



PROSPECTUS

GENERAL INFORMATION & REGULATIONS

2014-2018



KNOWLEDGE CULTURE DEVELOPMENT



GENERAL INFORMATION AND REGULATIONS

GREAT ZIMBABWE UNIVERSITY

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This publication is as far as possible accurate and up-to-date at the time of going to print. For school regulations and regulations for programmes, refer to respective publications on academic guidelines for programmes offered in the schools





TABLE OF CONTENTS

GENERAL INFORMATION

Addresses, Telephone and fax numbers.....	(ii)
About Great Zimbabwe University.....	1
The University Council.....	3
Principal Officers of the University	5
Administrative Departments and Staff	6
Brief History of the Great Zimbabwe University	17
Great Zimbabwe University Act	18
Statutes of the University	35
Division of Student Affairs	42
Rules of Great Zimbabwe University Student Conduct and Discipline Ordinance, 2004, Ordinance No. 2.....	45
Academic Staff Appointment, Grading and Promotions Ordinance 3.....	52
The Departmental Governance Ordinance 2004 (Ordinance No. 4)	65

GENERAL ACADEMIC REGULATIONS

General Academic Regulations for Undergraduate Degrees and Diplomas	68
General Academic Regulations for Taught Masters Degrees and Postgraduate Diplomas.....	92
Regulations for Higher Degrees by Research	108

QUALITY ASSURANCE AND ACADEMIC PLANNING UNIT124

LIBRARY.....125





ADDRESSES, TELEPHONE AND TELEFAX NUMBERS

Correspondence with the University should be addressed to:

The Registrar

Great Zimbabwe University, P. O. Box 1235, Masvingo, Zimbabwe.

Physical Address

Great Zimbabwe University, Off Old Great Zimbabwe Road, Masvingo.

Telephone: +263 39 266645/47/48/49/52/54/56/58/59/60, +263-8677004747/51

Fax: +263 - 39 252100

E-mail: registrar@gzu.ac.zw, information@gzu.ac.zw

Website: www.gzu.ac.zw

General Enquiries should be addressed to:

Information and Public Relations Office

Great Zimbabwe University, P.O. Box 1235, Masvingo, Zimbabwe.

Telephone: +263 39 252060, 253742, +263-8677004747/51

Fax: +263 39 263033

E-mail: information@gzu.ac.zw

SPECIFIC ENQUIRIES AND TELEPHONE NUMBERS

Campuses

Main Campus +263 39 266645/47/48/49/52/54/56/58/59/60

City Campus +263 39 266432/33

Mashava Campus +263 39 266084/ 266008/ 266474 / 26637/266371

Key departments and offices

Vice Chancellor +263 39 263033

Pro-Vice Chancellor +263 39 252457

Registrar +263 39 252100

Bursar +263 39 253301

Library +263 39 252734/252724

Student Affairs +263 39 252158

Information & Public Relations +263 39 252734/ 252060

International Students Recruitment and Bridging +263 39 262690

Central and Cleaning Services +263 39 252049

Security +263 39 252095, 0712 871858

Work Related Learning +263 39 266689

Research and Postgraduate Studies +263 39 254085

Quality Assurance and Academic Planning +263 266653

Schools (in alphabetical order)

Gary Magadzire School of Agricultural and Natural Sciences +263 39 252281/ 266684

Herbert Chitepo Law School +263 39 253097

Julius Nyerere School of Social Sciences +263 39 253352

Munhumutapa School of Commerce +263 39 253667

Robert Mugabe School of Education and Culture +263 39 253504

Simon Muzenda School of Arts, Culture and Heritage Studies +263 39 265921/ 265921

Centres(in alphabetical order)

Bernard Chidzero Graduate Centre for Business +263 39 253667

Centre for Culture and Heritage Studies +263 39 265921/ 265921

Centre for Hospitality, Tourism and Culture +263-8677004747/51





Jairosi Jiri Centre for Special Needs Education
Kwame Nkrumah Centre for African and Asian Studies
Nehanda Centre for Gender and Cultural Studies

+263 265199
+263 39261660/264352
+263 266402

Completed application forms should be addressed to:

**The Assistant Registrar, Admissions Office,
Great Zimbabwe University, P. O. Box 1235,
Masvingo, Zimbabwe.
Telephone: +263 39 252100, +263-8677004747/51
Fax: +263 39 252100
Email: registrar@gzu.ac.zw, information@gzu.ac.zw**

See also the Great Zimbabwe University website:

<http://www.gzu.ac.zw>

Facebook: Great Zimbabwe University

UNIVERSITY OFFICE HOURS

8.00 am to 12.45 pm (Monday to Friday)

2.00 pm to 4.30 pm (Monday to Thursday)

2.00 pm to 4.00 pm (Friday)

The University is closed on weekends and during public holidays.





ABOUT GREAT ZIMBABWE UNIVERSITY

VISION

To be the centre of excellence in arts, culture and heritage studies as well as the advancement of other academic disciplines for the promotion of the development of society.

MISSION

In order to support the vision, we shall:

- a. Reclaim and preserve our African culture and heritage;
- b. Mainstream culture and heritage in our teaching and research;
- c. Lead in the development of entrepreneurs and professionals in the creative industry;
- d. Provide our stakeholders with an enabling environment for research and empower them with entrepreneurial skills;
- e. Produce versatile graduates equipped with skills and competencies relevant to the needs of society;
- f. Attract and retain highly competent staff,
- g. Use ICT-based solutions in teaching, learning, research, administration and innovation, and;
- h. Uplift communities we serve through our involvement in their development.

VALUES

GZU has adopted the following principles and standards of behaviour to define the University's culture and ensure a conducive work environment for the attainment of the Vision and Mission:

- Unhu/Ubuntu
- Excellence
- Integrity
- Results Focus
- Quality

COAT OF ARMS

Consists of a black shield inside which sits the Great Zimbabwe Monument in green-black-white outlines with a device of a black-yellow hoe on the left side and a ceremonial axe (gano) on the right side. In the middle of the Great Zimbabwe Monument is the Zimbabwe Bird, a blue book on the left side and a black ink-well with a blue-black feather on the right hand side. A *mbira* instrument sits at the bottom of the shield. Below the shield is a yellow ribbon outlined in black with the words of the motto “**KNOWLEDGE CULTURE DEVELOPMENT**”.

DERIVATION OF THE COAT OF ARMS

The coat of arms captures all national colours. The Zimbabwe Bird, which is the national symbol and found at the Great Zimbabwe Monuments, has been adopted. The Great Zimbabwe Monument (*Masvingo eZimbabwe*) gives the university its name. The rising sun signifies the hope and dawn of a new era. The black border stands for black empowerment and self-determination. The gold colour represents mineral wealth and progress while the traditional hoe signifies hard work. The ceremonial axe (gano) signifies African culture and heritage which is the niche of Great Zimbabwe University. The book symbolizes classical works and general literature as sources of wisdom. The feather and the ink-well signify research, creation and evaluation of new knowledge for development. The *mbira* represents culture, inspiration and creativity as a process of reclaiming our past to influence the present and the future. The green colour depicts, growth and progress. The white background is for peace as *sine qua non* for progress. The words of the motto *knowledge, culture and development* express the fundamental principles and aims of the institution and its graduates.



THE UNIVERSITY

Great Zimbabwe University (GZU) seeks to play a major role in the restoration and preservation of African culture and in using the same as the basis upon which to build the future within the context of local and global imperatives. The University's curriculum reflects those elements that promote African culture, reinforce the dignity and self-confidence of Africans, and underpin the national unity of Zimbabweans.

GZU therefore heralds a new era in higher education, a period whose hallmark should see the Zimbabwe education system covering an increasing range of modern disciplines while being sufficiently and firmly anchored to local culture and restoring the confidence of indigenous Africans to apply and exploit their own creative genius in the modern competitive world.

GZU is ready to help students to build a career by enrolling for any one of the exciting programmes on offer that will prepare them for the marketplace. At GZU, students have several choices to ensure that each student follows the correct academic path according to his or her capabilities and interests.

LOCATION OF THE UNIVERSITY

While Great Zimbabwe University has adopted a multi-campus concept and presently has campuses in Masvingo City Centre and in Mashava, the actual Great Zimbabwe University Main Campus will be constructed near the Great Zimbabwe Shrine, 35km east of the City of Masvingo.

Main Campus

Located seven kilometres from the city centre off the Old Great Zimbabwe Monuments Road, the current Main Campus is the administrative nerve centre of the University. The main administrative departments and Gary Magadzire School of Agriculture and Natural Sciences are located at this campus.

City Campuses

Located in the city of Masvingo, the aptly named City Campuses comprise the Mucheke Campus which houses the Centre for Hospitality, Tourism and Culture, Hebert Chitepo Law School, Jairosi Jiri Centre for Special Needs Education, Kwame Nkrumah Centre for African and Asian Studies, Nehanda Centre for Gender and Cultural Studies and Works and Estates Department. The Robert Mugabe School of Education and Culture and Julius Nyerere School of Social Sciences, located in the West View Industrial Area are also part of the City Campuses. Also part of the City Campuses is the City Library which is centrally located for the convenience of students.

Mashava Campus

The Mashava Campus is home to the Simon Muzenda School of Arts, Culture and Heritage Studies, Centre for Culture and Heritage Studies, Munhumutapa School of Commerce and the Bernard Chidzero Graduate Centre for Business. Located about 45 kilometres from Masvingo City Centre, the Mashava Campus offers superb teaching and learning facilities and a unique Student Village that has premier state-of-the-art accommodation facilities. The Mashava Campus also offers other archetypal amenities such as the Campus Medical Centre, Library and sport and recreational facilities in a scenic and congenial environment suitable for tertiary education studies.

THE UNIVERSITY COUNCIL

(a) APPOINTED BY THE MINISTER OF HIGHER AND TERTIARY EDUCATION

Chairperson	Mr S. J. Chihambakwe LLB (London)	
Vice Chairperson	Mrs. J. V. Gwisai	MBA (NUST), BSc. Econs (Specialising in Acc.) [Sierra Leone], FCIS
Eng. I. Kuveya Nat.	Higher Cert. (Architectural Technology) [Hre Poly]	
Dr. G. Mahachi	PhD (Archaeology) [Cambridge], MPhil (Archaeology) [Cambridge], BA Hons (History) [UZ]	
Mrs. D. J. Sibanda	M.Ed (UZ), B.Ed (UZ), CE (Art and Design) (Birmingham)	
Prof. P. H. Mugabe	PhD (Rangeland Eco. and Mgt) [Texas A&M University], MSc. (Grassland Science) [Reading], BSc Hons (Agriculture) [UZ]	
Mr. S. J. Chifunyise	MA (Theatre Arts) [UCLA], BA (UNZA)	
Prof. S. B. Feresu	DPhil (Bacteriology) [Leicester], BSc Hons (Biological Sciences) [Wolverhampton]	
	Professor G. I. Muguti MBChB (UZ), MS (Sydney), FRCS (ED), Hon. FRCS (Eng), FCS (ECSA), Cert. Hepatobiliary Surgery (Eng)	
Dr. S. I. Nzenza	DPhil (Int. Relations) [Melbourne], BA Hons (Politics) [Melbourne], BA General (UZ)	
Mrs M. I. N. Mandaba	State Registered Nurse, Certified Midwife	
Mrs. K. Gorejena	MBA (NUST), BTech Education (Electronic Eng.) [NUST] Dip. Tech-Voc Education (GTC), Dip. (Electronic Eng.) [Germany]	
Mrs B. Nkala	MA (Leadership and Mgt) (ALMA), BA General (UNISA), T1 Cert. in Ed. (English and Sindebele) [GTC]	

(b) EX OFFICIO

Vice Chancellor	Prof. R. J. Zvobgo, BA (Hons), MA (DELHI), MPhil (JNU), PhD (EDIN-UK) Grad. C.E. (UZ) Cert. In Educ. Org. and Admin. (George Brown College, Toronto)	
Pro-Vice Chancellor	Dr. A. Chindanya, PhD (UNISA), MEd. (UNISA), PGDTE (UNISA), BA (UZ)	

(c) SENATE REPRESENTATIVES

Mrs. G. N. K Shoniwa MSc (UZ), BSc Hons (UZ)

Dr. J. Bemani DPhil (Christ University), MBA (UZ), BCom (Patrice Lumumba), FCIS, Registered Public Accountant, Dip. Bus. Studies (Bulawayo Poly)

Mrs. V. Machingura MEd. (UZ), B.Ed (UZ), CE

Mr. N. Mutami MA (UZ), BA Hons. (UZ), Grad. CE (UZ)

Dr. R. Mugweni DPhil (UP, MEd (UZ), BEd. (UZ)

Dr. E. Chikodza DPhil (UZ), MSc (UZ), BSc Special Hons (UZ), Licentiate in Ed. (EJV, Cuba), Grad. Dip Operations Research (NUST)

Dr. T. P. Thondhlana DPhil (Uni College London), MSc. (Uni College London], BA Hons. (UZ), BA Gen. (UZ)

Dr. M. Sibanda DSc.(UKZN), BS Hons. (UZ) Advanced Postgrad. Certi. (Env. and Dvt) (UKZN)

One (1) Post Vacant

(d) STAFF REPRESENTATIVES

Mr. G. Munyaradzi Teaching Staff Union President

Mr. G. Kamunongona Non-Teaching Staff Union President

Mr. M. D. K. Mutanda Administrative Staff Representative

(e) PRESIDENT OF THE STUDENTS EXECUTIVE COUNCIL (EX-OFFICIO)

Vacant

(f) SECRETARY

Registrar



PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor

His Excellency the President of the Republic of Zimbabwe, Cde R. G. Mugabe

BA Fort Hare, B.Ed., B.Admin, S.A., B.Sc. Econ, LLB, LLM, MSc. Econ, London, Hon LLD. Ahmadu Bello, Morehouse, Zimbabwe, Edinburgh, Moscow, Solusi, Hon D. Civil Laws, Mauritius, Hon DPSc, Belgrade, Hon D Litt. Africa University, Hon D.Comm. Fort Hare, Hon D Tech NUST, Hon D Comm. MSU, Hon D. Agric. Science & Tech. CUT, Hon D. Agric. ZOU, Cert. of Hon Professor China University of Foreign Affairs, Hon D.African Heritage and Philosophy, GZU.

Vice Chancellor

Professor R.J. Zvobgo	BA (Hons), MA (DELHI). MPhil (JNU). PhD (EDIN-UK) Grad. C.E. (UZ) Cert. In Educ.Org. and Admin. (George Brown College, Toronto)
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Pro-Vice Chancellor

Dr. A. Chindanya	PhD (UNISA), MEd. (UNISA), PGDTE (UNISA), BA (UZ)
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Registrar

Mrs. S. Gwatidzo	MCom. Strat. Mgt. (MSU), BSc [Hons] Econ (UZ), IPMZ, PGD. Pub. Relations (NUST)
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Bursar

Mr. A. Chinyoka	MBA (ZOU), B.Tech Accounting (UZ), ACCA
-----------------	---

Librarian

Mr L. Chikwanha	MSc. LIS (NUST), B.A (UZ), AUDIS (Natal)
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ADMINISTRATIVE DEPARTMENTS AND STAFF

VICE CHANCELLOR'S OFFICE

Vice Chancellor

Zvobgo R. J. (Prof.) DPhil [Uni of Edinburgh, UK], MPhil [Jawaharlal Nehru Uni, India], MA Uni of Delhi [India], BA Hons. [Uni of Dehli, India], GCE [UZ], CE (Admin and Mgt) [George Brown College, Toronto]

Pro - Vice Chancellor

Chindanya A. PhD (UNISA), MEd. (UNISA), PGDTE (UNISA), BA (UZ)

Assistant to the Vice Chancellor

Naidoo S. D.Lit et Phil (Eng) (UNISA), MA (African and Diasporan Lit) [MSU], BA Hons (Eng and Com) [MSU]

Personal Assistant to the Vice Chancellor

Tamwa G. Office Mgt (Pitman)

Acting Personal Assistant to the Pro-Vice Chancellor

Matemera C. P. MSc Counselling Psy. (GZU), BSc Counselling (ZOU), ND Secretarial (HEXCO)

Director, Information and Public Relations

Chipatiso A. T. MCom Marketing (GZU), BA [ZOU], Dip. (Mass Com) [Hre Poly]

Marketing Officers

Chinyemba B. BCommHons. (Mktng Mgt) [MSU], Cert. (Diplomacy and Corporate Etiquette) [Zim Institute of Diplomacy]

Moyo C. BCommHons. (Mktng Mgt) [MSU]

Media & Public Relations Officer

Muzenda F. MSc (Dvt Studies) [NUST], BSc Hons. (Media and Society Studies) [MSU]

Acting Chief Internal Auditor

Badza E. MComm (Acc) [MSU], BComHons. (Acc) [MSU], CA (Zambia)

Assistant Internal Auditor

Muperi R. BComm Hons (Business Mgt) [MSU], ND (Secretarial Studies) [HEXCO]





Maduma C.

BCommHons. (Acc) [MSU], ND (Acc) [HEXCO], HND (Acc) [HEXCO]

Works and Estates

Projects Overseer

Nyanga T.

MBA [NUST], BEd [UZ], Dip Ed [UZ], Dip (Personnel Mgt) [IPMZ]

Director Projects, Mashava Campus

Taderera B. C.

MEd [Uni of Manchester], BEd. [UZ], Post-Sec Instructor's Dip [Uni. of British Columbia]

Deputy Director, Main Campus

Sithole D. T.

BSc. Hons. (Quantity Surveying) [NUST], Dip (Quantity Surveying) [HEXCO], Cert. (Construction) [HEXCO], Cert (Carpentry and Joinery) [HEXCO]

Deputy Director, City Campuses

Tarusikirwa E. J.

Nat. Intermediate Dip. (Architectural Technology) [HEXCO], Dip. (Architectural Technology) [HEXCO], Dip. (Accountancy) [HEXCO], Construction Supervisors' Course Cert. [Harare Poly]

Transport Manager

Ramwi S.

National Dip. (Motor Industry Mgt) [HEXCO], National Dip. (Automotive Eng) [HEXCO], PGD (Mgt for Executives) [UZ]

Transport Officer

Checha M.

BCom.Hons. Business Mgt. (MSU), Dip in Office Mgt. (British Coll. Of Professional Mgt.)

Administrative Assistants

Muzenda C.

BA Hons. (His and Dvt. Studies) [MSU]

Muparuri P.

MEd (Admin & Policy) [ZOU], BEd. (Admin & Policy) [ZOU], Dip. (Adult Edu) [GZU]

Maposa E.

MSc HR (MSU), BSc. HR (GZU)

Information Communication Technology

Director

Sambo P.

MBA [ZOU], BSc (Info Systems Eng) [Institute of Mgt Information System, London], HND [City and Guilds]



**Technical Services Manager**

Sibanda P. BSc. Hons. (Info. Sys.) [MSU]

Data Base Manager

Mumbire I. BSc. Hons (Comp. Science) [NUST]

Analyst Programmers

Washaya S. BSc. Hons. (Info. Sys.) [MSU]

Makunde S. BSc. Hons. (Info. Sys.) [MSU]

Systems Analyst

Makuvara C. BSc. (Comp Sci. and Stats) [UZ]

Network Administrator

Mazuru R. BCom. (Acc and IT) [GZU], HND (Comp Studies) [HEXCO]

Web Master

Nyamarebvu T. BSc. Hons. (Comp. Sci.) [BUSE]

Chief Technician

Chengeta C. HND (Comp Studies) [HEXCO]

Senior Computer Technicians

Danha M. BSc. Hons. (Info. Tech.) [Help Uni of Achievers]

Mawire A. HND (Comp Science) [HEXCO], ND (Comp Science) [HEXCO], NC [HEXCO]

International Student Recruitment and Bridging Programmes**Director**

Chinofunga P. T. MSc (Stats) [UZ], BSc (Stats) [UZ]

University Enhancement**Director**

Rtd.Lt. Col. N. Mtombeni MA. (Museology) [Reinwardt Academy], Dip. (War and Strategic Studies) [UZ]



**Alumni Coordinator**

Pisirai C. MEd (Cur. Studies) [GZU], BEd. (Prim) [GZU], Dip Ed. [UZ]

Business Development**Director**

Pakai D. MSc. (Strat. Mgt.) [UZ], BSc. (Econs) [UZ], PGD (Econs) [UZ], Dip. (Agric.) [Chibero College]

Assistant Registrar

Mutanda M. D. K. BSc. Hons. (Admin) [UZ]

Security**Chief Security Officer**

Mareverwa N. MEd (Education Admin, Planning and Policy Studies) [ZOU], BEd (Admn, Planning and Policy Studies) [UZ], Dip. (Further Education) [HEXCO], Dip. (Adult Edu) [UZ]

Senior Security Officer

Kumbirai E. BSc. (HR) [GZU], Advanced Dip. (Business Studies) [CUT], Security Supervisory Course (ZRP Staff College)

Security Officers

Tivakudze R. BSc (Geo and Env. Science) [ZOU], Cert (PISI Operative Induction) [Mashonaland Central Updating Centre]

Chinorwiwa P. Cert (Basic Security Training) [ZRP]

Maturura F. BSc (HRM and Psycho) [GZU]

Vushe A. BSc. (Psy.) [ZOU]

Mukwacha P. Dip (Training Mgt) [IPMZ], Cert. (Traffic Legislation) [ZRP], Junior Officers Command Course [ZRP]

Rugara E. Dip. (Adult and Cont.Edu.) [GZU]

Mbewe G. ND (Further Edu Trainers) [HEXCO], Zim Further EduTrs Cert [HEXCO], Cert. (Training Methods) [ZRP], Cert. (Computer Fundamentals) [ZRP]

REGISTRY**Registrar**

Gwatidzo S. MCom. (Strat. Mgt. and Corporate Governance) [MSU], BSc. (Econs) [UZ], PGD (PR) (NUST), Dip. (Personnel Mgt) [IPMZ]



**Personal Assistant to the Registrar**

Madzivire A. BA (Media Studies) [ZOU], ND (Secretarial)

Deputy Registrar – Human Resources and Administration

Musara C. MBA [ESAM], MIR (BUSE), BSc Hons. (Politics and Admin) [UZ], Advanced HR Mgt (Galilee College, Israel), Top Flight Secretarial (B.I.C Academy)

Administrative Assistants, Human Resources

Gonye A. MBA [ZOU], BSc. HRM (GZU), BA (His. and Rel. Studies), GCE [UZ], BSc (HRM) [GZU], Dip. Training [IPMZ]

Mukahiwa F. BSc (HRM) [GZU], ND (Mass Comm-Print Journalism) [Hre Poly]

Nyabvure A. MBA (GZU), BSc Hons. (Human Resources Mgt) [MSU]

Maposa P. BSc Hons. (HRM) [MSU]

Deputy Registrar, Academic Affairs

Chinyemba I. MBA [NUST], BSc (Econs) [UZ]

Director, Examinations

Tavengwa I. BA (Shona and Phil.) [UZ], PGD (ZOU)

Administrative Assistants, Examinations

Moyo T. V. BSc (Rural Resettlement) [GZU]

Mudzoki J. BSc (HR and Psy.) [GZU]

Nyanga T. BEd (Special Needs) [GZU]

Gavaza M. BSc. (Socio) [GZU]

Administrative Assistants, Student Records and Registration

Macheka M. MA (Dvt Studies) [MSU], PGD (Dvt Studies) [MSU], BA (Rel. Studies and Eng.) [GZU]

Katuri R. BCom. Business Mgt. [MSU], Dip. (Education) [UZ]

Director, University Secretariat

Nemaramba D. MA (App. Eng. Linguistics) [MSU], BA Hons. (Eng and Comm) [MSU]

Administrative Assistant, University Secretariat

Dube T. BA Gen [UZ], BA Sp. Hons. (Comm and Media Studies) [ZOU]

Director, Central and Cleaning Services

Berejena E.J. MEd (Socio.) [GZU], BA Gen [UZ], GCE (UZ), Dip. (Training Mgt) [IPMZ]

Administrative Assistant, Central and Cleaning Services

Sibanda R. BEd [UZ]

Ncube S. BA (Ndebele and Geo.) [GZU]



BURSAR'S DEPARTMENT

Bursar

Chinyoka A. MBA [ZOU], B. Tech. Hons (Acc) [UZ], ACCA

Deputy Bursar

Jamela J. MBA (NUST), B. Tech. (Acc) [UZ]

Personal Assistant to the Bursar

Chimbambani P. ND (Secretarial) [Masvingo Poly]

Assistant Bursars

Makamba A. MBA (UZ), MCom (Finance) [GZU], BSc. Hons. (Economics) [UZ]

Muza C. BCom (Acc) [GZU], HND (Acc) [HEXCO]

Administrative Assistants

Magomana N. MCom. (Banking and Fin) [GZU], BCom. (Banking and Fin) [GZU]

Beans H. MCom. (Acc.) [MSU], BCom. Hons. (Acc.) [GZU]

Buyer

Chidya M. (MBA) [ZOU], HND (Purchasing and Supply Mgt) [HEXCO]

Assistant Bursar Stores

Mapurisa F. (MBA) [ZOU], BCom. (Acc) [GZU], BEd [ZOU], CE [UZ]

Administrative Assistants, Planning & Administration

Matewe C. P. BCom. (Acc.) [ZOU]

Mandinyenya R. BCom. Hons. (Econs) [MSU]

Assistant Bursar, Assets

Sitshebo F. E MCom. (Acc.) [MSU], BCom. (Acc.) [GZU], Dip. (Edu.)

Administrative Assistant, Assets

Tagwirei T. BBA (Fin) [Solusi Uni.]

LIBRARY

Librarian

Chikwanha L. MSc. LIS (NUST), B.A (UZ), AUDIS (Natal)

Deputy Librarian

Hogo H. MSc. LIS (NUST), B.A (ZOU), NDLIS, Dip PR (Hre. Poly)

**Assistant Librarians**

O. Mafuta	BSc Hons (LIS) [NUST]
Tendai P.	MSc. LIS (NUST), BSc Hons. (LIS) [NUST]
Ndinde S.	MSc. (LIS) [NUST], BA[UZ], NDLIS [Hre. Poly]





STUDENT AFFAIRS DIVISION

Dean of Students

Mudavanhu S. MEd (Home Economics) [Uni. of Kwazulu Natal], BEd. (Env. Sci. and Env. Edu.) [UZ], Dip. (Edu.) [Masvingo Trs. Col.], Dip. (Training Mgt) [IPMZ]

Deputy Dean

Chikodzi M. I. MEd (Maths) [UZ], BEd (Maths) [UZ], Dip. (Training Mgt) [IPMZ], Dip. (Labour Rel.) [IPMZ], CE (UZ)

Chaplain

Mutumburanzou A. R. (Rev) Doc. of Theo. [Uni of Stellenbosch], Masters of Theo. [Uni. of Stellenbosch], Bachelor of Theo. [University of North West]

HIV & AIDS Director

Mugari S. MPhil. (HIV/AIDS Mgt) [Uni. of Stellenbosch], PGD (HIV/AIDS Mgt) [Uni. of Stellenbosch], BSc. (Counselling) [ZOU], CE (Gweru Trs College)

Counsellors

Kasenya S. MEd. (Psy.) [GZU], BSc. (Counselling) [ZOU]
Taderera E. MEd. (ZOU), BSc. (Counselling) [ZOU], BEd [ZOU]

Zimudzi V. Masters in Pub Health [AU], BSc. (Psy. and Socio) [AU], PGD (Pub Health) [AU], Dip. (Edu) [UZ]

Student Employment and Student Activities Coordinator

Zvobgo C. BSc. Hons. (HRM) [MSU]

Conduct and Discipline Officer

Mapanzure S. BEd. (Prim) [SolusiUni]

Student Welfare Officer

Guzura F. MEd. [ZOU], BEd [ZOU]

Director, City Campuses

Simbo O. BEd (Edu. Admin Planning and Pol. Studies) [UZ]



**Director, Mashava Campus**

Chivasa. T. MSc. Student Affairs Mgt (MSU), BA Gen. (UZ)

Administrative Assistants, Campuses

Mudyahoto B. BEd. (Prim) [GZU]

Sibanda R. BEd (UZ)

Director of Sports

Guvuriro O. BSc. (Physical Edu) [ZOU], PGD (Sports Mgt), Dip. (Edu)

Assistant Director of Sports

Chemhere T. MEd. (Physical Culture) [Uni of Phys. Sci., Cuba], Cert. (Sec Edu/Technical Edu) [Cuba]

Sports Officer

Ngwenya P. S. BSc. (Physical Edu. and Sport) [ZOU]

Sessional Doctor

Makurira P. Bachelor of Medicine and Bachelor of Surgery [Uni. of Rhodesia], MBA [NUST], Masters Degree in Pub Health [UZ]

Higher Nursing Sister

Jonhera M. MEd. (Sociology) [GZU], BSc. (Nursing Admin.) [ZOU], Dip. (Midwifery) [Health Professions Council Zim], Dip. (General Nursing) [Health Professions Council Zim]

Senior Nursing Sister

Tavuyanago Z. MEd (Edu.Psy.) [GZU], BSc. (Nursing Sci.) [ZOU], Dip. (Gen Nursing) [Nurses Council of Zim], Professional Dip. (Family Planning) [Centre for Dvt. Studies], Dip. (Adult and Cont.Edu.)

Nursing Sisters

Mugwamba C. Dip. (Gen. Nursing) [Nurses Council of Zim], PD (Family Planning) [Centre for Dvt. Studies]





Zvaraya Z.

Dip. (Gen. Nursing) [Nurses Council of Zim], Dip. (General Nursing) [Nurses Council of Zim], Cert. (Emergency Medical Training) [MARS]

Accommodation Officer

Neganda S.

MEd. (Socio.) [GZU], BA (Shona and Geo) [GZU]

Assistant Accommodation Officer

Chitando C.

Dip. in Edu. (UZ)

Catering Manager

Mazhara L.

ND (Hotel and Catering) [HEXCO], NC (Hotel and Catering) [HEXCO]

Catering Officer

Njovo, P.

Dip in Hotel and Catering Mgt (Int. Correspondence Sch.)





RESEARCH AND POST GRADUATE STUDIES DEPARTMENT

Director

Gwirayi P. DPhil (Edu.) [Uni. of Fort Hare], MEd. (Socio.) [UZ], BA (Socio. and His) [UNISA], CE [UZ]

Assistant Registrar

Njerere D. BA (Shona and Geo) [UZ]

QUALITY ASSURANCE AND ACADEMIC PLANNING

Director

Chireshe R. DEd. (Psy. of Edu.) [UNISA], MSc (Edu. Psycho) [UZ], BSc Hons. (Psycho) [UZ], Trs. Dip [Ministry of Edu.]

WORK RELATED LEARNING

Director

Mudzingwa K. MEd. (Admin & Policy) [ZOU], BA Gen (His and Rel. Studies) [UZ], GCE (UZ), Dip. (Training Mgt.) [IPMZ]

Administrative Assistant

Semu- Mandivenga T. BA (Shona and Philo) [UZ]



BRIEF HISTORY OF GREAT ZIMBABWE UNIVERSITY

Great Zimbabwe University, then known as Masvingo State University, was established through the recommendations of the Chetsanga Report of August 1995 which proposed the devolution of Teachers and Technical Colleges into degree awarding institutions that would eventually become universities in their own right.

