Harare Institute of Technology

success through innovation

STUDENT HANDBOOK

UNDERGRADUATE

HARARE INSTITUTE OF TECHNOLOGY

STUDENT HANDBOOK

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ABOUT HIT

Harare Institute of technology (HIT) is a Zimbabwean State University whose unique mandate is the development, incubation, transfer and commercialisation of technology as well as the development of human capital for rapid industrialisation.

It is the country's most energetic and responsive University offering high quality academic programmes to students seeking unparalleled educational opportunities and continuous professional development.

HIT's uniqueness lies in providing practical oriented technology degree programmes that are underpinned by technopreneurship and facilitated by the state-of-art facilities such as workshops and laboratories.

Through its Strategic Plan: Designing the Future, Vision 2025, Harare Institute of Technology has focused on a plan that seeks to bring tangible results in the shortest period of time possible in research, technology development transfer, incubation and commercialisation.

University Schools and Programmes

The University has five Schools offering the following undergraduate and postgraduate programmes.

School of Engineering and Technology
Bachelor of Technology Honours Degree in Biomedical Engineering
Bachelor of Technology Honours Degree in Chemical and Process Systems Engineering
Bachelor of Technology Honours Degree in Electronic Engineering
Bachelor of Technology Honours Degree in Industrial and Manufacturing Engineering
Bachelor of Technology Honours Degree in Materials Technology and Engineering
Bachelor of Technology Honours Degree in Polymer Technology and Engineering

School of Industrial Sciences and Technology
Bachelor of Technology Honours Degree in Food Processing Technology
Bachelor of Technology Honours Degree in Biotechnology

School of Allied Health Sciences
Bachelor of Science Honours Degree in Diagnostic Radiography
Bachelor of Science Honours Degree in Therapeutic Radiography
Bachelor of Pharmacy Honours Degree

School of Business and Management Sciences
Bachelor of Technology Honours Degree in Electronic Commerce
Bachelor of Technology Honours Degree in Financial Engineering
Bachelor of Technology Honours Degree in Forensic Accounting and Auditing

School of Information Science and Technology
    Bachelor of Technology Honours Degree in Computer Science
    Bachelor of Technology Honours Degree in Information Security and Assurance
    Bachelor of Technology Honours Degree in Information Technology
    Bachelor of Technology Honours Degree in Software Engineering

Library Facilities
The HIT library has an appreciable collection of books in various technological areas adequate for undergraduate research. It also embraces Information and Communication Technologies (ICTs) by subscribing to important academic journals and the e-granary.

Technopreneurship Development Centre (TDC)
The TDC is an intergral component of HIT that is driven by the philosophy that technopreneurs can be created and developed withappropriate business skills, attitudes and motivation. Through its courses, the TDC inculcates technopreneurial values amongst students in order to develop knowledgeable and technological entrepreneurs throughout the Institute's academic programmes.

It also enhances the capabilities of new and existing entrepreneurs through technopreneurial development courses. Through this centre, HIT produces graduates that can set up hi-tech enterprises on their own.

Technology Centre (TC)
The main purpose of the TC is to promote and develop production and manufacturing activities from the various academic units within the Institute as well as to take orders from industry and commerce.
The TC has distinct and complimenting sections, which are Research, Consultancy, Technical Training and Production. These units link all school expertise, workshops and laboratories of academic units in an inter-disciplinary and multi-disciplinary approach to enhance training, research and development.

Technology Education Centre (TEC)
TEC is a strategic centre that focuses on the pedagogy of science, engineering and technology. The centre recognises the strategic role Research and Development (R&D) plays as a vehicle for technological innovation and offer programmes to all those interested in teaching and research at higher educational institutions.

Technology Transfer, Licencing and Commercialisation Centre (TTLCC)
The Technology Transfer, Licensing and Commercialisation Centre (TTLCC) of the University is responsible for the management of the Research, Development and Innovation outputs. The Centre is responsible for technology transfer in terms of commercialisation of inventions and discoveries, tech-licensing and business ventures including joint venture partnerships and venture capital. It is the hub for venture mentoring services and establishment of a cross functional technopreneurship forum. Thus its main role is to manage the University's Intellectual Property and Innovation Policy. This role includes advising on the synthesis and extraction of registerable IP from staff and student projects.

