. Where the Committee decides that there is a case for revoking the degree or other distinction, recommendation is made to Senate, that the degree or other distinction be revoked, providing a report and reasons for its decision. The student will be informed in writing.

## **QUALITY ASSURANCE AT CHINHOYI UNIVERSITY OF TECHNOLOGY**

Quality Assurance (QA) is the means by which an institution can guarantee with confidence and certainty, that the standards and quality of its educational provision are being maintained and enhanced. Critical concepts involved in QA include quality improvement, quality assessment, quality audit, standards, quality culture and accreditation.

Quality assurance issues at CUT are superintended by the Quality Assurance Directorate whose roles, inter alia, are:

- Ensuring that the awards of the University meet the quality and standards commensurate with national and international academic norms,
- Developing quality assurance procedures and practices to ensure that the quality of provision and standards of awards are maintained,
- Setting clear and explicit performance standards in all aspects of University functions, and
- Monitoring and evaluating the implementation of QA processes as per the set standards.

The QA Directorate functions in collaboration with the University's internal and external stakeholders such as students, CUT employees and the corporate world. Its offices are located at the Orange grove Campus.

The QA systems and operations at CUT are guided by the University QA policy. Quality Assurance and enhancement in the University are managed using the committee system. Students are represented in QA committees. The major QA committees are:

- The University Quality Assurance Committee (QAC) chaired by a Pro-Vice Chancellor,
- The School/Institute Quality Assurance Committee chaired by a Deputy Dean,
- The Department Quality Assurance Committee, and
- The Support Services Quality Assurance Circle

Students are the main stakeholders and CUT values their input to QA. Hence, students' active participation in QA is imperative and affects the university at both the Internal Quality Assurance (IQA) and the External Quality Assurance (EQA) levels. Students' active involvement comes in any one of the forms:

- Membership to the university QA committees,
- Sitting in other committees, review panels, audit teams, meetings and events,
- Engagement, where students make considerable contributions in committee meetings and events,
- Responding to QA related questionnaires such as the Lecturer/Course student evaluation forms,
- Involvement in direct internal and external QA procedures,
- Regular feedback processes on QA procedures such as teaching and learning, assessment, and service provision, through university structures like Student Representative Council, class representatives and Department/School/ Unit leadership.

## THE LIBRARY DEPARTMENT



**Students in a Physical Library at CUT**

### **General Information**

Chinhoyi University of Technology exists in two forms, that is; the Physical and the Virtual library. The objective of the library is to provide and promote information services that will meet the teaching, learning and research needs of the University community through its major functions namely collection development reference and information provision. CUT Library is fully automated.

### **Branch libraries: -**

There are three branches and these are: School of Agricultural Sciences and Technology Library and Shankuru Graduate School Library. The third Branch is housed at the Harare Office at ZimDef House

### **General Library Orientation, Tours and Information**

The library conducts library orientation sessions and tours for new students and academic staff, describing the services and facilities offered in the library and their potential value in studies and research.

### **Library Services**

#### **Print Book Collection**

The Library holdings comprises of:

- a. Open Shelves/Stacks
- b. Reference Collection, (a collection of materials that are factual in nature e.g. dictionaries, handbooks, manuals etc.).
- c. Reserve Collection (a collection of highly circulating materials)
- d. Periodicals and Special Collections (journals, newspapers, theses and past exam papers)
- e. Online Public Access Catalogue (OPAC). All library materials can be accessed through OPAC.
- f. Enquiries Desk - All library inquiries are done through enquiries desk.
- g. Library IT help desk (A desk where all students using computers from the Computer work stations can report all ICT related problems).
- h. Circulation desk (Issues and returns are done through this desk).

### **Electronic collection**

Electronic Resources Access - the Library subscribes to forty-two (\$@) electronic databases through the Zimbabwe Universities Libraries Consortium (ZULC). It has access to a wide range of electronic books and electronic journals.

### **Chinhoyi University of Technology Institutional Repository (CUTIR)**

CUT has an Institutional Repository which is under Library Department. Its collection is limited to CUT intellectual publications, past exam papers, dissertations and theses. Users can access past exam papers and dissertations and thesis both as print and electronic. CUTIR is registered with Directory of Open Access Repository (OPEN DOAR) and can be accessed on the internet.

Lives Chat Reference Service - The Library provides real time online reference services to the library users.

### **LIBRARY FACILITIES**

Reading Space - The sitting capacity of the library is about 450. The following areas provide study spaces for library users:

- a. Ground floor of the Main library - houses library holdings, reading space and most of the service points of the library
- b. First floor of the Main Library - provides only reading space for library users
- c. Library Extension - ZIMPLATS WING - provides only reading space for library users
- d. School of Agriculture Library - houses School of Agriculture Science and Technology books and provides reading space library users form the same school.
- e. Graduate School Library, Shankuru - Houses selected materials for Masters students for the School of Entrepreneurship and Business Management as well as providing reading space for MSc students

**Computer Work Stations** - the Library has some computers which can be used to do some academic researches by library users who do not have Laptops.

Power Points - ZIMPLATS wing - Library extension has power points from which users can get power when using laptops. Computer Work Stations also some power points for those who use Laptops. Branch Libraries also have power points.

Wi-Fi Connectivity - both the main Library and Shankuru have WI-FI Connectivity.

**Printing and Photocopier facility** - The Library has a printing and a photocopying facility for Library users.

**Baggage Room** - the Library has a baggage room where users can leave their bags if they want to get into the Library. This baggage room is manned by CUT Campus Protection Officers.

**Book Drop** - A facility which allows student to drop their books upon returning while library stall will be doing shelving

### **Information Literacy Skills Tutorials**

After general orientation, the subject Librarians teach practical's on how to access both print and electronic resources, and referencing to all Level 1:1 Students. this is done in conjunction with the communication Skills Department.

### **LIBRARY RULES AND REGULATIONS**

The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions efficiently. The following rules must be observed by all library users.

- ❖ Only registered or authorized users are allowed to use the library.
- ❖ Library users must show their student/staff identification IDs when entering the library. NO VALID ID =NO ENTRY, NO SERVICE
- ❖ Silence is Golden, it must be observed all the time.

- ❖ Illegally borrowed book(s) will be treated as stolen property.
- ❖ Smoking, drinking and eating are not allowed in the library.
- ❖ Briefcases, bags and parcels must be deposited at the baggage area.
- ❖ All library materials must be handled with care.
- ❖ Loss or damage to library material(s) will be charged at the market a price plus 20% administrative costs.
- ❖ Loss of library material should be reported immediately.
- ❖ Overdue books will attract fine.
- ❖ Users with laptops must declare them when entering and leaving the library.
- ❖ Cell phones should be switched off or put on silent mode. A fine is charged to users caught answering cell phones in the Library.
- ❖ All users must clear all dues with the library on leaving the university.
- ❖ The Library will suppress results for students with outstanding Library fines and/or lost books.

## **LIBRARY OPENING HOURS**

### **Semester Time**

Monday - Thursday	0900 - 2200 hours
Fridays	0900 - 1630hours
Saturdays	0900 - 1600 hours

### **Exam time**

Monday - Thursday	0900 -0000 hours
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### **Vacation time**

Monday - Thursday	0900 - 2200 hours
Friday	0900 - 1630 hours
Saturday	0900 - 1600 hours

## INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT (ICT)

**Phone: +263 26721 27433 Website: [www.cut.ac.zw](http://www.cut.ac.zw) Email: [ict@cut.ac.zw](mailto:ict@cut.ac.zw)**

We are now living in an environment in which there is growing ICT usage in teaching, learning and research in tertiary institutions. Chinhoyi University of Technology has adopted robust ICT strategies that enable us to produce students that are able to cope with this increased ICT usage to compliment traditional learning and research methods. CUT offers a wide array of computing, networking and telecommunications resources and services to members of the university community. These services are in place to facilitate teaching and learning research, and administrative activities and to further CUT's mission.

The ICT Department has made tremendous progress in terms of continuous investment in hardware, software to meet the research needs of our staff and students. Our students have access to high speed networks (bandwidth), reliable Local Area Network, twenty-four-hour computer laboratories, robust WI-FI, e-mail, e-learning and ICT training as well as help desk support. They have developed in-house the Eagle Registry Management Information systems which offer the following services:

- Online and manual student application
- Student ID Processing
- Online integration with banking services such as ZB bank, FBC and ECO-Cash
- Mobile app
- Asset management
- Student Records Management

The Student Portal has the following details of every student:

- i) Students' personal profile
- ii) Student's account with the Bursar
- iii) Library debts
- iv) Student's accommodation details
- vi) Online transcript
- vii) Examination results
- viii) Examination timetable
- ix) Lecture attendance records
- ix) Students modules
- x) List of module mates in case one wants to discuss some topics with fellow students doing the same module.

The University's ICT policy is also found on the student portal. The ICT policy establishes computer usage guidelines for Chinhoyi University of Technology (CUT). It also outlines responsibilities of those who use computing and networking facilities at the university. Users of these services agree to abide by and be subject to the terms and conditions contained in this and all other applicable university policies. Some departments on campus may have additional facilities, practices, and policies that apply to use of computing facilities in those departments. These policies are designed to enable high quality services and maximize productivity while protecting the rights of all members of the university community.

All students of CUT are required to read and comply with the policies laid out in this Manual (which may be amended from time to time). The manual does not attempt to anticipate every situation that may arise and does not relieve anyone of their obligation to use common sense and good judgment. In order for our students to fully utilise these services it is absolutely important for all new students to attend ICT induction courses offered to new students. Even returning students should attend ICT training sessions that are held from time to time to make sure they are abreast with new developments in ICT-driven learning and research methods.

## DIVISION OF STUDENT AFFAIRS



**Dean**  
Mr. T. Sengerai

### **Dean of Students' Welcome Message**

I would like to welcome our new students to Chinhoyi University of Technology (CUT), an extended home away from home. I hope you will each find it a comfortable habitat and have a positive role to play in this extended home away from home. Our mission, as the Division of Student Affairs, is to develop a complete person in you by the end of your tenure at this university.

This complete person is a holistic individual: a functional, responsible and accountable citizen, employer or employee. We undertake to empower you in mind, body and character, the critical trinity of a noble human being, so that this global village we are living in, nobody will ever point a finger at CUT undergraduate and postgraduate student as an academic outcast. You will have graduated with a paper degree on one hand and the ability to fit and function in the real world, on the other hand. Welcome to a science and technology academic world of peace, dialogue commitment and relentless inquiry.

