

BINDURA UNIVERSITY OF SCIENCE EDUCATION

GENERAL ACADEMIC REGULATIONS FOR CERTIFICATES, DIPLOMAS AND UNDERGRADUATE DEGREES.

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, cancel, suspend or replace any of these regulations.
- 1.3 The Senate has the power to exempt any student from any of the regulations.
- 1.4 A student who has started a programme of study following one set of regulations shall not be affected by regulations subsequently adopted unless such regulations are agreed to in writing by the student.
- 1.5 There shall be academic regulations for each Faculty and Programme which shall be subject to approval by Senate and which shall include provision for admission to Programmes, subjects and courses within the faculty and schemes of examinations for these Programmes.
- 1.6 The General Academic Regulations shall take precedence over the Faculty and Programme Regulations.
- 1.7 Detailed syllabuses for subjects and/or courses in a subject will not form part of the General or Faculty Regulations but shall be submitted to the appropriate Faculty Boards for approval.
- 1.8 In these regulations the following terms shall be used as described:

“Programme”: A plan of study lasting over a specified period of time which leads to the award of a degree, diploma or certificate of the University.

“Part”: A defined portion of a Programme;

“Subject”: A field of study offered by a Department;

“Course”: A separately examinable component within a subject;

“Project”: A defined practical assignment which is separately examinable;

“Continuous Assessment”: Prescribed assignments to be completed within a given period and forming part of a course;

“Semester”: A prescribed period normally comprising 15 weeks (teaching-12 weeks, individual revision-1 week and examinations -2 weeks)

“Industrial Attachment”: A prescribed period of hands-on experience in a relevant industrial setting for a minimum period of eight (8) calendar months.

“Professional Attachment”: A prescribed period of hands on attachment experience in a relevant professional setting.

“Applied Science Education (ASE)”: A prescribed period of hands on experience in a school setting.

“Full- time student”: A student who has registered for a minimum of five (5) courses of study in a semester.

A schedule of programmes, subjects and Courses and their codes for use in computerized student records shall be maintained by the Deputy Registrar (Academic). These codes shall be alpha/numeric; alphabetical codes being used to identify programmes and subjects prefixing numerical course codes being used to indicate the level of study and individual examination components (units) within that Course.

2. Programmes

.1 The University may offer programmes for Certificates, Diplomas and undergraduate Bachelor’s Degree at General and at Honours level.

.2 General Degrees

A “General” degree programme requires the study of a range of subjects and courses over at least 3 years on a full time basis (or equivalent). Students may select subjects/Courses from a number of options in accordance with provisions in the Faculty Regulations.

.3 Honours Degrees

.3.1 The structure of honours degree programmes shall be prescribed in the faculty regulations. These structures may vary in accordance with the particular requirements of different faculties and subjects but all honours programmes shall normally contain the following elements:

.3.1.1 one or more ‘major subjects’ shall be studied over at least

three years of full-time study (or equivalent), with the exception of the BScEd (Honours degree) which may be awarded after a minimum of 1 year. These subjects shall be studied intensively and progressively (that is, studies in the final year(s) assume prior knowledge of the subject at first and second year level) and shall be taught and examined at a level requiring a greater breadth and depth of knowledge and understanding than expected of subjects in 'General' degree programmes.

.3.1.2 a candidate for an 'Honours' degree shall normally be required to complete a project or dissertation within his programme of study.

.3.1.3 the combination of Subjects and Courses within an Honours programme shall be prescribed so as to focus on specific topics and to disallow a wide choice of disparate options. This specific focus may be influenced by the requirements for professional recognition.

.3.1.4 in the case of a programme in which both general and honours degrees are offered a student who fails to fulfil the requirements of being awarded an honours degree but has fulfilled the requirements of a general degree can apply within the maximum residence period to be awarded this general degree.

3. Entry requirements

3.1 Normal Entry For Local Students

For normal entry a student must:-

- (a) have passes in **five (5) 'O' Level** subjects including Mathematics and English Language or the use of English Language examination or approved equivalent.

Plus

- (b) **Two (2) relevant 'A' Level** subject passes or their equivalent.

