

HARARE INSTITUTE OF TECHNOLOGY

STUDENT REGISTRATION POLICY

1. PURPOSE

The Student Registration Policy of Harare Institute of Technology (HIT), hereinafter referred to as the University, aims to establish clear guidelines and procedures for the registration of students in academic programmes offered by the University. The Policy ensures efficient and effective registration processes and applies to all academic programmes offered by the University, and to all students.

2. DEFINITION OF KEY TERMS

In this policy, the following terms shall be used as described:

“Registration”	Enrolling as a student in a particular programme for a particular academic year/intake on the date and at the time as captured on the University’s electronic student administration system.
“Registration requirements”	Requirements with which an applicant/student must comply before he or she can be registered as a student for a particular programme in a particular academic year/intake.
“Programme”	A plan of study lasting over a period of time, which leads to the award of a degree, diploma, or certificate of the Institute.
“Part”	A part is essentially a year of study. In these regulations each course shall be designated as a Part I, II, III, IV or V course. The Part corresponds approximately to the level of maturity required for the study of the course.
“Course”	A course is defined in the General Regulations as a separately examinable portion of a programme. This definition is extended by the introduction of the terms double course, practical course, field course, project course and Internship course.
“Semester”	A prescribed period normally comprising 15 weeks, including teaching, revision and Examinations.
“Hybrid Learning”	Lessons that are delivered physically and online at separate times within a semester.

“Blended Learning”	Synchronous and asynchronous teaching strategy that combines face-to-face and online or technologies or other digital classic instructor-led activities.
“Undergraduate”	A course of study undertaken to pursue a Bachelors degree programme.
“Postgraduate”	A course of study usually undertaken after completing a first degree.

3. REGISTRATION PERIODS

3.1 Normal Registration

Students shall be provided with specific dates for normal registration each semester as stipulated in the University Diary of Events and the University Calendar.

3.2 Late Registration

3.2.1 At the expiry of the normal registration period, students shall be allowed a late registration period as determined by the University and a late registration fee shall be charged.

3.2.2 No late registration shall be permitted without the approval of the Registrar.

4. GOVERNANCE

4.1 Senate shall be the final authority for the interpretation of this policy.

4.2 Senate reserves the right to alter, amend, cancel, suspend, or replace any of the clauses in the Registration policy.

4.3 Senate has the power to exempt any student from any of the requirements contained in this policy.

4.4 The Policy applies to all programmes offered by the University and should be read in conjunction with Programme Regulations, Undergraduate General Academic Regulations, Postgraduate General Academic Regulations and other relevant policies of HIT.

5. REGISTRATION

5.1 An applicant/student shall only become a bona fide HIT student for any semester upon completion of the registration process for that semester.

5.2 A student shall be considered registered upon full payment of the prescribed fees and signing of the completed registration forms and Undertaking form.

5.3 By signing the Undertaking form, a student is undertaking to comply with all the Institute regulations.

5.4 Students shall register only in courses on offer for that semester.

- 5.5 A student should register every semester according to the registration dates as determined by the Registrar.
- 5.6 Students may be allowed to register conditionally for a programme where specified conditions must be fulfilled by a due date as determined by the Registrar (conditional registrations are approved by the Dean).
- 5.7 The conditional registration agreement must be signed by the student which stipulates the conditions and deadlines. Failure to meet the conditions by the deadline will result in the cancellation of the registration.
- 5.8 The number of courses a student may register per semester shall be as prescribed in the School and Programme regulations.
- 5.9 Students are allowed to make changes to their registration during the registration period and no changes shall be accepted after the registration period.
- 5.10 The University requires students and prospective students to provide certain personal information as defined by the Data Protection Act (Chapter 11:22) of 2021. The University will solely use the information for registration processes as well as administrative and governance purposes for the duration of the student's study at the University.
- 5.11 On non-completion of a programme following the expiry of the registration period, a registration or reapplication will be required. When re-registering to complete the programme, a re-registration fee shall be paid and the programme must be completed within the required timeframe (see items 5.2 and 5.3 of the General Academic Regulations).
- 5.12 De-registration by the Registrar may occur under the following circumstances
- (a) Lapsing of the student's study period;
 - (b) Unsatisfactory performance;
 - (c) Gross misconduct by the student;
 - (d) withdrawal by the student;
 - (e) student is found guilty after a disciplinary hearing;
 - (f) In the event of a death or critical, indefinite hospitalisation due to illness or injury; and
 - (g) where the University establishes that there was an administration error or it was provided with incorrect information or documentation during the application or registration process.
- 5.13 Returning students register for a programme subject to the regulations that applied at the time of first registration for that particular programme, provided they complete their studies within the maximum allowable period.
- 5.14 A student may complete his/her studies under the new regulations provided the School determines that the new regulations are beneficial to the student and that it is upon the student's request.