The Division of Student Affairs is a very crucial department in the life of a student at CUT. The main goal of the Division is to enable the student to smoothly adjust to university life. Apart from the introductory orientation activities, the Division assists the student with providing a variety of services that are essential in coping with the pressures of student life right up to the time of graduation. As a Division, we believe that life outside the lecture room is also very vital in the educational experience of every student. A variety of programmes and activities are also provided that cater for social, emotional and spiritual needs of the student so as to produce a well-rounded individual who will end up being a responsible and productive citizen of Zimbabwe and the world at large.

In order for us to provide this range of services to the students, for the sake of convenience, the Department has been divided into separate, but related units, all falling under the Dean of Students Office. Below are brief descriptions of some of the Units that are in the Division of Student Affairs. We encourage you to familiarise yourself with the functions and services offered by each of these units and hopefully you will utilise these services and resources to your advantage.

Differently abled students are encouraged to contact the Division so that suitable services and assistance can be provided for them. The nature of disability ranges from student to student depending on the acuteness of the condition and whether it is short term or long term. A student involved in an accident, for example, might have their own short term disability requirements which may be different from those with long term conditions. Hence the need for students to liaise with us so that we try to cater for individual needs so as to achieve our goal of making students as independent as possible at the same time integrating them into the wider university community. Please contact the Student Health Services Unit or the Campus Life Office.



## Campus Life and Student Development Programmes

Director: Mrs L. Mukandabvute  
Address: Manyame Hall No. 24 G 3  
Phone: 2632672127444 ext.1173; +263-712349725  
Email: [lmukandabvute@cut.ac.zw](mailto:lmukandabvute@cut.ac.zw)

The main aim of campus life unit is to create a conducive living and learning environment for students. Our mandate is to provide student accommodation on campus which is comfortable and enhances personal growth. The department also provides social and educational programmes and services. In addition, the department also provides counselling to students and intervenes in case of disputes in the halls of residence.

The office works hand in hand with Wardens, Hall of Residence Assistants and Sub Wardens who ensure that adjustment to university life is bearable and enjoyable. The Sub Wardens reside in room 130 of every Hall of Residence. The University has ten (10) halls of residence that accommodate 1170 students in total. The residences are as follows:

### Female Halls of Residence

Chirorodziwa  
Kariva  
Masvikasei  
Ngezi  
Mapinga

### Male Halls of Residence

Manyame  
Hanga  
Munyati  
Mupfure  
Nyaminyami

It is an offence to reside unlawfully in the halls of residence and likewise to allow your friend to squat in your room (refer to the Rules and Regulations for Halls of Residence)

### Living in residence, rules of thumb

- Promotes a congenial living and learning environment;
- Communal sharing of resources in the room is essential;
- Maintain a clean and safe environment in and around the Hall of Residence;
- Embrace diversity through embracing different cultures, religions, backgrounds and academic preferences.

### Student Development Programmes

Student development programmes assist students in making positive and informed personal, life and career-related decisions. a variety of services and programmes are offered to develop a holistic student. These programmes include the following:

- Student leadership training
- Interview techniques
- Grooming and etiquette
- Career guidance
- Examination preparation tips
- Stress management

## Student Organisations

### Clubs, Societies and Associations

The other thrust of student development is the interaction through clubs, societies and associations. this is where members provide peer education, moral, social and spiritual support for one another. Students are encouraged to take advantage of the tremendous opportunities offered by these clubs and societies to network and socialise.

Student groups that have achieved the status of a recognized student organisation are those which have been registered by the Student Representative Council and approved by the Directors of Campus Life and Student Development Programmes

Information on how to register a Club is available on the CUT Website.

- The following clubs are currently operating and are actively involved in a number of activities: Zimbabwe Institute of Engineers (Chinhoyi University Chapter)
- Chinhoyi University Hospitality and Tourism Association (CUHOSTA)
- Tourism Management Authority
- Debate Club
- Toastmasters Club
- Boost/Enactus
- Rotaract Club
- CUT Arts Forum
- Choir
- Biotechnology Association
- ROOTS
- Fashion Technology Club

Other programmes on offer are:

- Community Development Programmes - participation in civic life and giving back to the community;
- Orientation Programmes for new students - this assists them to settle and adjust to the new environment;
- Needy student assistance through scholarships and student employment.

### **Off-Campus Life and Student Development Programmes**

Director: Mr Chikuya  
Address: Munyati Hall  
Phone: +2632672129415;  
Email: gchikuya@cut.ac.zw

### **Living off Campus**

The Off Campus Life Office exists for the welfare of non-resident students, who constitute the bulk of CUT students. The section headed by the Director who is assisted by two Wardens, two Sub-Wardens and Area Committees from each neighbourhood where students live. Wardens are members of staff who have committee themselves in promoting holistic student development, Sub-wardens are students who live in the local residential areas and keep off campus students connected to both campus resources and also provide information on learning, sport and recreational resources found in the Chinhoyi neighbourhoods. Our Wardens and Sub-Wardens are there to assist you overcome challenges posed by staying off campus.

We are there to assist students to secure affordable accommodation in areas of their choice, assist with tenancy issues, and promote positive relations between our students and the Chinhoyi community. the mere thought of staying off campus can create anxieties for many students. However, it is my submission that if you graduate without having experienced life off campus, you would not have experienced university life in its totality. Life off-campus gives you the exposure and experience you would not get on campus, of being responsible for all the aspects of daily needs. You are faced with the realities of everyday life like paying rent and making choices that impact on you as a tenant, a neighbour and a citizen of the Chinhoyi community. At the same time, you are still a

CUT student and you are expected to abide by CUT's student code of conduct. We also work with various stakeholders for the health safety and security of our off campus students.

### **Finding Accommodation**

The Director will assist you find suitable accommodation in areas of your choice. There are also boarding houses which have some good facilities. So visit his offices for details. Further, you can consult our Wardens, Sub-Wardens and Area Committee members. Community notice boards in supermarkets and other public places can also be good searching places.

#### **Lease agreement and payment of rentals**

Get a signed copy of your lease from the landlord and be familiar with terms of the lease agreement (a sample copy can be obtained from the Off Campus office). The lease agreement should specify the following:

- Address of property, name and contact details of the lesser, rent amount and due date of rentals, move out dated and your own contact details.
- Talk to your lesser on whether you will be refunded or not if you move out before the end of the month.
- Ask for receipts when paying rentals, as these documents would be helpful in case of disputes.

### **Rules of thumb of Off-Campus Life**

#### **Be a responsible tenant and a good neighbor**

Nothing will influence your life more than being a good and responsible tenant. Take the initiative to get to be known by your neighbors, introduce yourself, and establish good social networks and relations. Explore what the community offers in terms of churches, shops, and entertainment and leisure centers. attend community meetings, participate in community events and shop at local business so that you get to be known. Being known in the local area is good and wise social investment.

How to be a good neighbor

- Introduce yourself to your neighbors' so as to create social networks and relations;
- Understand and follow house rules;
- Avoid noisy activities especially the volume of your radio and other entertainment gadgets;
- Treat your lesser, neighbors and their children with respect and pay your rentals timorously. If for any reason you fail to pay your rentals notify you're lesser - do not run away.

Remember that what you do affects those around you and a member of the CUT community you are expected to comply with the law of the land and the University student code of conduct (Ordinance 2). You will be held accountable for behaviour off-campus that is in violation of the ordinances and can be referred to the University for Disciplinary Action.

Please remember that the actions of one individual can have an impact on the reputation of all CUT students. One bad apple spoils the whole pack. The Director of Off-Campus Life actively works to minimize the possibility that one individual's inappropriate conduct affects your reputation as a CUT student. So be a responsible tenant and a good neighbour.

### **Get Involved in Activities in your Community**

Remember getting involved in social activities in your neighbourhood is a social investment, because we all benefit from safe and successful community. You can be involved in your community through the church or joining a community group. If you have special skills or expertise volunteer these to your community.

### **Health and Safety**

- You must consider health and safety standards when searching for a room. Look carefully at the following in any building for your health and safety: Structural elements e.g. walls, floors, doors, windows, ceilings, roofs - these must be in good working order;
- Electricity and wiring -no naked wires;
- Ventilation - there must be windows and air vents in every room.

### **Safety in your room**

- Check that all doors have locks and make sure they are functioning properly,
- Make sure your door is properly secured;
- Lock your door and take your keys whenever you leave the room, even when going to the bathroom;
- Ensure that all windows are equipped with properly functioning window locks and burglar bars;
- Never put your valuables on tables or in the open e.g. cell phones, cameras, wallets, laptops, jewelry;
- Declare your laptops to CUT security and leave them with security if you travel over weekends;
- Do not allow strangers into your room.

### **The measures below will assist you to be safe and secure in your community**

- Get to know your neighbours
- Avoid walking alone, especially at night particularly the area between the Bridge and Chinhoyi General Hospital;
- Use well lit, familiar streets and never use poorly lit shortcuts or wooded areas;
- Be alert and get to know of activities in your community.

Avoid walking and talking on the mobile phone or putting on headphones as this distracts your alertness. If you think that you are being followed by a suspicious person cross the road and change direction.

In case of emergency phone the ZRP hotline on +2632672122299/22353 or CUT security on +26326721/29440.

### **Sharing a Room**

You can share a room with a friend or someone completely new to you. So it is important to establish clear expectations and open lines of communication to ensure harmonious co-habitation. Agree and put it in writing, your mutual agreement on cooking and cleaning schedules, quiet hours, and rules concerning guests. All roommates should sign and date the agreement, then make copies for everyone.

### **Harmonious room Sharing**

- Set rules that you will all follow;
- Communicate openly, consider a weekly house meeting;
- Be considerate, remember to do unto others what you want them to do to you;
- Be flexible, be willing to make adjustments;
- Respect each other, even when you disagree;
- Spell out everything, even if it seems obvious;
- Seek a neutral party to help resolve issues you cannot agree upon.

### **Alcohol and Drugs**

Living responsibly and being a good neighbour can be compromised by the use of alcohol and drugs. Students who consume alcohol heavily and/or use illicit drugs tend to run into disciplinary problems and also suffer socio-emotional and health problems. At Off Campus life in partnership with other stakeholders we educate students so as to reduce the negative impact of substance use and abuse.