Science Park

The Institute is establishing a science park whose responsibility is to bring together ideas, people with knowledge and financial strength. The other motive is to seek the rejuvenation and growth of industrial sector

through the incubation and promotion of start-ups and business development in defined technology areas whilst promoting applicational research and development.

To this end, the Institute has registered a separate entity called Insti-Tech Holdings as a commercial vehicle that enables commercialisation of successful research and development from key Institute units. It has the following companies under its ambit:

Instifoods
Institools
Instisoft
Institronics
Instiherbs

1. INTRODUCTION

Welcome to the Harare Institute of Technology (HIT). We hope your studies with us will be exciting and stimulating and we wish you success in all your endeavours. This booklet contains basic information about the Institution, admissions, registration, assessment and examination processes.

The student information handbook is designed to bring vital and relevant information to every student undergoing studies at HIT. At times students do not know 'what' to do, when to do the 'what'. It is therefore hoped that students will make use of the information as contained in the Handbook regarding the admission, registration, lecture attendance and examinations.

NB. All terms purporting one gender shall include the other gender and singular shall include plural and vice versa.

This handbook provides guidelines on admission, registration and assessment processes and procedures. The student is advised to read this in conjunction with Ordinance 15, (The Rules of Student conduct and Discipline) as well as the General Academic Regulations.

2. PRE-ADMISSION

ADVERTISING

POLICY
- o The University shall admit students annually for both undergraduate and postgraduate programmes. Advertising shall be done through the electronic and print media.

Entry qualifications for each programme on offer will be provided by the different Schools and Departments through the Academic Registry Department.

3. ENTRY REQUIREMENTS

There shall be general and programme specific regulations.

The minimum entry requirements for undergraduate programmes are two "A" level passes and 5 'O' levels including English Language, Mathematics and a Science subject. Specific subjects and qualifications shall be as per programme specifications. Please note that ND plus two years' work experience and HND in relevant areas will be accepted in some programmes.

International students may be required to undergo oral and written communication skills tests to assess their proficiency in English. English shall be the official language of instruction. Application forms for admission are either obtained from the University Academic Registry or downloaded from the website www.hit.ac.zw

4. ADMISSION

POLICY
Admissions at the University shall be at Undergraduate Degree level.

PROCEDURE
Applications shall be submitted to the Admissions Office and then forwarded to the respective Schools for selection. The Admissions Office shall publish the list of successful applicants to whom offer letters are then forwarded.

5. REGISTRATION
POLICY
- An applicant/student shall only be a HIT student upon registration.
- A student shall be considered registered upon payment of the prescribed fees and signing of the completed registration forms.
- By signing the registration form, a student is undertaking to comply with the Institute regulations.
- Students shall register only in courses on offer for that semester.
- A student registered for a course is expected to attend all classes prescribed for such a course. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed, a student is required to complete any related assignments set.
- If a student is unable to attend classes for health reasons for longer than 72 hours he/she must notify the appropriate Department of the facts as soon as possible and submit certification in support thereof by a medical practitioner registered in accordance with the Medical, Dental and Allied Health Professions Act and any other relevant Acts.
  For absence on grounds other than health, prior permission from the Dean on the recommendation of the Chairperson of the Department concerned is needed.
- After taking due consideration of the academic progress of a student, Senate may require or allow a student originally registered for one programme or subject to change and register for another programme or subject on the completion of either the first or second part of the programme for which he/she is registered.
- Normally, no student shall be admitted to any programme or any course more than two weeks after its commencement. Any exception to this regulation must have the written endorsement of the Chairperson of the Department and the Dean of School concerned and will be subject to approval through the Registrar's Office.

PROCEDURE

Upon receipt of the offer letter and invoice, the new student deposits prescribed fees into the Harare Institute of Technology CBZ Bank, Account No. 02420583120037, Sapphire Branch, Harare. Swift Code COBZZWHA, Branch Sort Code: 6112.

The student is cleared by Finance Department and proceeds to register at the Teaching Department. He/she signs the two forms issued by the Department confirming that all details are correct including courses registered. One of the forms is submitted to the Registration and Student Records office and the student retains the other.

5.1 REGISTRATION PROCEDURE FOR NEW STUDENTS (NEW INTAKE)

Registration for new students is done on specified dates followed by orientation. NB: At registration the student acknowledges that it is mandatory to bring, for learning purposes, a personal laptop or tablet that meets minimum requirements as specified by the Department.