Consequently, the devolution of Masvingo Teachers' College into a University started on 01 June, 1999 when one hundred and twenty (120) students were enrolled for the two year in-service Bachelor of Education Primary degree under the Masvingo Degree Programme which was under the University of Zimbabwe. The programme started with six lecturers, three of whom were in Curriculum Studies while the other three were in Educational Foundations.

In the year 2000, the Masvingo Degree Programme saw its first output of one hundred and eighteen (118) students who had completed the two year Bachelor of Education Primary degree. In this same year, the Masvingo Degree Programme changed its name to Masvingo University College but still under the University of Zimbabwe.

On December 21 2002, Masvingo University College became Masvingo State University established by an Act of Parliament Chapter 25:24 Number 11/2002.

In 2003, the Ministry of Higher and Tertiary Education discontinued the devolution status of Masvingo Teachers' College, leaving Masvingo State University to operate independently of the Teachers' College.

In September 2004, His Excellency the President of the Republic of Zimbabwe and Chancellor of State Universities, Cde R.G. Mugabe highlighted the need for a state institution of higher learning to be named after the Great Zimbabwe Monuments. Thus, in July 2007, Masvingo State University was allocated one thousand (1000) hectares of land near the Great Zimbabwe Monuments for the construction of its campus and was renamed Great Zimbabwe University following the passing of the Masvingo University Amendment Act (2007) in Parliament.

In the year 2012, the founding Vice Chancellor, Professor Obert E. Maravanyika was succeeded by Professor Rungano J. Zvobgo.



GREAT ZIMBABWE UNIVERSITY ACT *(In this Act, the term Faculty is interchangeable with School)*

CHAPTER 25:24

ARRANGEMENT OF SECTIONS

SECTION

1. Short title.
2. Interpretation.
3. Establishment of University.
4. Objects and powers of the University.
5. Membership of University.
6. Prohibition against discrimination in membership of University.
7. Chancellor.
8. Vice-Chancellor.
9. Pro-Vice-Chancellors.
10. Council.
11. Functions of Council.
12. Disqualification for appointment as Council member.
13. Vacation of office by Council members.
14. Chairman and Vice-Chairman of Council.
15. Executive Committee of Council.
16. Senate.
17. Functions of Senate.
18. Academic Board.
19. Registrar.
20. Bursar.
21. Librarian.
22. Convocation.
23. Terms and conditions of service of staff.
24. Appointment and grading of staff.
25. Promotion of staff.
26. Staff Disciplinary Committee.
27. Student Disciplinary Committee.
28. Finance Committee.
29. Accounts of University.
30. Service of process.
31. Statutes.
32. Regulations.
33. Validity of decisions of Council, Senate, Convocation and Boards and Committees.





SCHEDULE

STATUTES OF THE UNIVERSITY

AN ACT to establish the Great Zimbabwe University; and to provide for matters connected therewith or incidental thereto.

1 Short title

This Act may be cited as the Great Zimbabwe University Act (Act 4 of 2007) [*Chapter 25:24*].

2 Interpretation

In this Act—

“**academic staff**” means all persons employed, whether full-time or part-time, by the University as professors, lecturers of any class, tutors or persons engaged in research;

“**administrative staff**” means all persons employed by the University who are categorised in terms of the Statutes as members of the administrative staff;

“**Bursar**” means the person holding office as Bursar of the University in terms of section *twenty*;

“**Chairman of department**” means a person appointed in terms of the Statutes to be chairman of a teaching department or head of an institute or centre controlled by the University;

“**Chairman of the Council**” means the person elected in terms of the Statutes;

“**Chancellor**” means the President in his capacity as Chancellor of the University in terms of section *seven*;

“**Council**” means the University Council established in terms of section *ten*;

“**Dean of faculty**” means a person elected by the faculty board in terms of the Statutes;

“**Faculty**” means a faculty of the University established in terms of the Statutes;

“**Institute**” means an institute established in terms of the Statutes;

“**Librarian**” means the person holding office as Librarian of the University in terms of section *twenty-one*;

“**Library staff**” means all persons employed by the University who are categorized in terms of Statutes as members of the Library Staff;

“**Minister**” means the Minister of Higher Education and Technology or any other Minister to whom the President may from time to time assign the administration of this Act;

“**Non-academic staff**” means all persons employed by the University who are not members of the academic staff;

“**Ordinance**” means an ordinance made by the Council under Statute 23;

“**Pro-Vice-Chancellor**” means a person holding office as Pro-Vice-Chancellor in terms of section *nine*;

“**Registrar**” means the person holding office as Registrar of the University in terms of section *nineteen*;

“**Regulations**” means regulations made by the Senate under section *thirty-two*;

“**Senate**” means the Senate established in terms of section *sixteen*;



“**Senior administrative staff**” means the Registrar, the Bursar and such other members of staff as the Council may from time to time determine;

“**Statutes**” means the Statutes of the University set out in the Schedule as amended from time to time or replaced in terms of section *thirty-one*;

“**Students' Executive Council**” means any association of students recognized by the Council as the Students' Executive Council;

“**Technical staff**” means all persons employed by the University who are categorized in terms of the Statutes as members of the technical staff;

“**University**” means the Great Zimbabwe University constituted in terms of this Act;

“**Vice-Chancellor**” means the person holding the office of Vice-Chancellor in terms of section *eight*;

3 Establishment of University

- (1) There is hereby constituted a university to be known as the Great Zimbabwe State University.
- (2) The University shall be a body corporate with perpetual succession and shall be capable of suing and being sued in its corporate name and, subject to this Act, performing all acts that bodies corporate may by law perform.

4 Objects and powers of the University

- (1) The objects of the University are—
 - (a) the advancement of knowledge through teaching, research and learning; and
 - (b) the nurturing of the intellectual, aesthetic, social and moral growth of the students.
- (2) For the achievement of its objects, the University shall, subject to this Act, have the following powers—
 - (a) to provide for research and courses of instruction whether on a full-time or part-time basis, by correspondence or extra-murally, and to take such other steps as may appear necessary and desirable for the advancement and dissemination of knowledge;
 - (b) to hold examinations and to confer degrees, including honorary degrees, diplomas, certificates and other awards, upon persons who have followed courses of study approved by the Senate and additionally, or alternatively, have satisfied such other requirements as may be determined by the Senate;
 - (c) to provide courses not leading to degrees, diplomas or certificates, including training for persons wishing to enter the University;
 - (d) to provide opportunities for staff and students, and such other persons as the University may approve, to engage in productive activity in the fields of education and any other fields in which the University may from time to time be engaged;
 - (e) to promote research with particular reference to the educational needs of Zimbabwe;
 - (f) to institute professorships, lectureships, research fellowships, staff development fellowships and other posts and offices and to make appointments thereto;
 - (g) to institute and award fellowships, scholarships, bursaries, prize medals, exhibitions and other distinctions, awards and forms of assistance consistent with its objects;

- (h) to erect, equip and maintain laboratories, offices, halls of residence, lecture halls, libraries, museums and other buildings and structures required for the promotion of its projects;
- (i) to regulate and provide for the residence of its students and members of staff;
- (j) to provide and maintain sports fields and other recreational facilities for its students and members of staff;
- (k) to demand and receive such fees as may from time to time be prescribed by or in terms of the Statutes;
- (l) to enter into such contracts and to establish such trusts and to appoint such staff as the University may require;
- (m) to establish pension, superannuation or provident or other credit fund schemes for the benefit of its staff or any section thereof, and to enter into arrangements with the Government or any organization or person for the operation of such schemes;
- (n) to acquire any property, movable or immovable, and to take, accept and hold any property which may become vested in it by way of purchase, exchange, grant donation, lease, testamentary disposition or otherwise;
- (o) to sell, mortgage, let on hire, exchange, donate or otherwise dispose of any property held by it;
- (p) to invest in the money market, business concerns, land or securities such funds as may be vested in it for the purpose of endowment, whether for general or specific purposes, or such other funds as may not be immediately required for current expenditure;
- (q) to borrow money for any purpose deemed fit by the Council;
- (r) to lend money in the form of short-term loans to its staff on terms and conditions approved by the Council;
- (s) to do all such acts and things, whether or not incidental to the powers specified in this subsection, and whether inside or outside Zimbabwe, as may be requisite in order to further its overall objects or any of them.

5 Membership of University

The University shall consist of—

- (a) a Chancellor; and
- (b) a Vice-Chancellor; and
- (c) one or more Pro-Vice-Chancellors; and
- (d) members of the Council; and
- (e) members of the Senate; and
- (f) academic staff, administrative staff and non-academic staff; and
- (g) registered students, both full-time and part-time; and
- (h) the Convocation.

6 Prohibition against discrimination in membership of University

- (1) No test of religious or political belief, race, ethnic origin, nationality or gender shall be imposed upon or required of any person in order to entitle him to be admitted as a member of staff or student of the University or to hold any office therein or privilege thereof.
- (2) Nothing in subsection (1) shall be construed as preventing the University from giving preference to citizens or residents of Zimbabwe when making appointments or promotions or when admitting students.

7 Chancellor

- (1) The President of the Republic of Zimbabwe or his nominee shall be Chancellor of the University.
- (2) The Chancellor shall be the head of the University.
- (3) The Chancellor shall have the right—
 - (a) to preside over any assembly or meeting held by or under the authority of the University; and
 - (b) upon the recommendation of the Council and the Senate, to confer degrees, diplomas, certificates and other awards and distinctions of the University and to withdraw or restore such awards.

8 Vice-Chancellor

- (1) The Vice-Chancellor shall be appointed by the Chancellor after consultation with the Minister and the Council, and shall hold office for such period as is provided in his contract of employment.
- (2) Subject to the general control of the Council, the Vice-Chancellor shall be the chief academic, administrative and disciplinary officer of the University, with general responsibility for maintaining and promoting the efficiency, effectiveness and good order of the University.
- (3) Subject to subsections (4) and (5), the Vice-Chancellor may—
 - (a) suspend from duty any member of staff of the University;
 - (b) subject to section *six*, prohibit the admission of a student or any person to the University;
 - (c) prohibit, indefinitely or for such period as he may specify, any student or group of students from attending any class or classes;
 - (d) prohibit any student or group of students or person or group of persons from entering or remaining on such part or parts of the University campus as he may specify;
 - (e) expel or suspend, indefinitely or for such period as he may specify, any student or group of students;
 - (f) dissolve or suspend, indefinitely or for such a period as he may specify, the Students' Union or any of its committees or organs;
 - (g) prohibit or suspend, indefinitely or for such period as he may specify, any activity or function of the Students' Executive Council or any of its committees or organs;
 - (h) impose any other penalty or give any other order in respect of—
 - (i) a member of staff, which is recommended by the Staff Disciplinary Committee in terms of subsection (7) of section *twenty-six*;
 - (ii) a student, which is recommended by the Student Disciplinary Committee in terms of subsection (6) of section *twenty-seven*.

- (4) The Vice-Chancellor shall not expel a student for misconduct unless the Student Disciplinary Committee in terms of section *twenty-seven* has found the student guilty of misconduct.
- (5) Any action taken by the Vice Chancellor in terms of subsection (3) shall be subject to ratification by the Council.

9 Pro-Vice Chancellors

- (1) One or more Pro-Vice-Chancellors may be appointed by the Council with the approval of the Minister and in accordance with the Statutes.
- (2) A Pro-Vice-Chancellor shall assist the Vice-Chancellor in the performance of his functions and, in addition, shall have such functions as may be specified in the Statutes.
- (3) The Vice-Chancellor may delegate to a Pro-Vice Chancellor, either absolutely or subject to conditions, any of his functions in terms of this Act, and may at any time amend or withdraw any such delegation:
Provided that the delegation of a function in terms of this subsection shall not prevent the Vice-Chancellor from himself exercising that function.

10 Council

- (1) Subject to this Act and any general directions as to policy given by the Minister, the government and executive authority of the University shall be vested in the Council which shall consist of—
 - (a) the Chancellor, the Vice-Chancellor and the Pro-Vice Chancellors, who shall be *ex officio* members; and
 - (b) sixteen persons appointed by the Minister; and
 - (c) nine persons who are members of the academic and technical staff and who are appointed by the Senate, from amongst their number; and
 - (d) the President of the Students' Executive Council, who shall be an *ex officio* member; and
 - (e) one person who is a distinguished academic appointed by the Council on the recommendation of the Senate; and
 - (f) one woman appointed by the Minister in consultation with interested women's organisations to represent women's interests; and
 - (g) one person approved by the Vice-Chancellor and elected by the non-Senate members of the academic staff from amongst their number; and
 - (h) one person approved by the Vice-Chancellor and elected by the administrative staff from amongst their number; and
 - (i) one person approved by the Vice-Chancellor and elected by the workers' committee of the University; and
 - (j) one person appointed by the Minister to represent the interests of workers in this country, in consultation with the relevant Minister to whom the administration of the

Labour Relations Act [*Chapter 28:01*] has been assigned; and

- (k) one person appointed by the Minister from a list of names submitted by such organizations representing teachers and additionally, or alternatively, lecturers, as the Minister recognizes for the purposes of this paragraph; and
 - (l) one person appointed by the Minister from a list of names submitted by the Zimbabwe National Chamber of Commerce or, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for commerce, recognizes as its successor for the purposes of this paragraph; and
 - (m) one person appointed by the Minister from a list of names submitted by the Confederation of Zimbabwe Industries or, if that organization ceases to exist, by such organization as the Minister, after consultation with the Minister responsible for industry, recognizes as its successor for the purposes of this paragraph; and
 - (n) one person appointed by the Minister from a list of names submitted by the Council of the Zimbabwe Institution of Engineers established in terms of the Zimbabwe Institution of Engineers (Private) Act [*Chapter 27:16*] or if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for public construction, recognizes as its successor for the purposes of this paragraph; and
 - (o) one person appointed by the Minister from a list of names submitted by the Chamber of Mines of Zimbabwe incorporated in terms of the Chamber of Mines of Zimbabwe Incorporation (Private) Act [*Chapter 21:02*] or, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for mines, recognizes as its successor for the purposes of this paragraph; and
 - (p) one person appointed by the Minister from a list of names submitted by such farmers' unions as the Minister, after consultation with the Minister responsible for agriculture, recognizes for the purposes of this paragraph; and
 - (q) one person appointed by the Minister from a list of names submitted by such organization representing youths or the interests of youths as the Minister recognizes for the purposes of this paragraph; and
 - (r) the Secretary of the Ministry for which the Minister is responsible; and
 - (s) the chairman of the National Council for Higher Education established in terms of the National Council for Higher Education Act [*Chapter 25:08*], who shall be an *ex officio* member; and
 - (t) one person elected by the Convocation.
- (2) If any person, organization or authority fails or declines—
- (a) to appoint or elect any person in terms of paragraph (c), (g), (h), or (i) of subsection (1) within a reasonable time after being called upon to do so, the Council, after consultation with the Minister, may appoint any person to fill the vacancy;
 - (b) to submit a list of names in terms of paragraph (j), (k), (l), (m), (n), (o), (p) or (q) of

subsection (1) within a reasonable time after being called upon to do so, the Minister may appoint any person to fill the vacancy.

11 Functions of Council

- (1) Subject to this Act and the Statutes, the Council shall—
 - (a) with the approval of the Minister, appoint the Pro-Vice-Chancellors and the Registrar;
 - (b) appoint the Bursar, the Librarian, academic staff, the administrative staff and other employees of the University: Provided that the Council may delegate its duties under this paragraph to such committee as may be prescribed in the Statutes.
 - (c) on the recommendation of the Senate, institute professorships and other academic offices, and abolish or hold in abeyance any such offices;
 - (d) receive and, if the Council considers it proper to do so, give effect to reports and recommendations from the Senate on those matters upon which Senate is authorized or required by this Act or the Statutes to make reports and recommendations;
 - (e) cause to be prepared annually a statement of the income and expenditure of the University during the previous academic year, and of the assets and liabilities of the University on the last day of such year;
 - (f) submit statements of income and expenditure referred to in paragraph (e) to audit by an auditor appointed by the Council, and shall publish such statements and the auditor's reports thereon;
 - (g) cause to be prepared annually estimates of income and expenditure for the following financial year;
 - (h) cause to be prepared and made available to the public a report on the activities of the University during each year;
 - (i) cause to be prepared any proposed amendments, repeal or replacements of the Statutes and/or Act.
- (2) Without limitation on any other powers conferred on Council by this Act, the Council shall have the following powers—
 - (a) to receive recommendations from the Senate for conferment, withdrawal or restoration of degrees, including honorary degrees, and diplomas, certificates and other awards and distinctions of the University and, if approved, to submit them to the Chancellor;
 - (b) to administer the property of the University and to control its affairs and functions;
 - (c) to exercise on behalf of the University such of the powers set out in subsection (2) of section *four* as are not exercisable in terms of this Act by any other authority;
 - (d) to do such other acts as it considers to be necessary for the proper administration of the University and the achievement of its objects.

12 Disqualification for appointment as Council member

The Minister shall not appoint a person as a member of the Council and no person shall be qualified to hold office as a member of Council who—

- (a) is not a citizen of Zimbabwe or permanently resident in Zimbabwe; or
- (b) has, in terms of any law in force in any country—
 - (i) been adjudged or otherwise declared insolvent or bankrupt and has not been rehabilitated or discharged; or
 - (ii) made an assignment to, or arrangement or composition with, his creditors which has not been rescinded or set aside; or
- (c) has, within the period of five years immediately preceding the date of his proposed appointment, been sentenced to a term of imprisonment of or exceeding six months, whether or not any portion has been suspended, imposed without the option of a fine in any country, and has not received a free pardon; or
- (d) is a Member of Parliament of Zimbabwe; or
- (e) is of unsound mind.

13 Vacation of office by Council members

A member shall vacate office and his office shall become vacant—

- (a) after giving the Minister such period of notice of his intention to resign as may be fixed in his conditions of appointment or, if no such period has been fixed, after the expiry of one month or after the expiry of such other period of notice as he and the Minister may agree; or
- (b) on the date he begins to serve a sentence of imprisonment, the term of which is not less than six months, whether or not any portion has been suspended, imposed without the option of a fine in any country; or
- (c) if he becomes disqualified in terms of paragraph (a) or (b) of section *twelve* to hold office as member; or
- (d) if he is absent without the permission of the Council from three consecutive meetings of the Council.

14 Chairman and Vice Chairman of Council

- (1) The Council shall elect a chairman from amongst its members to hold office for such period and subject to such terms and conditions as are prescribed in the Statutes.
- (2) At all meetings of Council at which the Chancellor is not present, the chairman of Council or, in his absence the vice-chairman shall preside.
- (3) If at any meeting of the council the Chancellor and the Chairman and the Vice-Chairman of the Council are all absent, the members of the Council who are present shall elect a person from amongst their number to preside at the meeting.

15 Executive Committee of Council

- (1) There shall be a principal committee of the Council to be known as the Executive Committee.
- (2) The Executive Committee shall consist of—
 - (a) the chairman and vice-chairman of the Council; and
 - (b) the Vice-Chancellor and every Pro-Vice-Chancellor; and

- (c) ten members of the Council, of whom—
 - (i) four shall be appointed by the Minister; and
 - (ii) three shall be appointed by the Senate; and
 - (iii) three shall be appointed by the Council.
- (3) The chairman and vice-chairman of the Council shall be the chairman and vice-chairman respectively of the Executive Committee.
- (4) The Executive Committee shall exercise such of the functions of the Council as the Council may delegate to it.
- (5) Any delegation of functions by the Council in terms of subsection (4) may be made absolutely or subject to conditions and may be amended or withdrawn at any time.
- (6) A delegation of any function by the Council in terms of subsection (4) shall not prevent the council from itself exercising that function.

16 Senate

- (1) Subject to this Act, the academic authority of the University shall be vested in the Senate, which shall consist of—
 - (a) the Vice-Chancellor, who shall be the chairman, the Pro-Vice Chancellors, the deans, professors, the chairmen of departments and the Librarian who shall be *ex officio* members; and
 - (b) one member of the permanent academic staff from each faculty elected annually by such staff; and
 - (c) six students elected annually by the Students' Executive Council: Provided that such students shall not be entitled to attend deliberations of the Senate on matters which are considered by the chairman of the Senate to be confidential.
- (2) If the full-time academic staff or the Students' Executive Council fails or declines to elect a person in terms of paragraph (b) or (c) of subsection (1) the Council may appoint a suitably qualified person to fill the vacancy.

17 Functions of Senate

The Senate shall have the following functions—

- (a) to promote the advancement of knowledge through research;
- (b) to formulate and carry out the academic policy of the University;
- (c) to regulate the programmes, subjects and courses of study and the examinations held by the University;
- (d) to regulate the admission of students to the University;
- (e) to recommend to the Chancellor, through the Council, the conferment of degrees, including honorary degrees, diplomas, certificates and other awards and distinctions of the University and withdrawal and restoration of such awards;
- (f) to fix, subject to consultation with any sponsors and subject to the approval of the Council, the times, modes and conditions of competitions for fellowships, scholarships and prizes;
- (g) to appoint examiners for examinations conducted by the University;

- (h) to cause to be prepared estimates of expenditure required to carry out the academic work of the University and to submit them to the Council;
- (i) subject to the approval and direction of the Council, to formulate, modify and revise the organization of faculties, departments, institutes, centres and units;
- (j) to recommend to the Council the institution, abolition or holding in abeyance of professional chairs and other academic offices;
- (k) without derogation from the powers of the Council, to propose changes to the Statutes;
- (l) to make any regulations it is authorized to make by or in terms of this Act;
- (m) to appoint committees, which may include persons who are not members of the Senate, to exercise any of the functions of the Senate, other than the power to make regulations;
- (n) to make reports on its activities to the Council and to report on any matter referred to it by Council;
- (o) to do such other acts as the Council may authorize or direct it to do.

18 Academic Board

- (1) There shall be a principal committee of Senate to be known as the Academic Board.
- (2) The Academic Board shall consist of—
 - (a) the Vice-Chancellor, who shall be chairman; and
 - (b) every Pro-Vice-Chancellor; and
 - (c) four full professors of the University, elected annually by the Senate; and
 - (d) all the deans of faculties; and
 - (e) the Librarian; and
 - (f) two members of the Senate, elected annually by the persons referred to in paragraphs (a) and (b) of subsection (1) of section *sixteen*.
- (3) The Academic Board shall exercise such of the functions of the Senate as the Senate, with the approval of the Council, may delegate to it.
- (4) Any delegation of functions by the Senate in terms of sub-section (3) may be made absolutely or subject to conditions and may be amended or withdrawn at any time.
- (5) A delegation of any function by the Senate in terms of sub-section (3) shall not prevent the Senate from itself exercising that function.

19 Registrar

- (1) There shall be a Registrar of the University who shall be appointed by the Council, with the approval of the Minister in the manner provided in the Statutes.
- (2) Subject to the directions of the Council, the Registrar shall be responsible for the general administration of the University, and shall perform such other functions as may be specified in the Statutes.

- (3) The Registrar, or a member of his staff whom he may authorize to act for him, shall be secretary of the Council, the Senate and their principal committees.

20 Bursar

- (1) There shall be a Bursar of the University who shall be appointed by the Council in the manner provided in the Statutes.
- (2) Subject to the directions of the Council, the Bursar shall act as the accountant of the University and shall be responsible for the safe-guarding of its funds and, in accordance with the general directions of the Vice-Chancellor, for authorizing its investment and expenditure.
- (3) The Bursar shall perform such additional functions as may be specified in the Statutes.

21 Librarian

- (1) There shall be a Librarian of the University who shall be appointed by the Council in the manner provided in the Statutes.
- (2) Subject to the directions of the Senate and the Vice-Chancellor, the Librarian shall be responsible for administration and safe-guarding of the libraries of the University.

22 Convocation

- (1) The Convocation of the University shall consist of all persons whose names appear on the Convocation Roll maintained by the Registrar.
- (2) The Vice-Chancellor and all Pro-Vice-Chancellors, professors, deans, lecturers, chairmen of departments, the Registrar, the Librarian and the Bursar shall be *ex officio* members of the Convocation.
- (3) All graduates of the University who signify in writing addressed to the Registrar that they desire to be members of the Convocation and who inform the Registrar of their address shall be entitled to have their names entered on the Convocation Roll.
- (4) Subject to paragraph (a) of subsection (3) of section *seven*, the Vice-Chancellor or such other person as he may appoint shall be chairman of meetings of the Convocation.
- (5) Meetings of the Convocation shall be held at such time and places as the Council may direct.
- (6) The Convocation may deal with any matter relating to the University, that the Council, in accordance with the Statutes, may refer to the Convocation.

23 Terms and conditions of service of staff

The terms and conditions of service for each category of staff employed by the University, including the Vice-Chancellor and every Pro-Vice-Chancellor, shall be determined by the Council in terms of this Act, and, subject to the Labour Relations Act [*Chapter 28:01*], such terms and conditions shall provide that—

- (a) any person so employed shall be entitled to resign from his employment on giving such notice in writing to the registrar as may be fixed in such terms and conditions;
- (b) any person so employed shall, subject to any exception that may be provided for in special cases, retire from his office at such time or in such circumstances as may be fixed in such terms

and conditions;

- (c) no summary termination of the employment of any person so employed shall take place except for good cause and, in the event of any such termination, the person concerned shall have a right of appeal to the Council, whose decision shall be final.

24 Appointment and grading of staff

- (1) Every appointment to the academic staff shall be made by an Academic Appointments Board consisting of—
 - (a) the Vice-Chancellor or his nominee, who shall be chairman; and
 - (b) two members appointed by the Council from amongst those of its members who are not members of staff of the University; and
 - (c) the chairman of the department to which the appointment is made; and
 - (d) one other member, approved by the Vice-Chancellor, of the department to which the appointment is made; and
 - (e) the dean of the faculty to which the appointment is made; and
 - (f) the Chairman of a department approved by the Council as being related to the department referred to in paragraph (c).
- (2) Subject to this Act and the Statutes, the Council shall appoint boards of selection for the purpose of appointing members of staff other than the Vice-Chancellor, Pro-Vice-Chancellors, the Registrar, the Bursar, the Librarian and academic staff.
- (3) The Council shall appoint a grading committee for the purpose of determining all matters relating to the grades of and points of entry upon salary scales, by members of staff of the University.

25 Promotion of staff

- (1) Every promotion of a person to a post or grade within the academic staff shall be effected by an Academic Staff Promotions Committee consisting of—
 - (a) the Vice-Chancellor or his nominee, who shall be chairman; and
 - (b) every Pro-Vice-Chancellor; and
 - (c) four members of the Council who are not members of staff of the University, appointed by the Council; and
 - (d) all deans of faculties; and
 - (e) at least three professors of the University appointed by the Senate once every three years.
- (2) Every promotion of a person to a post or grade within the non-academic staff shall be effected by a Non-Academic Staff Promotions Committee appointed by the Council consisting of—
 - (a) a Pro-Vice-Chancellor, who shall be chairman; and
 - (b) the Registrar; and
 - (c) the Bursar; and
 - (d) the Librarian; and
 - (e) two members of the Council who are not members of staff of the University; and
 - (f) one representative of each category of the non-academic staff prescribed in the Statutes; and

- (g) one representative of each faculty or institute where the person to be promoted works.

26 Staff Disciplinary Committee

- (1) There shall be a Staff Disciplinary Committee which shall consist of the following members appointed by the Vice-Chancellor—
 - (a) a Pro-Vice-Chancellor, who shall be chairman; and
 - (b) a senior member of the academic or administrative staff; and
 - (c) a member of the academic, technical or administrative staff of similar status to the person charged;
 - (d) a registered legal practitioner of at least five years' standing who does not hold any post at the University, and who is nominated annually by the Council.
- (2) One member referred to in paragraph (b) or (c) of subsection (1) shall belong to the same department or faculty as that to which the person charged belongs.
- (3) Three members of the Staff Disciplinary Committee shall form a quorum.
- (4) All matters to be decided at any meeting of Staff Disciplinary Committee shall be decided by a simple majority and, in the event of an equality of votes, the Chairman or person presiding shall have a casting vote in addition to his deliberative vote.
- (5) The functions of the Staff Disciplinary Committee shall be to investigate any breach of a Statute, regulation or ordinance or other misconduct on the part of any member of staff of the University and subject to subsection (6), to recommend to the Vice-Chancellor the punishment to be imposed on, or order to be made in respect of, the member if it finds him guilty of such misconduct.
- (6) A person charged with misconduct referred to in subsection (4) shall have a right of audience before the Staff Disciplinary Committee.
- (7) Where the Staff Disciplinary Committee has found a person guilty of misconduct referred to in subsection
- (8) the Committee shall recommend to the Vice-Chancellor any one or more of the following—
 - (a) that the person's employment be terminated;
 - (b) that the person pay a fine to the University not exceeding one thousand dollars;
 - (c) that the person be demoted;
 - (d) that the person be censured or reprimanded;
 - (e) such other penalty or order as may be provided for by or in terms of the Statutes.

27 Student Disciplinary Committee

- (1) There shall be a Student Disciplinary Committee which shall consist of the following members appointed by the Vice-Chancellor—
 - (a) the Senior Proctor, who shall be chairman; and
 - (b) four members of the academic staff appointed by Senate one of whom should be from the department or faculty in which the student being charged is registered; and

- (c) one student nominated by the Students' Executive Council;
 - (d) a registered legal practitioner of at least five years' standing who does not hold any post at the University, and who is nominated annually by the Council.
- (2) Five members of the Student Disciplinary Committee shall form a quorum.
 - (3) All matters to be decided at any meeting of the Student Disciplinary Committee shall be decided by a simple majority and, in the event of an equality of votes, the chairman or person presiding shall have a casting vote in addition to his deliberative vote.
 - (4) The functions of the Student Disciplinary Committee shall be to investigate any breach of a Statute, regulation or ordinance or other misconduct on the part of any student and, subject to subsection (6), to recommend to the Vice-Chancellor the punishment to be imposed on the student if it finds him guilty of such misconduct.
 - (5) A student charged with misconduct referred to in subsection (4) shall have a right of audience before the Student Disciplinary Committee.
 - (6) Where the Student Disciplinary Committee has found a student guilty of misconduct referred to in subsection (4), the Committee shall recommend to the Vice-Chancellor the imposition upon the student of any one or more of the following punishments—
 - (a) expulsion or suspension from the University;
 - (b) the withdrawal of any academic or University privilege, benefit, right or facility other than to follow courses of instruction and present himself for examination;
 - (c) the imposition of a fine not exceeding five hundred dollars, which fine may be deducted from any allowances payable to the student and shall be paid to the University;
 - (d) a censure or reprimand;
 - (e) such other penalty as may be provided for by or in terms of Statutes.