### **Sexual Assault**

Students have shown that college students are at higher risk of sexual assault than members of the larger community. Rape and sexual assault are serious crimes under the law and are prohibited by our student code of conduct. Students are encouraged to make appropriate and healthy choices that promote their safety, security and well-being. If you are sexually assaulted consult the University Clinic, University Counsellor or Office of the Life

Skills Coordinator and report to the police as soon as possible within 24 hours. Students are also encouraged to familiarise themselves with the CUT Sexual Harassment Policy.

### **Student Development Programmes: Clubs and Societies**

CUT On and Off Campus Life Offices co-ordinate a vast number of student clubs and societies. Participating in one or more of these clubs is the best way to stay connected to the campus and meet fellow students with common interest. However, if you have an interest or concern that is not catered for, you are free to start a new club and contact the Directors for On and Off Campus Life and Student Development Programmes who will assist you to register your club.

### **Rehabilitation Officer and Life Skills Programme**

Coordinator: Ms P. Zembe  
Address: Ngezi Hall  
Phone: Ext 1297  
Email: pzembe@cut.ac.zw

The Life Skills Unit Provides empowerment programs designed to promote positive conduct, dignity, integrity and moral behaviour. Our role is to equip students with strategies of dealing with the highs and lows of life. We assist students to maximize on the opportunities that come their way so that as they realize their full potential. Such skills are very essential at this stage of life where some students may be grappling with the transition from high school into university life where they are regarded as adults. The key issue, therefore, is to ensure that we help them in acquiring skills that enable them to function independently and responsibly thereby enabling them to set personal goals in life. After setting their own goals they also need to take full control of the process of achieving these goals. The other thrust of the Life Skills Section is to promote healthy lifestyles among students and informed choices. The life skills section provides training in the following:

- Management of finances;
- Time management;
- Management of relationships - friends, roommates, lesser, boyfriends/girlfriends, parents, lecturers, etc.
- Peer pressure;
- Study skills and techniques;
- Health issues - premarital sex, pregnancy, STIs, HIV/AIDS;
- Academic issues - programme choices, course choices, deferment of studies, examination pressure, failure
- Career guidance;
- Alcohol, drugs and substance abuse;
- Bereavement.

The list of areas requiring life skills is endless. If students are equipped with the life skills to deal with these issues and many others, it minimizes the chances of them making resorting alcohol and drugs when faced with adversities. However, even in institutions with vibrant life skills programmes, some students may still succumb to the pressures of life. Students facing social, psychological and career challenges are encouraged to approach this department.

Through our peer education programmes, we encourage students to look out for other students. "You are your brother's /sister's keeper"- so should you recognize signs of stress or depression in a fellow student, do not hesitate to refer that student to peer counsellors.

### **Programmes on offer**

- Orientation Workshops for first year students
- Industrial attachment training workshops
- Peer education training

- Leadership training
- Career development and guidance services
- Gender awareness training
- Commemorations and advocacy
- Mentorship

### **Dialogue Sessions**

- Talk shows
- Seminars
- Public speaking
- Debates

### **Advocacy**

Life Skills Programmes are run both on and outside campus. Meetings for the Peer Educators, clubs, societies and associations take place every week on campus. Videos are shown in students' halls of residence and other venues. The Campus Aids Day and the Candlelight Memorial Service are some of the activities that are held yearly in recognition of the fight against HIV/AIDS. Outreach programmes include visiting the Old People's Homes and orphanages as well as public awareness campaigns.

### **Life Skills Calendar**

Activities are planned in collaboration with students Life Skills Clubs, societies, Associations, Unions, Hall and Area Committee members and sub wardens and the Student Representative council.

### **Counseling Services**

Student counselor:	Mrs. N. Makumbi
Address:	Mapinga hall
Phone:	+2632672121701 or Ext 1300
Cell:	+263772 818 256
Email:	<a href="mailto:norusike@gmail.com/nrusike@cut.ac.zw">norusike@gmail.com/nrusike@cut.ac.zw</a>

### **Counselling Services**

There is a myriad of situations in the life of student that can end up needing some counselling services. Distress can manifest itself differently because of the diverse nature of the student population. Some students may have low self-esteem that would require experienced counsellors to identify and deal with. Cases of depression are quite common among students. Alcohol and substance abuse are also quite rampant in tertiary institutions all over the world. We have students from very strict environments in boarding schools or some who are coming from strictly monitored home environments and they're suddenly ushered into a "free" campus set-up. This requires you to be responsible. Where you need guidance the counselling office is there for you.

This whole gamut of stress related circumstances are a result of a variety of challenges facing you as a student at tertiary level. Financial, relationship, health, academic and cultural difficulties among many others can result in some of the above -mentioned symptoms of emotional stress. The counselling section has competent and experienced staff capable of handling most of these situations. We provide comprehensive psychological, social and emotional counselling and guidance to students, staff and parents. Counselling services are free and available to all students.

We offer a variety of counselling services ranging from confidential individual counselling to targeted group counselling. Other cases requiring further attention are referred to other off campus specialist facilities. Individual or group counselling is offered on a walk in or appointment basis. Individual counselling sessions are one -on one session between the counsellor and student. Group counselling is conducted in groups with members ranging from 6-12. Group counselling usually targets behavior change. Groups can be formed by students themselves or are formed by the student Counsellor from willing clients after carefully explaining the advantages of group counselling and getting consent from the respective clients.

Talk shows and discussions on various issues are held every Wednesday to promote the creation of total being who is equipped with stress management and problem solving skills.

### **Peer Counselors**

A Peer Counselors club is in place to assist other students who need counselling.

### **School/Faculty Counselling**

The section works hand in hand with trained school that is in most cases lecturers or administrators to assist students in Academic Counselling and other issues affecting students.

The major goal of the Rehabilitation Unit is to help students who go through difficult situations such as alcohol and substance abuse. The Unit works closely with the Life Skills Unit, Student Health Services and the Counselling Services Unit to enable students to be in full control of their lives so that they do not resort to alcohol and drugs when confronted with difficulties in their academic and social lives.

Workshops are conducted for all students during the semester. The unit also liaises with external rehabilitation centers/organizations and stakeholders such as police stations, hospitals (Psychiatric Units), prisons for the benefit of students/clients. We also facilitate road Shows and campaigns during semesters thematically for alcohol and drug abuse and risky social behavior.

### **Drug Abuse - A Hidden Obstacle**

Substance abuse represents a hidden obstacle to economic and social development. It undermines the drug abusers' confidence and compromising his/her health. It deprives the drug abuser to full participation of the economic growth. He/she cannot tend creative and innovative ideas fully if burdened with physical and psychological scars of drug abuse. The best strategy to combat drug abuse/substance abuse is to attack the root causes of the problem, in addition treating its symptoms, counselling the victim and rehabilitation.

### **Rehabilitation of the Drug Addict/substance Abuser**

Alcohol and substance abuse have a negative impact on a student's academic and social development. The management does not depend only on drugs or medication. Management also requires the cooperation from the family, friends and the community.

There is need to reassure the client, giving him/her psychological support social support, emotional support physical support and spiritual support. The family also needs reassurance, helping them to accept the client as a person, giving him/her a fair chance. The attitudes of the family members, friends and community will determine the success of the rehabilitation programme.

Remember: Alcohol and Drug Abuse Hurts You and Everyone in the Family.

### **Chaplaincy**

Chaplain: Rev. A. Mateva

Address: Nyaminyami Hall

Phone: +232072122203 Ext127; +23712349711; +237734771; Email: [amateva@cut.ac.zw](mailto:amateva@cut.ac.zw)

The main goal of the chaplain's office is to promote faith development within the university community particularly the students. We try to initiate and promote programmes and events that enhance ethical and spiritual growth within the university community. Such initiatives and programmes are mindful of the diverse nature of religious identities that we find in our community. Every effort is made to nourish every student's understanding and appreciation of the different religious persuasions. Some of our services include the following:

### **Pastoral Care, Prayer and Counselling**

Job 24: 12 says "men groan from within the city and the soul of the wounded cries out...." It is possible to be lonely, depressed or wounded in the midst of a large city. While others are laughing and making merry, somebody may be hurting, crying or groaning. Do not suffer alone in silence. The Chaplains office is there for you. We care and we listen.

### **Mitigation against student hardship**

At times the going gets tough and you may find yourself in very difficult financial and social situations. The university Chaplain will listen to you and help you explore other ways and options that may be part of our solution. We provide information on such issues as governments cadetship, student employment etc.

### **Behavior Change**

"I am because you are and you are because I am" so goes the African concept of "Ubuntu" It is our desire to help our students express themselves to the full while at the same time being conscious of their true identity as African. Talk shows are held with the view to help students avoid destructive and risk behavior that may ruin their calling and career.

### **Community service**

#### **Chaplain**

Rev A. Mateva

Ext 1275

The office of the Chaplain will also provide certification services to all students free of charge. The office also helps to coordinate community services programmers by various church societies on campus.

In everything that we do as Chaplaincy, students are our priority not a problem. So welcome!

### **Catering Services**

Senior Canteen Manager:

Ms N. Misingarabwi

Phone:

+232732129439 Ext 1149

Cell:

+2377390912

Email:

[mnet@gmail.com](mailto:mnet@gmail.com)

The canteen prides itself in serving balanced, nutritious and attractive meals which are well garnished and appealing to the eye. It also caters for individuality where consideration is given to people with special requirements like vegetarianism, people with disabilities, diabetes and those who need nutritional information on how to manage their weight and the essence of a balanced diet.

### **Meal times**

Breakfast      0700 hours - 0800 hours

Lunch            1130 hours -1400 hours

Supper          1630 hours -1930 hours

### **Meal times during examination periods**

Lunch            1100 hours      1400 hours

Supper          1000 hours      1930 hours



## Meal prices

Breakfast	At affordable rates
Lunch	At affordable rates
Supper	At affordable rates

Breakfast includes the following entrees which are served interchangeably:

Stewed mince, fried liver, baked beans, stewed sugar beans, scrambled/boiled/fried eggs and stewed kidneys.

>Starch is mainly bread, >Tea/coffee

## Lunch/Supper

The following entrees are served either for lunch or supper

**Meats:** Crumbed chicken, marinated roast chicken, fried chicken, roast chicken, roast beef, stew, beef strips.

**Starches:** Spaghetti, sadza, macaroni, braised rice, yellow rice, fried chips, yellow potatoes and potatoes wedges.

**Vegetables:** Fried covo, fried rape, stir fried cabbage, coslow salad, French salad and mixed vegetables.

## Traditional Meals

Tripe (Makuru, matumbu), cow heels (mazondo) and vegetables in peanut butter.