5.1.1 First Semester Registration for Part One Students

5.1.1.1 Stage One – Registration Office
- Verification of certificates.
- Student is issued with Undertaking form, Ordinance 15, Campus map guide, Student Handbook and orientation programme.

5.1.1.2 Stage Two – Student Portal
- Student registers on-line upon payment of prescribed fees for the semester.

5.1.1.3 Stage Three – Department Registration
- The Department verifies the student's registration status.
- Student is issued with a confirmation of registration receipt which he/she signs after verifying the courses registered.

5.1.1.4 Stage Four – Student ID Processing
- Student is issued with a student ID upon submission of a signed confirmation of registration receipt.

5.1.1.5 Stage Five – Student Affairs
- Student is issued with halls of residence application forms and Medical Aid forms upon submission of a current student ID.
- Allocation of accommodation in the halls of residence.
- Student completes and submits to the student Affairs Division the medical questionnaire on student's health.

5.1.1.6 Stage Six – Library
- Students register and have accounts created and activated in the library system.

5.1.1.7 Stage Seven – ICTS
- Students register and accounts are activated.

5.1.1.8 Stage Eight – Registration Office
- Submission of signed confirmation of registration receipt, undertaking form and the enrolment data sheet.

5.2 ORIENTATION FOR NEW STUDENTS

Orientation is carried during orientation week. Usual activities are as outlined below:
- o Dean of Student Affairs - Address
- o Campus Life Orientation - Student Affairs
- o Teaching Department Orientation
- o ICTS Orientation
- o Library Orientation
- o School Deans' Address
- o Registrar's Address
- o Vice Chancellor's Address

NB Orientation is compulsory for all new students

5.3 REGISTRATION PROCEDURE FOR RETURNING STUDENTS

5.3.1 Stage One – Student Portal
- o Student registers on-line upon payment of prescribed fees for the semester.

5.3.2 Stage Two – Department Registration
- o The Department verifies the student's registration status.
- o Student is issued with a confirmation of registration receipt which he/she signs after verifying the courses registered.

5.3.3 Stage Three – Student ID Processing
- o Student is issued with a student ID upon submission of a signed confirmation of registration receipt.

5.3.4 Stage Four - Student Affairs
- o Student registers with Student Affairs Office.

5.3.5 Stage Five - Library
- o Student registers with Library and account is reactivated.

5.3.6 Stage Six - Registration Office
- o Submission of signed confirmation of registration receipt and completed clearance form.

5.4 CONCURRENT REGISTRATION

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

5.5 LATE REGISTRATION

POLICY
- o Late registration shall attract a fee as determined by the University and shall accrue as determined by the University from time to time.

5.6 EXEMPTIONS

POLICY
- o Candidates can formally apply for exemptions by virtue of having studied and passed the course(s) in another recognised institution in the relevant area of study.
- o Exemptions shall normally not be awarded for more than fifty per cent of the courses offered in an academic year of a programme to be studied.
- o Application for exemption forms are obtainable from the Registration and Student Records Management Office.
- o The request for exemption must be made during normal registration period.
- o Applications for course exemption(s) must be submitted for recommendation to the School through the Department and the assessment process must be completed by week three (3) of the first semester of the study programme.

PROCEDURE
- o Applicants submit completed exemption forms and attach relevant certified documents from the awarding institution(s) and proof of payment before onward submission to Senate.
- o Students should be guided by Item 10 in the General Academic Regulations on Course Exemptions.

5.7 ACCREDITATION ON PRIOR CERTIFICATED
     LEARNING (APCL/APEL)
Prospective students who wish to be considered for Accreditation on Prior Certificated Learning (ACPL) to gain admission into an appropriate degree programme can apply through Admissions Office.

5.8 CHANGING PROGRAMMES
POLICY
- o No student shall be allowed to change from one programme to another two weeks after commencement of lectures.
- o Application for Change of Programme forms are obtainable from the Registration and Student Records Management Office.
- o Change of programme can only be effected after approval has been granted. Only then can a student commence lectures in the new Department/Programme.

PROCEDURE
Part One students who wish to apply for change of programme
must complete the relevant application forms which are

obtainable from the Registration and Student Records
Management Office.