6. CHANGE OF MODE OF STUDY

- 6.1 Students may only change mode of study after permission has been granted.
- 6.2 No student shall change mode of study two (2) weeks after commencement of the Semester.

7. FEES

- 7.1 The University shall charge competitive fees as approved by the Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development.
- 7.2 Fees should be paid in full before registration.
- 7.3 Fees may be reviewed if deemed necessary.

8. FAILURE TO PAY FEES

- 8.1 Where a student has not paid the fees in full within the registration period he/she shall not be allowed to attend lectures or participate in any learning sessions until full payment has been made.
- 8.2 No University service shall be offered to unregistered students. In addition, the student is not eligible to receive any form of tuition, study material or supervision. The student will also not have access to any electronic study material and/or resources.

9. FEES REFUND

Fees will only be refunded if there are reasonable grounds to do so. Applications for refunds should be submitted to the Finance Department.

10. ORIENTATION FOR NEW STUDENTS

- 10.1 Orientation is compulsory for all new students.
- 10.2 Orientation shall be carried out during specific dates as determined by the Registrar.

11. CONCURRENT REGISTRATION

No student shall be registered in more than one programme with the University at the same time.

12. INTERNATIONAL STUDENTS

International Students may register at the University if they meet the University's academic admission requirements and comply with all relevant immigration requirements.

13. EXEMPTIONS

- 13.1 Candidates may formally apply for exemptions by virtue of having studied and passed the course(s) in another recognised institution in the relevant area of study.
- 13.2 Application for exemption shall be done through the relevant Teaching Department and Senate shall have authority to award any exemptions.
- 13.3 Registration of any exempted course shall be done during the registration period.

14. CHANGING PROGRAMME

- 14.1 No student shall be allowed to change from one programme to another two weeks after commencement of the semester.
- 14.2 Change of programme can only be effected after approval has been granted and only then can a student commence studies in the new Programme.

15. DEFERMENT OF STUDIES

- 15.1 Only students with an academic record at HIT shall defer studies.
- 15.2 Students who are temporarily unable to proceed with their studies and wish to defer should seek prior approval by completing the relevant forms which are obtainable from the Registration and Student Records Office.
- 15.3 Students who fail to comply with 15.2 in respect of deferment of studies before the prescribed dates forfeit any claim to reimbursement of the fees paid and remain liable for the full payment of all fees owing.
- 15.4 Deferment period shall be for one academic year.
- 15.5 The Registrar may grant approval for the interruption of studies when there is an exceptional motivation or reason why the student cannot at that stage continue with his/her studies.

16. RESUMPTION OF STUDIES

- 16.1 On return, students who would have deferred studies shall complete the Application to Resume Studies forms and submit these to the respective Teaching Department. Students can only resume studies after permission has been granted.
- 16.2 Applications to resume studies shall be received during the normal registration period only.

17. WITHDRAWAL

- 17.1 The University reserves the right to terminate the contract with the student for reasons outlined in Ordinance 15, Rules of Student Conduct and Discipline.
- 17.2 Students who intend to withdraw must advise the University in writing and complete the relevant documents.

18. DECEASED STUDENTS

The status of any deceased student shall be updated accordingly in the Student Information Management System.

19. DEVIATION FROM THIS POLICY

No deviation from this Policy will be permitted unless approved by the Registrar.

20. REVIEW

Regular review of the Policy shall be conducted in accordance with the University policy. This shall take place in consultation with the relevant quality assurance structures at management and institutional level under the auspices of the official custodian of this Policy namely the Registrar to ensure that the Policy remains valid and current in the light of changing circumstances. Unless circumstances dictate otherwise, the Policy shall be reviewed within the five-year University review cycle.

21. ADOPTION PROCEDURES

Accountable Officer	Vice Chancellor
Responsible Officer	Registrar
Oversight Role	Senate
Policy Number	
Relevant Legislation	Constitution of Zimbabwe, Zimbabwe Council for Higher Education Act (Chapter 25:27), Harare Institute of Technology Act (Chapter 25:26), HIT General Academic Regulations.
Related Policies	Admissions Policy, Records Management Policy, Fees Policy.
Approved Date	
Effective Date	
Review Date	
Senate Chairperson Signature	
Date	