28 Finance Committee

- (1) Subject to this Act, there shall be a Finance Committee of the Council consisting of—
 - (a) the chairman of Council, who shall be chairman, and
 - (b) the Vice-Chancellor; and
 - (c) every Pro-Vice-Chancellor; and
 - (d) three persons appointed by the Council from among its members who are not members of the University staff; and
 - (e) two persons appointed by the Senate from among its members; and
 - (f) the Bursar, who shall be the secretary of the Finance Committee; and
 - (g) the Registrar; and
 - (h) a representative of the Deans of Faculties appointed by the Council.
- (2) The functions of the Finance Committee shall be as provided in the Statutes.

29 Accounts of University

- (1) The Council shall ensure that proper accounts and other records relating to such accounts are kept in respect of all the University's activities, funds and property, including such particular accounts and records as the Minister may direct.

- (2) As soon as possible after the end of each financial year, the Council shall prepare and submit to the Minister a statement of accounts in respect of that financial year or in respect of such other period as the Minister may direct.

30 Service of process

Any writ or other process, notice or document may be served on the University, Council or Senate by serving the same on the Registrar.

31 Statutes

- (1) Subject to this Act, the University shall be administered in accordance with the Statutes.
- (2) With the approval of the Minister, the Council may, by statutory instrument, amend, repeal or replace the Statutes set out in the schedule in order to prescribe all matters which, in terms of this Act, are required or permitted to be prescribed in Statutes or which, in the opinion of the Council, are necessary or convenient to be so prescribed for carrying out or giving effect to this Act or for the proper administration of the University.
- (2) Subject to this Act, Statutes made in terms of subsection (2) may provide for—
- (a) the appointment, conditions of service and functions of the Vice-Chancellor, the Pro-Vice-Chancellors, the Registrar, the Bursar, the Librarian, and all members of staff and the categorization of such members of staff;
 - (b) the functions of the Pro-Vice-Chancellors;
 - (c) the election or appointment of persons to the Council and the Senate and to committees of the Council and the Senate;
 - (d) the terms of office of members of the Council and its committees, other than *ex officio* members thereof;
 - (d) the terms of office and conditions of service of the chairman and vice-chairman of the Council;
 - (f) the convening of meetings of the Council, the Senate and the Convocation and of committees of the Council and the Senate, the quorum at such meetings and the procedure to be adopted thereat;
 - (g) the terms of office of members of the Academic Appointments Board and the Academic Staff Promotions Committee, Boards of Selection, the Grading Committee, the Non-Academic Staff Promotions Committee, the quorum at such meetings and the procedure to be adopted thereat;
 - (h) the functions of the Academic Appointments Board, Boards of Selection, the Grading Committee, the Academic Staff Promotions Committee, the Non-Academic Staff Promotions Committee and the Finance Committee.
 - (j) the persons who may enter into contracts and sign documents on behalf of the University, and the procedure to be followed in relation to transactions entered into by or on behalf of the University;

- (k) the establishment and organisation of faculties, departments, centres and institutes;
- (l) the functions of deans of faculties, chairmen of departments and heads of centres and institutes;
- (l) the holding of congregations of the University for the purpose of conferring degrees, diplomas, certificates and other honours and awards;
- (m) the seal of the University and its use and custody;
- (n) the academic year of the University;
- (o) the discipline of members of staff and students and the procedures to be adopted in respect thereof;
- (p) fees and charges to be paid for anything done by any person in terms of this Act;
- (q) empowering any person specified in the statutes to make ordinances or rules in respect of any matter referred to in paragraph (a) to (p).

32 Regulations

- (1) Subject to this Act and the Statutes and with the approval of the Council, the Senate may make regulations prescribing any matter which, in the opinion of the Senate, is appropriate to be prescribed for the better carrying out of the Senate's functions.
- (2) Regulations may provide for—
 - (a) teaching within the University, whether generally or in relation to specific subjects;
 - (b) progress reports to be submitted by members of the academic staff;
 - (c) schemes of study and research and the conditions subject to which such schemes may be embarked upon or continued;
 - (d) the use of libraries of the University;
 - (e) the conduct and supervision of examinations;
 - (f) the award of degrees, diplomas, certificates and other academic honours and awards, other than honorary degrees, honours or awards.
- (3) The Senate may at any time amend or repeal any regulations.
- (4) Regulations need not be published in the *Gazette*, but the Senate shall publish them in such manner as the Senate considers will best make them known to the persons to whom they apply.

33 Validity of Decisions of Council, Senate, Convocation and Boards and Committees

No decision or act of the Council, Senate, Convocation or any board or committee established by or in terms of this Act shall be invalid solely on the ground that—

- (a) the Council, Senate, Convocation, board or committee, as the case may be, consisted of fewer than the number of members for which provision is made by or in terms of this Act; or
- (b) a disqualified person acted as a member of the Council, Senate, Convocation, board or committee, as the case may be; if the duly qualified members who took the decision or authorised the act constituted a quorum of the membership of the Council, Senate, Convocation, board or committee, as the case may be.



SCHEDULE (Sections 2 and 31)

STATUTES OF THE UNIVERSITY

ARRANGEMENT OF STATUTES

SECTION

1. Appointment of Pro-Vice-Chancellors.
2. Length of appointment of members of Council.
3. Casual vacancies in Council.
4. Meetings and quorum of Council.
5. Resolutions by circulation among members of Council.
6. Meetings and quorum of Senate.
7. Convocation.
8. Faculties or institutes.
9. Deans or directors.
10. Functions of deans or directors.
11. Evaluation of performance of deans or directors.
12. Termination of appointment of deans or directors.
13. Composition of faculty boards.
14. Functions of faculty boards.
15. Meetings of faculty boards.
16. Teaching departments.
17. Institutes and Centres.
18. Appointment of Registrar, Bursar and Librarian.
19. Procedure generally.
20. Financial procedures.
21. Auditors.
22. University seal.
23. Ordinances.
24. Arrangements with other Universities, affiliated bodies, etc.

1 Appointment of Pro-Vice Chancellors

- (1) For the purpose of considering appointments to the office of Pro-Vice Chancellor, there shall be a joint committee of the Council and the Senate consisting of—
 - (a) the chairman of the Council, who shall be chairman of the joint committee; and
 - (b) the Vice-Chairman of the Council; and
 - (c) the Vice-Chancellor; and
 - (d) two persons appointed by the Council from among its members who are not members of the Senate; and
 - (e) three persons appointed by the Senate from among its members.
- (2) The joint committee constituted by this Statute shall consider each applicant for appointment to a vacancy in the office of Pro-Vice-Chancellor and shall make recommendations thereon to the Council, and the Council, after considering the joint committee's recommendation, shall make the appointment concerned with the approval of the Minister.



- (3) A Pro-Vice-Chancellor shall hold office for three years from the date of his appointment and, subject to subsection (2) and the approval of the Minister, shall be eligible for re-appointment.

2 Length of appointment of members of Council

- (1) Members of the Council, other than *ex officio* members, shall hold office for three years, and shall be eligible for re-appointment or re-election, as the case may be:

Provided that—

- (a) of the first sixteen members appointed by the Minister, five shall be appointed for a period ending one year after the date of commencement of the Act and a further five shall be appointed for a period ending two years after the date of commencement of the Act.
- (b) of the first nine members appointed by the Senate, three shall be appointed for a period ending one year after the date of commencement of the Act and a further three shall be appointed for a period ending two years after the date of commencement of the Act.
- (2) Any member of Council, other than an *ex officio* member, may resign his membership at any time by notice in writing addressed to the Registrar.

3 Casual vacancies in Council

Any casual vacancy occurring among the appointed or elected members of the Council shall be filled as soon as possible by the person or body which appointed or elected the member whose place has become vacant, and the person so appointed or elected shall hold office for the remainder of the period for which the person whose place he fills was appointed or elected

4 Meetings and quorum of Council

- (1) The Council shall meet at least three times a year.
- (2) The quorum of the Council shall be one-half of the members holding office at the time of the meeting.

5 Resolutions by circulation among members of Council

A resolution proposed by the Executive Committee of the Council, other than for the purpose of making a Statute, which is on its authority circulated by the Registrar to all members of the Council and which receives the written agreement of not less than two thirds of such members shall, upon receipt of such agreement by the Registrar, have the same force and effect as a resolution passed at a meeting of the Council.

6 Meetings and quorum of Senate

- (1) The Senate shall meet at least three times a year.
- (2) The quorum of the Senate shall be one-half of the members holding office at the time of the meeting.
- (3) The Vice-Chancellor or, in his absence, a Pro-Vice-Chancellor, shall be chairman of the Senate.

7 Convocation

There shall be no quorum for meeting of the Convocation, the proceedings of which shall be regulated by the chairman, subject to any general or special direction of the Council.

8 **Faculties or institutes**

The University shall include such faculties or institutes as may from time to time be established by the Council.

9 **Deans or Directors**

- (1) There shall be a dean of each faculty or director of each institute, who shall be appointed by a selection board appointed by the Council and chaired by the Vice-Chancellor or a Pro-Vice-Chancellor.
- (2) A dean or director shall hold office for four years and, on the expiry of his term of office, shall be eligible for re-appointment.

10 **Functions of deans or directors**

- (1) A dean or director shall be responsible to the Vice-Chancellor for—
 - (a) the character and quality of his faculty's or institute's academic programmes and teaching; and
 - (b) the proper direction, control and management of the staff, property, equipment and finances of his faculty or institute; and
 - (c) contributing to the evolution and maintenance of a conducive environment for learning at the University.
- (2) Without limiting subsection (1), a dean's or director's functions include—
 - (a) the planning and control of his faculty's or institute's budget; and
 - (b) implementing the policies and objectives of the University and his faculty or institute; and
 - (c) developing and maintaining relations with alumni of his faculty or institute and with other organisations and persons, with a view to enriching the academic programmes offered by his faculty; and
 - (d) soliciting funds and other assistance to support programmes and projects of his faculty or institute; and
 - (e) co-operating with other faculties or institutes, agencies and centres to further the programmes and projects of his faculty or institute; and
 - (f) performing such other functions as may be prescribed by the regulations or ordinance.

11 **Evaluation of performance of deans or directors**

The performance of every dean or director shall be evaluated annually by a committee appointed by the Vice-Chancellor and consisting of senior academic staff and administrative staff.

12 **Termination of appointment of deans or directors**

- (1) A dean or director may resign his office by giving the Vice-Chancellor three months' written notice or such longer or shorter notice as he and the Vice-Chancellor may agree.

- (2) Subject to subsection (3), the Vice-Chancellor may suspend or terminate the appointment of a person as dean or director—
 - (a) on the recommendation of a committee referred to in Statute 11; or
 - (b) for other good cause.
- (3) A dean or director whose appointment has been terminated in terms of subsection (2) may appeal to the Council within fourteen days of being notified of the suspension or termination, and on any such appeal the Council may confirm, vary or rescind the suspension or termination, as the case may be, or give such other direction in the matter as it thinks appropriate.

13 Composition of faculty or institute boards

For each faculty or institute there shall be a faculty or institute board which shall consist—

- (a) all the full-time members of the academic staff of the faculty or institute; and
- (b) such persons as may be assigned to the faculty board by the Senate; and
- (c) two students elected annually by the students in the faculty or institute; and
- (d) one member elected annually by and from among the non-academic full-time staff of the faculty or institute.

14 Functions of faculty or institute boards

A faculty or institute board shall have the following functions—

- (a) to regulate, subject to the approval of the Senate and the dean or director of the faculty, the teaching and study of the subjects assigned to the faculty or institute;
- (b) to report through the dean of faculty, to the Senate on any matter specifically relating to the work of the faculty or institute;
- (c) to deal with any matter referred or delegated to it by the Senate;
- (d) to appoint committees, which may include a minority of persons who are not members of the faculty or institute board, to carry out any of the duties or exercise any of the powers of the board.

15 Meetings of faculty or institute boards

- (1) The dean of each faculty or director of each institute shall call regular meetings of the faculty or institute board at which matters relating to the policy of the faculty or institute and appointments shall be discussed and recommendations adopted for submission to the appropriate authorities on appointments.
- (2) The Vice-Chancellor and every Pro-Vice-Chancellor shall be entitled to attend any meeting of a faculty or institute board or any committee thereof.

16 Teaching departments

- (1) The teaching departments and their allocation to faculties shall be prescribed by ordinance.
- (2) A chairman of department shall be appointed by the Vice-Chancellor, on behalf of the Council, from among the full-time members of the academic staff of the department, after consultation with each member of the academic staff in the department and the dean of the

faculty to which the department is allocated.

- (3) A chairman of department shall hold office for a period of three years, or such other period as may be determined by ordinance, and shall be eligible for re-appointment.
- (4) A department may be allocated to two or more faculties.

17 Institutes and Centres

The Council, after consultation with the Senate, may establish institutes or centres of learning within or outside the University and shall appoint the head of any such institute or centre and give directions as to its studies and research and administration.

18 Appointments of Registrar, Bursar and Librarian

- (1) For the purpose of considering appointments to the offices of Registrar, Bursar and Librarian there shall be a joint committee of the Council and Senate consisting of—
 - (a) the chairman of the Council, who shall be the chairman of the joint committee; and
 - (b) the vice-chairman of the Council and
 - (c) the Vice-Chancellor; and
 - (d) every Pro-Vice-Chancellor; and
 - (e) two persons appointed by the Council from amongst its members who are not members of the Senate; and
 - (f) three persons appointed by the Senate from amongst its members.
- (2) The joint committee constituted by this Statute shall consider each applicant to a vacancy in the office of Registrar, Bursar, or Librarian and shall make recommendations, thereon to the Council.

19 Procedure generally

- (1) Except as otherwise specifically provided by the Act or these Statutes, in the absence of the chairman or vice-chairman at a meeting of a board or committee, the members present shall elect from those present, a chairman to preside over that meeting.
- (2) Except as otherwise specifically provided by the Act or these Statutes, the quorum at any meeting of a board or committee shall be as fixed by the person or authority that appointed the board or committee.
- (3) Except as otherwise specifically provided by the Act or these Statutes, each board or committee shall determine and may make rules for the time, place and procedure of its meetings.
- (1) The minutes of a meeting of a board or committee shall be laid on the table at the next following meeting of the body that appointed it.
- (5) At a meeting of board or committee, in the event of an equality of votes on any matter, the person presiding shall have a casting vote in addition to his deliberative vote.

- (6) Subsections (3), (4) and (5) shall apply, *mutatis mutandis*, to the Council and Senate, save that minutes of the Council shall be sent to the Chancellor and the Minister and a report of each meeting of the Senate shall be laid on the table at a meeting of the Council.

20 Financial Procedures

- (1) The Council shall fix the financial year of the University.
- (2) The Finance Committee shall submit to the Council, before the beginning of the financial year, draft estimates of income and expenditure, and such estimates, amended as the Council thinks fit, shall be approved by the Council before the beginning of the financial year.
- (3) The Council may revise the estimates during the course of the financial year and give directions for the manner in which amendments of expenditure estimates may be made, which directions may make provision for delegating the powers of revision so long as such delegation does not extend to altering the total estimated expenditure.
- (4) As soon as practicable after the end of the financial year, a balance sheet and income and expenditure account, with supporting schedules, shall be submitted to the auditors.
- (5) The audited accounts, with any comments thereon made by the auditors, shall be submitted to the Council.

21 Auditors

- (1) Subject to subsections (2) and (3), the Council shall, before the beginning of each financial year, appoint auditors who are registered as public auditors in terms of the Public Accountants Act and Auditors Act [Chapter 27:12]
- (2) No person shall be appointed as an auditor in terms of subsection (1) if he, or any of his partners or employees, holds any other office in the University.
- (3) If no appointment of new auditors is made before the beginning of any financial year, the auditors in office shall continue in office.
- (4) An auditor appointed in terms of subsection (1) shall be entitled at all reasonable times to require any officer, employee or agent of the University—
 - (a) to produce all accounts and other records relating to the financial affairs of the University as may be in the custody of such officer, employee or agent; and
 - (b) to provide such information or explanation as, in the opinion of the auditor, is necessary for the purpose of the audit.

22 University seal

- (1) There shall be a seal of the University, of such design as may be approved by the Council.
- (2) The seal of the University shall be kept in the custody of the Registrar and, subject to the directions of the Council, shall be affixed to—
 - (a) certificates, degrees and diplomas conferred by the University; and
 - (b) any documents attested by the signature of the Vice-Chancellor and the Registrar.

23 Ordinances

- (1) The Council may, with the approval of the Minister, make ordinances providing for any matter referred to in paragraphs (a) to (p) of subsection (3) of section 31 of the Act.
- (2) The Registrar shall publish any ordinance made in terms of subsection (1) in such manner which the Council considers will best make the ordinance known to the persons whom it applies.

24 Arrangements with other universities, affiliated bodies, etc.

- (1) The Council may make arrangements for membership or affiliation with other organisations with similar objectives and interests.
- (2) The Council may make arrangements with any other university whereby students of the University may be registered as students of such other university and so enabled to study for, enter the examinations of and be afforded the degrees of such other university.
- (3) The Council may affiliate to the University other institutions or branches or departments thereof and recognize selected members of the staff thereof as teachers of the University and admit the members thereof to any of the privileges of the University and accept attendance at courses of study in such institutions or branches or departments thereof in place of such part of the attendance at courses of study in the University and upon such terms and conditions and subject to such rules as may from time to time be determined by the Council.

DIVISION OF STUDENT AFFAIRS

Vision

To provide an excellent student-centered campus environment.

Mission

The Student Affairs Division's mission is to provide students with a wide range of support services in order to facilitate their personal and educational growth and development.

Values

The values that guide the Division of Student Affairs are:

- (a) Belief that education is holistic and includes academic, social, emotional and cultural dimensions.
- (b) Commitment to acknowledging, valuing and celebrating a diverse multicultural student population.
- (c) Commitment to intentional and directed responsibility.
- (d) Removal of barriers to students' academic and personal achievements.
- (e) Enhancement of decision-making skills.
- (f) Development of ethical values.
- (g) Commitment to collaborate with a broad array of campus units and creating support for shared values.

Principles that Guide the Student Affairs Division

The principles that guide the Division are:

- (a) Engaging students in active learning. Active learning invites students to bring their own and others' perspectives as they expand their view points and apply new understanding to their own lives.
- (b) Helping students develop coherent values and ethical standards; that is, the provision of opportunities for students, staff and educators to demonstrate the values that define a learning community, a community committed to justice, honesty, equality, civility, freedom, dignity and responsible citizenship.
- (c) Setting and communicating high expectations for student learning. This is enhanced by appropriate students' capabilities and aspirations, and consistent with the institution's mission, vision and values.
- (d) Using systematic inquiry to improve student and institutional performance. Student Affairs Practitioners are skilled in using assessment methods to acquire high quality information and effective application to enhance students' living-learning-environment.
- (e) Using resources effectively to achieve institutional mission and goals.
- (f) Forging educational partnership that advance students learning. Partnership with all sectors within and immediately outside the institution are established to promote not only life-long learning but also learning for life. These partnerships include students, academic and non-academic staff, alumni, parents, employers, social services agencies, primary and secondary education institution, government agencies, and local, national, regional and global communities.

- (g) Building supportive and inclusive communities. Student learning occurs best in communities that value diversity, promote social responsibility, encourage, discussion and debate, recognize accomplishments and foster a sense of belonging among their members.

Departments in the Student Affairs Division

The functions of the various departments and officers in the Division are outlined below:

Dean's Office

The Dean of Students serves as a senior administrator and institutional leader in helping to accomplish the mission and goals of the Division and the institution at large. The Dean provides leadership for the development and delivery of essential Student Affairs services and programmes. The Dean advocates and promotes the needs and interests of students within the institution and in the community.

Chaplaincy

The University Chaplaincy is run by the Senior Chaplain, a religious leader who offers general support and guidance while also drawing attention to the spiritual values within the various faiths. The services of the Chaplaincy are open to the entire University. Some of these services include counselling, conducting of religious ceremonies such as weddings, baptisms and burials, conducting regular worship services, hosting seminars and workshops of the University. The spiritual services are worthwhile meetings for the benefit of everyone.

Catering

The department offers fresh nutrients, affordable meals to students and staff in all campuses. It also provides catering services for special University functions. The department aims to provide the service in a manner that meets the customer's expectations.

Cultural Affairs Office

The Cultural Affairs Office is a unique dimension of the Division of Student Affairs. It exists to ensure that students make profitable use of their leisure time by engaging in Cultural and Theatre activities of both local and international taste such as speech nights, modeling, theatre performances (poetry, dance and drama) and script writing and directing.

Counselling and Advisory Services

The Counselling and Advisory Services Department offers personalized counseling services to students faced with personal, emotional, social, academic, career, financial and health problems. It encourages students who may face difficulties in coping with the rigours of work and life to come forward for help lest they may panic and destroy it. This department seeks to empower students to solve or cope with their own problems, so that they are able to concentrate on their core business at the University. The department cherishes the values of confidentiality and informed consent.

Student Conduct and Discipline

The department acts on behalf of the University in matters of student discipline for example academic dishonesty and other student misconduct. It determines how best to resolve the allegations consistent with the goals and mission of the University.

Student Employment

The department is responsible for managing information regarding student employment opportunities, supporting students in finding employment, working with managers and acting as the liaison to University business officers.

Student Liaison Office

This office is responsible for the provision of advice and relevant information on students' grievances and queries in relation to their welfare, e.g. securing loans, safety issues and their social welfare in collaboration with all stakeholders. The office seeks to create a favourable learning environment through the efficient and effective handling of students' welfare concerns. The department also provides appropriate assistance and opportunities for students with disabilities so that they are able to interact and compete fairly with their peers.

Student Health Services

The Health Department supports and promotes student health in all its aspects. It also advocates and facilitates the provision of quality health services and care to students through Health Education, Counselling, Curative, Family Planning and Peer Education programmes. The Health Department cherishes the ethics and values of anonymity, confidentiality and informed consent. One has to just walk in and get assistance immediately as no booking is required.

Accommodation

The Accommodation Department is committed to providing the best possible available residential facilities so that students live comfortably. Accommodation issues, both on and off campus, are the major concern of the department. Provision of mentoring and student development programme is also done by the department.

Sports and Recreation

The department focuses on various sporting activities that relieve students from the accumulated day-to-day academic stress by way of developing and maintaining body organs and systems functioning at their optimum best through sporting. It also seeks to develop a healthy body that should be carried by a healthy mind. By so doing, students from all backgrounds, ethnic groups and beliefs are united.

The department also aims at heightening students' experiences and interaction through exposure to national and international tournaments

Student Activities Coordination Office

The core business of the Student Coordination Office is to coordinate all student activities. The department provides services and programmes that are needed by students and enhance their education and personal development. These include social and cultural activities which are not directly provided by the institution.

HIV and AIDS Life Skills Office

The HIV & AIDS Life Skills programme is mainly focused on HIV and AIDS prevention and intervention activities at the Great Zimbabwe University and in the surrounding Masvingo Community. Information and knowledge on the epidemic is disseminated through awareness campaigns, behaviour change forums, seminars and workshops on selected issues and topics. The university has a viable peer education programme for both students and staff who are responsible for the dissemination of information and also gathering information on issues concerning their peers for programming purposes. All HIV & AIDS Life Skills are guided by the University HIV & AIDS Life Skills Policy. The department has a small resource unit loaded with information on HIV & AIDS for use by students, staff and the community.

RULES OF GREAT ZIMBABWE UNIVERSITY STUDENT CONDUCT AND DISCIPLINE ORDINANCE, 2004, ORDINANCE NO. 2

In terms of Section 27 (1) of the Great Zimbabwe University (Act 11 of 2007), the Council of the Great Zimbabwe University, with the approval of the Minister of Higher and Tertiary Education, makes the following Ordinance:

1. The Ordinance may be cited as “the Rules of Great Zimbabwe University Student Conduct and Discipline Ordinance, 2004, Ordinance No. 2”.
2. The rules of Student Conduct and Discipline set out in the Schedule to this Ordinance shall come into effect from 1 January 2004.
3. In terms of Section 27 (1) of the University Act, the Student Disciplinary Committee hereby delegates to the officials referred to in the Rules and 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.
4. In terms of Section 27(4) of the Great Zimbabwe University Act, the Student Disciplinary Committee may:
 - 4.1 order a student to pay to the University the amount of any financial loss caused to the University by such a student;
 - 4.2 after reference to the Vice-Chancellor, impose any penalty on a student which in the circumstances of a particular case it deems appropriate.

SCHEDULE

RULES OF STUDENT CONDUCT AND DISCIPLINE

1. INTERPRETATION

The University officers charged with the administration of these rules will at all times seek to implement the letter and spirit of the Great Zimbabwe University Act and will in particular have regard to the following principles:

- 1.1 Great Zimbabwe University is a community in which high standards of communal life must be established and maintained for the benefit of both present and future members of the University.
- 1.2 a high level of personal integrity and a developed sense of responsibility towards others are as important to the University as outstanding scholastic achievement.
- 1.3 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.
- 1.4 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 a commendable one in the belief of such members.

2. UNDERTAKING AT REGISTRATION

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

3. STUDENT CONDUCT

- 3.1 No student of the University shall:-
 - 3.1.1 use the University premises contrary to University regulations, residence, faculty or departmental rules or do any act reasonably likely to cause such misuse;
 - 3.1.2 damage or deface any property of the University or do any act reasonably likely to cause damage or defacement thereto;

- 3.1.3 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;
 - 3.1.4 engage in any conduct whether on or off campus which is or is reasonably likely to be, harmful to the interests of the University, members of the University staff or students.
- 3.2 The following would be regarded by the University as instances of breaches of the rule contained in 3.1 above:
- 3.2.1 displaying violence by word or act towards any member 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 member, guest or visitor;
 - 3.2.2 disrupting or seeking to disrupt any proper function of the University whether it be 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;
 - 3.2.3 seeking to prevent a speaker invited by any section of the University community from lawfully expressing his views.
- 3.3 Students are informed that:-**
- 3.3.1 if a group of students forms a common intention to commit certain acts 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 the rules, who foresaw that the breach would occur, or who must, in the view of the Student Disciplinary Committee, have foreseen that it would occur. A member of such a group can avoid this happening to him/her by taking clear and unequivocal steps, before such a breach is committed, to show that he/she dissociates himself/herself from the acts of the group with who he/she has so far been associating;
 - 3.3.2 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 there is sufficient evidence to warrant investigation;
 - 3.3.3 where a student commits an act which is both an offence according to the laws of the country and one which after investigation appears to be breach of the disciplinary rules of the University, the University may punish such a student notwithstanding that he/she is prosecuted and/or punished by the courts of the country.
- 3.4 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:
- 3.4.1 any Dean, Deputy Dean, Chairman of Department, Librarian, Deputy Librarian or member of the senior administrative staff may order any member of 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 the Vice-Chancellor or a proctor, or give both such orders. For the purposes of this section 'Senior Administrative staff' shall include the Registrar, the Bursar, Deputy Registrar Academic, Deputy Registrar for Administration and Personnel, Director, Accommodation and Catering Services,

Director of Works and Estates, Dean of Students, Deputy Dean of Students, Assistant to the Vice-Chancellor, Deputy Bursar, and Wardens of Halls of Residence.

- 3.4.2 If a student misbehaves in a lecture or teaching session or interferes with the conduct of a lecture or teaching session the member of staff conducting such lecture or teaching session may order the student to leave or to cease such interference.
- 3.4.3 Failing to comply with any order given as above constitutes a serious offence.

4. THE POWER OF UNIVERSITY PROCTORS

- 4.1 The Vice-Chancellor shall from time to time appoint as many proctors as he deems necessary from 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.
- 4.2 A proctor shall be charged with ensuring the proper observance of these rules by students on or off the University campus and to this end shall, in addition to his/her powers under Rule 3.4 have the following additional powers to:
 - 4.2.1 receive and investigate reports of student misconduct;
 - 4.2.2 summon any student to appear before him/her either to answer a charge or complaint against him/her or to answer questions in regard to any matter under investigation by him/her.
 - 4.2.3 proceed with the hearing in the absence of a student who in the opinion of the proctor has been duly summoned but has failed to appear;
 - 4.2.4 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 in regard to any matter under investigation by the Student Disciplinary Committee or proctors;
 - 4.2.5 reprimand a student;
 - 4.2.6 impose a fine on a student not exceeding ZW\$10 000-00 (subject to review from time to time);
 - 4.2.7 order a student to pay to the University the amount of any financial loss caused to the University by such student;
 - 4.2.8 withdraw an existing student privilege, other than residence, for a period not exceeding one semester.
- 4.3 When a report is made to a proctor of alleged misconduct by a resident of a Hall of Residence 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 Hall of Residence committed within any Hall of Residence and to make any of the following orders in respect of such student adjudged 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, e.g. exeat;
 - 5.1.3 to impose a fine not exceeding ZW\$5000.00 (subject to review from time to time);
 - 5.1.4 to order a student to pay to the University the amount of any financial loss caused to the University. Such an order may be made on the person or persons who caused the

loss or, where identity cannot be established, on members of the residence in which the loss was sustained;

- 5.1.5 to suspend a student from his/her Hall of Residence;
- 5.1.6 to expel a student from his/her Hall of Residence for a period not exceeding two semesters.
- 5.2 Where a warden wishes to impose penalties 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:-
 - 5.2.1 confirm the proposed penalty and order of the warden and in the event of variation, order the warden to execute such varied order; or
 - 5.2.2 institute a further investigation of the matters before making such an order at the conclusions as he/she deems fit; or
 - 5.2.3 recommend to the Registrar that a Student Disciplinary Committee be convened to examine the case.
- 5.3 A warden of a Hall of Residence and the 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.
- 5.4 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 shall submit a report to the Senior Proctor, Registrar and Dean of Students.

6. RULES FOR HALLS OF RESIDENCE

6.1 General

A resident shall obey all rules made and instructions given by the Dean of Students, accommodation officer, warden, deputy and sub-wardens of the residence and shall refrain from conduct which:

- 6.1.1 may bring discredit upon his/her Hall of Residence; or
- 6.1.2 is prejudicial to the welfare of other residents of the Hall.

6.2 Powers of Hall Committee Members

Members of Hall Committees shall have the power to investigate and if necessary reprimand residents for any infringement of the rules contained in this section, and to report such investigation or reprimand to the warden.

6.3 Damage to Hall Property

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.

6.4 Fire

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

- 6.4.1 inform the warden, deputy or sub-warden;
- 6.4.2 summon the municipal fire-brigade;
- 6.4.3 inform the Director of Works and Estates.

6.5 Vacation Residence

- 6.5.1 A resident may not occupy a study-bedroom during University vacations save with the prior written authority of the Dean of Students, accommodation officer on the recommendation of the Dean of Students Affairs, and, the warden. Applications for

vacation residence must be submitted through the prescribed channels and on the prescribed form.

- 6.5.2 A resident granted leave to reside in a Hall of Residence on vacation, who no longer wishes to avail himself/herself of this privilege, shall furnish the Dean of Students or accommodation officer within at least three days' written notice of such fact. Omission to do so will render such resident liable to a monetary penalty as will be decided from time to time.

6.6 Exeats

A resident may not absent himself/herself from a Hall of Residence overnight, save on Saturday nights, without previously informing and obtaining the permission of the warden. To be absent from a Hall of Residence for two or more consecutive nights, he/she requires permission of the Dean of his/her faculty 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.