Starches include; maize, rapoko, rice in peanut butter, boiled maize and nuts (mutakura), and maheu.

## Vegetarian meals

Vegetarian au gratin, vegetables in butter, egg curry, fried fish, fried capenta (matemba), egg omelet and macaroni cheese.

## Entrees for strict vegetarians include:

Stewed sugar beans, chunk patties, stewed chunks, and starches.

## Staff members to contact in the canteen are:

Ms R. Poshai	0773368875
Mrs. S. Mureza	0773593323
Mr. G. Beretu	0773593232

## Student Health Services

### University clinic

The University Clinic is a registered industrial clinic operating as a primary health care Centre. The clinic is located in the main campus diagonally opposite the university canteen.

### Staff Establishment

- Sessional Doctor who visits the clinic three times a week for two hour sessions on Mondays, Tuesdays and Wednesdays. The clients can access the doctor in the clinic as scheduled by the clinic staff.
- Two female Registered General Nurses (one of whom is a midwife), two male Registered General Nurses, one Primary Care Nurse. (get update)

Phone: +2632672127445; 2122203-5 Ext 1185

Email: clinic@cut.ac.zw

Sessional Doctor: Dr P. Mudzengerei 0772 962 384

Senior Nursing Sister: Sr L. Bande 0772910284

Off-Campus Coordinator      Mr. R. Pumhu      0773053412

Ambulance Driver      Mr. B. Guvheya 0775029361

### **Opening Hours**

- The Clinic opens from 7am to 7 pm every day.
- During weekends and after hours there is a nurse on Campus who is on standby for emergencies.
- The Warden or Sub-Warden should be contacted so that they can get in touch with the nurses in cases of emergency.

### **Medical Aid**

To access the health services one must produce a student ID and a current valid medical aid card from the institutionally recognised medical aid society. The clinic accepts membership cards from most of the registered medical aid societies.

### **Clinic Registration**

It is very important for students to register with the clinic during the orientation week. This helps the clinic to know the medical history of the student which will help in case of emergency. All students with chronic conditions should register at the clinic and be recorded in the chronic register. This also includes the differentially-abled students.

### **Services Offered**

- Preventive Services - health education, inspections and advice on health issues;
- Curative Services - treatment of minor ailments and referral of major cases to the hospital;
- Promotive serves -Campaigns and training;
- Rehabilitative services - counselling (clinical);
- Antiretroviral Therapy

## **COVID-19      PANDEMIC**

### **Important Information**

NB: currently there is no vaccine to prevent corona virus disease 2019 (Covid-

- The best way to prevent illness - don't be exposed to the virus
- Avoid close contact with people who are sick

### **How it spreads:**

- Mainly from person to person (referred to as "community infection")
- Between people who are in close contact with one another (within about 2 metres)
- Through respiratory droplets produced when an infected person coughs or sneezes
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

### **Steps to protect yourself**

- Wash your hand often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing or sneezing
- If soap and water are not readily available, use a hand sanitiser that contains at least 60% alcohol
- Cover all surfaces of your hands and rub them together until they feel dry
- Avoid touching your eyes, nose and mouth with unwashed hands
- Drink a lot of water, eat ginger and fruits especially guava, lemons and

- Oranges
- Steps to protect others
- Stay home if you are sick
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow
- Throw used tissues in a trash/bin
- Immediately wash your hands with water and soap for at least 20sec
- Flush your toilets and keep them dry

### **Signs and symptoms**

- Respiratory symptoms, fever, cough, shortness of breath and breathing difficulties
- In severe cases, infection can cause pneumonia, severe and acute respiratory syndrome, kidney failure and even death (according to world health org- who)
- Seek immediate attention at your nearest health facility

### **Contact these for any suspected case: National hotlines:**

0714 734 593/0774 112 531 or @CUT 0772 517 924/ 0772 430 783/ 0772 970 244/ 0772 962 384

### **Sports, Culture and Recreation**

Director: Mr L. Maodza  
 Address: Gym Hall. No. 49/14  
 Phone: +263772875911  
 Ext: 1284

The Sports, Culture and Recreation section endeavours to encourage all students to participate in an organised manner in at least one sport of their choice for leisure, health and recreation.

The concept of "total wellness" underpins the section's mandate. Participation is key to all the activities organised by the section. Some of the core values instilled and ardently acquired are teamwork, fair play, enjoyment and ethical considerations. Currently offered, for both sexes, is a diverse spectrum of activities that include a variety of outdoor and indoor games listed as follows:

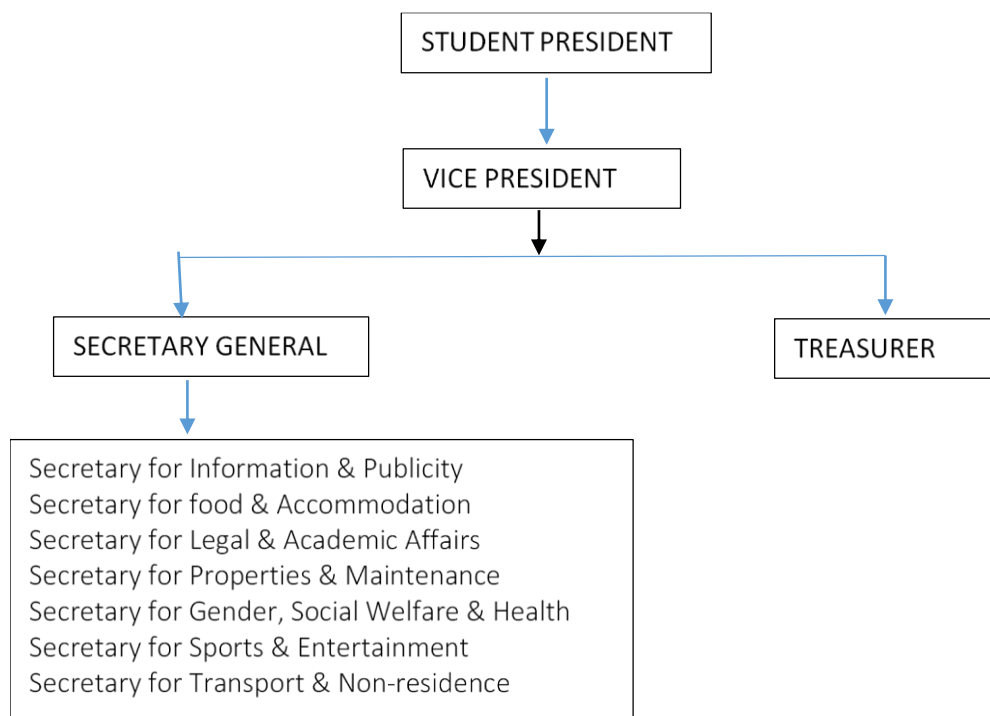
Athletics:	Track and Field events
Aquatics:	Swimming, Water Polo and Water/Aerobics
Bail games:	Basketball, Handball, Hockey, netball, Football, Rugby, Golf and Volleyball
Racket games:	Tennis and Badminton
Indoor games:	Table Tennis, Darts, Chess, Pool, and Weight Lifting
Martial Arts:	Karate and Taekwondo
Musical Instruments:	Mbira, Guitar, Conga, Organ, Saxophone and Western Drums

Expertise to coach and assist in the development of athletes and instrumentalists is available in the form of highly qualified part-time coaches who handle all level of competencies form the total beginner to the elite. the Paralympics athletes are equally catered for. In conjunction with the Student Representative Council (SRC), the section facilitates and arranges participation in friendly and competitive competitions by university teams against other tertiary institutions. Some teams are affiliated to provincial and national Leagues.

**N.B** Members of the University Community are reminded that no one is allowed to use the swimming pool in the absence of the life saver. Those intending to use the swimming pool should contact the Assistant Director of Sports, Culture and Recreation, Ms A. Chipatiso.

### The Student Representative Assembly

As soon as a student registers at the Chinhoyi university of Technology, they automatically qualify to be a member of the Students Representative Assembly (SRA). It is important for all students to participate in SRA activities because it affords every student an opportunity to influence university policies especially those that deal directly with student welfare. the SRA provides a forum for students to communicate their views on students-life matters to University authorities, academic staff and the community at large. Such communication is very vital because it cultivates a culture of cooperation between students and administration thereby enhancing the quality of life of the entire student population.



### Powers of the Students Representative Assembly

- The majority vote of SRA shall be mandatory to the SEC.
- The SRA shall be subordinate to the Union.
- The SRA is empowered to discipline the SEC and its offices.

### Duties of the Students Executive Council

The duties of the Students Executive Council shall be to further the objectives of the Union in general and in particular:

- Decide on the policy of the Union and external affairs;
- To control, maintain and safeguard the property of the Union;
- To prepare in consultation with the University Administration, and approve annual
- Estimates of the Unions income and expenditure which shall be submitted to the SRA the published on all notice boards;
- To prepare business for the general meetings of the Union;
- Budget and provide catering for all SRA Meetings (subject to availability of funds).

### **Powers of the students Executive Council**

- The powers of SEC are directly granted by the constitution and those invested in them during the General meeting;
- Form standing Committees of the Union as required by the constitution;
- Call for the general and extraordinary general meetings of the Union;
- Determine which clubs and societies shall receive the recognition of the Union and subject to approval of the SRA and approve grants of money to recognized clubs and societies;
- Communicate and administer disciplinary cautions in consultation with the Chairman of the SR;
- Post such reprimands and other disciplinary measures and administered to SEC members on the Student Union notice board within twenty-four hour hours of such action;
- The President shall act as the official representative of the Union except in circumstances in which the Vice President is acting on his behalf;
- The President shall give an annual report on the work of his office at a general meeting which is to be held in the first week of the semester of each year;
- The President may from time to time consult with the Dean of Students and other individual SEC members on particular matters affecting the Union and Students interests.

