

HARARE INSTITUTE OF TECHNOLOGY

THE HIT STUDY POLICY FOR EMPLOYEES

More and more of our full-time staff are applying to study either part-time or full-time at HIT. While this development is welcome in terms of personal growth and intellectual development, there is need for clear policy guidelines so that the efficiency of the Institution is not adversely affected.

It is therefore important to note the current problems before prescribing the guidelines which are:

1. Full time employment cannot be fulfilled at the same time as full-time study. Staff therefore, cannot join Parallel programmes which are by definition full-time programmes, without applying for study leave. Study leave shall be granted only once in every six years.
2. Parallel programmes are meant to be self-financing therefore, exemption of fees defeats the purpose of these programmes. There is need for a quota system to be implemented when admitting HIT employees.
3. Staff in the Examinations offices or whose duties involve handling examinations cannot apply to register for courses at HIT because of conflict of interest. They would therefore have to request to move to other departments.
4. The committee considering applications for study leave **for programmes offered at HIT** shall meet at least one month before the registration of students for the programmes commences and forward names of those successful to the Senior Assistant Registrar Admissions. Applicants should complete the appropriate form (Form HR/FE/1).

The following guidelines should assist in determining whether a member of staff can register for studying at HIT.

1. **EMPLOYEES**

- a) Members of staff (academic or non-academic) can register for any programme provided that the programmes are done outside working hours, (normally 8 am - 4.30 p.m. Monday to Friday) and are not defined as full-time.
- b) Applications from members of staff who would have previously benefitted from the Fees Exemption facility or the Staff Development Fellowship will only be considered if there are no other staff members who are applying for the first time.
- c) **Dependents**

Dependents of staff as per employment contract are entitled to **tuition** fees exemption when admitted to a programme. **These should be** cleared using Form HR/FE/2, which

is attached to these guidelines. Dependents can only apply to register for programmes once the spouse or parent who is a member of staff has served three years. **For** dependent children, the University shall offer the tuition waiver benefit to children studying towards undergraduate degrees only and are below the age of 23 years of age at the time of application for the tuition waiver or at the time of offer of a study programme. Management however reserves the right to exercise discretion on a case by case basis.

2. Members of staff wishing to join a programme that is done during working hours must secure the appropriate leave before applying to register for the programme. Normally the University will grant study leave to **non-academic** applicants who have served the Institution for at least three years.

Leave shall be either:

- a) Paid study leave or
- b) Unpaid study leave

When considering paid or unpaid study leave, the Committee shall consider:

- Relevance of the programme to the employee's Department or University and the contribution the employee is likely to make upon completion of the course.
- Relevance of the programme to the employee's career development and succession planning.
- Availability of funds.

3. **TEACHING DEPARTMENTS**

Each School shall establish a Committee to process applications for such study consisting of the Dean of School, Chairman of the relevant department, a member of the Academic staff, one member or more members of the non-academic staff appointed for the relevant staff associations, and Senior Assistant Registrar as the Secretary.

4. **NON TEACHING DEPARTMENTS**

For Non-Teaching Departments, the following officers shall chair the Committees:

Registrar's Department	-	Registrar
Finance Department	-	Finance Director
Library	-	Librarian
Vice Chancellor's Office	-	Vice Chancellor

There shall be one member who is head of a section or sub-unit and one member representing applicant's staff association.

Applicants for paid leave should justify their request in the light of accrued leave. In deciding on the application by a member, the Committees shall consider the manpower levels of the department and relevance of studies. Normally, not more than one (1) person from a Section/Unit can be granted study leave. The Committee will have to be satisfied that work will not suffer.

Staff from Human Resources shall provide the secretariat.

4. **FEES**

While the University can exempt staff from payment of **tuition** fees **only** in accordance to their terms and conditions of employment, the University will limit the number that can be admitted to a programme for purposes of raising funds in those programmes that are not subsidized by government and which are intended for income generation.