5.9 DEFERMENT OF STUDIES

POLICY

- o 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.
- o On return deferred students complete the Application to Resume Studies forms and submit these at the Teaching Department. Students can only resume studies after permission has been granted.
- o Applications to resume studies will be received during Registration period only.

5.10 CHANGE OF MODE OF STUDY

POLICY

- o Students may only change mode of study after permission has been granted.
- o No student is allowed to change mode of study two (2) weeks after commencement of the semester.

PROCEDURE

Students who wish to apply for change of mode of study are required to complete the relevant forms which are obtainable from the Registration and Student Records Management Office. Change of mode of study can only be effected after approval has been granted by the University.

6. WITHDRAWALS

POLICY

- o The University reserves the right to terminate the contract with the student for reasons outlined under procedure.
- o Students who intend to withdraw must advise the University in writing

PROCEDURE

The University may terminate the contract with a student for the following reasons:
- (i) Gaining admission into the University based on fraudulent information
- (ii) Failure to meet academic and administration requirements specified in the General Academic Regulations.
- (iii) Failure to pay fees
- (iv) Breach of terms and conditions of University regulations and any other behaviour deemed inappropriate by the University.

6.1   TERMINATION OF STUDIES BY BOTH PARTIES

POLICY

- o Termination of studies shall be in writing.

PROCEDURE

Termination should not prejudice the University or otherwise.

6.2   DECEASED STUDENTS

POLICY

- o The relatives of a deceased student shall advise the office of the Registrar of the death of the student.

PROCEDURE

A copy of the death certificate should be submitted to the University with notification.
The Registrar's Office shall then change the status of the student in the database.
The Registrar shall notify other Academic Departments, Finance and Library.

7. FEES

POLICY

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

7.1   PRESCRIBED FEES

Prescribed fees are valid for one academic semester and these include:

- o Tuition
- o Registration
- o Examination
- o Dissertation/Project
- o Practical
- o Clinical Practice
- o Laboratory
- o Caution
- o Appeal
- o Field Trips
- o Library
- o Desk
- o Sports
- o Internship

7.2   FAILURE TO PAY FEES

POLICY

- o A student is only registered for the semester upon full payment of fees.
- o Where a student has not paid the fees in full within the registration period he/she shall not be allowed to attend lectures until full payment has been made
- o No University service shall be offered to unregistered students.
- o A student's registration shall not be confirmed until he or she has fulfilled the requirements for payment of fees.

7.3   FEES REFUND

POLICY

- o Fees will only be refunded if there are reasonable grounds to do so. Applications for refunds should be submitted to the Registration and Student Records Management Office, Teaching Department and to the Finance Department.

8.0 ASSESSMENT

POLICY

- o Assessment is through Internship, Course Work and Examinations.
- o Coursework shall constitute 25% of the final mark and the Examination shall constitute 75% for courses without a practical component.
- o Each course weighting shall be in accordance with the General and Programme Regulations.
- o All coursework shall be submitted by or on due date
- o Failure to meet the coursework deadline requires documentary proof for a waiver e.g. a medical Doctor's report
- o Students shall be given feedback on their coursework before examinations.
- o All coursework marks shall be submitted to the Academic Registry through the respective Schools.
- o No students shall write examinations without satisfying coursework requirements.
- o Late submission of coursework shall attract a penalty.

PROCEDURE

Students shall submit all coursework to the Departmental Office which shall keep records thereof.

All coursework shall have a cover page with the following details;

- i)   Student name;
- ii)   Title of course;
- iii)   Course code;
- iv)   Student Registration number;
- v)   Assignment number;
- vi)   Name of lecturer concerned; and
- vii)   Due date

The Departmental Office shall record all coursework by the markers in preparation for the results processing exercise.