### **The Rules of Student Conduct and Discipline (Ordinance 2)**

Ordinance 2 is a very important part of this publication. It is the students' Code of Conduct which is designed to clearly define the students' rights and responsibilities. It outlines the university's rules, procedures and regulations with regard to student behavior. The conductor a student should be one that does not bring the name of the University into disrepute. Therefore, every student is encouraged to familiarize themselves with this set of rules and regulations. Being conversant with this code of conduct will, hopefully, encourage students to make positive decisions that will enable them to avoid prohibited behavior. It is not possible to include all prohibited behavior in a code of this nature. The code should be read in conjunction with other university statutes so as to encourage a sense of common values and order within the Chinhoyi academic community.

In terms of Section 27(1) of the Chinhoyi University of Technology Act (Act 15 of 2001) the Council of the Chinhoyi University of Technology, with the approval of the Minister of Higher Education and Technology, makes the following Ordinance: -

1. This Ordinance may be cited as "the Rules of Student Conduct and Discipline Ordinance 2.
2. The University's existing Rules of Student Conduct and Discipline are hereby repeated.
3. The Rules of Student Conduct and Discipline set out in the Schedule to this Ordinance shall come into effect for January 2002.
4. In terms of Section 27 (1) of the University Act, the Student Disciplinary Committee hereby delegates to the officials referred in the Rules of Student Conduct and Discipline the power of investigating and exercising disciplinary authority in respect of misconduct by any student to the extent and in the manner set out in the Rules of Student Conduct and Discipline.
5. In terms of Section 27 (6) of the University Act, the Student Disciplinary Committee may order a student to pay the University the amount of any financial loss caused to the University by such a student;
- 5.1 After reference to the Vice-Chancellor, impose any penalty on a student which in the circumstances

Of a particular case it deems appropriate.

#### **1.0 Schedule**

- 1.1 Interpretation the University officers charged with administration of these rules will at all times seek to implement the letter and spirit of the University Act and will in particular have regard to the following principles:
- 1.2 The university is a society in which high standards of communal life must be established and maintained for the benefit of both present and future members of the University.

- 1.3 A high level of personal integrity and a developed sense of responsibility towards others are as important to the University as outstanding scholastic achievement.
- 1.4 A proper concern for the reputation of the University and what it ought to stand for makes it incumbent upon its members to live decent and ordered lives.
- 1.1.1 Individual or collective action by members of the University, which constitutes a breach of these rules, may require to be punished notwithstanding that the motive or goal of such action was commendable in the belief of such members.

## 2.0 **Undertaking at Registration**

- 2.1 When registering as a member of the University, a student shall be given a copy of these rules and shall sign a statement in which he/she acknowledges that he/she had been furnished with rules, and he/she undertakes to conduct himself/herself while a student of the University in accordance therewith and with any amendments duly made thereto.

## 3.0 **Student Conduct**

- 3.1 No student of the university shall: -  
Use the University premises contrary to University Regulations, Faculty or Departmental rules or do any act reasonably likely to cause such misuse;
- 3.1.1 Damage or deface any property of the University or do any act reasonably likely to cause damage or defacement thereto;
- 3.1.2 Disrupt teaching, study, research or administrative work, or prevent any member of the University or its staff from carrying on his/her study or work, or do any act reasonably likely to cause disruption or prevention;
- 3.1.3 Engage in any conduct whether on or off the campus which is or is reasonably likely to be harmful to the interest of the University, members of the University staff or students;
- 3.1.4 Engage in any act of theft, fraud and/or an act of misconduct in respect of or as against the University, any other student or other member of the University community.
- 3.1.5 The following would be regarded by the University as instances of breaches of the rule contained in the above;
- 3.1.6 displaying violence by word or act towards any members of the University, whether academic or administrative staff or student, or a guest of the University, or any visitor to the University or in any way intimidating or obstructing the free movement of such a member, guest or visitor;
- 3.1.7 Disrupting or seeking to disrupt any proper function of the University whether it is an official function, council meeting, Senate meeting, Faculty or Committee meeting, lecture, teaching session, the function of any University society or day-to-day administrative activity; to prevent a speaker invited by any section of the University Community from lawfully expressing his/her views;
- 3.1.8 Students are informed that: -  
If a group of students forms a common intention to commit certain acts and to assist each other in their commission, and in due course a breach of these rules is committed by one or some of the group, then each member of the group may be held to have committed that breach of rules, who foresaw that breach would occur, or who must, in the view of the Student Disciplinary Committee, have foreseen that it would occur,
- 3.2 A member of such a group can avoid this, taking clear and unequivocal steps, before such a breach is committed, to show that he/she dissociate himself/herself from the acts of the group with whom he/she has so far been associating;

- 3.2.1 Where a number of students have committed a breach of these rules and only one or more of these students can be identified, the University will not hesitate to take disciplinary action against those students who can be identified and against whom is sufficient evidence to warrant investigation;
- 3.2.2 Where a student commits an act which is both an offence according to the laws of the country and one which after investigations appears to be a breach of the disciplinary rules of the University, the University may punish such a student notwithstanding that he/she is persecuted and/or punished by the courts of the country;
- 3.2.3 A student shall obey any rules made from time to time by the Vice-Chancellor and shall further obey all instructions given by the Vice-Chancellor, the Proctors, and all those persons whom the Vice-Chancellor has charged to assist him in the maintenance of discipline, and in this regard: -
- 3.2.4 any Dean, Deputy Dean, Chairman of Department, Librarian, Deputy Librarian, or member of the senior administrative staff may order any member or a gathering of students which is committing, or whose activities are likely to lead to a breach of Rule 3 above, to disperse, and may further order any such member to furnish his/her full name or to accompany the member of staff to interview by the Vice-chancellor or Proctor, or give both such orders. For the purpose of this section, Senior Administrative staff shall include the Registrar, the Deputy Registrar (Academic), the Bursar, the Senior Assistant Registrar, Dean of Students, Deputy Dean of Students, Assistant to the Vice-Chancellor, Deputy Registrar (Administration), and Wardens of Halls of "Residence.
- 3.2.5 If a student misbehaves in a lecture or teaching session or interferes with the conduct of a lecture of teaching session, the member of staff conducting such lecture or teaching session may order the student to leave or to cease such interference, failing to comply with any order given as above constitutes a serious offence.

#### **4. The Powers of University Proctors**

- 4.1 The Vice Chancellor shall from time to time appoints as many Proctors as he deems necessary for among the academic staff who are not members of the Student Disciplinary Panel or Wardens. One Proctor shall be known as the Senior Proctor with responsibility for organising and supervising the work of the other Proctors. A second Proctor shall be known as the Legal proctor with a particular responsibility for the presentation of cases before the Student Disciplinary Committee.
- 4.2 A Proctor shall be charged with ensuring the proper observance of these rules by students on or off the University site and to this end shall, in addition to his power under rule 3.4 have the following powers: -
  - 4.2.1 To receive and investigate reports of Student misconduct;
  - 4.2.2 To summon any student to appear before him/her either to answer a charge or complaint against him/her or to answer questions with regard to any matter under investigation by him/her to proceed in the absence of a student who in the opinion of the Proctor has been duly summoned but has failed to appear;
  - 4.2.3 To recommend to the Registrar that a student be summoned to appear before the Student Disciplinary committee to answer a charge or complaint against him/her or to answer questions with regard to any matter under investigation by the Student Disciplinary Committee or Proctors;
  - 4.2.4 To reprimand a student;
  - 4.2.5 To impose a fine on a student not exceeding \$500 and to order a student to pay to the University;
  - 4.2.6 The amount of any financial loss caused to the University by such student;
  - 4.2.7 To withdraw an existing students privilege, other than residence, for a period not exceeding 1 (one) academic term or semester;
  - 4.2.8 When a resident of a Hall of Residence makes a report to a Proctor of alleged misconduct, the Proctor shall communicate such a report to the Warden of the Hall of Residence concerned before taking action against the resident.

#### **5 Power of Wardens**

- 5.1 A Warden of a Residence shall have the power to investigate any breach of these rules by a student of his/her Hall of /residence committed within any Hall of Residence and to make any of the following orders in respect of such student adjusted by him to have committed a breach of these rules:
  - 5.1.1 To reprimand a student;
  - 5.1.2 To withdraw an existing resident student privilege;
  - 5.1.3 To impose a fine not exceeding \$500;
  - 5.1.4 To order a student to pay the University the amount of any financial loss caused to the University;
  - 5.1.5 Such an order may be made on the person or persons who caused loss;
  - 5.1.6 Where identity cannot be established, on members of the residence in which loss was sustained.
- 5.2 Where a Warden wishes to impose 5.1.5 or 5.1.6 above, he/she shall first furnish the Senior Proctor with a full report concerning the alleged offence and the proposed penalty. On receipt of this report the Senior Proctor may, either: -
  - Confirm the proposed penalty and order of the Warden and in the event of variation, order the Warden to execute such varied order, or
  - 5.2.1 Institute a further investigation of the matter before making such order at the conclusion as he/she deems fit; or
  - 5.2.2 Recommend to the Registrar that a Student Disciplinary Committee be convened to examine the case;
  - 5.2.3 A Warden of a Hall of Residence and he Warden of Non-Resident students shall have the power to report any matter of student conduct to the Proctors or through the Registrar to the Student Disciplinary Committee;
  - 5.2.4 Where a Warden has imposed any of the penalties set out in Section 5.1.1 to 5.1.4 above on a student, he/she shall submit a report to the Senior Proctor, Registrar and Dean of Students.

## **Rules and Regulations of Halls of Residence**

### **Preamble**

The University and the student recognize that when so many students live so closely together 'there must an agreed set of rules and a Code of Conduct. These rules are based on the idea that the main purpose of a residence is to provide a quiet and settled place in which students can do their academic work.

The rules exist for the students' benefit to make sure that everyone in the residence can go on with his or her work without experiencing any disturbance. This set of rules and regulations is issued as a guide to the operations of the Halls Committee and above all help new students to settle down reasonably quickly and remind those already in Campus of certain requirements, which ensure an orderly life in the Hall. Some of the information is so valuable that residents are advised to hang this set on doors for constant reference. It is also important to note that this set does not supersede the "Rule of Student Conduct and Discipline, Ordinance No 2". Therefore, these rules should be read in conjunction with those contained in Ordinance Jo.2. Make sure that you read and fully understand the requirements of the rules and regulations.

### **1. General Guidelines**

- 1.1 A resident shall obey all rules made and instructions given by the Warden, Deputy and Sub-Wardens of the residence and shall refrain from conduct which:
  - 1.2 May bring discredit upon his/her Hall of Residence; or
  - 1.3 Is prejudicial to the welfare of other residents of the Hall.