6.7 Visitors

- 6.7.1 Resident students' parents may visit them in their rooms from 1000 hours to 2230 hours.
- 6.7.2 Male students may be entertained in rooms in female halls and female students may be entertained in rooms in male halls between the following hours:
- | | |
|------------------|--------------|
| Monday to Friday | 1200 to 2230 |
| Saturday | 1200 to 2400 |
| Sunday | 1030 to 2230 |
- 6.7.3 Outside the prescribed visiting hours, all parts of the halls except the common rooms and entrance foyers are out of bounds to members of the opposite sex.
- 6.7.4 Special arrangements may be made by application to the warden of the hall concerned.
- 6.7.5 These provisions apply to all students undergraduate and postgraduate.
- 6.7.6 No visitor or non-resident student may make unauthorised use of accommodation or dining facilities in Halls of Residence. Students bringing visitors or non-resident students to the hall may be held responsible by the wardens for the conduct of such visitors, and non-resident students making unauthorised use of the hall facilities shall be guilty of misconduct.

6.8 Withdrawal from Residence

If a student should leave the University or withdraw from residence before the end of the session for which he has been admitted, fees already paid by him/her are not refundable and the balance of all fees for that session not yet paid become immediately payable, except that a student who gives proper notice before the end of a semester that he/she wishes to vacate residence for the remainder of the session may be refunded the balance of residence fees in respect of the remaining whole semester of the session.

6.9 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 circumstances raising a suspicion of theft.

6.10 Relationship of Resident and Staff

A resident shall not require a member of the Accommodation Department staff to perform a service outside the scope of his normal employment duties.

6.11 Illness

A resident who is confined to bed shall, so far as s/he is able, ensure that his/her illness is

reported to the university's Student Health Services centre.

7 RULES FOR THE USE OF VEHICLES

- 7.1 A student wishing to keep or use a motor vehicle including a motor cycle, motor scooter or motorised bicycle within the boundaries of the University site shall previously notify the Registrar in writing on the form prescribed.
- 7.2 Save with the prior written permission of the Registrar, a student shall not, within university grounds:
 - 7.2.1 park a vehicle in a parking place marked “for staff and visitors only”;
 - 7.2.2 park a vehicle in any place at which parking by any persons has been prohibited;
 - 7.2.3 bring a vehicle within any university building;
 - 7.2.4 ride or drive a vehicle on any part other than roads, tracks or parking places;
 - 7.2.5 leave a vehicle in an unusable condition for a period longer than is reasonably required to effect necessary repairs or have the vehicle towed away.
- 7.3 Whenever a vehicle registered with the university is driven, ridden or parked in contravention of the rules set out in Section 7.2 it shall be presumed that it was so driven, ridden or parked by the persons in whose name the vehicle has been registered with the university unless the contrary is proved.
- 7.4 **Penalties**
 - 7.4.1 The wardens, proctors and such other persons so authorised by the Vice-Chancellor shall have power to investigate breaches of the rules contained in this section and to impose the following penalties:
 - 7.4.1.1 for a first offence, a fine of \$50.00 (subject to review from time to time);
 - 7.4.1.2 for a second offence, a fine of \$100.00 (subject to review from time to time);
 - 7.4.1.3 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 above.

8 RULES OF PROCEDURE IN DISCIPLINARY PROCEEDINGS BEFORE THE STUDENT DISCIPLINARY COMMITTEE

- 8.1 The Chairman of the Committee shall regulate proceedings in a manner as simple and informal as possible which is, notwithstanding, best fitted to do substantial justice and at all time in accord with the principles of natural justice. More particularly a student charged with a 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:-
 - 8.1.1 be furnished with a full and fair opportunity to see such allegations if he/she so desires;
 - 8.1.2 be permitted to present any relevant facts or call any witnesses capable of giving testimony relevant to the investigation;
 - 8.1.3 be permitted to put questions to witnesses save those which are irrelevant, frivolous or vexatious;
 - 8.1.4 be permitted to be present at all times save when the Committee is deliberating upon its decision of the matter;
 - 8.1.5 be advised as fully and clearly as possible of the Committee's decision or recommendation and of its reasons for arriving at that decision or recommendation.
- 8.2 The proctors and wardens shall conduct any proceedings before them in accordance with Rules 4 and

5 above respectively,

8.2.1 save that the provisions of Section 27(3) of the University Act will not be applicable.

8.3 In the event of the university engaging its lawyer to conduct an investigation before the Student Disciplinary Committee it shall be his/her duty:-

8.3.1 to elicit all evidence brought to his/her attention which is relevant to the investigation and admissible, whether favourable to or prejudicial to the student whose conduct is the subject thereof;

8.3.2 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;

8.3.3 to be absent at all times from the deliberations of the Committee upon its final judgments.

8.4 A notice to a student summoning him/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:-

8.4.1 the place at which he/she is to attend;

8.4.2 the date and time at which he/she is to attend provided that such date shall be not less than five days after the date upon which such notice is received;

8.4.3 the rule which he/she is alleged to have contravened and full particulars of his/her alleged contravention;

8.4.4 his/her right to make any relevant statement he/she wishes to the Committee;

8.4.5 his/her right to call witnesses to attend and give any relevant testimony on his/her behalf before the Committee;

8.4.6 his/her right to be accompanied and represented before the Committee by a legal practitioner;

8.4.7 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 wishes to have given due consideration.

8.5 A member of the Committee who has acquired, other than in the course of his university life, knowledge of evidence in held before the Committee, shall not participate in such investigation.

8.6 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.

8.7 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 the terms of its recommendation to the Vice-Chancellor, avail to such a student an opportunity to make a statement or produce evidence which he/she wishes to be taken into consideration in mitigation of his/her punishment.

8.8 The Chairman of the Committee shall keep full notes of any proceedings before it but these need not be a verbatim record.

8.9 As soon as possible after the conclusion of a Student Disciplinary Committee hearing the Chairman shall convey a full report to the Registrar who shall after consulting with the Vice-Chancellor inform the student involved of the Committee's judgment.

9.0 The Vice-Chancellor may accept or vary the recommendations of the Students Disciplinary Committee.



ACADEMIC STAFF APPOINTMENT, GRADING AND PROMOTIONS ORDINANCE 3 *(In this ordinance, the term Faculty is interchangeable with School)*

ARRANGEMENT OF SECTIONS

1. Title and date of commencement
2. Objectives
3. Structure of Academic Staff Grades
4. Grading and Notching on Initial Appointment
5. Promotion
6. Appointment of Academic Staff
7. Summary Suspension
8. Dismissal
9. Interpretation

SCHEDULES

- First Schedule : Qualifications accepted by the University as approved equivalents.
Second Schedule : Recognition of Pre-Graduate Experience.

In terms of Section 31(1), 31 (2) and 31(3) (h), of the Great Zimbabwe Act, (Cap.25.24 No. 11 of 2002, the Council of the Great Zimbabwe University, with the approval of the Minister of Higher and Tertiary Education, makes the following Ordinance:

1.0 THIS ORDINANCE MAY BE CITED AS THE ACADEMIC STAFF APPOINTMENT, GRADING AND PROMOTIONS ORDINANCE.

2.0 OBJECTIVES

In making this Ordinance, the Council has as its objective, the establishment within the University of an equitable and workable system of appointments and promotions which satisfy the legitimate professional and career aspirations of academic staff and which will ensure the achievement of the university's academic aims whilst maintaining the high quality of its academic staff.

3.0 STRUCTURE OF ACADEMIC STAFF GRADES

- 3.1 The following structure of grades and notches for Academic Staff shall apply within the University:

<i>Grade</i>	<i>Number of Notches</i>
Professor/Research Professor	3
Associate Professor/Associate Research Professor	3
Senior Lecturer	4
Lecturer	14

- 3.2 The salary scales applicable to each grade and the salary step applicable to each notch within a scale shall be such as may be approved by the University Council from time to time, and published as a part of the university's salary scales.

- 3.3 The University Council or its authorised committees shall have sole discretion to determine the academic staff establishment in each academic department and faculty in the University, and in so doing, may designate that posts be established at any of the grades listed in section 3.1 above, but normally:



- 3.3.1 each of the other academic posts on a department's or faculty's establishment may be filled at professorial level only by the promotion of existing staff.

4.0 GRADING AND NOTCHING ON INITIAL APPOINTMENT

- 4.1 On initial appointment to the university's academic staff, a successful candidate shall be graded and notched according to his or her qualifications, experience and published research, and in so doing, the following criteria will apply:-

4.2 Qualifications

- 4.2.1 The basic qualification for appointment to the university's academic staff is normally a post-graduate Master's Degree.
- 4.2.2 An appointee with a master's degree or an approved equivalent in the appropriate discipline, but without any relevant post-graduate experience, shall only be placed at the first notch of the lecturer scale.
- 4.2.3 An appointee with approved research or non-research post graduate qualifications which have been the subject of an examination process, shall be granted additional notches within a grade according to the following guidelines:

- | | | |
|---------|-------------------------------------|-----------|
| 4.2.3.1 | A post-graduate Master's Degree. | 2 notches |
| 4.2.3.2 | A DPhil or PhD Degree or equivalent | 3 notches |

- 4.3 The qualifications which are accepted by the university as approved equivalents to the two basic levels recognised are set out in the First Schedule to this Ordinance.
- 4.4 A serving member of the university's academic staff who obtains a further qualification as described in Section 4.2.3 above, shall be awarded the appropriate additional notches with effect from the 1st of the month after the additional qualification is finally awarded, provided that such additional notches do not result in the member of staff being effectively promoted to a higher grade.

4.5 Experience

- 4.5.1 New appointees to the university's academic staff will be awarded, on initial appointment, one notch on the salary scales for each year of relevant post-graduate experience, provided that such recognition of experience does not result in the appointee being appointed at a grade higher than that of lecturer, unless the appointee also satisfies the criteria for promotion to such higher grade as specified in Section 5.6 of this Ordinance.

- 4.5.2 In granting recognition to relevant post-graduate experience the university shall:-

- 4.5.2.1 make no distinction between professional and non-professional experiences;
- 4.5.2.2 recognise in full, the time spent as a full-time member of the academic (teaching and/or research) staff of an accredited university;

- 4.5.3 in all disciplines, any post-graduate experience, academic or professional, in the appropriate discipline will be recognised as relevant;

4.5.4 in general, the university will not provide any credit in notching an appointee, on initial appointment, for pre-graduate experience, but from time to time the university may recognise such experience and in so doing, shall specify the type of experience and the extent of its recognition by the university, by including such information in the Second Schedule to this Ordinance.

4.6 Published Research

The university recognises published research, other than that forming part of a post-graduate qualification, for the purposes of determining the grade on initial appointment. The university does not prescribe specific mechanisms or guidelines for such recognition, and relies on the appropriate Appointment Board to make recommendations in each appointee's case. In making such recommendations, Appointment Boards shall take cognisance of the quality of the published work and whether it had been refereed by experts in the particular field. Appointment Boards shall ensure that the assessment and weighting of published research is consistent with standards implemented by the Promotions Committee.

5.0 PROMOTION

5.1 Criteria for Promotion

There shall only be one grading and salary structure for all academic staff and that the same salary scales shall apply, to all posts in all faculties within the university.

In assessing the suitability of members of the academic staff for promotion to a higher grade, the university shall take into account the following broad criteria:

- 5.1.1 teaching or tutoring of research staff, contribution to knowledge through research oriented activities such as consultancy, advisory work, part-time tutoring, commissioned research and the like;
- 5.1.2 development of programmes and the production of teaching and learning materials;
- 5.1.3 research, scholarship and creative work; and,
- 5.1.4 university service

5.2 Assessment of Teaching/Tutoring

In making an assessment of a candidate's teaching/tutoring, the university regards the following general areas as being of central importance:

- 5.2.1 teaching/tutoring method(s);
- 5.2.2 the general performance of students in the courses taught or materials produced by the candidate for promotion;
- 5.2.3 the quality of the candidate's supervision of undergraduate and post-graduate students.

5.3 Assessment of Development of Programmes and the Production of Teaching and Learning Materials

This will include the following:

- 5.3.1 positive involvement in workshop activities relating to the development and production of new study programmes or the revision of programme contents of study packages;

5.3.2 involvement in the preparation for the examination and management of all assessment processes.

5.3.3 the development of new programmes and the production of teaching and learning materials.

5.4 Assessment of Research, Scholarship and Creative Work

5.4.1 In making an assessment of a candidate's research, scholarship and creative work (hereinafter referred to as "research"), the university recognises that research has a number of dimensions and, therefore, would examine a candidate's research to determine which of the following dimensions apply:-

- 5.4.1.1 the accumulation of data that confirms an existing theory;
- 5.4.1.2 the application of existing theory to facts specific to given contexts;
- 5.4.1.3 the generation of new theory and its empirical testing;
- 5.4.1.4 the generation of new methodologies for dealing with problems in the discipline or in practice;
- 5.4.1.5 originality and innovation in contributions to issues of culture, of creative arts, writing, architectural design and the like.

5.4.2 Normally, the university would take into account for promotion purposes only research which has been published, been accepted for publication or is in a written up form in which it can be assessed. The latter may include consultancy or professional reports or similar relevant material, which however would be differentially weighted against journal articles and books, with a bias in favour of the latter.

5.4.3 In addition to making an assessment of a candidate's research from the point of view of its quality, the university would also make an assessment in terms of the quantity of research output. In this regard, the university emphasises that all academic staff are expected, as an essential part of their responsibilities, to be active and productive in both basic and applied research.

5.4.4 In assessing the research output/record of candidates for promotion, the university will take into account the contractual responsibilities of members of staff.

5.5 Assessment of University Service

5.5.1 In assessing a candidate's university service, the university is conscious of the fact that every member of the academic staff should be a good university citizen, performing his/her duties conscientiously and well, attending meetings and participating on committees to which he/she is assigned. The university regards such activity as adequate university service.

5.5.2 If a candidate has taken a leadership role in university service, such as serving as dean, chairman of a department, chairman of a committee or in organising a faculty or department's contributions to such activities as vacation school or Open Day, or organising vacation research for students or is involved in student counselling and does these activities outstandingly well, the university would regard such service as better than adequate.

- 5.5.3 If a candidate has taken a leadership role, such as undertaking a research to solve a national problem or is chairman of a parastatal board, the university shall regard that as adequate university service.

5.6 Criteria for Promotion to Specific Grades

5.6.1 Criteria for Promotion to the Senior Lecturer Grade

The criteria for promotion to senior lecturer grade are as follows:

- 5.6.1.1 assessments at the level of satisfactory in teaching/tutoring, development of programmes and production of teaching/learning materials, research and university service; and
- 5.6.1.2 an assessment at the level of outstanding in at least one of the following: teaching/tutoring; development of teaching/learning materials; research; and university service;
- 5.6.1.3 satisfactory in teaching/tutoring shall normally mean performing well in at least half the areas listed in Section 5.2 above;
- 5.6.1.4 outstanding in teaching/tutoring shall normally mean performing well in all the areas listed in Section 5.2 above;
- 5.6.1.5 satisfactory in development of programmes and production of teaching and learning materials shall normally mean performing well in at least two areas listed in Section 5.3 above;
- 5.6.1.6 outstanding in development of programmes and production of teaching and learning materials shall normally mean performing well in all the areas listed in Section 5.3 above.
- 5.6.1.7 satisfactory research shall normally mean at least five publications in refereed journals or assessed equivalents in line with 5.4.2 above;
- 5.6.1.8 outstanding research shall normally mean at least eight publications in refereed journals or assessed equivalents in line with 5.4.2 above;
- 5.6.1.9 satisfactory university service shall normally mean performing well in at least two areas outlined in Section 5.5 above;
- 5.6.1.10 outstanding university service shall normally mean performing well in all areas outlined in Section 5.5.3 above.

5.6.2 Criteria for Promotion to the Associate Professor Grade

The criteria for promotion to Associate Professor are as follows:

- 5.6.2.1 publications which merit international recognition in the candidate's own field as testified by external assessors, examiners or reviewers of the candidate's work, together with a general quality of research which is of a level higher than that expected for promotion to the senior lecturer grade;
- 5.6.2.2 satisfactory teaching and development of teaching and learning materials;
- 5.6.2.3 satisfactory university service.

5.6.3 Criteria for Promotion to the Professorial Grade

The criteria for promotion to the professorial grade are as follows:

5.6.3.1. in respect of research-

- 5.6.3.1.1 an international reputation for scholarship in the candidate's field as testified by external assessors, examiners or reviewers of the candidate's work;
- 5.6.3.1.2 in some fields, one or more books and substantial publications in scholarly journals;
- 5.6.3.1.3 generally, a cumulative and sustained record of research on scholarship of recognised international excellence;

5.6.3.2. satisfactory teaching and development of teaching and learning materials;

5.6.3.3. satisfactory university management/satisfactory involvement in university administration;

5.6.3.4. satisfactory university service

5.6.4. For the sake of clarity, and to emphasise the difference expected in the research output/record of candidates for promotion to Senior Lecturer, Associate Professor and Professor, the University has agreed that:-

5.6.4.1. for promotion to senior lecturer, the quality of the research need not necessarily be at a level meriting the candidate's international recognition;

5.6.4.2. whereas, for promotion to Associate Professor, the candidate's research must be adjudged to be of a quality meriting international recognition but need not have the element of sustained intellectual excellence expected of the research of a candidate for the professorship grade;

5.6.4.3. Promotions shall not necessarily follow the graduated stages referred to in this ordinance;

5.6.4.4. An Associate Professor would be required to demonstrate the sustained record required for promotion to a professor in the period since he/she was promoted or appointed as an Associate Professor.

5.7 Promotion Procedures

5.7.1 Annually, in the early part of each calendar year, the Chairman of a Department shall place in the file of each academic member of that Department, a performance appraisal concerning the member's teaching or tutoring, development of teaching and learning materials, research and university service in the previous year. This performance appraisal report shall be filed by the appropriate members of the university administration.

5.7.2 The performance appraisal report filed in terms of Section 5.7.1 will form the basis of a Chairman of Department's report to the promotions or appropriate Academic Appointments Board for the purposes of applications for promotion.

5.7.3 A member of staff wishing to apply for promotion should do so in response to the annual invitation to apply for promotion issued by the university administration. In the first instance,

such application(s) shall be submitted to the Chairman of the member's department who will submit it to the Promotions Committee, through the dean of the faculty, a dossier containing the following documents:-

- 5.7.3.1 the candidate's complete, up-to-date curriculum vitae;
- 5.7.3.2 the candidate's application for promotion;
- 5.7.3.3 copies of each of the performance appraisal reports on the member since initial appointment or since the date of last promotion whichever is the most recent;
- 5.7.3.4 a summary of the Departmental Board's view on the candidate's application;
- 5.7.3.5 a report containing the Chairman's recommendations on the candidate's application, which shall first have been made available to the candidate for comment, but in all other respects, should be regarded as confidential to the Promotions Committee.
- 5.7.3.6 any comments on the Chairman's report which the candidate may wish to submit to the Promotions Committee.
- 5.7.4 In circumstances where the candidate expressly wishes the Departmental Board to consider any difference of opinion between him/herself and the Departmental Chairman he/she may request the Departmental Board to do so, in which event, the outcome of the Departmental Board's deliberations would be included in the dossier submitted through the dean to the Promotions Committee.
- 5.7.5 The dossier shall also include a list, in order of preference, of assessors to whom the Promotions Committee may refer. This list shall be prepared by the Departmental Board and shall be as follows in application for promotion to:
 - 5.7.5.1 Senior Lecturer: 3 assessors, at least **two** of whom shall be outsiders to the University.
 - 5.7.5.2 Associate Professor/Professor: 6 assessors, at least **four** of whom shall be outsiders to the university.
 - 5.7.5.3 Provided that in the case where a candidate relies on teaching/tutoring or university service in claiming an assessment at the level of **outstanding**, three assessors internal to the University but external to the department shall be appointed to consider the candidate's credentials.
- 5.7.6 The dean of each faculty shall forward to the Promotions Committee the dossier received from the Chairman of Department on each candidate, together with a report and recommendation by him/herself as dean. The dean's report shall be confidential, except that if he/she disagrees with the chairman's report, the dean is required to make his report available to the chairman and the candidate, in which event the candidate's comments on

the dean's report shall be included in the final dossier submitted to the Promotions Committee.

- 5.7.7 The Promotions Committee shall have final authority in all promotion matters and, in particular, shall be the sole arbiter as to whether or not to seek reports from assessors in any case for promotion. If a "prime facie" case for promotion is judged to exist then the Committee shall seek the opinion of external assessors, in which event the assessor's reports shall be confidential to the Promotions Committee.

- 5.7.8 In all instances where:-

5.7.8.1 the chairman of a department is a candidate for promotion, the dean of the faculty shall undertake the responsibilities of the Chairman of Department as laid down in this Ordinance.

5.7.8.2 the dean of a faculty is a candidate for promotion; the dossier shall be submitted by the Departmental Chairman direct to the Promotions Committee.

5.8 Performance Appraisal

- 5.8.1 The performance appraisal shall be an obligatory annual requirement for the assessment of the member's teaching/tutoring, research, development of programmes and production of teaching/learning materials and university service.

5.9 Composition of Annual Performance Appraisal Report

- 5.9.1 The annual performance appraisal report placed in each academic member of staff's personal file each year by the chairman of the department shall include an assessment of the member's teaching/tutoring, programmes developed and teaching/learning materials produced, research and university service, the criteria for which is set out in Sections 5.2, 5.3, 5.4 and 5.5 respectively.

5.9.2 Report on Teaching/Tutoring

In compiling the section of the annual performance appraisal report on a member's teaching/tutoring, the Chairman of Department shall include an evaluation arrived at after implementing at least the following means of assessment:

5.9.2.1 Peer Evaluation of Teaching/Tutoring

The Departmental Board shall establish a panel of at least two academic members of staff for each academic member of the department, with the responsibility of attending teaching/tutoring given by their colleagues on different occasions and without prior notice to the person giving the teaching/tutoring. The panel's report will be considered by the Departmental Board, and after constructive, open discussion with the member of staff concerned, will become a component in the assessment of each member of staff's teaching/tutoring.

5.9.2.2 Evaluation by Students

Students will be provided with an opportunity to complete an evaluation form in respect of each course. In the first instance, evaluation forms completed by students will be submitted to the Chairman of the Departmental Board before including any formal comment in the Performance Appraisal Report.

5.9.2.3 Assessment by External Examiners

Any comments by external examiners on a member's teaching/tutoring shall be included in the Annual Performance Appraisal Report.

5.9.2.4 Seminars

All departments are required to encourage members of staff to hold seminars on relevant subjects of their choice to which staff and students should be invited to attend.

After attending a conference, or on return from a contact visit or sabbatical leave, staff must give a seminar to their department. Assessment of seminars and public lectures may become part of the evaluation of the member of staff's application for promotion.

5.9.3 Report on Programme Development and Production of Teaching/Learning Material

The section of the Annual Performance Appraisal Report on a member's programme development and production of teaching and learning materials shall comprise:-

5.9.3.1 a report, prepared by the member of staff on the programmes he/she will have developed and the learning materials he/she will have produced.

5.9.4 Report on Research

The section of the Annual Performance Appraisal Report on a member's research output/record shall comprise:-

5.9.4.1 a report, prepared by the member of staff, on his publications, conference papers, and the status of his work in progress during that year;

5.9.5 Report on University Service

The section of the Annual Performance Appraisal Report on a member's University service shall comprise:

5.9.5.1 a report by the Chairman of Department on the quality and quantity of the member's university service during the year in question;

5.9.5.2 any written comments by the member on the Chairman's report made in terms of Section 5.9.5.1 above.

6.0 APPOINTMENT OF ACADEMIC STAFF

6.1 All academic staff appointed by the university shall be required to serve a probationary period before being considered to become established members of the academic staff.

6.2 The duration of the probationary period shall be three (3) years.

6.3 The procedures for determining whether or not to grant the "established status" shall be as stipulated above for the consideration of applications for promotion, and therefore the provisions of sections 5.1 to 5.9 shall apply.

6.4 If a member is not granted an "established status" after the completion of his/her probationary period, the employment contract of the member of staff shall automatically terminate at the expiry of such period.

- 6.5 The university and a member of staff shall be entitled to terminate the contract of employment at any time during the probation period by giving not less than one (1) month's notice in writing to the other.
- 6.6 An established member may resign his/her appointment by giving not less than (6) six calendar months' notice in writing. Equally, the University Council may terminate the appointment by giving the member of staff not less than (6) six calendar months' notice or pay the member's salary in-lieu thereof.
- 6.7 If a member fails to serve the required notice period he/she shall be liable to pay the university an amount equivalent to his/her gross salary for the period not served.
- 6.8 An established member may not resign whilst he/she is on sabbatical leave or contact visit.
- 6.9 An established member who resigns whilst on sabbatical leave or contact visit shall be required to repay the university sabbatical airfares received, salary received whilst on sabbatical or contact visit, university contributions to the member's pension scheme and six (6) months' salary in-lieu-of notice.
- 6.10 Any period spent on such leave or visit shall not be counted as a period or portion of a period of notice.

7.0 SUMMARY SUSPENSION

Where the university has good cause to believe that a member of the academic staff is guilty of:

- 7.1 any act, conduct or omission inconsistent with the fulfilment of the express or implied conditions of his contract;
- 7.2 wilful disobedience of a lawful order given by the employer or anyone in position of authority;
- 7.3 willful and unlawful destruction of University property;
- 7.4 theft or fraud or corruption;
- 7.5 intoxication that renders him/her incapable of performing his/her duties;
- 7.6 absence from work for a period of five or more working days without reasonable excuse;
- 7.7 absence from work for more than five days without prior written authorisation;
- 7.8 habitual and/or substantial neglect of his/her duties;
- 7.9 gross incompetence or inefficiency in the performance of his/her work;
- 7.10 unauthorised absence from work without reasonable cause;
- 7.11 unauthorised engagement in other activities in return for an income;
- 7.12 conduct that undermines or is designed to undermine the stability, integrity, image or function of the state or the university, including undermining public safety, public order, public health or the exercise by others of their legitimate freedoms;
- 7.13 conduct that is detrimental to the proper governance of the state or the university;
- 7.14 conduct or use of language that demeans, insults and or tarnishes the dignity or person of the

Chancellor or Head of State;

- 7.15 advocating, inciting, urging, suggesting or attempting to overthrow or to coerce the government or usurping the government's functions using unconstitutional means;
- 7.16 influencing or attempting to influence the determination of any students' test or examination results to achieve personal, political or other unauthorised ends;
- 7.17 influencing or attempting to influence the employment of persons on political or other grounds inimical to the purpose for which the university was established; or
- 7.18 engaging in other activities that compromise his/her effective performance of duty.

The Vice-Chancellor may suspend such member of the academic staff in terms of Section 8 (3a) of the Great Zimbabwe University Act, Chapter 25:24.

8.0 DISMISSAL

- 8.1 Subject to the conditions of service of academic staff and the provisions of Section 26 of the Great Zimbabwe University Act, (Cap 25:24), the Vice-Chancellor may, at any time, discharge a member of the academic staff on proof of breach of any of the grounds mentioned in section 7 above.
- 8.2 The Vice-Chancellor shall not discharge a member of the academic staff unless the discharge has been approved by the University Council and is in compliance with the provisions of the Labour Relations Act [Chapter 28:01].
- 8.3 A member of the academic staff who is aggrieved by a decision of the Disciplinary Committee in his or her case shall have a right of appeal to the High Court from that decision.

9.0 INTERPRETATION

In this Ordinance:-

"**academic staff**" means all persons employed by the university as Professors, Associate Professors, Senior Lecturers or Lecturers and who are contractually required to carry out teaching/tutoring, examining and administrative duties and to conduct research;

"**Established members of staff**" means all persons who have successfully completed their probationary period.

FIRST SCHEDULE

QUALIFICATIONS ACCEPTED BY THE UNIVERSITY AS APPROVED EQUIVALENTS

1 QUALIFICATION RECOGNISED AS EQUIVALENT TO A POST-GRADUATE MASTER'S DEGREE

<i>Faculty/Department</i>	<i>Qualifications</i>
1.1 Agriculture	No specific equivalent qualifications identified.
1.2 Arts	Aggregation
1.3 Commerce	
1.3.1 Accountancy	Membership of the Institute of Cost and Management Accountants

Membership of the Institute of Chartered Secretaries and Administrators

Membership of the Chartered Institute of Public Finance and Accounting

1.3.2 Business Studies

Membership of the Institute of Marketing Management

Membership of the Institute of Chartered Secretaries and Administrators

Membership of the Institute of Personnel Management

1.4 Education

No specific equivalent qualifications identified.

2 QUALIFICATIONS RECOGNISED AS EQUIVALENT TO A POSTGRADUATE MASTER'S DEGREE EXTENDING OVER 2 YEARS OF STUDY

<i>Faculty/Department</i>	<i>Qualifications</i>
2.1 Agriculture	No specific equivalent qualifications identified
2.2 Arts	No specific equivalent qualifications identified
2.3 Accountancy	Membership of an approved Institute/Society in an area of specialisation in the field of Commerce.
2.4 Education	No specific equivalent qualifications identified
2.5 Engineering	Corporate Membership of an appropriate Institute of Engineering obtained by examination through a professional interview procedure
2.6 Science	No specific equivalent qualifications identified.
2.7 Social Studies	No specific equivalent qualifications identified.

3 QUALIFICATIONS RECOGNISED AS EQUIVALENT TO DPHIL OR PHD DEGREE

<i>Faculty/Department</i>	<i>Qualifications</i>
3.1 Agriculture	No specific equivalent qualifications Identified
3.2 Arts	No specific equivalent qualifications identified
3.3 Commerce	No specific equivalent qualifications identified
3.4 Education	No specific equivalent qualifications identified
3.5 Law	No specific equivalent qualifications identified
3.6 Science	No specific equivalent qualifications identified
3.7 Social Studies	No specific equivalent qualifications identified

SECOND SCHEDULE

RECOGNITION OF PRE-GRADUATE EXPERIENCE

(SECTION 4.5.4 OF THE ORDINANCE)

<i>Faculty/Department</i>	<i>Recognised Pre-Graduate Experience</i>	<i>Extent of Recognition</i>
1. Agriculture	Experience in the Agricultural industry following the award of a recognised Diploma in	One notch for each complete year of relevant experience up

		Agriculture	to a maximum of 5 years
2.	Arts	Nil	Nil
3.	Commerce		
3.1	Accountancy	Relevant experience at an appropriate level in any of Auditing, Taxation, Financial and Management Accounting and Management Consultancy	One notch for each complete year of experience up to a maximum of 5 years
3.2	Business	Experience at an appropriate level in a relevant activity in business or Government or administration at a supervisory or more senior level	One notch for each complete year experience up to a maximum of 5 years
4.	Education	Depending on the job description of the post involved, teaching at primary or secondary level or educational administrative experience following the award of a recognised certificate in education	One notch for each complete year of experience up to a maximum of 5 years
5.	Engineering	Relevant experience at an appropriate level in engineering	One notch for each complete year of experience of up to a maximum of 5 years
6.	Law	Relevant experience at an appropriate level in law	One notch for each complete year of experience of up to a maximum of 5 years
7.	Science	Depending on the job description of the post involved, certain technical experience may be recognised following the award appropriate technician qualification	One notch for each complete year of experience of up to a maximum of 5 years of an
8.	Social Studies	Professional full-time experience in areas such as counselling, fiscal, public and social administration following the award of a recognised qualification	One notch for each complete year of experience of up to maximum of 5 years



THE DEPARTMENTAL GOVERNANCE ORDINANCE 2004 (ORDINANCE NO. 4) *(In this ordinance, the term Faculty is interchangeable with School)*

In terms of Section 31 (3) (j) and (k) of the Great Zimbabwe University Act (2002), the Council of the Great Zimbabwe University in exercise of its powers under Section 11 (2) (d) of that Act, hereby makes the following Ordinance:-

1 THIS ORDINANCE MAY BE CITED AS THE DEPARTMENTAL GOVERNANCE ORDINANCE 2004 AND SHALL TAKE EFFECT FROM 1 JUNE 2004.

2 THE DEPARTMENTAL BOARD

2.1 There shall be a Departmental Board for each Department which shall consist of:-

2.1.1 The Chairperson of the Department

2.1.2 All full-time members of the academic staff of the Department.

2.1.3 Representatives of Teaching Assistants, honorary and part-time academic staff in the Department appointed annually by the Departmental Board.