8.1 COURSE GRADING AND DEGREE CLASSIFICATION

8.1.1 Undergraduate Programmes

The following letter grades on ten-point scale shall be awarded in a course based on the overall mark obtained for all Undergraduate degrees except for the School of Allied Health Sciences:

Letter Grade	Grade Points	Percentage Range	Remarks
O	10	91-100	Outstanding
A+	9	81-90	Excellent
A	8	75-80	Very Good
B+	7	70-74	Good
B	6	65-69	Above Average
C	5.5	55-64	Average
P	5	45-54	Pass
F	0	<45	Fail
Ab	0	<45	Fail
I	0	<45	Fail

The Degree shall be classified in the following divisions:

CGPA	Division
≥8.5	First with Distinction
≥7.5 and <8.5	First
≥6.5 and <7.5	Upper Second
≥5.5 and <6.5	Lower Second
≥4.5 and <5.5	Pass

*CGPA – Cumulative Grade Point Average

The letter grading for the School of Allied Health Sciences shall be as follows:

Letter Grade	Grade Points	Percentage Range	Remarks
O	10	91-100	Outstanding
A+	9	81-90	Excellent
A	8	75-80	Very Good
B+	7	70-74	Good
B	6	65-69	Above Average
C	5.5	55-64	Average
P	5	50-54	Pass
F	0	<50	Fail
Ab	0	<50	Fail

I	0	<50	Fail

The Degree shall be classified in the following divisions:

CGPA	Division
≥8.5	First with Distinction
≥7.5 and <8.5	First
≥6.5 and <7.5	Upper Second
≥5.5 and <6.5	Lower Second
≥5.0 and <5.5	Pass

*CGPA – Cumulative Grade Point Average

8.2   EXAMINATION RESULTS

POLICY

Examinations results shall be published at the end of each semester.

PROCEDURE

- o Examinations results shall be published through the Student Portal.
- o Any queries on examination results should be channelled to the Examinations Office through the School Office.

8.3   APPEALS

8.3.1 APPEAL FOR RE -MARK OF EXAMINATION SCRIPTS

POLICY

- o   Examinations moderated by External Examiners shall normally not be contested. Only in extreme cases where the student has failed will the Senate permit re-mark of examinations scripts.
- o All appeals shall be lodged through the Registrar within a fortnight of the publication of Examination Results.
- o Candidates who appeal for a remark of examination scripts shall be required to pay prescribed fees.

8.3.2 APPEAL AGAINST TERMINATION OF STUDIES

POLICY

- o Any candidate who wishes to lodge an appeal against withdrawal or discontinuation must do so in writing to the Registrar within 21 days after the publication of the Examination Results.
- o Candidates who appeal against termination of studies shall be required to pay prescribed fees.

PROCEDURE

Appeals with proof of payment of prescribed fees shall be channelled from the student to the School through the Examinations/Academic Registry Department and feedback shall be transmitted to the student through the School.

8.4   RULES FOR STUDEN T CONDUCT AT EXAMINATIONS

- o   Candidates must fill in their registration numbers and other details as required on the answer booklets and the attendance slips. (NB: Candidates should not write their names on the answer booklets.)
- o   Candidates must read and comply with the instructions on the front cover of the answer script.
- o   No candidate may leave the examination room without the permission of the invigilator.
- o   Candidates must place on the front of their desks their student identity cards.
- o   Candidates are not permitted to smoke, eat or drink during the examination.
- o   Candidates are not permitted to talk to or communicate with any other candidate during the examination.
- o   Candidates should turn over their question papers and, first ensure that they have the correct paper and second, read through the paper and check that there are no obvious mis-printings, illegibly printed pages or missing pages.
- o   Candidates shall be told the exact starting and finishing times, (and that an announcement will be made when 10 minutes writing time remains)
- o   Cell phones/ smart watches are not allowed in the examination venue. If a cell phone rings the candidate will be asked to leave the room, and may not be allowed to get back into the examination venue.
- o   If the candidate uses more than one answer booklet, he/she should tie the books together securely at the end of the examination session. No candidate is allowed to leave the examination venue within the first 30 minutes and the last 10 minutes of the examination.
- o   No unauthorised materia ls can be used in the examination.   If a candidate cheats or attempts to obtain information from other candidates or their papers, he/she shall be disqualified not only in that examination and subject, but in the whole examination and further disciplinary action may be taken by the University.
- o   Candidates should ensure that their answer scripts have been collected by the invigilator before they leave and all candidates may not leave the venue until they are told to do so by the invigilator(s).

8.5   MISCOND UCT AT EXAMINATIONS

POLICY

- o   Any students suspected of malpractices and dishonesty shall be brought before the Student Disciplinary Committee for disciplinary action.

o   A written report of the decisions of the Student Disciplinary Committee shall be relayed to the relevant Department, School, Academic Registry, and the student.