2. There shall be a Halls Committee manning the Halls of Residence with the following membership:

2.1 Hall Committee Structure

2.1.1 Warden

2.1.2 Deputy Warden and Sub Warden (Ex Officio Members)

2.1.3 Chairperson

2.1.4 Secretary

2.1.5 Treasurer

2.1.6 Entertainment Secretary

2.1.7 Sports Secretary & Floor Representative

2.1.8 Properties Secretary & Floor Representative

2.1.9 Health Secretary/Floor Representative

**2.2 Powers of Hall Committee members**

2.2.1 Members of Hall Committee shall have the power; to investigate, and if necessary reprimand residents for any infringements of the rules contained in this section, and report such investigation or reprimand to the Warden.

**3 Check in Procedure**

3.1 All students shall: -

3.1.1 Complete a Room Condition and Inventory Report of the room and report any missing items and/or damage to the room (e.g. Walls, lights, etc.) To the residence office immediately.

3.1.2 Sign a Commitment form to acknowledge receipt of Residence Rules and Regulations to abide by the Rules and Regulations.

**4 Check out Procedure**

4.1 At the end of a semester all students shall: -

4.1.1 Return room keys to the Sub-Warden.

4.1.2 Request that an authorized member of the residence staff check the condition of the room.

4.1.3 Complete a Room Condition and Inventory Report prior to the student leaving the residence.

4.1.4 Remove all personal belongings from the room and clean the room. Sign a checkout form on leaving the residence. Should a student fail to do so, he/she may be charged for vacation accommodation.

**5 Noise**

5.1 Radios are allowed in the Hall but they should play at low volume at all times.

5.2 Any residents who are unconvinced by noise from neighbors should bring it to the notice of the members of the Hall Committee. Since drinking alcohol causes most noise, residents are advised against drinking intoxicating beverages in the hall.

5.3 Radios etc., which make noise, will be confiscated for safe-keeping with the Warden for a whole semester.

**6 Cleanliness**

6.1 It is each resident's obligation to maintain general cleanliness of the hall and its surroundings. Residents should leave baths, showers, basins and toilets clean for other users.

6.2 Floor Representatives members must watch for offenders who should be reported to the Hall Committee immediately to avoid inconveniencing others. A resident who leaves vomit or filth around will be required to clean the place before sweepers come on duty.

**7 Common Rooms**

7.1 These rooms should be used for social activities, formal or informal.

7.2 Study bedrooms should not be used for any form of social gatherings.

- 7.3 Please note that before the Common room(s) can be used you should make a formal booking for the use of the room through the Hall Committee members responsible for hall property.

## **8 Private Parties**

- 8.1 Private parties shall be authorized by the Warden of the particular hall, provided the notice has been given two weeks.
- 8.2 All parties are expected to end no later than 12 midnights.
- 8.3 The organiser(s) of the party must be present at all times for the duration of the party and is (are) responsible for the clearing up of the area of the function. The organiser(s) shall be responsible for any damage, which may be caused to the hall as a result of the party.

## **9. Laundry**

- 9.1 Laundry in the hall should be done outside the bathrooms.
- 9.2 Maintain cleanliness in the washing areas and try by all means to use water economically.
- 9.3 Dry all your laundry on lines provided for this specific use outside.

## **10. Adhesive**

- 10.1 Strictly Prohibited On Walls Except On Cupboards and Doors.
- 10.2 Residents will be charged for spoiling the walls.
- 10.3 Residents are encouraged to display their names outside the doors for their own inconvenience.

## **11. Complaints**

- 11.1 Hall of Residence Assistant keeps forms for residents to report any faults.
- 11.2 All complaints have to be reported on forms, otherwise, they will not be attended to.
- 11.3 Report any damage, fault etc. immediately.
- 11.4 Improper use of electrical equipment will be penalized e.g. pushing naked wires into sockets.

## **12. Mail**

- 12.1 Mail to be delivered to the hall reception and the "trustees" (chosen by you) will sort it.
- 12.2 Mail for posting should be dropped into posting box with adequate postage stamps, otherwise it will be returned. Encourage correspondents to use full names when addressing letters during vacation for easy forwarding of the mail.
- 12.3 Also encouraged correspondents to use Hostel and room Numbers.

## **13. Security**

- 13.1 please keep your rooms and cupboards locked always.
- 13.2 keeping large sums of money in your room is a big temptation, even to your best friend. Residents are advised to open Savings Accounts with a Bank or Building Societies.
- 13.3 Keeping laundry on lines after dark is very risky because there have been thefts in the past.
- 13.4 Report any thefts to the Hall Committee/Warden

**N. B No measure of security is better than keeping all your valuables locked away safely.**

## **14. Visiting Hours/Time**

- 14.1 Resident students' parents may visit them in their rooms from 1000 hours to 2230 hours. Male students may be entertained in rooms in female halls and female students may be entertained in male halls between the following hours: As stipulated in the "Rules of Students Conduct and Discipline" visitors are allowed in residence as follows:
- |                  |                           |
|------------------|---------------------------|
| Monday to Friday | 12 hours to 2230 hours    |
| Saturday         | 12 hours to 0000 midnight |
| Sunday           | 1030 hours to 2230 hours  |
- 14.2 Outside the prescribed visiting hours, all parts to the Halls except the Common rooms and entrance foyers are out of bounds to members of the opposite sex. Special arrangements may be made by application to the Warden of the hall concerned. These provisions apply to all students - undergraduate and postgraduate.
- 14.3 No visitor or non-resident student may make unauthorized use of accommodation or dining facilities in hall of Residence. Students introducing visitors or non-resident students to the Hall may be held responsible by the Warden for the conduct of such visitors, and non-resident students making unauthorized use of the Hall facilities shall be guilty of misconduct.
- N. B** Residents should not expect further warning regarding any breach of the visiting hours. Disciplinary action of any form can be taken - which may include suspension or expulsion from residence for any offender. Outside these house hours' visitors can be entertained in common rooms. Only the warden can give permission to entertain visitors outside these hours.
- 15. Changes of Room/Hall**
- 15.1 No resident can leave the room/hall for another without first consulting the Warden or any other authority and getting permission from the Residence Office.
- 15.2 Before leaving residence please complete an appropriate form obtainable from the Accommodation Office.
- 15.3 Students participating in room moves must personally return their old keys and pick up their new keys from the Residence Office.
- 16. Room Keys**
- 16.1 No students can claim a right to a room outside of semester time. Residence fees paid are for semester time only.
- 16.2 room keys are not transferable and it is an offence to allow a friend to enter your room during your absence.
- 16.3 Any key loss should be reported to Residence Office and be replaced by the student responsible for the loss.
- 16.4 Always return keys before going home on holiday.
- 16.5 Students who fail to surrender (sign out) their room keys at the end of each semester will be fined at daily rate equal to number of days' keys were not returned.
- 16.6 Locksets should not be removed from doors. This is an act of misconduct.
- N. B Unauthorised possession, duplication or use of keys that permit access to the hall of residence is illegal.**
- 17. Illness**
- 17.1 Residents who become ill should report to the clinic, even after receiving treatment at the hospital, because clinic records are very important.
- 17.2 Those who fall ill after clinic hours should report to the member of the Hall Committee who will pass it to the Warden on duty.

## **17. Car Park**

- 17.1 Vehicles must be parked in the proper parking space provided for them. Motorcycle and bicycles will not be allowed in the corridors of residents. There will be a fine for any breach of this regulation.

## **19. Telephone Messages**

- 19.1 Warden staff telephones cannot be used for student business

## **20. Violence**

- 20.1 violence of any description will not be tolerated in residence just as it will not be anywhere else on the campus.
- 20.2 Violence will automatically result in student suspension or expulsion from residence.

## **21. Squatting and Cooking**

- 21.1 Illegal occupation of hall of halls of residence and cooking within hostel premises are capital offences which sanction immediate expulsion from hall of residence.

## **22 Hall Property and Rooms**

- 22.1 Students in a hall are strictly forbidden from making changes to, or working on electrical equipment or fitting in their respective halls of residences.
- 22.2 A resident is responsible for the furniture, which he/she signs for when being admitted into a room.
- 22.3 No furniture (chairs, beds, mattresses, etc.) shall be moved from one room to the other for any reason without the knowledge and authority of the warden.

## **23. Sharing a Room**

- 23.1 Residents are expected to share rooms" facilities e.g. wardrobes equitable
- 23.2 residence are encouraged to report any inconvenience caused to them by roommates.

## **24. Hall Meetings.**

- 24.1 Attendances at all hall meetings are compulsory.
- 24.2 Any announcements made at such meetings will be binding to all residents without exception.
- 24.3 Hall meetings also afford an opportunity to residence to seek clarification on any hall matters.

## **25. Rules for Alcohol/Drugs in Halls of Residence**

- 25.1 No student shall, within the premises of the University use, transfer, distribute, deal or sell illegal drugs.
- 25.2 There shall be no alcohol permitted in the Halls of residence. This also applies also to the campus in general.
- 25.3 A hall of residence may hold a social function at which alcoholic beverages are consumed only with the permission of the Warden in consultation with the Chief Security Officer.

## **26. Political Gatherings**

26.1 These are prohibited in Halls of Residence as well as on campus.

## **27. Hawkers**

27.1 Hawkers is not allowed into Halls of Residence.

## **28. Study Time**

28.1 The tone to be maintained in Halls of Residence should always encourage a culture of reading/studying.

28.2 Hall members are thus requested to refrain from grouping in the reception foyer especially in the evening to enable residents of adjacent corridors to study in conducive environment.

## **29. Hall of Residence running Costs**

29.1 Hall members are encouraged to use electricity, water prudently and to ensure there are minimum breakings to reduce costs of running their halls.

29.2 Residence fees paid by members as low as possible.

29.3 Members should avoid transferring furniture and property into or out of their Hall of Residence without permission.

## **30. Vacation Residence**

30.1 A resident may not occupy a study-bedroom during University vacation, save with the prior written authority of the Accommodation Officer on the recommendation of the Dean/Chairman of appropriate Faculty/Department and the Warden. A resident granted leave to reside in a Hall of Residence during vacation who no longer wishes to avail himself/herself of this privilege shall furnish the Director, or Accommodation Officer with at least 3 (three) days' written notice of such a fact. Omission to do so will render such a resident liable to monetary penalty.