2.1.4 Where relevant up to two representatives of the technical staff in the Department elected by the technical staff in the Department.

2.1.5 Two students in the Department elected annually by the students from amongst themselves, except that student representatives shall not be entitled to attend for deliberations on matters considered by the Board to be confidential, which shall include appointment, promotion, tenure and conduct of staff and examinations.

2.2 The Vice Chancellor, the Pro Vice Chancellors and the appropriate Dean and Deputy Dean shall be entitled to attend meetings of the Departmental Board in an ex- officio capacity.

2.3 A Departmental Board shall meet at least twice every semester and shall maintain a proper system of agendas and minutes for such meetings.

2.4 Subject to Section 3 of this Ordinance, each Departmental Board shall regulate its own procedures, including the provision of a secretary to service the Board and the establishment of a quorum.

3. DUTIES AND POWERS OF THE DEPARTMENTAL BOARDS

Subject to the provisions of the University Statutes, the authority of the Senate, the provisions of this ordinance and such limitations as the Faculty Board of which the Department forms a part may impose, the Departmental Board shall:-

3.1 plan, arrange for, conduct and control the teaching and instruction of students within the Department and the setting and marking of examination papers in accordance with regulations approved by Senate, the general academic policy agreed by the Faculty and Department and the approved administrative procedures of the University;

3.2 plan for and formulate general guidelines on pure and applied research and suggest means of funding research programmes in the Department;

3.3 make recommendations to the Faculty Board for the establishment of new courses and the amendment of existing regulations and syllabuses relating to studies within the Department;



- 3.4 delegate functions and responsibilities to individuals or groups of individuals within the Department;
- 3.5 exercise such powers as may be conferred upon it by the Faculty Board, the Senate and the Vice-Chancellor;
- 3.6 arrange for the provision of consultancy services by the Department on matters concerning the subject assigned to the Department within the limitations of its capabilities and subject to the general University policy on consultancy services;
- 3.7 monitor the implementation of the University's conditions relating to the undertaking of private consultancy remunerative work in respect of the members of the Department;
- 3.8 make recommendations in respect of estimates of expenditure in the Department to the Budget Committee;
- 3.9 recommend a preliminary short-list of candidates for appointment to academic, technical, administrative, secretarial and service posts within the Department, cognisant of the need to maintain strict confidentiality in handling applications and shall forward such shortlists to the relevant Selection Board or Academic Appointments Board or Committee for consideration;
- 3.10 recommend candidates for Staff Development Fellowships and submit suitable study programmes and venues to the Staff Development Committee;
- 3.11 submit recommendations to the Vice-Chancellor in respect of the appointment of External Examiners and any other consultants in the Department;
- 3.12 make recommendations to the appropriate bodies concerning promotion, tenure and disciplining of academic, technical, secretarial, and service staff with the Department;
- 3.13 make recommendations to the appropriate Faculty Planning Committee on plans for the development of the Department;
- 3.14 appoint normally one academic member of the Department, in addition to the Chairman, to the Faculty Board of Examiners;
- 3.15 monitor all Departmental votes and income and report to the Research Board on the appoint a delegate to represent the Department on University committees and other bodies as required;
- 3.16 make such other recommendations and decisions as may be required of the Department by other University ordinances and regulations and make decisions on such other matters as it may deem appropriate for the proper functioning of the Department.

4. APPOINTMENT OF CHAIRPERSONS OF DEPARTMENT

- 4.1 There shall be a Chairperson of each Department appointed by the Vice-Chancellor, on behalf of the University Council, normally chosen from among the tenured academic members of the Department.
- 4.2 Before appointing a Departmental Chairperson, the Vice-Chancellor shall:-
 - 4.2.1 consult and take note of the views of each member of the academic staff in the Department about the appointment;
 - 4.2.2 consult and take note of the views of at least one of the Pro-Vice-Chancellors and the Dean of the Faculty concerned.
- 4.3 The Vice-Chancellor may delegate the consultation procedure in Section 4.2.1 to a Pro-Vice-Chancellor who will in turn, report to the Vice-Chancellor.
- 4.4 The Chairperson of a Department shall normally hold office for a period of up to three years and shall be eligible for re-appointment.

- 4.5 After consultation with a Pro-Vice-Chancellor, the Dean of the Faculty and the Chairperson concerned, the Vice-Chancellor may terminate the appointment of a Chairperson of Department by giving one month's notice in writing, and the reasons for such termination shall be communicated to the Departmental Board before it is effected.
- 4.6 The Chairperson of a Department may resign appointment by giving the Vice-Chancellor one month's notice in writing.
- 4.7 Where the Chairperson of a Department is unable, either by reason of absence from the University or for any other reason, to carry on the duties of a chairperson, the Vice-Chancellor shall, subject to the provisions of Section 4.2 of this Ordinance, appoint an Acting Chairperson for the period until a new Chairperson of Department is appointed.
- 4.8 Where in the opinion of the Departmental Board, the absence of the Chairperson from a Department is of a period deemed detrimental to the interests of that Department, the Departmental Board shall, subject to the provision of paragraph 4.2, recommend to the Vice-Chancellor the appointment of a new Chairperson.
- 4.9 A Chairperson of Department shall be paid a responsibility allowance at a rate determined from time to time by the Finance Committee of Council for the duration of their term of office, provided that no allowance shall be payable where the Chairperson is absent or unable to perform duties for a period of 21 consecutive days or more.
- 4.10 Given the vital importance to good governance of departments by chairpersons, a person accepting appointment to such positions should undertake not to be absent for extended periods from the Department, especially during term time and normally, no person shall be appointed who will be taking sabbatical leave during their term of office.

5. DUTIES AND POWERS OF THE CHAIRPERSON OF DEPARTMENT

In addition to teaching, research and other duties and responsibilities, the Chairperson of Department shall:-

- 5.1 chair Departmental Board meetings;
- 5.2 at all times and in consultation with the Department, exercise their best endeavour to promote proper and acceptable standard of teaching, instruction and research in the Department;
- 5.3 represent the Department on appropriate University committees and other bodies as required;
- 5.4 make their personal recommendations with respect to tenure, promotion, advancement and disciplining of academic staff within the Department provided that if the Chairperson is a candidate for promotion, the appropriate recommendations shall be made by the Dean after consultation with full-time academic members of the Department;
- 5.5 serve as Executive Officer of the Department in the implementation of departmental policy as determined by the Departmental Board and other university authorities and be responsible for the day-to-day administration of the Department.



GENERAL ACADEMIC REGULATIONS FOR UNDERGRADUATE DEGREES AND DIPLOMAS OF THE GREAT ZIMBABWE UNIVERSITY

1. PREAMBLE

- 1.1 The Senate shall be the final authority for the interpretation of these regulations.
- 1.2 The Senate reserves the right to alter, amend, replace, waiver or cancel any of the academic regulations.
- 1.3 Normally, no student who has started a programme following one set of regulations shall be set at a disadvantage by a regulation or regulations subsequently adopted.
- 1.4 There shall be Special Regulations for each School which shall be subject to approval by the Senate and which shall include provision for admission to Programmes, Subjects and Modules within the School and schemes of examinations for these Programmes.
- 1.3 The General Academic Regulations shall take precedence over the Special School Regulations.
- 1.4 Detailed **synopses** for modules in the subject will not form part of the General Academic Regulations or School Regulations but will be submitted to the appropriate School Boards for approval.
- 1.7 In these regulations the following shall be used as defined:

“Programme” a plan of study, lasting over a specific period, which leads to a degree, diploma or certificate

“Level” a prescribed period of study normally made up of two semesters at the end of which decisions determining issues of progression are made

“Semester” a prescribed period of study normally made up of sixteen weeks comprising twelve weeks of teaching, one week mid-semester break and three weeks of examinations.

“Subject” a discipline or field of study in which a student may take a major or minor component or his/her programme

“Module” one component of a subject normally done over a semester

“Research Project” a defined practical assignment, which is separately examinable

“Work Related Learning” a prescribed period of practical experience in a relevant industrial/commercial/professional or community setting

“Continuous Assessment” prescribed assignments to be completed within a specific period and



attendance of at least 75% of lectures forming part of a module

“Carry Over” redoing **failed** module(s) from previous level to the subsequent level

“Retake” redoing module(s) failed in a previous semester within the same level

“Discontinue” means that the candidate must **not** continue with the programme **that** he/she has failed. Such students will be free to apply for admission into a different programme and his/her application will be considered through the normal admission procedures.

“Withdraw” means the student must withdraw from the University. Once withdrawn the student may not apply for admission until a period of two successive semesters has lapsed.

“Aegrotat” a degree offered on concessionary terms after one has failed to sit for examinations due to illness or other unavoidable intervention of a 'force majeure' nature.

“Supplement” rewrite module(s) failed with marks in the range of 40 - 49%

“Repeat” registering for modules failed during the previous level. A student may repeat the whole level i.e. both passed and failed modules, or may repeat failed modules only and retain credit for modules passed.

MODULE	CONTACT TEACHING HOURS/WEEK	CONTACT TEACHING HOURS/SEMESTER	EXAMINATION DURATION
One (1) credit module	1 hour	12 hours	1 hour
Two (2) credit module	2 hours	24 hours	2 hours
Three (3) credit module	3 hours	36 hours	3 hours
Four (4) credit module	4 hours	48 hours	4 hours

- 1.8 The Registrar shall maintain a schedule of programmes and modules and their codes for use in computerized student records. These codes shall be alpha numeric.

2. PROGRAMMES

- 2.1 The University may offer Bachelors Degrees at Honours level.

2.2 Honours Degrees

- 2.2.1 The structure of the Honours Degree Programmes shall be prescribed in the Faculty Regulations. These structures may vary with the particular requirements of different faculties and departments, but all Honours Programmes shall normally contain the following elements:

- 2.2.1.1 One or more 'major **subjects**' studied over at least six or eight semesters. Honours degrees shall normally include a period of Work Related Learning during the third level. Modules in the Honours degrees shall be studied intensively and progressively (i.e. studies in the fifth to eighth semester assume prior knowledge of the modules studied from the first to the fourth semester). They shall be taught and examined at the level requiring a greater depth and breadth of knowledge and understanding than expected of modules in 'general' degree programmes.
- 2.2.1.2 A candidate for the Honours degree shall normally be required to complete a research project or dissertation within his/her programme of study and this work may be based on the tasks and research performed during Work Related Learning.
- 2.2.1.3 The combination of modules within the Honours Programme shall be prescribed so as to focus on specific topics and to disallow a wide choice of disparate options.
- 2.2.1.4 One or more subsidiary modules may be studied at the 'General' level within the Honours Programme but assessment in these modules will not contribute to the final classification of the degree awarded or will be assigned a light weighting in the overall calculations of the final marks. Normally 60% of the modules taken in the Honours degree will be in the major subject(s).
- 2.2.1.5 The following are the Honours Degree and Diploma Programmes offered by the University:

Arts, Culture and Heritage

- a) Bachelor of Arts Honours Degree in African Languages (ChiShona, Ndebele, TshiVenda & XiChangana)
- b) Bachelor of Arts Honours Degree in Applied Theatre and Performance Studies
- c) Bachelor of Arts Honours Degree in Archaeology
- d) Bachelor of Arts Honours Degree in Archaeology, Museum and Heritage Studies
- e) Bachelor of Arts Honours Degree in Culture and Sustainable Development
- f) Bachelor of Arts Honours Degree in Development Studies
- g) Bachelor of Arts Honours Degree in Economic History
- h) Bachelor of Arts Honours Degree in English and Applied Communication
- i) Bachelor of Arts Honours Degree in Heritage Studies
- j) Bachelor of Arts Honours Degree in History
- k) Bachelor of Arts Honours Degree in Media and Cultural Studies
- l) Bachelor of Arts Honours Degree in Museum Studies
- m) Bachelor of Arts Honours Degree in Musicology and Ethnochoreology
- n) Bachelor of Arts Honours Degree in Philosophy
- o) Bachelor of Arts Honours Degree in Religious Studies and Philosophy
- p) Bachelor of Arts Honours Degree in Religious Studies

- q) Bachelor of Arts Special Honours Degree in ChiShona
- r) Bachelor of Arts Special Honours Degree in English and Media Studies
- s) Bachelor of Arts Special Honours Degree in History
- t) Bachelor of Arts Special Honours Degree in Ndebele
- u) Bachelor of Arts Special Honours Degree in Philosophy
- v) Bachelor of Arts Special Honours Degree in Religious Studies
- w) Bachelor of Arts Special Honours in Music
- x) Diploma in Religious Studies and Philosophy
- y) Diploma in Theology
- z) Diploma in Translation and Interpreting Studies

Education

- a) Bachelor of Adult and Continuing Education Honours Degree
- b) Bachelor of Education Honours Degree (Early Childhood Development In-service)
- c) Bachelor of Education Honours Degree (Early Childhood Development Pre-service)
- d) Bachelor of Education Honours Degree (Educational Leadership and Management)
- e) Bachelor of Education Honours Degree (Primary In-service)
- f) Bachelor of Education Honours Degree (Primary Pre-service)
- g) Bachelor of Education Honours Degree (Secondary In-service)
- h) Bachelor of Education Honours Degree (Secondary Pre-service)
- i) Bachelor of Education Honours Degree (Sociology)
- j) Bachelor of Education Honours Degree (Special Needs Education)
- k) Bachelor of Education Honours Degree (Philosophy)
- l) Bachelor of Education Honours Degree (Psychology)
- m) Diploma in Adult and Continuing Education

Law

Bachelor of Laws Honours Degree

Social Sciences

- a) Bachelor of Science Honours Degree in Counselling
- b) Bachelor of Science Honours Degree in Gender and Social Anthropology
- c) Bachelor of Science Honours Degree in Human Resource Management
- d) Bachelor of Science Honours Degree in Industrial Relations
- e) Bachelor of Science Honours Degree in Local Governance Studies
- f) Bachelor of Science Honours Degree in Peace, Conflict and Governance
- g) Bachelor of Science Honours Degree in Politics and Public Administration
- h) Bachelor of Science Honours Degree in Psychology
- I) Bachelor of Science Honours Degree in Rural Development
- j) Bachelor of Science Honours Degree in Social Anthropology
- k) Bachelor of Science Honours Degree in Social Ecology
- l) Bachelor of Science Honours Degree in Sociology

Commerce

- a) Bachelor of Commerce Honours Degree in Accounting
- b) Bachelor of Commerce Honours Degree in Banking

- c) Bachelor of Commerce Honours Degree in Banking and Finance
- d) Bachelor of Commerce Honours Degree in Business Management
- e) Bachelor of Commerce Honours Degree in Economics
- f) Bachelor of Commerce Honours Degree in Economics and Finance
- g) Bachelor of Commerce Honours Degree in Finance
- h) Bachelor of Commerce Honours Degree in Financial Engineering
- i) Bachelor of Commerce Honours Degree in Fiscal Studies
- j) Bachelor of Commerce Honours Degree in Hospitality, Tourism and Culture
- k) Bachelor of Commerce Honours Degree in Information Systems
- l) Bachelor of Commerce Honours Degree in Internal Auditing
- m) Bachelor of Commerce Honours Degree in Marketing Management
- n) Bachelor of Commerce Honours Degree in Office Management
- o) Bachelor of Commerce Honours Degree in Risk Management and Insurance
- p) Bachelor of Commerce Honours Degree in Transport and Logistics

Agriculture and Natural Sciences

- a) Bachelor of Science Honours Degree in Computer Sciences
- b) Bachelor of Science Honours Degree in Geography and Environmental Science
- c) Bachelor of Science Honours Degree in Statistics and Operations Research
- d) Bachelor of Science Honours Degree in Mathematics
- e) Bachelor of Science Honours Degree in Physics
- f) Bachelor of Science Honours Degree in Agriculture (Soil and Plant Sciences)
- g) Bachelor of Science Honours Degree in Agriculture (Livestock, Wildlife and Fisheries)
- h) Bachelor of Science Special Honours Degree in Computer Sciences
- i) Bachelor of Science Special Honours Degree in Geography and Environmental Science
- j) Bachelor of Science Special Honours Degree in Statistics and Operations Research
- k) Bachelor of Science Special Honours Degree in Mathematics
- l) Bachelor of Science Special Honours Degree in Physics

2.2.1.6 The Registrar shall maintain a schedule of programmes and modules and their codes for use in computerised student records. These codes shall be alpha numeric.

2.2.1.7 The University shall introduce new programmes from time to time and not all programmes will be on offer every semester.

3. ENTRY REQUIREMENTS

3.1 Normal Entry

For normal entry, candidates should:

- a) have satisfied the general requirements as prescribed below;
- b) have satisfied the special requirements for entry into the particular programme chosen as specified by the School Regulations;
- c) have passed English Language at Ordinary level with a grade C or better for all programmes

and Ordinary level Mathematics as required in specific programmes

3.1.1 **GENERAL REQUIREMENTS**

Passed at least five subjects at Ordinary level and at least two subjects at Advanced Level or their equivalents.

The following are acceptable to the University:

Ordinary Level Passes or Equivalent

Ordinary Level of the Zimbabwe School Examinations Council

Ordinary Level of the Associated Examinations Board's General Certificate of Education

Ordinary Level of the Cambridge School Certificate

Ordinary Level of the East/West African Examinations Council

Ordinary Level of the University of London's General Certificate of Education

and any other Examinations Boards that may be approved by Senate from time to time.

Advanced Level Passes or Equivalent

Advanced Level of the Zimbabwe School Examinations Council;

Advanced Level of the Associated Examinations Board's General Certificate of Education;

Advanced Level of the Cambridge Higher School Certificate;

Advanced Level of the East/West African Examinations Council

Advanced Level of the University of London's General Certificate of Education;

and any other Examinations Boards that may be approved by Senate from time to time.

3.1.2 **General Subject Provisions**

Subjects must have been chosen from the approved list below and restrictions against combinations overlapping must have been observed.

3.1.3 **Approved Subjects for Admission Purposes**

Subjects approved by the Zimbabwe School Examinations Council and/or the Associated Examinations Board; and/or the Cambridge Local Examinations Syndicate and/or the London Certificate of Education:-

Level

OA Accounting

O Accounts

OA Accounts, Principles of

OA Ancient History

A Ancient History and Literature

OA Applied Mathematics

O Applied Statistics

OA Art

OA Arts Crafts

OA Bible Knowledge
 OA Biology
 O Bookkeeping
 OA Botany
 OA Business Management
 OA Business Studies
 OA Chemistry
 OA Commerce
 OA Computer Studies
 A Computing Science
 OA Divinity
 O Drama and Theatre Arts
 A Economics and Political Studies
 O Economic and Political Affairs
 A Economic and Social History
 A Economic Geography
 OA Economic History
 O Economic Principles
 OA Economics
 A Electronic Systems
 O Electricity and Electronics
 O Elementary Physiology
 O Elements of Sociology
 OA Engineering Drawing
 OA Engineering Science
 O English Language
 OA English Literature
 O Environmental Biology
 OA Environmental Studies
 OA Fashion and Fabrics
 OA Food and Nutrition
 OA French
 O French Literature
 O French Studies
 O General Mathematics
 O General Papers (Use of English)
 OA General Principles of English Law
 O General Science
 OA Geography
 OA Geology
 A Government and Politics/Political Studies
 O Government, Economics and Commerce
 OA Health Science
 OA History
 OA History, Ancient
 O History and Appreciation of Music

O Home Economics
 OA Human Biology
 OA Law
 OA Mathematics
 A Mathematics, Applied
 O *Metal Work
 O *Metal Engineering
 OA Music
 OA Ndebele
 OA Physical Science
 OA Physics
 OA Physics with Chemistry
 OA Political Studies
 OA Portuguese
 O Principles of Economics
 OA Psychology
 OA Religious Studies
 O Rural Biology
 OA Shona
 OA Social Science
 OA Sociology
 OA Statistics
 O *Survey
 OA Technical Drawing
 O *Woodwork
 OA Zoology

*Not more than one subject indicated above by an asterisk may be recognised for the purpose of satisfying Ordinary Level requirements.

Senate on the recommendation of the Registrar, may accept other subjects and other Examining Boards.

3.1.4 Restrictions against the combination of overlapping subjects.

In the selection of subjects for the purpose of satisfying the general requirement, subjects listed under column A in the table below cannot be counted with corresponding subjects listed under column B.

COLUMN A

Accounting
 Art
 Biology
 Chemistry
 Economic Geography
 Economics
 Elementary Physiology
 Elements of Sociology
 Engineering Drawing

COLUMN B

Accounts, Principles of Accounts, Bookkeeping
 History of Art
 Rural Biology, Botany, Zoology, General Science
 Physical Science, Physics with Chemistry, General Science
 Geography, Environmental Studies
 Economic Principles, Commerce
 Human Biology
 Sociology
 Technical Drawing

Environmental Studies	Geography
General Mathematics	Mathematics
General Science	Physics, Physical; Physics with Chemistry
Geography	Economics Geography
Government and Political Studies	Government and Politics
Health Science	Human Biology
Mathematics	Pure and Applied Mathematics, Pure Mathematics; Applied Mathematics
Physical Science	Physics with Chemistry, Chemistry, General Science
Physics	Physics with Chemistry, Physical Science, General Science
Pure and Applied Mathematics	Pure Mathematics, Applied Mathematics
Social Science	Sociology
Zoology	Human Biology

3.1.5 School Requirements

For admission into a particular programme of study and/or for subject/modules within the programme there may be specific restrictions on the choice of subjects in the general requirements and/or additional requirements concerning entry. Such additional requirements shall be prescribed in the School Regulations.

3.2 Special Entry

The following persons may apply for Special Entry and for permission to proceed to a first degree with exemption from the whole or part of the normal entry requirements:

- 3.2.1 a person who has obtained a degree of this or another University or degree awarding Institution;
- 3.2.2 a person who has obtained a Certificate in Education from University or approved Teacher Training College;
- 3.2.3 a person who has obtained a Diploma from a recognised institution such as Teachers' College, Polytechnic or Agricultural College;
- 3.2.4 a person who has obtained from a University or an Institution of similar status, academic qualifications (other than degrees) acceptable to Senate. A person who has obtained an appropriate number of subjects at an approved examination and has subsequently passed an intermediate or equivalent examination at a University acceptable to Senate;
- 3.2.5 students who qualify under this regulation for Special Entry may apply to the Senate to be exempted from certain modules and examinations. 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 the final level of any programme; and

- 3.2.6 students who apply for admission under this regulation may be required to attend interviews and/or special tests at the University to determine their suitability for admission to Bachelor's degree studies.

3.3 **Mature Entry**

Persons who are at least 25 years of age for males and 23 for females on the first day of the academic year in which admission is sought and who are not eligible for entry under the Normal or Special Entry Regulations may apply for Mature Entry provided that:

- 3.3.1 Applicants must have passed at least five approved 'Ordinary Level' subjects including English Language and **may** have demonstrated potential suitability for University studies by virtue of their attainments and/or relevant work experience.
- 3.3.2 Normally, applicants should have completed their full-time school or college education at least five years before the start of the academic year in which admission is sought.
- 3.3.3 Applicants who wish to be considered under the Mature Entry provisions may be required to attend interviews and/or special tests at the University designed to assess their command of the English Language, numeracy and reasoning ability and general suitability for admission to the Bachelor's degree studies.
- 3.3.4 Applicants who have previously attended Mature Entry tests and/or interviews without success will not be considered for admissions under this form of entry unless in the intervening period they have acquired additional qualifications and/or experience.

3.4 **Submission of Applications**

- 3.4.1 Applications must be submitted on the official application form for admission.
- 3.4.2 The closing dates for receipt of application forms for entry shall be advertised by the Registrar.
- 3.4.3 Late applicants may be considered upon payment of the prescribed late application fee.

3.5 **General Provisions**

- 3.5.1 Every student must satisfy the University that he/she has adequate command of the English Language. When in doubt, new students may be required to undertake a test in English proficiency set by the University, upon registration for a Bachelor's degree studies.
- 3.5.2 A student may not register simultaneously for more than one programme at the University without the permission of the Senate.
- 3.5.3 All students are required to register within two weeks of the beginning of every semester (including those on Work Related Learning).

- 3.5.4 No student shall be allowed to register until he/she has paid the required fees that are normally at least three quarters of the applicable semester fees.
- 3.5.5 Students registered with the University are not allowed to register with another university without Senate approval.
- 3.5.6 Normally, no student shall be admitted into any programme or any module 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 the School concerned subject to approval by the Registrar.
- 3.5.7 Students who report for studies after commencement of the semester for any reason shall not be entitled to any special tuition to cover the period that they were not attending lectures.
- 3.5.8 Such students shall be liable to pay late registration fees, unless the Registrar has given exemption for such late registration.
- 3.5.9 All students registered with Great Zimbabwe University will be required to study prescribed University-wide modules as may be determined by Senate from time to time.
- 3.5.10 A student registered for a module is expected to attend at least 75% of the lectures prescribed for the same. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed, a student is required to fulfil these as may be prescribed by the requirements of the module.
- 3.5.11 If a student is unable to attend classes for health reasons for longer than 72 hours, he/she must notify the appropriate School Administrator and Chairperson of Department as soon as possible and submit certification in support thereof, that is signed by a Medical Practitioner registered in accordance with the Medical, Dental and Allied Health Professions Act.
- 3.5.12 For absence on grounds other than health reasons, prior permission from the Dean on the recommendation of the Chairperson of the Department concerned shall be necessary.
- 3.5.13 After taking due consideration of the academic progress of the student, the Senate may require or allow a student originally registered for one programme or subject to register for another programme or subject on the completion of either the First **Level** or Second **Level** of the programme for which he/she is registered.
- 3.5.14 Normally, no programme shall commence with fewer than fifteen students.

3.6 Refund of tuition fees

- 3.6.1 A student who leaves the University before the end of the semester for which he/she has been admitted shall be required to give proper notice in writing to the Registrar and may upon written application to the Bursar, obtain a refund on tuition fees on a *pro rata* basis.

3.6.2 Normally, an administration fee is charged for processing such refunds.

3.6.3 Registration fees are non-refundable.

3.7 Deferment of Studies

3.7.1 A student who wishes to defer his/her studies for whatever reason shall be required to:

- 3.7.1.1 complete deferment of studies forms in triplicate;
- 3.7.1.2 submit completed forms to the Chairperson of Department and Dean of Faculty for approval;
- 3.7.1.3 submit the deferment forms to the Bursar's Department (Student Accounts Section) for processing; and
- 3.7.1.4 submit signed deferment forms in triplicate to the Student Records and Registration Office.

3.7.2 The student shall ensure that the deferment process is completed before leaving the University. Upon return to the University, a student shall complete resumption of studies forms and submit them to the Chairperson, Dean, and Deputy Registrar Academic Affairs for recommendations and approval.

3.7.3 Students who fail to complete this process will be deemed to have attended lectures and their student accounts debited with fees for the respective semester.

3.7.4 No retrospective authorisation will be allowed.

3.7.5 Fees will be charged *pro rata* for the taught period on deferment.

3.7.6 Results for students who defer studies during their semester shall indicate that the student deferred studies.

4 STRUCTURE OF PROGRAMMES

The duration of Bachelor's Programmes shall be prescribed by School Regulations. Normally, the period within which a candidate is expected to complete a programme shall not exceed a period double the duration of the programme. Each programme shall be divided into levels.

4.1 A level shall include two teaching semesters, each consisting of not less than 16 weeks (including a mid- semester break). At the end of the second semester of a level, decisions determining issues of progression shall be made.

4.2 The possible combination of modules within a subject shall be in accordance with the School Regulations and shall be subject to approval by the Senate through the Chairperson(s) of the Department(s) and the Deans(s) concerned.

5 GRADING AND DEGREE/DIPLOMA CLASSIFICATION

5.1 All Bachelor's degrees shall be classified in the following classes: First Class, Upper Second Class, Lower Second Class, Pass.

5.2 The following Grading and Classification System shall be adopted for all Modules and **Undergraduate Degree and Diploma programmes:**

75% and above	1	(First Class)
65%- 74%	2.1	(Upper Second Class)
60%-64%	2.2	(Lower Second Class)
50%-59%	3	(Pass)
40%-49%	Fail	(Supplementary)
39% and below	Fail	

5.3 The following Grading and Classification shall be adopted for all Modules and **Postgraduate Degrees and Diploma Programmes:**

80% and above	Distinction	
70%- 79%	Merit	
60%-69%	Credit	
50%-59%	Pass	
40%-49%	Fail	(Supplementary)
39% and below	Fail	

6 ASSESSMENT OF CANDIDATES FOR BACHELOR'S DEGREES AND DIPLOMAS

6.1 Normally, evaluation shall be based on continuous assessment as well as **formal** examinations. Unless otherwise approved by the Senate, continuous assessment will contribute between 25% and 50% of the overall assessment. The contribution of continuous assessment will differ from faculty to faculty as provided for under respective faculty regulations.

6.2 Each Department shall determine which items of continuous assessment and practical work will be included in the continuous assessment and shall define the **relative** weighting **assigned to** each item of continuous assessment or practical work. **Each Department shall inform the students of these details at the beginning of the programme** and will maintain written records of each student's performance in these elements of continuous assessment. Items incorporated in continuous assessment may include assignments, tests, essays, quizzes, fieldwork, laboratory work and projects or any other as shall be determined by the **School Regulations**.

6.3 Students shall normally take **formal** examinations at the end of each semester.

6.4 External Examiners shall be appointed to moderate all University Examinations.

- 6.5 All matters relating to the conduct of University examinations shall be the responsibility of the Registrar.
- 6.6 **To be admitted into any University examinations, a candidate must:**
- 1.1.1 be registered as a student of the University in accordance with these General Academic Regulations; and
 - 6.6.2 have satisfactorily completed approved modules of study at the University. 'Satisfactory Completion' of modules may require submission of written work, attendance of lectures, seminars, tutorials, work related learning placement, sandwich modules, and any other activities as stated in the School and Departmental Regulations.
- 6.7 Exclusion from a University Examination shall require the authority of the Senate.
- 6.8 The Examiners may require any candidate to attend an oral (**viva voce**) examination and/or write a special examination.
- 6.9 Candidates studying Great Zimbabwe University degree programmes will be required to have attained a minimum of 136 credits acquired during their period of study in order to graduate. These are subject to Faculty and Departmental specifications.