PROCEDURE

In any case of <u>misconduct by a candidate</u>, the invigilator should proceed as follows<u>:</u>

If possible, obtain confirmation from a second invigilator of the suspected misconduct before approaching the candidate;

The invigilator should then speak to the candidate, if possible in the presence of the second invigilator, informing him that his misconduct has been noted and requiring him to remain after the examination to make a written statement to the invigilator;

Any extraneous unauthorised material discovered should be confiscated.

Normally the candidate would then be allowed to continue writing his examination. The Chief Invigilator is <u>empowered to discontinue</u> the examination of any candidate who misconducts himself but <u>only if such misconduct interferes with the work of the other candidates.</u>

The Chief Invigilator shall indicate, on the attendance register, the candidate's misconduct and submit full details in a written report, including any written statement given by the candidate, to the Senior Assistant Registrar (Examinations) as soon as possible after the completion of the examination.

9. LIBRARY

9.1   PREAMBLE
In line with the HIT. mandate, the Library strives to be a high-tech digital library that provides access to scientific, engineering and technology knowledge and information in multi-media formats that address the teaching, learning and research needs of the HIT community. The Library therefore provides access to and promotes the use of its resources by HIT stakeholders, industry and business partners and researchers from the community in which the Institute exists.

9.2   LIBRARY USER COMMUNITY
The bona fide staff and students at HIT form the primary users of the Library. This means that they need to be registered staff members or students in order to make use of the library facilities, resources and services.

9.3   APPROVED READERSHIP
The Library permits, through approved membership, researchers from the community in which the Institute exists as well as researchers from partner industry and business institutions and organisations with which the Institute collaborates.

9.4   USE OF LIBRARY RESOURCES BY   BONA FIDE
       LIBRARY USERS
       Library resources and services are freely available for use within and outside the HIT
       Library to all bona fide staff and students. Through a defined, transparent and equitable
       circulation system, resources are loaned out to bona fide staff and students for specific
       periods that are stipulated in the General Library Rules and Regulations. Access is
       provided to online resources through IP authentication and/or through the use of user
       names and passwords.

9.5   USE OF LIBRARY RESOURCES BY APPROVED
       READERS
       Approved Readers are able to use Library resources within the Library.

9.6   RESOURCES AVAILABLE TO USERS
       The following form the mainstay of the HIT Library resources available to all users:

       Printed books, journals, magazines, documents, articles, newspapers, conference
       proceedings, Government publications;
       Electronic resources such as e-books and e-journals that can be accessed and used
       on- and offline;
       Technical papers and specifications;
       Industrial technology designs and engineering drawings, standards, patents and
       trademarks;
       Datasets and yearbooks; and
       Science, technology and engineering handbooks and guidebooks.

9.7   SERVICES AVAILABLE TO USERS
       Reference and Help Desk services;
       Information literacy skills training;
       Orientation;
       Guides to information resources and alternative sources of information;
       Inter-Library lending services; and
       Current awareness and selective dissemination of information.
       Library is an Information Awareness Centre, alerts staff and students to news and
       events beneficial to patrons and relevant to HIT mandate
       Embedding ILS in the Moodle e-learning platform.
       Provision of Information Literacy Skills training programmes.
       Use of WhatsApp and Facebook to communicate with students and staff.

9.8   LIBRARY SERVICE TIMES
       The Library provides services at the following times:

       Physical access and use of the Library is provided from Mondays to Fridays, 0900
       – 2200 hours daily and 0900 – 1600 hours on Saturdays.
       The Library is closed on Sundays and most Public Holidays;

Online access is open 24/7 throughout the year;

NB: These service times are currently obtaining and are subject to variation from time-to-time. Users are notified timeously when such variations occur and as approved by the Institute Senate.

Library users are encouraged to consult the General Library Handbook for detailed information on the available Library Resources and Services.