30.2 Residence is only offered upon payment of an amount to be determined from time to time by the University.

30.3 Students who are offered vacation residence shall be required to move out of their normal residence and be accommodated in the Halls of Residence which is used specifically for vacation accommodation.

## **31. Damage to hall Property**

31.1 A resident shall be liable to compensate the University in full for any damage caused by him/her to University property. Damage caused to a study-bedroom shall be presumed to have been caused by the resident to whom such a room has been allocated unless the contrary is proved.

## **32. Fire**

32.1 A resident having knowledge of the outbreak of fire in or adjacent to Hall premises shall as soon as possible:

- Inform the Warden, Deputy or Sub-Warden;
- Summon the Municipal Fire-Brigade;
- Inform the Director of works and Estates.

## **33. Exerts**

33.1 A resident may not absent himself/herself from a hall overnight, save on Saturday nights, without previously, informing and obtaining the permission of the Warden. To be absent from Hall for two or more he/she requires the leave of the Dean/Chairman of his/her Faculty/Department in addition to that of the Warden. A resident of a Hall may be required to be in the Hall every night by such time as may be laid down in Hall Regulations unless prior permission has been granted by the Warden or a Sub-Warden to return to the Hall at a later hour.

- 34 **Suspension, Expulsion and Withdrawal from Residence**
- 34.1 If a student should be suspended, expelled, leave the University or withdraws from residence before the end of the session he or she has been admitted, fees already paid by the same are not returned and the balance or all fees for that session not yet paid become immediately payable, except that a student (who is not suspended or expelled) gives proper notice before the end of term that he or she wishes to freely vacate residence for the remainder of the session may be refunded the balance of residence of residence fees in respect of the remaining whole term of the session. Further, should a student who has been suspended and/or expelled, be readmitted to repeat a semester on an academic year, in respect of which fees had already been paid before the said suspension and/or expulsion, the same shall pay the current requisite fees for all that semester or academic year de novo (afresh).
- 35 **Loss of Valuables**
- A resident shall report as soon as possible to the Warden, Deputy or Sub-Warden the loss of any article from Hall premises in circumstance raising any suspicion of theft.
- 36 **Relationship of Residents and Staff**
- A resident shall not require a member of the Accommodation and Catering Services staff to perform a service outside the scope of his/her normal employment duties.
- 37 **Illness**
- A resident who is confined to bed shall, so far as he/she is able, ensure that his/her illness is reported to the University Student Health Service.
- 38 **Rules for the Use of Vehicle**
- 38.1 A student wishing to keep or use a vehicle including a motorcycle, motor scooter or motorized bicycle within the boundaries of the University site shall previously notify the Registrar in writing on the form prescribed;
- 38.2 Save with the prior written permission of the Registrar, a student shall not, within University grounds;
- 38.3 Park a vehicle in a parking place marked "for staff and visitors" only;
- 38.4 Park a vehicle in any place at which parking by any persons has been prohibited;
- 38.5 Bring a vehicle within any University building;
- 38.6 ride or drive a vehicle on any part other than roads, tracks or parking places;
- 38.6.1 Leave a vehicle in an unusable condition for period longer than is reasonably required to effect necessary repairs;
- 38.6.2 Whenever a vehicle registered with the University is driven, ridden or parked in contravention of the rules set about in Section 7.2 it shall be presumed that it was so driven, ridden or parked by the person in whose name the vehicle has been registered with the University unless the contrary is proved.
39. **Penalties**
- 39.1 The Wardens, Proctors and such other persons so authorized by the Vice chancellor shall have power to investigate breaches of the Rules contained in this section and to impose a penalty commensurate with the breach.
- 39.2 In the case of a third or subsequent offence, the name of the offender, with particulars of his/her previous offences under this section shall be reported to the Proctors, who shall exercise appropriate authority in terms of Rule 4.
40. **Rule of Procedure in Disciplinary Proceedings before the Student Disciplinary Committee**
- 40.1 The Chairman of the Committee shall regulate proceedings in a manner as simple and informal as possible which is:
- 40.1.1 Notwithstanding best fitted to do substantial justice and at all times in accordance with the principles of natural justice.
- 40.1.2 More particularly a student charged with breach of the Rules of Student Conduct and Discipline shall at any investigation thereof before the Committee and with no derogation of his/her rights in terms of Section 27(3) of the university Act be furnished with a full and fair opportunity to meet such allegations if he/she so desires;

- 40.1.3 Be permitted to present any relevant facts or call any witness capable of giving testimony relevant to the investigation;
- 40.1.4 Be permitted to put questions to witnesses save those, which are irrelevant, frivolous or vexatious be permitted to be present at all times save when the Committee is deliberating upon its decision of the matter;
- 40.1.5 Be advised as fully and clearly as possible of the committee's decision or recommendation and of its reasons for arriving at that decision of recommendations;
- 40.1.6 The Proctors and Wardens shall conduct any proceedings before them in accordance with Rule 8.1 save the provisions of Section 27(3) of the University Act will not be applicable;
- 40.1.7 In the event of the legal proctor before the student disciplinary committee it shall further be his/her duty to elicit all evidence brought to his/her attention which is relevant to the investigation and admissible, whether favorable to or prejudicial to the student whose conduct is the subject thereof.
- 40.1.8 If so required by the Committee, to advise the Committee as to the issues which they have to decide and as to any point of law or procedure so as to ensure that the conduct of the investigation is consistent with the principles of natural justice;
- 40.1.9 To be absent at all times from the deliberations of the Committee upon its final judgment.
- 41.2 A notice to a student summoning hi/her to appear before the Committee for investigation of an alleged breach of the University Rules of Student conduct and Discipline shall be contained in a letter addressed to him/her and advising him/her of:
  - 40.1.10 The place and time he/she is to attend;
  - 40.1.11 The date and time at which he/she is to attend; provided that such date shall be not less than 5 days' after the date which such notice is received;
  - 40.1.12 The rule which he/she is alleged to have and contravened and full particulars thereof;
  - 40.1.13 His/her alleged contravention;
  - 40.1.14 His/her right to make any relevant statement he/she wishes to the Committee; his/her right to call witnesses to attend and give any relevant testimony on his/her behalf before the Committee;
  - 40.1.15 His/her right to be accompanied and represented before the Committee by a Legal Practitioner;
  - 40.1.16 The right to furnish to the Proctors in advance of the investigation any information which he/she deems relevant to the investigation and which he/she wished to have given due consideration.
  - 40.1.17 A member of the Committee, who has acquired, other than in the course of his/her University life, knowledge of evidence in an investigation of misconduct to be held before the Committee, shall not participate in such investigation.
  - 40.1.18 The committee shall only find a student to have committed a breach of the Rules of Student Conduct and Discipline when it is satisfied beyond reasonable doubt that the student has committed such breach.
  - 40.1.19 In the event of the committee finding a student to have committed a breach of the Rules, either on the student's own admission or at the conclusion of:
    - An investigation, it shall, before determining the Punishment it should impose or terms of its recommendations to the Vice-Chancellor permit such a student a full opportunity to make a statement or produce evidence, which he/she wishes to be taken into consideration in mitigation of his/her punishment.
  - 40.1.20 The Chairman of the committee shall keep notes of any proceedings before it, but these need not be a verbatim record.
  - 40.1.21 As soon as possible after the conclusion a 'Student Disciplinary Committee hearing, the Chairman shall convey a full report to the Registrar who shall inform the student involved of the Committee's judgment.

## **CAMPUS PROTECTION SERVICES DEPARTMENT**

The Campus Protection Services Department is committed to maintaining peace and order on Campus. Its services are for the benefit of all members of the university community.

### **Primary Objectives of the Department**

- Dealing with all matters relating to security and safety of all members of the
- University Community;
- Safeguarding of personal and University Property;
- Prevention of crime and arresting of offenders;

- Investigations of all reported cases and violation of University Regulation;
- running a Lost and Found property Office.

## Operational Procedures

The Campus Protection Services Department Control room is open 24 hours daily throughout the year. It is located on the right hand side along the University main drive towards the Halls of Residence. there is always a duty Sergeant who can be reached by either making a personal visit or calling the Control room direct line 067-2129440 or 2122203-5 extension 1267 (during working hours).

Other important numbers are:

Chief Campus Protection Services Manager	0775 826 985
Campus Protection "Services Officer	0773 593 297

All reports should be reported immediately to the Control Room to facilitate timely scene attendance and investigations. Campus Protection Services Department staff carries out foot and cycle patrols around campus. Students are expected to cooperate with them at all times.

## Security Hints and Tips

- Call the Campus Protection Services Department when you notice suspicious persons or activities;
- Do not keep large sums of money or valuables in your room. It is advisable to use bank accounts or mobile money services available on Campus;
- always keep your room locked and carry your keys at all times;
- Report to your Hostel Warden faulty door locksets, window latches and broken window panes;
- Students with personal vehicles must park them at designated zones. Avoid parking or driving vehicle on payments or campus grounds with lawns. Cars parked in undesignated areas will be clamped and liable to a fine;
- Declare your personal property such as laptops, televisions, computers and tools at the Campus Protection "Services Department Control room. A Declaration Letter will be issued and will be produced to security staff at the Main Gate;
- Students should apply for Vehicle Parking Discs at eh Control Room in order to be allocated Campus parking space;
- Students should display their valid University Identity Cards always. Access to University facilities such as the Library, Computer Laboratories, Canteen and buses will be upon production of the University Identity Card;
- Consumption and possession of alcohol and any other intoxicating substances is prohibited on campus;
- all vehicles and people are subject to searches when leaving Campus at all exit points;
- Students are allowed to enter the Library and Computer Laboratories with their laptops. They should not be left at the baggage areas.

## Chinhoyi University of Technology Campuses

### Main Campus

78 Off Harare - Chirundu Highway 2122203-5

### Town Campus

Mechatronics laboratory

Creative Art and Design 2124082

Clothing and Textile Design

Student Affairs Off-Campus Life Director 2129415



**Deans Block (Blue Roof)**

Academy of Teaching and Learning 2125195 Ext 2110/11

**Main Campus**

Bursary - Planning, Projects & Specific Funds 2124029 or Ext 8022100

Legal Affairs and Tender 2125293

Procurement 2124047 or Ext 8022102

**Orange Grove**

Audit 2123095

Central Records

Cosmetology 2123058

**Campus Protection Services Department Post**

To phone the main campus from Orange Grove extensions, dial 802.