7. DETERMINATION OF CANDIDATES' RESULTS

- 7.1 The Senate, on the recommendation of the School Boards of Examiners shall determine examination results.
- 7.2 Departmental Panels of Examiners shall comprise all full-time lecturing staff in that Department, the External Examiner(s) and, where appropriate, as determined by the Departmental Panel, part-time and/or teaching assistants for the module/subject concerned. The Departmental Panel of Examiners meetings shall normally be chaired by the Chairperson of Department.
- 7.3 Faculty Boards of Examiners shall comprise the Dean and Deputy Dean of the Faculty, the Directors of Schools, the Chairperson of each Department and the External Examiner(s) for the Department plus one other member of the Department nominated by the Departmental Panel from each Department involved in the subject for that examination.
- 7.3.1 The Chairperson of the School Board of Examiners shall normally be the Dean of the School who shall have a casting vote.
- 7.4 **The Departmental Panel of Examiners shall:**
- 7.4.1 agree, for each candidate, on marks in terms of percentages, for continuous assessment, for the **formal** examinations and overall marks (combining the

continuous assessment and **formal** examinations marks) in modules and, where required, in terms of the Faculty Regulations, in subjects;

- 7.4.2 recommend to the School Board of Examiners whether a candidate should pass or fail the relevant module(s) taken.
- 7.4.3 meet at the end of the first semester of a level to ratify the marks obtained by candidates;
- 7.4.4 meet at the end of the second semester of a level to ratify the marks obtained by a candidate and to make recommendations to Faculty Boards on issues of progression by students to the next level; and
- 7.4.5 where prizes are available for award, make recommendations to the School Board at the end of the second semester of a level for the award of these prizes.

7.5 **The School Board of Examiners shall:**

- 7.5.1 consider the recommendations of the **Departmental** Panels of Examiners and recommend to Senate an overall result for each candidate and any other conditions as it may deem appropriate;
- 7.5.2 meet at the end of the first semester of a level to ratify the marks obtained by candidates;
- 7.5.3 meet at the end of the second semester of a level to ratify the marks obtained by candidates and to make recommendations to Senate on issues of progression by students to the next level; and
- 7.5.4. make recommendations to Senate at the end of the Second Semester of a level with regard to the award of prizes, which may be available for candidates within the programme.

- 7.6 In determining results, all Departmental Panels of Examiners and School Boards of Examiners shall have regard to all special requirements as prescribed in the School Regulations. Such regulations may require candidates to satisfy the examiners in the continuous assessment and **formal** examinations separately or in aggregate.

8. **PROVISIONS FOR PASSING AND/OR PROCEEDING IN A PROGRAMME**

- 8.1 Students proceed automatically from semester one to semester two at each level with the exception of special cases which would have been approved by Senate e.g. cases of students applying for deferment of studies.
- 8.2 Each Scheme of Examinations shall indicate which modules must be passed before a

candidate may be allowed to proceed to a subsequent level of the programme or portion thereof.

- 8.3 Normally, a student shall not be allowed **to register and proceed to the next semester or level** without having passed the preceding semester formal examination(s) and having satisfied the entire prerequisites for proceeding with the studies as prescribed in these General Academic Regulations.
- 8.4 A student who passes sufficiently well in one level in aggregate may be permitted to proceed to a subsequent level carrying a failed module(s) subject to the provisions of the School Regulations.

9. FAILURE TO SATISFY EXAMINERS

9.1 A candidate who fails to satisfy the Examiners in terms of these General Academic Regulations and School Regulations may be required by Senate to:

- a) write supplementary examinations
- b) write special examinations
- c) retake failed module(s)
- d) proceed to the next level of the programme carrying one or more failed modules from a preceding level
- e) repeat
- f) discontinue; or
- g) withdraw

9.2 Special Examinations

9.2.1 Senate may allow a candidate to write a special examination where extenuating circumstances exist.

9.2.2 Students affected by extenuating circumstances may apply to their Schools within one week from the missed examination for their claims to be considered.

1.2.3 Schools would consider students' claims and make recommendations to Senate.

1.2.4 A student may claim that extenuating circumstances have contributed materially or significantly to:

- a) poor performance in any formally assessed work.
- b) absence from examinations or other assessment event.
- c) failure in examinations or other assessed work.

9.2.5 Valid extenuating circumstances shall normally be:

- a) circumstances which are unexpected, significantly disruptive and beyond a

- student's control and which may have affected his/her academic performance.
- b) an illness or serious accident at the time of an assessment or in the period leading up to a formal assessment.
- c) severe emotional or mental stress at the time of an assessment or immediately before an assessment e.g. through bereavement, family problems, experience of assault, robbery or other traumatic event, eviction/homeless in unavoidable circumstances and unavoidable involvement in legal proceedings.
- d) other factors totally outside the students control as shall be determined by Senate.

9.2.6 Evidence in support of claims must be in the form of an original document (not a photocopy) written and supplied by an appropriate third party giving details of the circumstances with dates and if possible, stating how students assessment has been affected. Third party should be a person who knows the student in a professional capacity and can give a first-hand account of the circumstances.

9.2.7 Acceptable evidence of extenuating circumstances shall include:

- a) a medical certificate issued at the time of the illness, specifying the nature of the illness and the dates affected and confirming that this is the doctor's own diagnosis. It is not sufficient for the doctor to write a letter stating that the student visited him/her and claimed to be unwell.
- b) a letter from Student Counselling Services
- c) a letter from solicitor; summons to attend court; an eviction notice; a report from a police officer;
- d) death certificate or burial order (that is, of an immediate family member); and
- e) a report from the invigilator (if the student falls ill during an examination) outlining the extenuating circumstances together with medical evidence if appropriate.

9.2.8 Students affected by extenuating circumstances shall apply to be considered for special examinations to the Registrar. Such applications, together with all documentary evidence, must be submitted by the last day of the scheduled sessional examinations of that semester. Applications submitted outside the stipulated period shall not be considered and the candidate(s) shall be considered to have failed the module(s) by default.

9.2.9 Students affected by extenuating circumstances shall normally be allowed to sit for a special examination within five (5) weeks after the regular examination.

9.2.10 Special examinations shall be assessed in the same way as regular/sessional examinations.

9.3 Supplementary Examinations

9.3.1 Supplementary examinations shall be taken at the end of Level 2 (for programmes

with work-related learning component only) and at the end of Level 4 of the programme ONLY. In both cases, a student must have failed modules with a supplementary mark during the last semester of that level.

- 9.3.2 To be eligible for supplementary examination in a module a student must obtain a supplementary mark of between 40 – 49% in the overall assessment. **Normally, supplementary examinations will not be awarded in more than 25% of the modules in a level of the programme.**
- 9.3.3 Where supplementary examinations have been allowed, the examiners will not incorporate continuous assessment in the determination of the final result.
- 9.3.4 Supplementary examinations shall be marked as “Pass” or “Fail” and the overall maximum mark awarded in a supplementary examination shall be 50%.
- 9.3.5 If a student is required to write a supplementary examination and fails to do so, the student shall be considered to have failed that module(s).
- 9.3.6 Where a research project is prescribed in any programme, candidates shall be informed in advance of the deadline of submission of such project. Unless Senate has granted prior permission for an extension of this deadline, any candidate who fails to meet this submission deadline shall fail the research project. In such cases, on the recommendation of the Examiners, **candidates may be permitted to resubmit the research project at a later date, normally within three months of the original submission deadline.** Unless otherwise determined by Senate, the maximum mark allowed for such work should be 50%.
 - 9.3.6.1 Where candidates meet the submission deadline of a research project and they fail within supplementary range, they may be permitted to resubmit the research project at a later date, **normally within three months after the publication of results.** The maximum mark allowed for such work shall be 50%.
 - 9.3.6.2 Where a candidate fails the research project below supplementary range, they may be permitted to repeat the project by way of coming up with a new topic. Normally, such work shall be treated like repeating a module.

9.4 Retake

Normally, candidates who fail some modules during the first semester of a level may be allowed to redo the modules during the second semester together with second semester modules. The number of modules that candidates are allowed to retake shall be determined by the Faculty Regulations.

9.5 Carry Over

- 9.5.1 For all levels other than the Work Related Learning Level, the maximum number permissible under this provision shall not exceed 25% of the number of modules normally scheduled in a particular level of a programme.
- 9.5.2 No student shall be allowed to carry over modules during the Work Related Learning level.
- 9.5.3 Normally, no student shall be allowed to proceed to Work Related Learning and the Final Level with outstanding lower level modules
- 9.5.4 Normally where a prerequisite is involved a candidate will be required to pass it before taking higher level modules.
- 9.5.5 Students carrying over modules will be re-examined at the next regularly scheduled examinations.
- 9.5.6 Students are required by Senate to undertake continuous assessment in respect of the carry over modules.

9.6 Repeat

- 9.6.1 'Repeat' failed modules will be allowed in cases where a candidate has **failed more than 25% but less than 50% of the modules in that level of the programme** but cannot proceed to the next level. In such cases the student will be allowed to retain credits for the passed modules.
- 9.6.2 If a student fails a carried module(s), he/she automatically repeats the module(s).
- 9.6.3 Repeat a level means repeating all modules of the level. **This will apply to candidates who will have failed more than 50% but less than 75% of the modules taken in that level.** In this case candidates will be required to repeat all passed and failed modules in that level.

9.7 Discontinue

- 9.7.1 A candidate who **fails more than 75% of the modules in the level of a programme** will be required to discontinue **the programme**.
- 9.7.2 Such students need not necessarily withdraw from the University, but, they are free to apply for admission into a different programme and their applications will be considered through the normal admission procedures.

9.8 Withdraw

9.8.1 A candidate will be required to withdraw from the University if he/she:

- (a) has failed the same level of the programme twice, or
- (b) has failed two different programmes.

9.8.2 Once 'withdrawn', the student may not apply for readmission until after a period of two semesters has elapsed.

10. WORK RELATED LEARNING

10.1 Programmes at the University shall normally include at least ten months of supervised Work Related Learning during the third level. In exceptional cases, periods of Work Related Learning may be prescribed by the Faculty Regulations.

10.2 Assessment of the Work Related Learning will be carried out in accordance with the following provisions:

10.2.1 To obtain overall pass, a student must pass the Academic Supervisor's Assessment Report, the Employer's Assessment Report and the Work Related **Learning** Report (where applicable).

10.2.2 The Academic Supervisor's Assessment Report and the Employer's Assessment Report shall constitute the Continuous Assessment component of Work related learning

10.2.3 A student who fails the continuous assessment component of Work Related Learning will be required to repeat the level.

10.2.4 A student who fails the Work Related Learning Report (where applicable) but has passed the Academic Supervisor's Assessment Report and the Employer's Assessment Report may be allowed to re-submit the Work Related Learning Report within two (2) months from the date of publication of results. Unless otherwise determined by Senate, the maximum mark allowable for such referred work is 50%. If the candidate fails again, on the recommendation of the Examiners, he/she may be required to repeat the Work Related Learning Level.

10.2.5 The Academic Supervisor's Assessment Report and the Employer's Assessment Report marks shall be moderated by the Departmental Panel of Examiners from the marks awarded by the Work Related Learning Supervisors and the Academic Supervisors.

10.2.6 Two copies of the Work Related Learning Report (where applicable) in a format

approved by the Faculty must be submitted to the Department within three weeks before the end of the Work Related Learning level, unless otherwise stated.

10.2.7 A Candidate may be required to repeat Work Related Learning Level if he/she fails either the Academic Supervisor's Report or the Employers' Assessment Report or both.

10.3 A student who fails the Work Related Learning level shall not proceed to the next level of the programme.

11. APPEALS

11.1 Any candidate who, having failed to satisfy the Examiners, and is required to withdraw from the University or to discontinue from a programme, has a right to appeal against the decision.

11.2 A Committee shall be set up by Senate to consider such appeals.

11.3 Any candidate who wishes to lodge an appeal against withdrawal or discontinue must do so in writing to the Registrar within twenty– one (21) days after the publication of the examination results.

11.4 On appeal, the candidate must state clearly the grounds of the appeal. Where a candidate is appealing on medical grounds, a Medical Practitioner registered in terms of the Health and Allied Professions Act must substantiate the 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.

11.5 The Registrar will refer all submitted appeals to the Termination of Studies (Appeals) Committee **for consideration**.

11.6 The **Termination of Studies/Appeals** Committee will 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.

11.7 The Committee will be empowered to hear an appellant orally and seek such information and evidence, as it may consider pertinent.

11.8 No right to oral hearing is conferred upon appellants and the University will not reimburse any expenses incurred by an appellant in making a personal appearance before the Committee.

- 11.9 The Committee shall make recommendations on each case, as it deems appropriate to Senate for approval, or to the Academic Board or the Vice Chancellor on behalf of Senate.
- 11.10 The Registrar will notify appellants in writing of the outcome of their appeals.
- 11.11 All re-mark requests will not be entertained unless directed by Senate.
- 11.12 On appeal, candidates are required to pay the prescribed appeal fees that shall be determined by Senate from time to time.

12. AEGROTAT PROVISIONS

- 12.1 If a candidate, having completed substantial component of a Level of his/her programme, is prevented by serious illness or other sufficiently substantiated cause from completing the prescribed requirements for that Level of the programme, and is deemed by Senate to have satisfied the Examiners for that Level upon the recommendation of the Board of Examiners concerned and upon such other conditions as Senate may decide, may be awarded an Aegrotat pass or Degree whichever the case might be provided that:
 - 12.1.1 the candidate will not normally be exempted from presenting a research project where such is prescribed;
 - 12.1.2 the award of the Aegrotat Degree/Diploma shall be without classification.
- 12.2 Where a **candidate** qualifies for an Aegrotat Degree, he/she may opt instead to write special examinations in order that an overall grade may be determined and formally credited to the **candidate**. Applications for such an option must be submitted to the Registrar in writing not later than four weeks before the scheduled examinations.
- 12.3 Senate may require any candidate, irrespective of his/her Programme or School, 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.
- 12.4 A candidate who wishes to be considered for an Aegrotat pass 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 and Allied Professions Act must support appeals that are submitted on medical grounds.
- 12.5 A candidate who is 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.

13. PLAGIARISM

- 13.1 Plagiarism is the unacknowledged use of another person's material or ideas. As such, plagiarism is an academic offence in the same sense that theft is a criminal offence in ordinary daily life.
- 13.2 Recommendations on the severity of the penalty shall be determined by the appropriate Departmental or School Board of Examiners. Cases of plagiarism shall be handled in the following manner:-

13.3 Minor Cases of Plagiarism

- 13.3.1 **First Offence:** in the case of plagiarism being discovered in a piece of work such as an essay or laboratory report or project the **candidate** 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%.
- 13.3.2 **Second Offence:** The **candidate** shall get a Dean's warning and shall be awarded a mark of zero.
- 13.3.3 **Third Offence:** Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.

13.4 Major Cases of Plagiarism

- 13.4.1 In the case of plagiarism being discovered in a research project at end of the semester that candidate shall be required to appear before a disciplinary hearing and if found guilty, appropriate disciplinary action will be taken.
- 13.4.2 Where a candidate is asked to resubmit a new research project, the same shall be awarded a maximum mark of 50%.
- 13.4.3 In the case of plagiarism being discovered in a research project for the second time and after re-submission, a mark of zero shall be awarded and recorded, and Senate shall take disciplinary action, either to suspend or expel the student.

14. MISCONDUCT AT EXAMINATIONS

Subject to Ordinance 2, (the Rules of Student Discipline Ordinance) any candidate found using unauthorised materials, including electronic gadgets or attempting to obtain information from other candidates or their papers, or otherwise guilty of misconduct during the examination may be disqualified not only in that examination, but in the whole examination, and further disciplinary action may be taken by the University.

15. PUBLICATION OF RESULTS

- 15.1 The Registrar shall be responsible for the publication of the examination results of the University as approved by Senate.
- 15.2 Queries on examination results shall be entertained within twenty one days from the date of publication of results.

16. ACADEMIC TRANSCRIPT

On leaving the University each student may obtain, on application to the Registrar, one copy of formal transcript of his/her complete academic record at the University.

17. AWARD OF DEGREE

- 17.1 The award of Degrees and Diplomas shall be subject to approval by the University Council. Candidates completing the requirements for such awards will be entitled to receive formal certificates of the University, bearing the University seal and signed by the Vice-Chancellor and the Registrar confirming the award.
- 17.2 **The University has the right to revoke a Certificate/Diploma/Degree on grounds it considers reasonable.**



GENERAL ACADEMIC REGULATIONS FOR TAUGHT MASTERS DEGREES AND POSTGRADUATE DIPLOMAS

1 PREAMBLE

- 1.1 Senate shall be the final authority for the interpretation of these regulations.
- 1.2 Senate reserves the right to alter, amend, replace, waiver or cancel any of the academic regulations.
- 1.3 Normally, no student who has started a programme following one set of regulations shall be set at a disadvantage by a regulation or regulations subsequently adopted.
- 1.4 There shall be Specific Regulations for each Faculty which shall be subject to approval by the Senate and which shall include provision for admission to Programmes, Subjects and Modules within the School and schemes of examinations for these Programmes.
- 1.5 The General Academic Regulations shall take precedence over the Special School Regulations.
- 1.6 Detailed **synopses** for modules in the subject will not form part of the General Academic Regulations or School Regulations but will be submitted to the appropriate School Boards for approval.
- 1.7 In these regulations the following shall be used as defined:-

“Programme” a plan of study, lasting over a specific period, which leads to a degree, diploma or certificate

“Level” a prescribed period of study normally made up of two semesters at the end of which decisions determining issues of progression are made

“Semester” a prescribed period of study normally made up of sixteen weeks comprising twelve weeks of teaching, one week mid-semester break and three weeks of examinations.

“Subject” a discipline or field of study in which a student may take a major or minor component or his/her programme

“Module” one component of a subject normally done over a semester

“Research Project” a defined practical assignment, which is separately examinable

“Work Related Learning” a prescribed period of practical experience in a relevant industrial/commercial/professional or community setting



“**Continuous Assessment**” prescribed assignments to be completed within a specific period and attendance of at least 75% of lectures forming part of a module

“**Carry Over**” redoing **failed** module(s) from previous level to the subsequent level

“**Retake**” redoing module(s) failed in a previous semester within the same level

“**Discontinue**” means that the candidate must **not** continue with the programme **that** he/she has failed. Such students will be free to apply for admission into a different programme and his/her application will be considered through the normal admission procedures.

“**Withdraw**” means the student must withdraw from the University. Once withdrawn the student may not apply for admission until a period of two successive semesters has lapsed.

“**Aegrotat**” a degree offered on concessionary terms after one has failed to sit for examinations due to illness or other unavoidable intervention of a 'force majeure' nature.

“**Supplement**” rewrite module(s) failed with marks in the range of 40 - 49%

“**Repeat**” registering for modules failed during the previous level. A student may repeat the whole level i.e. both passed and failed modules, or may repeat failed modules only and retain credit for modules passed.

MODULE	CONTACT TEACHING HOURS/WEEK	CONTACT TEACHING HOURS/SEMESTER	EXAMINATION DURATION
One (1) credit module	1 hour	12 hours	1 hour
Two (2) credit module	2 hours	24 hours	2 hours
Three (3) credit module	3 hours	36 hours	3 hours
Four (4) credit module	4 hours	48 hours	4 hours

1.8 The Registrar shall maintain a schedule of programmes and modules and their codes for use in computerised student records. These codes shall be alpha numeric.

1.9 Not all programmes given below shall be on offer all the time. New programmes shall be added from time to time.

2 TAUGHT MASTERS DEGREES AND POSTGRADUATE DIPLOMAS OFFERED BY THE UNIVERSITY

The following are the Taught Masters Degrees and Postgraduate Diplomas offered by the

University:

Arts and Humanities

- (a) Master of Arts in African History
- (b) Master of Arts in African Languages and Literature
- (c) Master of Arts in Development Studies
- (d) Master of Arts in Literary Studies
- (e) Master of Arts in Religious Studies

Education

- (a) Master of Education in Curriculum Studies
- (b) Master of Education in Early Childhood Development
- (c) Master of Education in Languages (English/ChiShona/Ndebele)
- (d) Master of Education in Special Needs Education
- (e) Master of Education (Educational Psychology/ Philosophy/ Sociology)
- (f) Graduate Diploma in Education
- (g) Post-Graduate Diploma in Higher and Tertiary Education

Social Sciences

- (a) Master of Science Degree in Counselling Psychology
- (b) Master of Science Degree in Demography and Population Studies
- (c) Master of Science Degree in Gender and Policy Studies
- (d) Master of Science Degree in Human Resource Management

Commerce

- a) Master of Commerce Degree in Applied Accounting
- b) Master of Commerce Degree in Information Systems
- c) Master of Commerce Degree in Finance
- d) Master of Commerce Degree in Economics
- e) Master of Commerce Degree in Industrial Strategy and Trade Policy
- f) Master of Commerce Degree in Financial Economics
- g) Master of Commerce Degree in Environmental and Development Economics
- h) Master of Commerce Degree in Marketing Management
- i) Master of Commerce Degree in Strategic Management
- j) Master of Business Administration
- k) Masters in Business Management
- l) Masters in Development Finance

3 ENTRY REQUIREMENTS

Eligibility for Admission

3.1 Normal entry

3.1.1 For Masters Degrees and Postgraduate Diplomas, applicants must normally hold an appropriate first degree in the relevant area.

3.1.2 For specific normal entry requirements, refer to programme regulations

3.2 Special entry

Applicants for Masters Degrees and Postgraduate Diplomas may be admitted through

special entry on the grounds of relevant equivalent qualification obtained from recognised institution subject to Senate approval.

3.3 Submission of Applications

- 3.3.1 Applications must be submitted on the official application form for admission.
- 3.3.2 The closing dates for receipt of application forms for entry shall be advertised by the Registrar's Office.
- 3.3.3 Late applicants may be considered upon payment of the prescribed late application fee.

3.4 General Provisions

- 3.4.1 Every student must satisfy the University that he/she has adequate command of the English Language. New students may be required to undertake a test in English proficiency set by the University upon registration for a taught Postgraduate programme.
- 3.4.2 Students admitted under the Special Entry provision may be exempted from this requirement.
- 3.4.3 A student may not register simultaneously for more than one programme at the University without the permission of the Senate.
- 3.4.4 All students are required to register within two weeks of the beginning of every semester.
- 3.4.5 No student shall be allowed to register until he/she has paid the required fees that are normally at least three quarters of the applicable semester fees.
- 3.4.6 Students registered with the University are not allowed to register with another university without Senate approval.
- 3.4.7 Normally, no student shall be admitted into any programme or any module 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 the School concerned and will be subject to approval through the Registrar's Office.
- 3.4.8 Students who enter or return to the University late shall not be entitled to specific tuition.
- 3.4.9 Such students shall be liable to pay late registration fees, unless the Registrar has given permission for such late registration.

- 3.4.10 All students registered with Great Zimbabwe University will be required to study University-wide modules as may be determined by Senate from time to time.
- 3.4.11 A student registered for a module is expected to attend all classes prescribed for such module. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed, a student is required to fulfil these as may be prescribed by the requirements of the module.
- 3.4.12 If a student is unable to attend classes for health reasons for longer than 72 hours, he/she must notify the appropriate School Administrator and Chairperson of Department as soon as possible and submit certification in support thereof, that is signed by a Medical Practitioner registered in accordance with the Medical, Dental and Allied Health Professions Act.
- 3.4.13 For absence on grounds other than health reasons, prior permission from the Dean on the recommendation of the Chairperson of the Department concerned shall be necessary.
- 3.4.14 After taking due consideration of the academic progress of the student, the Senate may require or allow a student originally registered for one programme or subject to register for another programme or subject on the completion of either the First **Level** or Second **Level** of the programme for which he/she is registered.
- 3.4.15 Normally, no programme shall commence with fewer than ten students.

3.5 **Refund of tuition fees**

- 3.5.1 A student who leaves the University before the end of the semester for which he/she has been admitted shall be required to give a proper notice in writing to the Registrar and may upon written application to the Bursar, obtain a refund on tuition fees on a *pro rata* basis.
- 3.5.2 Normally, an administration fee is charged for processing such refunds.
- 3.5.3 Registration fees are non-refundable.

3.6 **Deferment of Studies**

- 3.6.1 A student who wishes to defer his/her studies for whatever reason shall be required to:
- 3.6.1.1 complete deferment of studies forms in triplicate.
- 3.6.1.2 submit completed forms to the Chairperson of Department and Dean of School for approval.
- 3.6.1.3 submit deferment forms to the Bursar's Department
(Student Accounts Section) for processing.

3.6.1.4 submit signed deferment forms in triplicate to the
Student Records and Registration Office.

- 3.6.2 The student should make sure that the deferment process is completed before leaving the University. Upon return to the University, resumption of studies forms should be completed and submitted to the Chairperson, Dean, and Deputy Registrar Academic Affairs Department for approval.
- 3.6.3 Students who fail to complete this process will be deemed to have attended lectures and their student accounts will be debited with fees for the respective semester.
- 3.6.4 No retrospective authorisation will be allowed.
- 3.6.5 Fees will be charged pro rata for the taught period on deferment.
- 3.6.6 Results for all students who deferred studies during their semester should indicate that the student deferred.

4. STRUCTURE OF PROGRAMMES

- 4.1 The duration of Masters or Postgraduate programme shall be prescribed by School Regulations. Normally, the period within which a candidate is expected to complete a programme shall not exceed a period double the duration of the programme. Each programme shall be divided into levels.
- 4.2 A level shall include two teaching semesters, each consisting of not less than 15 weeks. At the end of the second semester of a level, decisions determining issues of progression shall be made.
- 4.3 The possible combination of modules within a subject shall be in accordance with the Faculty Regulations and shall be subject to approval by the Chairperson(s) of the Department(s) and the Deans(s) concerned.

5. GRADING AND CLASSIFICATION OF MASTERS DEGREES AND POSTGRADUATE DIPLOMAS

- 5.1 The following Grading and Classification shall be adopted for all Modules and **Masters Degrees and Postgraduate Diploma Programmes:**

80% and above	Distinction	
70%- 79%	Merit	
50%-69%	Pass	
40%-49%	Fail	(Supplementary)
39% and below	Fail	

- 5.2 The final classification of the degree or diploma shall be calculated by averaging all the module marks.

6. ASSESSMENT OF CANDIDATES FOR MASTERS DEGREES AND POSTGRADUATE DIPLOMAS

- 6.1 Normally, evaluation shall be based on continuous assessment as well as **formal** examinations. Unless otherwise approved by Senate, continuous assessment will contribute between 25% and 50% of the overall assessment.
- 6.2 Each Department shall determine which items of continuous assessment and practical work will be included in the continuous assessment and shall define the relative weighting assigned to each item of continuous assessment or practical work. Each Department shall inform the students of these details at the beginning of the programme and will 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 other as shall be determined by the School Regulations.
- 6.3 Students shall normally take **formal** examinations at the end of each semester.
- 6.4 External Examiners shall be appointed to moderate all University Examinations.
- 6.5 All matters relating to the conduct of University examinations shall be the responsibility of the Registrar.
- 6.6 **To be admitted into any University examinations, a candidate must:-**
- 6.6.1 be registered as a student of the University in accordance with these General Academic Regulations;
- 6.6.2 have satisfactorily completed approved modules of study at the University. 'Satisfactory Completion' of modules may require submission of written work, attendance at lectures, seminars, tutorials, sandwich modules, and any other activities as stated in the School and Departmental Regulations.
- 6.7 Exclusion from a University Examination shall require the authority of Senate.
- 6.8 The Examiners may require any candidate to attend an oral (**viva voce**) examination and/or write a special examination.
- 6.9 Students will be required to attain a minimum of 136 credits in order to graduate.

7. DETERMINATION OF CANDIDATES' RESULTS

- 7.1 Senate, on the recommendation of the School Boards of Examiners shall determine examination results.
- 7.2 Departmental Panels of Examiners shall comprise all full-time lecturing staff in that Department, the External Examiner(s) and, where appropriate, as determined by the Departmental Panel, part-time and/or teaching assistants for the module/subject concerned.

The Departmental Panel of Examiners meetings shall normally be chaired by the Chairperson of Department.

- 7.3 School Boards of Examiners shall comprise the Dean and Deputy Dean of the School, **the Director(s) of Centre(s)**, the Chairperson of each Department and the External Examiner(s) for the Department plus one other member of the Department nominated by the Departmental Panel from each Department involved in the subject for that examination.

7.3.1 The Chairperson of the School Board of Examiners shall normally be the Dean of the School who shall have a casting vote.

7.4 The Departmental Panel of Examiners shall:

- 7.4.1 agree, for each candidate on marks in terms of percentages, for continuous assessment, for the **formal** examinations and overall marks (combining the continuous assessment and **formal** examinations marks) in modules and, where required, in terms of the School Regulations, in subjects;
- 7.4.2 recommend to the School Board of Examiners whether a candidate should pass or fail the relevant module(s) taken.
- 7.4.3 meet at the end of the first semester of a level to ratify the marks obtained by candidates;
- 7.4.4 meet at the end of the second semester of a level to ratify the marks obtained by a candidate and to make recommendations to School Boards on issues of progression by students to the next level; and
- 7.4.5 where prizes are available for award, make recommendations to the School Board at the end of the second semester of a level for the award of these prizes.

7.5 The School Board of Examiners shall:-

- 7.5.1 consider the recommendations of the **Departmental** Panels of Examiners and recommend to Senate an overall result for each candidate and any other conditions as it may deem appropriate;
- 7.5.2 meet at the end of the first semester of a level to ratify the marks obtained by candidates;
- 7.5.3 meet at the end of the second semester of a level to ratify the marks obtained by candidates and to make recommendations to Senate on issues of progression by students to the next level; and
- 7.5.4. make recommendations to Senate at the end of the Second Semester of a level with regard to the award of prizes, which may be available for candidates within the programme.

- 7.6 In determining results, all Departmental Panels of Examiners and School Boards of Examiners shall have regard to all special requirements as prescribed in the Faculty Regulations. Such regulations may



require candidates to satisfy the examiners in the continuous assessment and formal examinations separately or in aggregate.

8. PROVISIONS FOR PASSING AND/OR PROCEEDING IN A PROGRAMME

- 8.1 Students proceed automatically from semester one to semester two at each level with the exception of special cases which would have been approved by Senate e.g. cases of students applying for deferment of studies.
- 8.2 Each Scheme of Examinations shall indicate which modules must be passed before a candidate may be allowed to proceed to a subsequent level of the programme or portion thereof.
- 8.3 Normally, a student shall not be allowed **to register and proceed to the next semester or level** without having passed the preceding semester formal examination(s) and having satisfied the entire prerequisites for proceeding with the studies as prescribed in these General Academic Regulations.
- 8.4 A student who passes sufficiently well in one level in aggregate may be permitted to proceed to a subsequent level carrying a failed module(s) subject to the provisions of the Faculty Regulations.