10.   STUDENT SERVICES

The Institute has the Student Affairs Division whose function is to ensure the student growth and development during academic experience The Student Affairs Division has a pivotal role to play as it oversees the majority of things that relate to students living learning environments and experiences. These include living situation., health issues., learning difference or disability. Personal problem that you may facing, conflicts with other students. campus climate and anything that may have an impact on students' experiences on and off campus. The Division also ensures the realisation of the institutional strategic goals as they are also the custodians of the Institutes' culture, as expressed through the design and development of Institute symbols of Song, Prayer, Constitutions and others. Student Support and Services contribute to the quality of their learning experience and academic success through the following Departments:

Chaplaincy and Ecumenical Services
Campus Life and Student Development
Student Health and Wellness
Sports, Culture and Recreation

10.1   STUDENT ECUMENICAL CHAPLAINCY

The services of the Ecumenical Chaplaincy are open to all as the institute has students from a variety of faiths and around the globe. The department provides students with space and resources for personal spiritual exploration, development and growth as they engage in religious activities. Spiritual counselling and guidance promotes respect, tolerance and acceptance of one another.

10.2   CAMPUS LIFE AND STUDENT DEVELOPMENT

The Campus Life and Student Development Department is dedicated to the enhancement of holistic development, especially in soft skills and advancement of HIT students. It capacitates students to effectively operate in society. Students opportunities to innovate their environment

are offered. The department is responsible for student development through training in leadership, counselling and other educational strategies. Training is done through participation in discipline based clubs and societies. Campus Life and Student Development seeks to provide an atmosphere, where students not only learn, but are challenged, supported and heard. The department is also responsible for on-campus and off campus residence. Life skills training are conducted to ensure community life values are upheld in synchronisation with academic and out of class activities. Counselling on academic, financial, and personal matters is offered by

seasoned counselling staff in Student Affairs Division in collaboration with Schools Mentors drawn from lecturing staff.

10.3   STUDENT HEALTH   AND WELLNESS SERVICES

There is a provision for basic health insurance and the Clinic will meet urgent health care needs on campus. Major cases are referred to Hospitals. There is a provision for health education programs, and accurate timely information about personal and community health, diseases and prevention.

10.4   SPORTS, CULTURE AND RECR   EATION

The Department is responsible for organizing intra-mural sports to provide structured contests, meets, tournaments and leagues, limiting participation to campus members without discrimination. Working with students the department also develops arts and cultural programmes, coordinating recreational programming, facilities and equipment. Through sports, we provide opportunities for individuals to organize

around a common interest in a sport within or outside the institution as well as instructional programmes for learning opportunities, knowledge, and skills through lessons, clinics and workshops. The sports, culture and recreation department also Provides health promotion and well-being programmes. Developing the recreation sports programmes for persons with disabilities.

10.5   STUDENT REPRESENTATIVE COUNCIL (SRC)

The SRC advocates for the needs of students to the administration and ensure that students have a voice in the academic and social decisions which directly affect them. They engage in unique activities, programmes and initiatives that involve the whole student body by developing and implementing both innovative and traditional programs. The SRC advocates for the needs and interests of undergraduate students.

10.6   STUDENT ACTIVITIES

Students engage in various activities on campus. Students are encouraged to register and participate in campus club activities. These include, sport, social, spiritual and departmental clubs. The Choir is open to the HIT community, students and staff. The Choir performs at graduation and popular seasonal and special events.

11.   INTERNATIONAL STUDENTS

POLICY

- o The University shall accept students from any country provided they meet the general entry programme requirements as stated in the respective School regulations.
- o International students are those students who are non-Zimbabwean citizens.
- o All International students (non-Zimbabwean citizens) shall pay their tuition fees in US$ as determined by the University from time to time.

12   GRADUATION CEREMONY

POLICY

- o The University shall hold a Graduation Ceremony for students who would have successfully completed their programmes. A graduation fee will be charged on each student who will be graduating.
- o The graduation regalia shall only be purchased from suppliers approved by the Institute through the Academic Registry Department.

PROCEDURE

- o Clear with Departments before graduation.
- o Attend graduation rehearsals.
- o Collect Certificates and Transcripts.

13   STUDENT DISCIPLINE

The Institute 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 Institute. A High level of personal integrity and a developed sense of responsibility are as important to the Institute as outstanding scholastic achievement. A proper concern for the reputation of the Institute and what it ought to stand for makes it incumbent upon its members to live decent and orderly lives both on and off the Institute campus.

When registering as a member of the Institute, a student is given a copy of the Rules of Conduct and Discipline and signs a statement in which he acknowledges that he has been furnished with the rules and that he undertakes to order his conduct while a student of the Institute in accordance with these rules (Ordinance 15).

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