**Shankuru Campus**

Graduate Business School 2129447/2126278

**Key Amenities at Chinhoyi University of Technology****Bank**

ZB Bank

**Opening hours:**

Monday Friday: 0800 -1530

Saturday: 0800 -1130

**Hotel and Conference Facilities**

Chinhoyi University Technology Hotel 0717307710/0733179695/0783174426  
2129419/2129067/2129471/2128906/2129420/2123579

**Hotel Take-away** 2129419 or Ext 1244

Orange Grove Motel 2121726/7

**Library Opening hours:**

Monday - Thursday; 0900 - 2200

Friday: 0900 -1630

Saturday: 0800 -1300

**Campus Protection** 2129440/Ext 1267

**Tuck-shop**

Opening hours: 0800 -1630

## Transport

### University Buses: Bus routes, pick-up points and time-table (Students only)

<b>Route 1: Mzari Route</b>	<b>Trip 1</b>	<b>Trip 2</b>
Sunrise Lodge before bridge	0630	0900
Old people's Home (Sunningdale)		
After Bridge		
Greenwood Terrace		
Railway Bus Stop		
Mbogo Area (Midway's)		
Flats		
Pa Jongwe Church		
Paswani (Cold Stream)		
Muzimba (ChaedzaPri. School)		
Hospital T/Off		
<b>CUT</b>	<b>0700hrs</b>	<b>0945 hrs</b>
<b>Route 2: Pfungwa - White City - Ruvimbo</b>	<b>Trip 1</b>	<b>Trip 2</b>
Pfungwa	0630hrs	0900hrs
White City T/Off		
Sisters Creche W/city		
White House (Ruvimbo)		
Ndoro bus Stop (Ruvimbo)		
Christos Bus Stop		
<b>Route 3: Musika - Coldstream</b>	<b>Trip 1</b>	<b>Trip 2</b>
Musika	0630 hrs	0900 hrs
Ngwerewere		
St Peter's		
Chemagamba High		
Hospital T/Off		
<b>Route 4: Cherima - NemaKonde Route</b>	<b>Trip 1</b>	<b>Trip 2</b>
Cherima (Chikonohono)	0630 hrs	0900
NemaKonde		
Melting Pot (Brundish)		
<b>Route 5: Alaska Express Route</b>		
Frost Avenue Bus Stop	0700	
<b>CUT</b>	<b>0735</b>	

## NOTES

Please note and be advised that, after hours' bus service departure time remain unchanged but will use the routes above.

This timetable is subject to change from time to time. All changes will be communicated timorously.

## KEY AMENITIES IN CHINHOYI TOWN

### Cab/ Taxis

These operate from the centre of town along Robson Manyika Drive, Opposite Edgars.

Ambulance Services: Ministry of Health Chinhoyi provincial Hospital	2122305/2124424/2122546-7
Municipality Ambulances	2122000

### Banks

Agribank Hurudza Hse, 145 Commercial Street	2125351-4
BancABC 470 Magamba Way	2121341-4
Barclays Bank, 5308 Magamba Way	2122701-2
CABS 11 Magamba Way/ Independence Way	2122112/2122307
CBZ 9 Independence Way	2123513/4/5
First Bank 5309 Magamba	2124086/2128071
NMB 469 Magamba Way	2125212-17
POSB 135 Midway	2125309/2125447
Standard Chartered Bank 14 Robson Manyika Drive	2122461/2126015
ZB Bank 47 Magamba Way	2122505/2122273
CUT Main Campus	2128527

### Churches

The African Apostolic /Church (VaApostora veAfrica)	
Computer Resources Centre, R, Manyika Ave, Mzari	
Town Centre	
Chaedza Primary School, Coldstream	
Chinhoyi Primary School	
Chikonohono Primary School	
CUT Campus	
Aglican Church:70 Park St.	2122287
St Paul's (Town Assembly)	2123464
Chitambo Assembly	
Apostolic Faith Mission in Zimbabwe, Provincial HQ	2127318
Chinhoyi Central Assembly	
5395 Mafuramombe Rd, Chitambo	2125554
Bread of Life Assembly, 736 Mandy Close, Mzari	2128907/0772250396/
Greater Grace Assembly, Brundish	0773409468
African Apostolic Faith Mission in Zimbabwe,	
Chitambo Assembly	0718387752
Hebron Assembly, Coldstream	0772586485
African Apostolic Faith Mission in Zimbabwe, Rujeko Assembly	0718293354
Inner City Assembly, Old Location	2127317
Kingdom Life, Orange Grove	0773910590
Tabernacle of Trust (TOT), Ruvimbo	0772394515
Yobel Assemble, White City	0772895994
Apostolic Faith Mission of Africa	
3657 Coldstream	2123712
4025 Coldstream	2127397
Baptist Church Chikonohono	2122149
Coldstream Chaedza Pr. Sch.	
Catholic Church	
Diocese of Chinhoyi	24450/24457

Corpus Christi Cathedral, R. Manyika Ave	2122753
Mushawe Betaniya Chikonono	2122754/23439
St Peters, Chitambo	2123478
Catholic Church Alaska, Alaska	21259315
Christ Embassy, Masoline Lane, Garrad Temple	2129348
Christian Faith Fellowship, Chinhoyi Primary School	
Chaedza primary Sch. Coldstream	
Evangelical church college & conference Centre	
Evangelical City Worship, St Paul Anglican church	
Chikonohono Evangelical Church, Brundish	
25 Gadzema Section	2125773
Faith World Ministries, City off North Drive	
Glad tidings Fellowship, 145 Gadzema	2126447
Grace Fellowship, Mateu Zvimba Rd	0772334044
Guta raJehova, Contact person: Mr MrJiyangwa	0773877447
His Presence Ministries, 500 Hull Rd, Industrial sites	
Islamic Centre, North drive	
Jehovah's Witnesses	
Chinhoyi Central City, Off North Drive	
Chikonohono, Near Nemakonde Sec. Sch.	
Lutheran Church, Chikonohono	
Methodist church in Zimbabwe	
Coldstream	
Chikonohono	
B3455 Gunhill	
Mzari Brunswick	
3654 Mzari ext.	2123369
Presbyterian Church, 298 Hillview Cres	2122610/24396
Reformed church in Zimbabwe, 3967 Cold stream	2126463

### Staff Quarters

Salvation Army Divisional HQ, 18H. Chitepo Dr.	2122107/0773221465
Chinhoyi city Corps, Golf course	0773529297
Chinhoyi Citadel	
Gadzema	2122463
Hunyani Corps	
Seventh day Adventist Church	
Main Church	
Chengetanai Centre, Hunyani	
SDA Central, Near Food Paradise	
SDA East, Chaedza Primary School, cold stream	
Chikonohono church, Nemakonde High Sch.	
Chirorodziva Church, Chirorodziva Primary School	
Gadzema church, Main Rank	
Gunhill church, near Chikonohono clinic	
Mzari church, Near Pied Piper Crèche	
Orange Grove, Min of Construction Flats	
White City Church	
Tabernacle of David Church, 3 Angel King Ave	2127830
United family International Church (UFIC)	
Mateu Zvimba Rd	
United Methodist Church	

St Paul, Chinhoyi Circuit	
7 Arcadia Drive, Mzari	2123120
Rukariro, 382 Chikonohono	
True Believers Tabernacle (Opposite Chinhoyi Golf Club, Town)	0773945902
Zimbabwe Assemblies of God Africa (ZAOGA)	28473/28474
3180 Chikonohono	2121381
709 Alexander Ave, Orange Grove	2123456
4215 Coldstream	2121651
19 Mzari Avenue	2123403
Lomagundi Revival Centre	2123405
5386 Magamba Way	2122873
Fire Brigade	2122000

### **Hotels/Lodges**

Caves Motel, Chinhoyi Karoi Road	22340/27778
Chinhoyi University of Technology Hotel	29412/29419
Orange Grove Motel	21382/21726-7
Sunrise Guest Lodge, Ferguson Rd, Orange Grove	2122290/0772352269

### **Medical Practitioners**

#### **Dentist/Dental Surgeons**

Dr F. Danha, Suite 4, Old TM Building, Magamba Way	29566/29632
Dr G. P. Lung, 100 Magamba Way	22252/23141

#### **General Practitioners**

Dr L. Chitambo 261A Commercial Street	2122230
Dr P. Mataruse 8 Magamba Way	2122042/28649
Dr S. Mvurume Shop 5, Old Chinhoyi Hotel	2122575
Dr G. Masocha Shop 9, Old Chinhoyi Hotel	0773877145

#### **Obstericians & Gynaecologists**

Dr C. J. Mawire 8 Magamba Way	2122577
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#### **Opticians**

Butler Rees & Sanders 259 Commercial Street	2122248
Dr Mutungamiri 8 Magamba Way	0771674407

#### **Hospitals/ Clinics**

Alaska Clinic, Alaska Bus Stop	
Chikonohono Clinic, Chikonohono	2129520
Chinhoyi Provincial Hospital, Shandure Rd	2122305
Chinhoyi Municipality Clinic, Main rank	2122238/29510

Industrial Medical Centre, 3476 Hull Rd	2126036
Lomagundi Presbyterian clinic, 298 Hillview Cres Mzari	2127486
PSMI Medical Clinic, 28 Commercial St.	29152/29153
Physiotherapy Clinic, 11 Magamba way	2125873
267 West Park St.	2123553
<b>Clinical Labs</b>	
PSMI Clinical Laboratory, 9 Magamba Way	2125474
<b>Radiologists</b>	
Scan Centre, 31 Magamba Way	2124012
X-ray & Ultrasound Centre, Block 6 Greens Building	
<b>Pharmacies</b>	
Bethel Pharmacy 32 Magamba Way	21514/29778
Chinhoyi rank Pharmacy, Std 15, Shop 3 Chinhoyi T/Ship	21165
Chinhoyi Town Pharmacy	
Good Shepherd Pharmacy, 260 Commercial St.	2123411
Lomagundi Pharmacy, Magamba Way	2122402
<b>Police Hotline</b>	
	<b>1112</b>
<b>Supermarkets</b>	
Ok Zimbabwe, 837 Commercial St	2123341/2/3
TM supermarket North, Magamba Way	2122731
TM Supermarket South, 5381 Magamba Way	2125434/22484
<b>Wholesalers</b>	
Metro Peach	0778771304
N. Richards	0672124294/2124295