9. FAILURE TO SATISFY EXAMINERS

- 9.1 A candidate who fails to satisfy the Examiners in terms of these General Academic Regulations and School Regulations may be required by Senate to:-
 - a) write supplementary examinations
 - b) write special examinations
 - c) retake failed module(s)
 - d) proceed to the next level of the programme carrying one or more failed modules from a preceding level
 - e) repeat
 - f) discontinue; or
 - g) withdraw
- 9.2 **Special Examinations**
 - 9.2.1 Senate may allow a candidate to write a special examination where extenuating circumstances exist.
 - 9.2.2 Students affected by extenuating circumstances may apply to their Schools within one week from the missed examination for their claims to be considered.
 - 9.2.3 Schools would consider students' claims and make recommendations to Senate.



- 9.2.4 A student may claim that extenuating circumstances have contributed materially or significantly to absence from examinations or other assessment event.
- 9.2.5 Valid extenuating circumstances shall normally be:
- circumstances which are unexpected, significantly disruptive and beyond a student's control.
 - an illness or serious accident at the time of an assessment or in the period leading up to a formal assessment.
 - severe emotional or mental stress at the time of an assessment or immediately before an assessment or e.g. through bereavement, family problems, experience of assault, robbery or other traumatic event, eviction/homeless in unavoidable circumstances, unavoidable involvement in legal proceedings.
 - other factors totally outside the student's control as shall be determined by Senate.
- 9.2.6 Evidence in support of claims must be in the form of an original document (not a photocopy) written and supplied by an appropriate third party giving details of the circumstances with dates and if possible, stating how student's assessment has been affected. Third party should be a person who knows the student in a professional capacity and can give a first-hand account of the circumstances.
- 9.2.7 Acceptable evidence of extenuating circumstances shall include:
- a medical certificate issued at the time of the illness, specifying the nature of the illness and the dates affected and confirming that this is the doctor's own diagnosis.
It is not sufficient for the doctor to write a letter stating that the student visited him/her and claimed to be unwell.
 - a letter from Student Counselling Services
 - a letter from solicitor; summons to attend court; an eviction notice; a report from a police officer;
 - death certificate or burial order (that is, of an immediate family member)
 - a report from the invigilator (if the student falls ill during an examination) outlining the extenuating circumstances together with medical evidence if appropriate.
- 9.2.8 Students affected by extenuating circumstances shall apply to be considered for special examinations to the Registrar. Such applications, together with all documentary evidence, must be submitted by the last day of the scheduled sessional examinations of that semester. Applications submitted outside the stipulated period shall not be considered and the candidate(s) shall be considered to have failed the module(s) by default.
- 9.2.9 Students affected by extenuating circumstances shall normally be allowed to sit for a special examination within five (5) weeks after the regular examination.

9.2.10 Special examinations shall be assessed in the same way as regular/sessional examinations.

9.3 Supplementary Examinations

9.3.1 Normally supplementary examinations shall be written by a student who fails with a supplementary mark during the last semester of the level in line with the School Regulations.

9.3.2 To be eligible for supplementary examination in a module a student must obtain a supplementary mark of between 40 – 49% in the overall assessment. Normally, supplementary examinations will not be awarded in more than 25% of the modules in a level of the programme.

9.3.3 Where supplementary examinations have been allowed, the examiners will not incorporate continuous assessment in the determination of the final result.

9.3.4 Supplementary examinations shall be marked as “Pass” or “Fail” and the overall maximum mark awarded in a supplementary examination shall be 50%.

9.3.5 If a student is required to write a supplementary examination and fails to do so, the student shall be considered to have failed that module(s).

9.3.6 Where a dissertation is prescribed in any programme, candidates shall be informed in advance of the deadline of submission of such dissertation. 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 dissertation. In such cases, on the recommendation of the Examiners, **candidates may be permitted to resubmit the dissertation at a later date, normally within three months of the original submission deadline.** Unless otherwise determined by Senate, the maximum mark allowed for such work should be 50%.

9.3.6.1 Where candidates meet the submission deadline of a dissertation and they fail within supplementary range, they may be permitted to resubmit the dissertation at a later date, **normally within three months after the publication of results.** The maximum mark allowed for such work shall be 50%.

9.3.6.2 Where a candidate fails the dissertation below supplementary range, they may be permitted to repeat the dissertation by way of coming up with a new topic. Normally, such work shall be treated like repeating a module.

9.4 Retake

Normally, a candidate who fails some modules during the first semester of a level may be

allowed to redo the modules during the second semester together with second semester modules.

9.5 Carry Over

- 9.5.1 No candidate shall be allowed to carry more than two (2) modules to the next level of the programme.
- 9.5.2 Normally, where a prerequisite is involved, a candidate will be Required to pass it before taking higher level modules.
- 9.5.3 Students carrying over modules will be re-examined at the next regularly scheduled examinations.
- 9.5.4 Students are required by Senate to undertake continuous assessment in respect of the carry over modules.

9.6 Repeat

- 9.6.1 'Repeat' failed modules will be allowed in cases where a candidate has **failed more than two modules in that level of the programme** but cannot proceed to the next level. In such cases the student will be allowed to retain credits for the passed modules.
- 9.6.2 No student shall be allowed to register repeat modules that exceed the number of modules offered in a specific semester, otherwise the repeat modules will have to be done over a period of two semesters.
- 9.6.3 If a student fails a carried module(s), he/she automatically repeats the module(s).

9.7 Discontinue

- 9.7.1 A candidate who **fails all** modules in the level of a programme will be required to discontinue **the programme**.
- 9.7.2 Such students need not necessarily withdraw from the University, but, they are free to apply for admission into a different programme and their applications will be considered through the normal admission procedures.

9.8 Withdraw

- 9.8.1 A candidate will be required to withdraw from the University if he/she:
 - (a) has failed the same level of the programme twice, or
 - (b) has failed two different programmes.

9.8.2 Once 'withdrawn' the student may not apply for readmission until a period of two semesters has lapsed.

10. APPEALS

- 10.1 Any candidate who, having failed to satisfy the Examiners, and is required to withdraw from the University or to discontinue from a programme, has a right to appeal against the decision.
- 10.2 A Committee shall be set up by Senate to consider such appeals.
- 10.3 Any candidate who wishes to lodge an appeal against withdrawal or discontinue must do so in writing to the Registrar within twenty– one (21) days after the publication of the examination results.
- 10.4 On appeal, the candidate must state clearly the grounds of the appeal. Any evidence, which the candidate wishes to submit in support of his/her case, must be lodged with the written appeal.
- 10.5 The Registrar will refer all submitted appeals to the Termination of Studies (Appeals) Committee for consideration.
- 10.6 The **Termination of Studies** (Appeals) Committee will 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.
- 10.7 The Committee will be empowered to hear an appellant orally and seek such information and evidence, as it may consider pertinent.
- 10.8 No right to oral hearing is conferred upon appellants and the University will not reimburse any expenses incurred by an appellant in making a personal appearance before the Committee.
- 10.9 The Committee shall make recommendations on each case, as it deems appropriate. Its recommendations shall be submitted to Senate for approval, or to the Academic Board or the Vice Chancellor on behalf of Senate.
- 10.10 **Appellants should be notified in writing by the Registrar of the outcome of their appeals.**
- 10.11 All re-mark requests will not be entertained unless directed by Senate.
- 10.12 On appeal, candidates are required to pay the prescribed appeal fees that shall be determined by Senate from time to time.

11. AEGROTAT PROVISIONS

- 11.1 If a candidate, having completed a substantial component of a Level of his/her programme, is prevented by serious illness or other sufficiently substantiated cause from completing the prescribed requirements for that Level of the programme, and is deemed by Senate to have satisfied the Examiners for that Level upon the recommendation of the Board of Examiners concerned and upon such other conditions as Senate may decide, may be awarded an Aegrotat pass or Degree whichever the case might be provided that:-
- 11.1.1 the candidate shall not be exempted from presenting a research project where such is prescribed;
- 11.1.2 the award of the Aegrotat Degree or Diploma shall be without classification.
- 11.2 Where a **candidate** qualifies for an Aegrotat pass, he/she may opt instead to write special examinations in order that an overall grade may be determined and formally credited to the **candidate**. Applications for such an option must be submitted to the Registrar in writing not later than four weeks before the scheduled examinations.
- 11.3 Senate may require any candidate, irrespective of his/her Programme or Faculty, 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 **or when medically fit**. 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.
- 11.4 Exceptionally, Senate on the recommendations of the Academic Board may permit such special examinations for candidates in respect of the performance in a supplementary examination. In such circumstances, the mark obtained in the special supplementary examination must be treated in accordance with regulation 9.3.5.
- 11.5 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 and Allied Professions Act must support appeals that are submitted on medical grounds.
- 11.6 A candidate who is 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.
- 11.7 No candidate shall be allowed an Aegrotat pass in a supplementary examination, but may be allowed by Senate the alternative of writing a Special Examination as indicated in regulation 11.4 above.



12. PLAGIARISM

- 12.1 Plagiarism is the unacknowledged use of another person's material or ideas. As such, plagiarism is an academic offence in the same sense that theft is criminal offence in ordinary daily life.
- 12.2 Recommendations on the severity of the penalty shall be determined by the appropriate Departmental or School Board of Examiners. Cases of plagiarism shall be handled in the following manner:-

12.3 Minor Cases of Plagiarism

- 12.3.1 **First Offence:** in the case of plagiarism being discovered in a piece of work such as an essay or laboratory report or project, the **candidate** 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%.
- 12.3.2 **Second Offence:** The **candidate** shall get a Dean's warning and shall be awarded a mark of zero.
- 12.3.3 **Third Offence:** Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.

12.4 Major Cases of Plagiarism

- 12.4.1 In the case of plagiarism being discovered in a dissertation at the end of the semester, that candidate shall be required to appear before a disciplinary hearing and if found guilty, appropriate disciplinary action will be taken.
- 12.4.2 Where a candidate is asked to resubmit a new dissertation, the same shall be awarded a maximum mark of 50%.
- 12.4.3 In the case of plagiarism being discovered in a dissertation for the second time and after re-submission, a mark of zero shall be awarded and recorded, and Senate shall take disciplinary action, either to suspend or expel the student.

13. MISCONDUCT AT EXAMINATIONS

Subject to Ordinance 2, (the Rules of Student Discipline Ordinance) any candidate found using unauthorized materials, including electronic gadgets or attempting to obtain information from other candidates or their papers, or otherwise guilty of misconduct during the examination may be disqualified not only in that examination, but in the whole examination, and further disciplinary action may be taken by the University.

14. PUBLICATION OF RESULTS

- 14.1 The Registrar shall be responsible for the publication of the **examinations** results of the University as approved by Senate.



- 14.2 Queries on examination results shall be entertained within twenty one days from the date of publication of results.

15. ACADEMIC TRANSCRIPT

On leaving the University each student may obtain, on application to the Registrar, one copy of formal transcript of his/her complete academic record at the University.

16. AWARD OF DEGREE

- 16.1 The award of Masters Degrees and Postgraduate Diplomas shall be subject to approval by the University Council. Candidates completing the requirements for such awards will be entitled to receive formal certificates of the University, bearing the University seal and signed by the Vice-Chancellor and the Registrar confirming the award.
- 16.2 **The University has the right to revoke a Certificate/Diploma/Degree on grounds it considers reasonable.**



REGULATIONS FOR HIGHER DEGREES BY RESEARCH

1. PREAMBLE

- 1.1 Higher Degrees by research play an important role in research output worldwide, and so it is appropriate that the University actively promotes higher degrees research as an integral part of its strategic plan, and ensures the quality of this provision.
- 1.2 These regulations set the framework for the administration, governance, and quality management of higher degrees programmes.
- 1.3 The regulations cover policy, procedures, and guidelines on the following core aspects in higher degrees: student admission and registration, research supervision, and submission and examination of theses.

2. OBJECTIVES

- 2.1 The objectives of these regulations are to:
 - 2.1.1 Enhance the credibility of higher degrees qualifications.
 - 2.1.2 Clarify the respective roles and responsibilities of candidates and their supervisors as well as those of the University's research and academic system.
 - 2.1.3 Establish rational and transparent decision-making processes around the governance and administration of matters concerning candidates pursuing higher degrees.
 - 2.1.4 Ensure adequate capacity development for higher degrees candidates.

3. DEFINITIONS

For the purposes of these regulations the following definitions shall apply:

3.1 Abstract

A passage that must precede all research works and should consist of a brief statement of the problem, a brief explanation of the methods or procedures used and a condensed summary of the findings of the study.

3.2 Board of Examiners

Refers to the highest examining body that assesses the research work of a higher degrees candidate, conducts oral examination and determines whether a research work should be accepted for the intended degree (MPhil and DPhil).

3.3 Candidate

A student who has registered and is in the process of preparing or conducting his/her research work.

3.4 Candidature

Means a status of being a bona fide registered student.

3.5 Copyright

The right to publish or reproduce or permission to publish or reproduce intellectual material.

3.6 Co-supervisor/Co-promoter

Refers to an academic responsible for more than 10 % and less than 50% of the supervision of a candidate.

3.7 Deferment

Means postponement of studies to a later date up to a maximum of one academic year.



3.8 **Dissertation**

Refers to the written report on the research work in programmes where both coursework and research are required for graduation.

3.9 **School Higher Degrees Committee (SHDC)**

Refers to the School Academic Committee, which comprises the Dean and other appointed academic staff and is responsible for making decisions on academic matters within the faculty, in line with the policies determined by the Senate.

3.10 **Higher Degrees by Research**

Refers to Master of Philosophy and Doctoral programmes.

3.11 **Main Supervisor/Promoter**

Refers to an academic who takes primary responsibility for the supervision of a candidate and is responsible for more than 50% of the supervision.

3.12 **Research and Postgraduate Studies Committee (RPGSC)**

Refers to a Senate Standing Committee comprising representatives from each faculty to discuss and deliberate various issues related to higher degrees studies and chaired by a Dean appointed by the Vice Chancellor.

3.13 **Research and Postgraduate Studies Office (RPGSO)**

Refers to the office responsible for coordinating and implementing higher degrees policies, procedures and guidelines.

3.14 **Senate**

Refers to the highest authority on academic matters in the University.

3.15 **Thesis**

Refers to the written report on an original research work done in programmes where research is the only requirement for graduation.

4. **MPhil PROGRAMMES**

The following are the available MPhil programmes:-

4.1 **Arts, Culture and Heritage Studies**

MPhil in African Languages

MPhil in Applied Linguistics

MPhil in Creative and Performing Arts

MPhil in Culture and Diplomacy

MPhil in Culture and Heritage Management

MPhil in Culture and Security Management

MPhil in Development Studies

MPhil in English

MPhil in History

MPhil in Language Policy and Planning

MPhil in Media and Cultural Studies



MPhil in Philosophy
MPhil in Postcolonial Studies
MPhil in Religious Studies

4.2 Education

MPhil in Educational Leadership and Management
MPhil in Educational Psychology
MPhil in Educational Sociology
MPhil in Curriculum Studies
MPhil in Special Needs Education
MPhil in Adult and Continuing Education
MPhil in Early Childhood Development
MPhil in Teacher Development
MPhil in Philosophy of Education

4.3 Social Sciences

MPhil in Sociology
MPhil in Social Ecology
MPhil in Social Anthropology
MPhil in Psychology
MPhil in Industrial Relations
MPhil in Human Resource Management
MPhil in Gender and Cultural Studies
MPhil in Gender and Policy Studies
MPhil in Gender Studies
MPhil in Peace, Conflict and Governance
MPhil in Local Governance
MPhil in Demography and Population Studies
MPhil in Politics and Administration
MPhil in Urban Planning and Development
MPhil in Rural Development
MPhil in Counselling Psychology

4.4 Commerce

MPhil in Economics
MPhil in Accounting
MPhil in Management
MPhil in Finance
MPhil in Information Systems
MPhil in Business Administration

4.5 Agriculture and Natural Sciences

MPhil in Geography and Environmental Science



MPhil in Mathematics
 MPhil in Statistics
 MPhil in Physics
 MPhil in Computer Science
 MPhil in Operations Research

5. DPhil PROGRAMMES

The following are the available DPhil programmes:-

5.1 Arts, Culture and Heritage Studies

DPhil in African Languages
 DPhil in Applied Linguistics
 DPhil in Creative and Performing Arts
 DPhil in Culture and Diplomacy
 DPhil in Culture and Heritage Management
 DPhil in Culture and Security Management
 DPhil in Development Studies
 DPhil in English
 DPhil in History
 DPhil in Language Policy and Planning
 DPhil in Media and Cultural Studies
 DPhil in Philosophy
 DPhil in Postcolonial Studies
 DPhil in Religious Studies

5.2 Education

DPhil in Educational Leadership and Management
 DPhil in Educational Psychology
 DPhil in Educational Sociology
 DPhil in Curriculum Studies
 DPhil in Special Needs Education
 DPhil in Adult and Continuing Education
 DPhil in Early Childhood Development
 DPhil in Teacher Development
 DPhil in Philosophy of Education

5.3 Social Sciences

DPhil in Sociology
 DPhil in Social Ecology
 DPhil in Social Anthropology
 DPhil in Psychology
 DPhil in Industrial Relations
 DPhil in Human Resource Management
 DPhil in Gender and Cultural Studies

DPhil in Gender and Policy Studies
 DPhil in Gender Studies
 DPhil in Peace, Conflict and Governance
 DPhil in Local Governance
 DPhil in Demography and Population Studies
 DPhil in Politics and Administration
 DPhil in Urban Planning and Development
 DPhil in Rural Development
 DPhil in Counselling Psychology

5.4 Commerce

DPhil in Economics
 DPhil in Accounting
 DPhil in Management
 DPhil in Finance
 DPhil in Information Systems
 DPhil in Business Administration

5.5 Agriculture and Natural Sciences

DPhil in Geography and Environmental Science
 DPhil in Mathematics
 DPhil in Statistics
 DPhil in Physics
 DPhil in Computer Science
 DPhil in Operations Research

6. GENERAL PROVISIONS

- 6.1 The MPhil and DPhil are offered as postgraduate degrees done essentially through supervised research work but may include coursework not exceeding 25% of the total programme.
- 6.2 The degrees are offered on either a full-time basis or part-time basis in all Faculties and Departments.
- 6.3 Senate shall, on the recommendation of the Department of the Faculty concerned, determine fields of study or research.

7. REQUIREMENTS FOR ADMISSION

7.1 MASTER OF PHILOSOPHY

- 7.1.1 Candidates must normally hold an appropriate honours degree in the upper second division.
- 7.1.2 Candidates who possess an appropriate honours degree in the lower second or third divisions may be admitted provided that they have attained first or upper second class in their intended field of study.
- 7.1.3 Candidates with a general degree passed with a first class or upper second class and have approved work experience may also register for the master's degree provided that Senate, on the recommendation of the Department and Dean concerned, grants approval.

Such candidates may be required to pass a qualifying examination set by the relevant Department. Before admission, Senate shall be informed through the Higher Degrees Committee of the results of the examination.

- 7.1.4 Candidates with extensive experience and/or are judged to have considerable potential as researchers, but lack the formal qualifications normally required for registration for a master's degree, may be admitted to a research programme as *Ad Eundem Gradum* candidates. Upon completion of the research, the supervisor and the Head of the Department concerned advise the candidate, on the basis of the progress made, whether the thesis should be submitted for a Master's degree or a Doctorate;
- 7.1.5 Candidates who did not obtain their qualifications from this University must submit original transcripts of their complete academic record issued by the Registrar of their former university/universities.
- 7.1.6 Candidates who will present their theses in English should have passed English Language at Ordinary level.

7.2 DOCTORAL PROGRAMMES

- 7.2.1 Candidates must be in possession of an appropriate Master's Degree or should satisfy the requirements for transfer of registration from the MPhil Degree to the DPhil Degree.
- 7.2.2 Candidates who did not obtain their qualifications from this University must submit original transcripts of their complete academic record issued by the Registrar of their former university/universities.
- 7.2.3 Candidates who will present their theses in English should have passed English Language at Ordinary level.

7.3 SUBMISSION OF APPLICATIONS FOR ADMISSION

- 7.3.1 Official application forms obtainable from the Deputy Registrar (Academic Affairs) should be used.
- 7.3.2 A prospective candidate must initially submit a preliminary research proposal to the RPGSO. The RPGSO will forward the application to the relevant Faculty Office. The proposal should be between eight and twelve pages (one and a half spacing). If need be, the prospective candidate may be invited to a discussion with the chairperson of the relevant department to establish if the proposed study is viable.
- 7.3.3 The Department receives the proposal from the School Office. The Departmental Board considers the application and proposal and makes recommendations to the SHDC.
- 7.3.4 The SHDC deliberates on the recommendations of the Departmental Board. It can recommend that the application be forwarded to RPGSC or return it to the Departmental Board for reconsideration.
- 7.3.5 The application is returned to the RPGSO if SHDC recommends approval of the application. The RPGSO submits the application to the RPGSC for approval.
- 7.3.6 The RPGSC considers the recommendations of the Department and SHDC and decides on whether the candidate can register for the degree or may seek further clarification from the SHDC. The success or failure of an application shall be determined by the Senate on the recommendation of the RPGSC.
- 7.3.7 The Deputy Registrar (Academic Affairs) shall notify applicants of the outcome of their applications within 3 months.
- 7.3.8 Successful candidates should then proceed to registration.

- 7.3.9 The deadline for submission of applications for the following year shall be the 31st of August.

7.4 REGISTRATION

- 7.4.1 Following acceptance of one's application, the applicant must complete all registration formalities, which include completion of the official registration form, submission of proof of qualifications, payment of prescribed fees and submission of a research proposal within six months of initial registration.
- 7.4.2 Failure to submit an acceptable research proposal within six months of initial registration will result in the registration being cancelled.
- 7.4.3 A candidate shall not register concurrently for more than one programme of study except with the special permission of the Senate.
- 7.4.4 For the duration of their studies, candidates must register each semester by the stipulated date. Re-registration is done per semester subject to the recommendation of the RPGSO and may be refused in any semester on the grounds of unsatisfactory progress.
- 7.4.5 When candidates apply for re-registration, they must give a short exposition of their progress to date on a prescribed form.
- 7.4.6 Candidates wishing to defer their studies at any stage must submit a substantiated application beforehand. Such deferment will, if granted, be for a one year period after which a further application must be submitted. Deferment will not be granted more than twice.
- 7.4.7 If a candidate does not register without prior permission to defer his/her studies, the approved title of his/her projected thesis will not necessarily be reserved for him/her.
- 7.4.8 Following the approval of the candidate's topic, such approval will remain in force so long as the candidate is registered. The approval will not extend beyond periods indicated in 8 below.

8. DURATION OF PROGRAMMES

8.1 Master of Philosophy

- 8.1.1 The normal duration of the MPhil Degree Programme shall be as follows:

Minimum: 2 years on a full-time basis, 3 years on a part-time basis.

Maximum: 4 years on a full-time basis, 6 years on a part-time basis.

8.2 Doctor of Philosophy

- 8.2.1 The normal duration of the DPhil Degree Programme shall be as follows:

Minimum: 3 years on a full-time basis, 4 years on a part-time basis.

Maximum: 5 years on a full-time basis, 8 years on a part-time basis

- 8.3 Extension of registration beyond the normal maximum period may be granted up to 6 months by the Director of RPGSO at the recommendation of the promoter and with the concurrence of the RPGSC. Any further extension may be granted by Senate subject to any conditions Senate may impose.

9. PROGRAMME OF STUDY

- 9.1 The RPGSO (at the recommendation of the RPGSC) shall appoint supervisor/supervisors to

advise a master's candidate on a prescribed programme. One of the supervisors shall be a member of staff of this university. For the purpose of this rule, academic members of associated institutes/colleges shall be regarded as members of staff.

- 9.2 The Senate shall appoint a supervisor and joint supervisors to advise a doctoral candidate upon the recommendation of the RPGSC. At least one of the promoters must be a member of staff of this University. However, subject to recommendation by the Research and Postgraduate Studies Committee, both the main and co-supervisors can be external to GZU. For the purpose of this regulation, academic members of associated institutes/colleges shall be regarded as members of staff.
- 9.3 Candidates shall work with the supervisor (and joint supervisor) as may be directed by Senate.
- 9.4 The supervisor shall report on each candidate's progress at least twice a year to the RPGSO.

9.5 Supervision of Research

9.5.1 Doctoral supervisors

To become a main supervisor and maintain accreditation, academic staff must:

- 9.5.1.1 be in permanent employment with a university or research organisation/institute, or contracted by a university or research organisation/institute for sufficient time to see a candidate through to completion
- 9.5.1.2 be research active in the candidate's field of study
- 9.5.1.3 hold a doctoral degree or equivalent
- 9.5.1.4 have supervised a doctoral candidate through to completion as a main supervisor or as a co-supervisor.

9.5.2 Doctoral co-supervisors

To become an accredited co-supervisor, academic staff must:

- 9.5.2.1 be in permanent employment with a university or research organisation/institute, or contracted by a university or research organisation/institute for sufficient time to see a candidate through to completion
- 9.5.2.2 be research active in the candidate's field of study
- 9.5.2.3 hold a doctoral degree or equivalent

With the approval of the RPGSC, otherwise eligible staff who have supervised masters research candidates to completion may be regarded as having suitable supervisory experience.

9.5.3 MPhil supervisors

To become an accredited MPhil supervisor, academic staff must:

- 9.5.3.1 have a doctoral degree or have equivalent research experience and, if required, have appropriate professional experience
- 9.5.3.2 be research active in the candidate's field of study.

9.5.4 Entitlements of supervisors

- 9.5.4.1 Supervisors of MPhil and DPhil candidates shall be paid an honorarium allowance (determined by Senate) at the end of each semester.

9.5.4.2 The honorarium is subject to submission of a satisfactory progress report

9.6 Responsibilities of Supervisors

- 9.6.1 To give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, resources and their availability, and about requisite techniques.
- 9.6.2 To advise candidates on scholarly activities such as seminar, workshop, paper writing and presentation, conferences, and preparation of academic discussions.
- 9.6.3 To be accessible to the candidate at other appropriate times when he or she may need advice.
- 9.6.4 To request written work as appropriate, and return that work with constructive criticism and within reasonable time.
- 9.6.5 To draw the candidate's attention to any courses or workshops that are offered which will help the candidate overcome problems identified in written expression or other aspects of the candidate's work.
- 9.6.6 To draw to the candidate's attention to any important new results or concepts that may have come to the attention of the supervisor through the supervisor's contacts with other professionals and researchers.
- 9.6.7 To provide guidance in fieldwork in the case of field based research.
- 9.6.8 To direct the candidate to other experts in the field of research if appropriate.
- 9.6.9 To ensure the regular contact of the candidates, overseeing the successful completion of the study plans within a time frame, and submitting the progress report to RPGSO every end of semester.

9.7 Responsibilities of the candidate include:

- 9.7.1 Taking the initiative in raising problems or difficulties, including difficulties with accessing sources or resources.
- 9.7.2 Discussing with the supervisor the type of guidance and comment he or she finds most helpful, and agreeing on a schedule of meetings.
- 9.7.3 Responding to the arrangements proposed and the advice and instruction given by the supervisor.
- 9.7.4 Maintaining the progress of the work in accordance with the stages agreed with the supervisor, including, in particular, the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage.
- 9.7.5 Deciding when he or she wishes to submit the thesis, taking due account of the supervisor's opinion, and ensuring that University deadlines are complied with.

9.8 The learning agreement between candidate and supervisor

Based on the preceding, the supervisor and the candidate will sign a Learning Agreement once the research proposal has been accepted. This will ensure that both the supervisor and the candidate are bound by a contract during the studies. This agreement should be formally documented and should include the following aspects:

- 9.8.1 The minimum frequency of formal feedback consultations, as well as the responsibility for initiating such consultations and their format.
- 9.8.2 The nature, extent and circumstances of the commentary on work handed in by the candidate (e.g., verbal feedback, notes on a draft chapter, a letter in which methodological errors and erroneous assumptions are spelt out) and the time taken by the supervisors to provide such feedback.
- 9.8.3 Where applicable, agreement between the supervisors, co-supervisors and the candidate on the roles and responsibilities of the various supervisors to prevent candidates from receiving contradictory advice and possibly prolonging the period of study.
- 9.8.4 A copy of the learning agreement should be submitted to the Department and the RPGSO.
- 9.9 Candidates may be required to attend sessions for certain periods as may be directed by the supervisor. A candidate doing coursework as a component of the degree must advise the supervisor if he/she fails to attend scheduled coursework sessions for health reasons.
- 9.10 A full-time candidate may be engaged in teaching at the university, provided that the total demand made by teaching duties does not exceed two hours of work in any week, including preparation and marking.
- 9.11 A candidate who is employed outside the university, or a staff member employed in the university for more than six hours a week, other than the research programme for which he/she proposes to be registered may normally be accepted for registration only on a part-time basis.
- 9.12 If a candidate does not begin his/her studies for MPhil or DPhil within one calendar year from the date of approval of his/her application for registration such approval shall lapse and he/she must re-apply to the university if he/she still desires to proceed.
- 9.13 Candidates may be required, as part of their programme, to complete elements of coursework to enhance their research studies provided that such coursework may not amount to more than 25% of the minimum period allowed for the full programme. The prescription shall require the approval of the Academic Committee on the recommendation of the Departmental Board through the Higher Degrees Committee concerned. Where such coursework is prescribed, the Department concerned must ensure that the candidate is informed in writing of the precise requirements for satisfactory completion of the coursework and it shall maintain written records of each candidate's performance in such coursework for report in due course to the Board of Examiners.

10. TRANSFER FROM MPHIL TO DPHIL

- 10.1 A candidate registered for the MPhil Degree may apply, after completion of not less than nine months, if his/her Supervisor so recommends, for permission to transfer his/her registration and to proceed to the DPhil. The application must be accompanied by a written recommendation from the Supervisor and must be submitted through the SHDC to the RPGSC. The length of further study, if any, which he/she will be required to pursue for the DPhil will be prescribed.

11. TITLE OF THESIS

The candidate must submit, through his/her Supervisor, SHDC and RPGSC, the title for his/her thesis for approval by the Senate before final submission of the thesis. After the title has been approved, it may not be changed except with the permission of Senate.

12. ENTRY TO EXAMINATION AND SUBMISSION OF THESIS

- 12.1 A candidate must apply for entry to the examination on the appropriate form obtainable from the office of the Deputy Registrar (Academic Affairs). The examination entry form must be endorsed by the Supervisor and by the Chairman of the SHDC, who shall first satisfy themselves that the thesis is in a form suitable for submission for examination and that, where items of course work have been set, the candidate has satisfactorily completed these items. The form must be returned, with the prescribed fee upon submission of four copies of the thesis, in loose bound form, to the Deputy Registrar (Academic Affairs).
- 12.2 Where a supervisor withholds this permission and a candidate believes the thesis to be ready for submission, the candidate may appeal against the supervisor's reluctance to the Chairperson and Dean of the School in conjunction with the SHDC and RPGSC.
- 12.3 The student should submit 4 copies of the thesis that are spirally bound to the RPGSO. The RPGSO will then forward the thesis to the examiners.