Staff members and their spouses/dependents will be expected to pay ancillary fees and be responsible for meeting all other expenses related to their studies.

The quota per year will not exceed 10% of the class size. The University will establish a budget for purposes of supporting staff enrolled using the 10% quota from which the teaching department can recoup its fees. At the beginning of each academic year, the quota for each faculty or administrative division shall be set by a Committee of the Chairpersons before the selection meetings start. The Pro-Vice Chancellor shall convene such meetings.

An employee or spouse/dependent who fails a part or course and is required to repeat shall not be exempted from paying **tuition** fees.

Members of staff and or their dependents pursuing research degrees shall be exempted from paying **tuition** fees.

5. **LEAVE**

Accrual of ordinary leave, sick or maternity leave shall continue as normal i.e. as per original contract signed by the staff member and all other leave conditions shall remain the same.

6. **BONDING**

Upon satisfactory completion of studies, the staff member is required to waive their right to their certificate and transcript to the Registrar's office and will be expected to remain in the employ of the Institute for a period equal to the period of his/her studies.

The Institute will recoup all its expenditures on a fellow who:

6.1 resigns or withdraws from his or her studies for any reason whatsoever during the course of his or her studies and/ or

6.2 resigns from his or her employment after the completion of his/her studies or

- 6.3 does not serve the Institute for the required period after having completed his/her studies
- 6.4 the institute reserves the right to Institute legal action against an employee who breaches the bonding conditions.

7. STAFF DEVELOPMENT

A member of staff wishing to be appointed as a staff development fellow should submit an application to the Staff Development Committee. Staff Development Fellow posts are filled through advertisement.

The studies may be at HIT or some other institution within the country or outside. Where a member chooses to study at HIT, the Staff Development Committee will provide the clearance for such a member to register for the relevant programme.

Where the studies are at another institute, the committee will consider the full set of documents that are normally required for processing such an application. There are entitlements that both local staff development fellows or those who go abroad receive which entail bonding. The staff development committee will accord higher priority to split-site arrangements and studies at HIT for funding.

8. TEACHING ASSISTANTS

Normally, Teaching Assistants are appointed to training positions for substantive lectureships on obtaining the necessary qualifications. They are expected to register for a higher degree if they qualify upon appointment at HIT.

In general, Teaching Assistants are not expected to be in charge of a course or courses without the supervision of a substantive lecturer. Teaching Assistants and Staff Development Fellows registered for a higher degree are not expected to have a workload of more than 20 hours a week. Their role is mainly to assist with tutorials, assignments and laboratories.

9. RESEARCH DEGREES

A member of staff can register for any part-time degree including Mphil and PhD degrees. The pursuit of such programmes is acknowledged as being compatible with full-time employment.

10. GENERAL CONDITIONS

A staff member shall be required, during the tenure of his or her studies to:

- 10.1 submit transcripts of grades and/ or progress regularly at the end of each term or semester to the Human Resources Office;
- 10.2 maintain a satisfactory standard of performance throughout the study programme;

- 10.3 remain loyal to the Institute and not engage in acts which are likely to bring dishonor to the Institute;
 - 10.4 abide by all reasonable conditions which the Institute may from time to time specify.
 - 10.5 where a staff member wishes to change his or her programme of study, he or she shall be required to submit an application for a change in the programme of study to the Staff Development Committee and only if such change is approved by the Institute shall the staff member be entitled to change his or her programme.
 - 10.6 a staff member who without the written permission of the Institute changes his or her programme of study may have his or her Fees Exemption privilege withdrawn and the member may be regarded as being in breach of contract.
 - 10.7 in the event of the staff member failing any course/s he or she will be responsible for paying his or her tuition fees for the repeated course/s.
11. This Policy document shall take effect from a date to be set by the Board or the Executive Committee of the Board and shall replace any existing policy or references to studying at HIT, except where such reference complements the intentions of this policy document.