13. THESIS AND DRAFT SCIENTIFIC ARTICLES

Candidates must, before or on submission of a thesis, submit at least two draft articles for publication in a recognized academic journal. The draft article should be based on the research that the candidate has conducted for the thesis and be approved by the supervisor if the supervisor is not a co-author. The supervisor shall be responsible for ensuring that the paper is taken through all the processes of revision and re-submission, as may be necessary. Conferment of the degree may be made subject to compliance with the stipulations of this regulation.

- 13.1 After completing the study, a candidate must submit a thesis which must comply with the following conditions:
 - 13.1.1 The greater portion of the work submitted must have been done by the candidate after registration for the degree.
 - 13.1.2 The presentation of the thesis must be of an acceptably high standard.
 - 13.1.3 An acceptable MPhil thesis need not constitute an original contribution to knowledge, but it must provide evidence that the candidate has mastered relevant research techniques, has shown scholarship, has developed capacity for criticism of his/her own and other work, and has widened his/her knowledge and understanding of literature of his/her field of study.
 - 13.1.4 The defining characteristic of a Doctoral thesis is that the candidate is required to demonstrate high level research capability that makes a significant and original academic contribution at the frontiers of a discipline or field. The originality should lie more at a theoretical, conceptual or analytic level than at the level of producing new data. In addition, proficiency in research methods and the ability to think and work independently must be demonstrated.
 - 13.1.5 The length of the thesis will normally be established in consultation with the Supervisor, the SHDC and RPGSC.
 - 13.1.6 The thesis must be written in English, except in the case of candidates in a particular language discipline taught at the University, where such candidates may apply for permission to write a thesis in the medium of the particular language studied. In all cases where this procedure is followed, it shall be a requirement that the candidate give a summary of the thesis in English. Such summary must be between 300 and 500 words in length. In each case, a pre-requisite will be that a suitable External Examiner

in that language can be found.

- 13.1.7 The literary form of the thesis must be satisfactory.
- 13.1.8 The thesis must consist of the candidate's own account of his/her research.
- 13.1.9 The thesis may describe work done in conjunction with the candidate's supervisor(s), and include materials obtained or produced with technical or other assistance, provided that the candidate states clearly his/her personal share in the investigation and personally acknowledges such assistance. This statement is to be certified by his/her promoter and bound as part of the preface of the thesis. Work done conjointly with persons other than the candidate's promoter(s) may be accepted as thesis, or part of a thesis, in certain circumstances, provided the candidate's share is clearly certified.
- 13.1.10 Work already published, including that published in joint names, may be included only if it forms an integral part of the thesis. A series of publications alone is not acceptable as a thesis.
- 13.1.11 An abstract of the thesis in single spacing form, not exceeding one page, is to be incorporated as part of the preface to this thesis.
- 13.2 A candidate will not be permitted to submit as his/her thesis, a thesis which has been submitted to another university. However, a candidate shall not be precluded from incorporating work which he/she has already submitted for a degree in this or any other university, provided that he/she shall indicate on his/her form of entry to the examination and also in his/her thesis, any work which has been so incorporated.
- 13.3 A candidate may submit as subsidiary matter in support of his/her candidature, any publications or contributions to the advancement of his/her subject which he/she may have published independently or conjointly. In the event of a candidate submitting such subsidiary matter he/she will be required to state fully his/her own share in any conjoint work. Where there is a substantial computing content in the thesis, a machine-readable copy of the source programme shall be submitted together with the copies of the thesis.

13.4 Format, Lodgment and Distribution of Thesis

- 13.4.1 A candidate will be required to submit, for examination, four copies of his/her thesis in loose bound form within a suitable cover, in the following format:

Typed or printed, double-spacing form or reproduced thereof, (except for the abstract which shall be in single-spacing form).

Size of paper: International A4: (210mmx297mm)

No restriction is placed on the drawing of maps.

There must be a margin of 40mm on the left-hand side of the page, to allow for binding, a margin of 10mm on the right-hand side and a margin of 20mm at the top and at the bottom of the page.

- 13.4.2 After his/her thesis has been examined and amended in accordance with the direction of the panel of examiners, the candidate will be required to lodge with the RPGSO three bound copies and a soft copy in PDF format of the approved thesis. The bound copies shall be bound in accordance to the following specifications:

Art vellum or cloth; overcast; edges uncut; lettered boldly up the back in gold letters indicating DEGREE, DATE, NAME [letters should be between 5mm

and 10mm in size]

- 13.4.3 The RPGSO will deposit two copies of the thesis in the University library and, unless Senate has agreed to the contrary, they shall be open to public reference. The third copy will be forwarded to the department concerned for retention in the department.

14. ASSESSMENT OF CANDIDATES

- 14.1 Candidates will be assessed principally on the merits of their thesis but, where elements of coursework have been prescribed, they must also satisfy the examiners that this has been satisfactorily completed. Exclusion from any formal examination shall require the authority of Senate.
- 14.2 When a candidate is ready to submit his/her dissertation in detail for examination, the Departmental Board shall recommend to Senate through the SHDC and RPGSC, the appointment of Examiners, two being External Examiners (one from within Zimbabwe and one from outside Zimbabwe) and one being a member of staff of the University who is a specialist in the field of study concerned. Approved names of examiners are submitted to the RPGSO for appointment.

14.3 Expectations of Examiners

Each Examiner should hold a doctoral degree or have equivalent expertise and experience, and be expert in the field of study which is the subject of the thesis. One examiner must be able to participate in the oral examination.

- 14.4 Examiners will be paid an honorarium, which shall be determined by Senate.
- 14.5 These Examiners shall assess the dissertation in detail and shall each submit a written and signed report with his/her comments and recommendations to RPGSO. Examiners are required to return theses that were submitted for examination purposes.
- 14.6 A member of staff who has been appointed as supervisor for the dissertation may not be appointed as one of these examiners but shall be a member of the Board of Examiners.

14.7 Examiners' reports and recommendations

Each examiner will be provided with a copy of the thesis and is asked to provide the RPGSO, within two months of receipt of the thesis, with a written report in English on the quality of the thesis according to the criteria given. A template for the report will be provided. Each report must contain one of the following recommendations:

- 14.7.1 to award the degree, subject to satisfactory performance at the oral examination. The thesis can be passed without any further amendment or correction. Sometimes examiners may wish to include a list of suggested amendments for the candidate to use when publishing the material.

Or

- 14.7.2 to award the degree, subject to satisfactory performance at the oral examination, and after suggested corrections have been made to the thesis, to the satisfaction of the main supervisor. This recommendation can be made when the thesis has reached the required standard but for minor problems such as inconsistency in terminology, referencing problems, or typographical errors. When these corrections are made, the thesis will meet the standard and then will be ready for permanent binding and placement in the Library.

Or

14.7.3 to permit the candidate to revise the thesis and resubmit it for examination on one further occasion only. This recommendation is made when an examiner concludes that the thesis is not yet of the required standard. It will require either further research, rewriting of specific sections, reconceptualisation, and/or reorganisation in order to reach the required standard. The candidate will be permitted to resubmit, normally within a 12 month period.

Or

14.7.4 not to award the degree, but refer the thesis to the appropriate authority within the University for consideration of the award of another degree. This recommendation is made when an examiner is of the opinion that the thesis has substantive flaws incompatible with the requirements of a Doctoral degree.

Or

14.7.5 not to award the degree.

14.8 On receipt of the reports of the Examiners, the RPGSO shall refer these reports to the Board of examiners.

15. EXAMINATION AND DETERMINATION OF CANDIDATE'S RESULTS

15.1 The Board of Examiners for the degree of MPhil/DPhil consisting of not less than three persons will be constituted as follows:

the Dean or Deputy Dean of the School (Chairman);

the Director, RPGSO;

the Chairman of the SHDC;

the Chairman of the Department concerned;

the supervisor(s) for the dissertation or thesis;

the Examiners appointed in terms of Regulation 14.2;

Where appropriate, as determined by the Dean after consultation with the Chairman of the Department concerned, other suitably qualified members of the academic staff may also be assigned as members of the Board of Examiners.

The External Examiner(s) shall be members of the Board of Examiners but shall attend only if deemed essential by the Board. Normally, the External Examiner(s) will not be required to attend the meeting of the Board of Examiners.

15.2 After the Board of Examiners has considered the written reports of the Examiners appointed in terms of section 14.2, it may recommend to Senate that the candidate be failed.

15.3 Except as provided in 14.1, the Board of Examiners shall normally examine the candidate orally. The Board of Examiners may require further examination through written papers, or practical examination, or both, on the subject of the thesis, if they see fit, on Subjects relevant thereto.

15.4 If the Board of Examiners is satisfied that the candidate should pass the examination and be awarded the degree, it shall so recommend to Senate.

15.5 If the thesis is adequate, but the candidate fails to satisfy the Examiners at the oral or other examination, the Board of Examiners may recommend to the Senate that the candidate be permitted to re-present the same thesis and submit to further oral or other examination within a period of one calendar year.

15.6 The candidate may be required to make editorial amendments to his/her thesis to the

satisfaction of the Chairman of the Board of Examiners, after consultation with the Chairman of the Department concerned before lodgment of the final bound copies of the dissertation.

- 15.7 If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the Board of Examiners may recommend to Senate that the candidate may be permitted to re-present his/her thesis in a revised form within one calendar year from the decision of Senate with regard thereto. The Board of Examiners shall not, however, make recommendation without submitting the candidate to an oral examination or, exceptionally, if an oral examination is impracticable, a written examination.
- 15.8 If the examiners are of the opinion that a candidate for the DPhil degree does not justify a recommendation for the award of a DPhil degree, nor for the re-presentation of the thesis in a revised form for that degree, they may, at their discretion, recommend that the candidate be awarded an MPhil degree.
- 15.9 For the purpose of the oral, practical or written examination held in connection with the thesis, the candidate will be required to represent himself/herself at such place as the University may direct and upon such day or days as shall be notified to him/her by the RPGSO.
- 15.10 The MPhil and Doctoral degrees shall not be classified.

16. DISPUTE RESOLUTION

16.1 Disputes during the study period

The disputes referred to here are those that arise during the study or supervision period. In the event that a dispute between two or more of the supervisors, candidate or Chairperson should arise, the Dean of the School will in the first instance take steps to resolve the dispute. In the event of a dispute not being resolved, the case is referred by the relevant Dean to the RPGSC for final consideration and process to resolve the matter.

16.2 A dispute about the release of the thesis for assessment

No supervisor shall unreasonably withhold permission for the submission of the thesis for assessment.

Where a dispute arises between the supervisor(s) and candidate about the submission of the thesis for assessment, the candidate does have the right to approach the Chairperson and Dean, in consultation with the SHDC, with a written submission motivating why the thesis is considered mature enough to be assessed. The decision of the Dean is reported to the RPGSC.

16.3 Discrepancies in the assessment results of external examiners

Should the assessment result have been problematic with external examiners making conflicting recommendations as to the awarding or not of the degree, or as to the merit of the thesis, resolution could involve either of the following additional steps:

- 16.3.1 to request additional information from the supervisors and/or examiners;
- 16.3.2 to invite a knowledgeable external person to participate in the SHDC deliberations;
- 16.3.3 to appoint an additional examiner to assess the thesis independently, his/her report hopefully allowing the resolution of the impasse; or
- 16.3.4 to identify an independent arbitrator to consider the individual assessor's reports and make a recommendation, with reasons, or present a decision to the SHDC.

It should be borne in mind that submission to a further external assessor still permits Senate to make a final decision about the end result, whereas submission to an arbitrator mobilises all

the understandings and conventions surrounding arbitration and obliges the Senate to accept the recommendation of the arbitrator.

Senate may make further recommendations to resolve conflicting assessment results, on an ad hoc basis, depending on the merits of the individual case.

17. ETHICAL CLEARANCE

- 17.1 All higher degrees by research students (and their supervisors) are expected to familiarise themselves with and adhere to the University's Code of Academic and Research Ethics.
- 17.2 Deans are accountable for ensuring that all research activities in their faculties have undergone all necessary scrutiny and clearance in regard to considerations of research ethics, though this responsibility may be formally delegated at Faculty or departmental level.

18. INTELLECTUAL PROPERTY

- 18.1 All higher degrees research projects are subject to the University's Policy on Intellectual Property (IP), and candidates are required to signal their adherence to this policy as part of the annual registration process.
- 18.2 The supervisors are responsible for monitoring all higher degree projects for potential inventions or other intellectual property implications, and disclosing such inventions or implications to the Director of Research and Postgraduate Studies.

19. TERMINATION OF CANDIDATURE

- 19.1 The candidature of a candidate shall be terminated if:
 - 19.1.1 They have exceeded the maximum period allowed for the completion of the qualification for which they are registered.
 - 19.1.2 They have not adhered to the norms of ethical research practices, resulting, for example, in harm to participants.
 - 19.1.3 They have submitted work that was plagiarised.
 - 19.1.4 They have submitted work that has been previously submitted to another University.
 - 19.1.5 The thesis is not approved and no provision is made for re-submission.
 - 19.1.6 They have not made any progress over a sustained period of time, and where this failure to progress is documented by supervisory reports, and is endorsed by the supervisor, and the SHDC.

20. FEES

As prescribed in the University's General [Fees] Regulations.

21. NOTIFICATION OF RESULTS AND AWARD OF DEGREE

- 21.1 Each candidate will be notified of the results of his/her examination by the Deputy Registrar (Academic), after the report from the Board of Examiners and the issue of a pass list has been approved by Senate.
- 21.2 A degree, under the seal of the University, shall be delivered to each successful candidate after the award of the degree has been approved by the Council.

22. AMENDMENT

- 22.1 The Senate reserves the right to amend or overrule any articles stipulated in the regulations from time to time as deemed necessary. All rules and implementations shall be observed.
- 22.2 The Senate reserves the right to withdraw admission to the University if candidates are found to furnish with false information during the submission of applications.

QUALITY ASSURANCE AND ACADEMIC PLANNING UNIT

1 Preamble

The rapid expansion of higher education systems has led to increasing concern about the quality of higher education. Since high standards are being demanded from the service providers by students, graduates, employers and the public at large, mechanisms that ensure quality in higher education are necessary. The Government of Zimbabwe, through the Ministry of Higher and Tertiary Education, Science and Technology Development, established a quality assurance organ, the Zimbabwe Council for Higher Education (ZIMCHE) that ensures the provision of quality higher education in all institutions of Higher Education. Following the establishment of ZIMCHE, it has become necessary for every university to put in place mechanisms that will ensure continuous quality control and improvement of education. It is against this background that Great Zimbabwe University has established a quality assurance and academic planning unit. The unit is meant to assist the University in fulfilling its mission of providing quality education and training.

2 Mission

The mission of the unit is to promote and maintain quality of the University programmes to the highest standards. The unit strives to ensure quality through supporting and coordinating the quality assurance process in teaching and learning, research and community service aimed at achieving the University goals.

3 Objectives

The objectives of the unit are to:

- determine and ensure compliance with appropriate standards set by ZIMCHE.
- promote continuous improvement in the quality of the University programmes.
- determine and ensure quality in student assessment procedures.
- apply best practice, as determined by ZIMCHE, in evaluation and reviews of the University programmes.
- ensure that programmes are relevant for the labour market's demands.
- evaluate the extent to which intended learning outcomes are being attained by students.

In line with the mission and objectives, the unit is putting in place quality assurance mechanisms for the monitoring and facilitation of various processes and procedures that directly or indirectly affect academic standards in order to produce quality graduates.



LIBRARY

1. Preamble

Great Zimbabwe University Library reflects the rapid growth rate of the University, both in physical provision and in the range, format and volumes of Library resources acquired in support of evolving academic and research programmes.

2. Vision

The vision of the Great Zimbabwe University Library is to be a unique culturally and developmentally oriented information resource centre buttressed by modern technology.

3. Mission

The mission of GZU Library is to support the teaching, learning and research needs by acquiring and organising access to information resources in a variety of formats and by equipping the university's community with skills to exploit these resources.

4. Locations

The Library operates from four locations, namely City Library, Mashava Campus Library, Herbert Chitepo Law School Library and Mbuya Nehanda School of Gender and Cultural Studies Resource Centre.

5. Library Opening Hours

Semester Time

Monday – Friday 0900 – 2200hrs

Saturday 0900 – 1600hrs

Sunday and Public Holidays Closed

Vacation Time

Monday – Friday 0900 – 1630hrs

Weekends and Public Holidays Closed

Borrowing Times

Open Access Collection

Monday - Friday 0900 – 2100hrs

Saturday 0900 – 1500hrs

Reserve Collection

Booking 0900 – 1400hrs

Collection of Reserved Books 1400 – 2100hrs

Weekend Borrowing

Reserve books can be borrowed on Friday for return on Monday before 0900hrs.

6. Membership

The Library primarily serves the Great Zimbabwe University community which comprise of students (conventional and non-conventional), staff (academic, administrative, support staff, visiting staff and affiliate researchers) and members of the University Council. The Library also allows external individuals or organizations to join the Library as Approved Readers upon payment of subscription fees. Duration of membership varies with the subscription selected.

7. Access to Library Services

Upon payment of required tuition fees and registration with the Admissions Office, a student is automatically registered with the Library. Entry to the Library and borrowing privileges to print resources is upon production of a valid student identification card.



8. Library Collections

As the custodian of academic information, the Library provides resources to support teaching, learning and research programmes of the university. The City Campus Main Library houses resources for the Faculties of Education, Agriculture and Natural Sciences, Social Sciences, and selected resources for the other four Faculties of the University. The Mashava Campus Branch Library houses resources for Commerce, Arts, and Culture and Heritage Faculties. The Law Library serve the Herbert Chitepo School of Law, and the Gender Resource Centre serve the School of Gender and Cultural Studies.

Library books are arranged in an alpha-numeric sequence using the Library of Congress Classification Scheme. Library clients are encouraged to utilise the Online Public Access Catalogue to search for locations and call numbers of books. The call number is found on the spine of each book.

8.1 Physical Collections

8.1.1. Open Access Collection

The bulk of the Library's book collection is located on open shelves, which can be borrowed out-of-the library for one week and two weeks for students and staff respectively.

8.1.2. Reserve Collection

Materials in high demand and often recommended by academic staff are placed on reserve. The Reserve Collection which caters for rapid circulation of items in high demand is located behind the Circulation Desk. Items are issued for short periods only, usually for part of a day, overnight or over the weekend.

8.1.3. Reference Collection

Located in a separate shelving sequence, the collection includes, among others, reference books such as atlases, bibliographies, encyclopaedia and dictionaries which are for use in the Library only and may not be borrowed.

8.1.4. Special Collections

Special Collections are located in a separate shelving sequence. Research reports, government publications, archival materials, rare materials, multimedia resources, dissertations, theses, hard copies of past examination papers and other loose-leaf materials constitute special collections.

Periodicals Collection

The Library subscribes to a selection of local and international academic journals, magazines and newspapers and receives others as donations. Issues of journals and periodicals are located in a separate shelving sequence and may be used in the Library only.

8.2 Online Public Access Catalogue (OPAC)

The Online Public Access Catalogue is the first port of call for clients who wish to speedily and efficiently locate, and utilise Library resources. The Library catalogue is a computerised database of bibliographic records of books, journals, audio-visual resources and other printed materials held in the University Libraries. Library Clients can access the catalogue through any computer terminal via the internet from this web address: <http://www.studentportal.gzu.ac.zw/gzulibrary/index.php/opac>. Alternatively one can access the OPAC from the University's Library Website.

8.3 Electronic Collections

As a learning facility of the twenty first century, the Library has positioned itself towards a virtual library “from the brick concept to the click concept”, through provision of Electronic Library Collections. Electronic Collections can be accessed full text both on campus (onsite); and off campus (remotely) using your personal username and password. All the Great Zimbabwe University

Libraries are equipped with equitably shared computers for access to these resources and other academic research purposes.

8.3.1. Online Databases

Great Zimbabwe University Library is increasingly making available scholarly Online Databases to the user community via the Library website. Currently the University community has full text access to over 160,000 eBooks and 20,000 eJournal titles. A user manual which can assist clients to effectively access the plethora of these electronic resources is available on the library website.

8.3.2. Institutional Repository

Developments in digital technology and the growth of open access provided an impetus for the Library to establish an Institutional Repository which provides access to staff and students research literature; including thesis, dissertations and projects via the Library website.

8.3.3. Past Examination Papers Database

Access to the university's past examination papers is electronically provided via the Library website.

9. Library Services

The primary function of the library is to support the academic and research needs of both students and staff in accordance with the University Mission Statement. The library offers the following services to fulfil this mandate:

9.1 Reference Service

The Enquiries Desk is the clients' first port of call for various issues on Library products and services. The desk handles general to specific clients' requests and is also a good referral point to various enquiries – ranging from; the catalogue, location of books on shelves, clients' induction, comprehensive literature searches and online searching of electronic resources subscribed by the library.

9.2 Client Orientation Service

General orientation is given to all first year students during the Orientation Week and to new members of staff by arrangement. Specific orientation to groups on Library services and products is also offered by arrangement. Individual and, or group guided tours usually forms the backbone of Library orientation activities.

9.3 Information Literacy Skills Service

The Library from time to time also holds Information Literacy Skills training workshops to train clients. Information Literacy is a set of abilities requiring individuals to recognise when information is needed and have the ability to locate, evaluate, and use effectively the needed information for academic purposes. Information Literacy is increasingly becoming important in the contemporary environment due to technological change and proliferating information resources.

9.4 Research Services

The Libraries offer a range of research services to support clients throughout the knowledge life-cycle. These include Information Access and Retrieval Service, Selective Dissemination of Information (SDI), Current Awareness (CAS), Information Literacy Skills (ILS) and Computing Services. Under Computing Services, the Library provides computers dedicated for academic research purpose, which includes searching the OPAC (Catalogue), Institutional Repository, the Internet for Academic purposes and Past Examination Papers database. Printing facility is available from the Enquiries Desk at a minimum cost, for ACADEMIC work searched from Library computer workstations. To ensure equity sharing of the computer resources, the Library computers are controlled by a Time Control System. Please ask for assistance from the Enquiries Desk.

Additionally the Library has personal laptop plug-in points with power, hardwired network points and wireless signal.

9.5 Circulation Service

The Library offers circulation services, which facilitate physical access to the Library collection for outside the Library use and in some cases within the Library (closed/ special collections). There are different borrowing privileges for Students and Staff. Books in the library's catalogue that are not immediately available in the library may be reserved by filling in a Request Card at the Circulation desk.

9.6 Inter-Library Loan Service

Reading materials that are not available in the library may be obtained from other libraries through this service, which is primarily intended for Academic/Research staff. In some cases a small fee is charged for the service. Inter-Library Loan requests enquiries can be made at the Enquiries Desk in the library.

9.7 Photocopying Service

A photocopier is available in the library. A small fee is levied for the service. All photocopying is subject to the Copyright Act of Zimbabwe.

10. Library Rules And Regulations

10.1 Personal Conduct

Library clients are expected to treat Library staff and other Library clients with courtesy and respect. Additionally they should refrain from disruptive behaviour which includes, but is not limited to the following:

- a. Assault or intimidation of Library staff or patrons through language or actions.
- b. Any behaviour that creates excessive noise or commotion.
- c. Failing to comply with a reasonable staff request or failure to leave the Library during emergencies and at closing time.
- d. Entering areas of the library marked "Staff only".
- e. Engaging in sexual harassment and/or overt sexual behaviour.
- f. Smoking and consumption of foodstuffs in any part of the Library is forbidden.
- g. Drinking of water is restricted to water fountain areas of the Library.
- h. Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs.
- I. Refrain from taking materials out of the library without first checking them out.
- j. Clients should observe silence in all parts of the Library at all times. Library users who bring in any electronic devices should remember that these should not disturb other users. Cell phones and pagers should be turned off or set to silent. Head phones should be used with any DVD/CD players, Ipods, laptops or any other device that produce noise. The noise from the headphones should not be audible to others. Talking on the cellphone is prohibited.
- k. No bags, cases, folders or parcels shall be brought into the Library. Clients shall utilise the baggage storage facility at the entrance to the Library, at owners' risk.
- l. Animals are not allowed in the Library.
- m. Client should avoid disciplinary action and loss of Library privileges by observing Library Regulations.
- n. It is the responsibility of every client to acquaint themselves with the full text of Library Regulations and due penalties. Clients should REMEMBER: Ignorance of the Regulations on their part does not absolve them from the consequences of their infringement.

- o. Anyone engaging in disruptive behaviour may be denied further access to the Libraries.

10.2 Computer Use

- a. Library computers shall be used for searching the OPAC (Catalogue), Online Databases, Institutional Repository, other Library Databases and the Internet for academic purposes.
- b. Clients should refrain from installing unauthorized software and/or changing setups on Library computer equipment.
- c. The Library shall not provide typing (word processing) and email services, and it's illegal to use the Library computers for those purposes.
- d. Misuse of Library Computers shall attract a Fine / Suspension from using the Library.
- e. Library shall provide printing facilities at Enquiries Desk at a cost, for academic work searched from Library Computer workstations.
- f. Additionally the Library shall from time to time provide computer usage time control mechanisms to ensure that there is equitable use by all clients.
- g. Use of personal laptops in the Library is restricted to academic purposes only.
- h. Clients are accountable for any damage to Library network and power points and the Library shall assess the maintenance cost to be levied to the client.

10.3 Categories of Borrowers and Borrowing Privileges

Library clients shall be allowed to borrow Library resources as outlined below:

10.3.1. Students Loans

- a. A valid Great Zimbabwe University Identity Card must be presented to the Security Officer at the Entrance and to Library staff at the Circulation Counter when borrowing or returning items. Identity Cards shall be for the exclusive use of the owner only and may not be swapped among friends. **No ID - No Service!**
- b. Each Undergraduate student may borrow 3 Ordinary Loan items, 1 Reserve item.
- c. Graduate students may borrow up to 5 Ordinary items, 1 Reserve item.
- d. The loan for each Ordinary issue shall be 7 days for Undergraduate students and 14 days for Graduate students.
- e. Loans for Undergraduate and Graduate students shall not be renewed.
- f. Ordinary books already on loan to a student may be recalled before its original due date or reserved by other clients. Recalled items must be returned to the Library immediately.
- g. Borrowers must observe the hours of issue / return of Reserve items.
- h. Reserve items in greater demand shall be restricted to 1 hour loan.

10.3.2. Staff Loans

- a. Staff shall be entitled to borrow a total of not more than 6 items.
- b. Academic staff shall borrow Reserve items for 1 day.
- c. The loan for each Ordinary issue shall be 14 days for all staff. Loans for Academic staff may be renewed only once unless it's off semester and the resources are not in demand by other clients.
- d. All borrowed resources shall be returned by the end of the loan period.
- e. Loan items no longer required shall be returned to the Library immediately notwithstanding the loan period.
- f. All items may be subject to Recall by the Librarian before its original due date.
- g. Staff who fail to return borrowed items at the end of the initial loan and / or renewal period shall be debited for the full replacement value of the unreturned item plus an Admin fee.

- h. Part-Time / Contract staff shall only be allowed to borrow provided:
 - i. A signed employment contract is provided.
 - ii. A letter from the Dean of Faculty / Head of Department concerned authorizing the staff to borrow and the Faculty assuming the role of surety.
- i. Academic staff may place a Hold request at the Circulation Desk only for Library resources that are currently checked out by another client. Two holds of different titles are permitted per Academic staff at any one given time. In addition to them checking at the Circulation Desk, the client would be notified by email for pick-up when the item is returned. Failure to pick up the item within 24 hours of notice will have the item returned in circulation.

10.4 Library Levies and Fines

Library levies include overdue, administrative and manual fines. Overdue fines are NOT a mechanism to "rent" a book. Purposefully keeping a book for a long time overdue and then simply paying up the fine does NOT relieve clients of their Library obligations. Clients who habitually keep books overdue may be subject to loss of access and use of Library resources and disciplinary action by the University.

The following shall prevail for Library levies and fines:

- a. Failure to return any material after due date or time shall attract a fine in respect of each day or part of a day by which the resources are overdue.
- b. Fines for overdue ordinary items are charged daily including weekends and public holidays.
- c. Fines for overdue Reserve loans shall be charged per hour. Part of an hour shall be regarded as a full hour.
- d. A fine shall be levied for all recalls not returned by the second day.
- e. A fine shall in no case exceed the total cost of replacing the material in respect of which the fine is incurred.
- f. Payments for Library fines must be done and a receipt must be issued.
- g. A student who at the end of a Semester fails to clear all Library dues, shall have this dues sent to his/her fees account. The student shall not be registered with the Library or graduate until all dues are cleared.
- h. Fines shall be levied for breach of expected Library personal conduct.
- i. Staff defaulters shall be subject to deduction of the dues from his/her salary or benefits.
- j. Library material(s) shall NOT be issued to persons who have not paid fines as required, or to persons who hold overdue Library items.
- k. All fines referred to the Bursar's Office attract an administration fee which shall be determined from time to time.
- l. Fines for various categories of resources shall accrue at a rate determined by the University Librarian, who shall gazettes Library levies in conjunction with Library Committee / Chairperson.

10.5 Library Notices

Overdue notices are sent as a courtesy reminder. The Library has no obligation to send an overdue notice. Clients are responsible for ensuring that resources do not become overdue on their Library account.

10.6 Damage to, Theft and Loss of Library Resources

- a. Clients are fully responsible for all Library resources loaned out to them and shall be held responsible for any loss or damage occurring to these Library resources.
- b. Upon return, every Library item lent shall be inspected and any damage / loss shall be made good by the borrower in terms of the Regulations.
- c. Clients should refrain from defacing, marking materials with pencil, ink, post it notes, tape, paper clips, bending corners of pages and placing books open facedown.

- d. Clients should refrain from ripping or cutting pages out of materials.
- e. In the event that an item is lost, the Library will charge the cost of the item plus a processing fee per item. If a lost item is found and returned, the Library shall assess case by case. However the processing fee is not refunded.
- f. A student found guilty of theft, attempted theft or mutilation of Library property shall be subject to the disciplinary procedures laid down in the Rules of Student Discipline. All students shall be required to acquaint themselves with the penalties likely to be imposed for infringement of Library Regulations.
- g. A member of staff found guilty of any of these offences shall be subject to disciplinary provisions laid down in the relevant Terms and Conditions of Service.
- h. Library defaulters shall be subject to suspension of their Library privileges.
- i. Any person who repeatedly breaches or constantly disregards any part of the Library Regulations shall be excluded from all use of the Library and shall be subject to any other penalty imposed by the University in terms of the appropriate disciplinary rules.
- j. Any borrower relinquishing use of the Library must return all outstanding resources and clear all outstanding fines in order to obtain Library Clearance.

11. Communication

Most correspondence to clients is through Library notice boards. Clients' correspondence to the Library can be forwarded to the Reader Services Librarian through the Enquiries Desk, or email:

readerservices@gzu.ac.zw.

UNIVERSITY OF CHOICE



**PREPARED BY THE REGISTRAR'S OFFICE
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