Candidates who have grade 'D' or 'E' in Mathematics if accepted shall be required to attend and pass a compulsory Mathematics bridging (MT015) course before attending any other course at the university. **No student shall be allowed to register for the final year of study or go on attachment, whichever comes first without having passed 'O' Level Mathematics. Students shall be required to formally defer their studies during this**

discontinuation period.”

3.1.1 REQUIREMENTS FOR INTERNATIONAL STUDENTS

- The language of instruction at Bindura University of Science Education is English therefore all international students are required to have “O” level passes in English language or equivalent.
- Students from non English speaking countries are required to register and pass an intensive English course prior to embarking on the intended studies. The course will normally be offered over a year.
- Students who do not hold “A” level passes will be required to register and pass **Foundation courses** in their respective disciplines which normally take one semester (6 months).
- The following is a guideline for admission:

COUNTRY	QUALIFICATION	DETAILS
South Africa	South African National Senior Certificate	At least 5 passes including English but excluding Life Orientation with at least achievement level 4 per subject (achievement level 4 which means 50%)
Namibia	Namibia Senior Secondary Certificate (NSSC)	A minimum of 23 points at no more than 3 sittings and at least a C in the English Language as a Second language and a D in English as a first language.
Botswana	Botswana General Certificate of Secondary Education (BGCSE)/equivalent	At least 6 subjects NOT below a grade of E. A pass in English is a prerequisite.
Swaziland	General Certificate of Secondary Education IGCSE	A least 5 subjects with at least C or better, English is compulsory.
South Sudan	South Sudan School Certificate	A minimum of 7 subjects with a pass mark of 50% and above including English Language.
Uganda	Ugandan National Examinations Board	At least 5 UCE passes and at least 2 principle passes at UACE level. English is a prerequisite.
Malawi	Malawi School Certificate of Education	6 credits at MSCE level including English Language.
Zambia	Examination Council of Zambia	Grade 6 or better including English Language.
Mozambique	Mozambique Examination Council	5 approved Grade 12 subject passes.
DRC	DRC Examination Council	Five passes in Diploma d’Etat d’Etudes Secondaire du Cycle Long subjects including four HG subjects.
Lesotho	Examinations Council of	At least six (6) passes with English.

	Lesotho	
Nigeria	National Examinations Council of Nigeria	Candidates with minimum of Merit Pass in National Certificate of Education (NCE) National Diploma (ND) Advanced Level Certificates minimum qualifications with minimum of 5 O/L programmes.
Tanzania	Certificate of Secondary Education Examination and Advance Certificate of Secondary Education Examinations.	5 subjects A level passes with 2 principal level passes.

e) IMMIGRATION REQUIREMENTS

1. Residence permit application form duly completed and attested by a Commissioner of oaths.
2. Letter of acceptance from the University.
3. Undertaking by Institution to provide accommodation.
4. Proof of payment of fees.
5. Copy of birth certificate and passport biodata page.
6. Home Country Police Clearance.
7. Chest X-ray report.
8. Passport Size Photos (2).
9. Residence Permit fees as per Zimbabwean immigration requirements.

3.1.2 General Subject Provisions

No subject can be considered at both Ordinary and Advanced Level; and the subjects must be chosen from the approved list below and restrictions against the combination of overlapping subjects must be observed.

3.1.4 Approved Subjects for Admission Purposes

Subjects offered by the Associated Examining Board and/or the Cambridge Local Examination Syndicate and/or the London General Certificate of Education and/or Zimbabwe Schools Examinations Council.

3.1.5	Level	Subject
	OA	Accounting
	O	Accounts
	OA	Principles of Accounts
	OA	Agricultural Science
	OA	Applied Mechanics
	O	Applied Statistics

O	Biological Studies (London)
OA	Biology
O	Bookkeeping and Accounting
OA	Botany
OA	Business Studies
OA	Chemistry
OA	Computer Studies
A	Computing Science
O	Computing Studies
A	Economics and Political Studies
	Economics and Public Affairs
O	Elementary Mathematics
OA	Engineering Drawing
OA	Engineering Science
OA	English
O	English Language
OA	English Literature
O	Environmental Biology (AEB)
OA	Environmental Studies
OA	Food Science
O	General Mathematics
O	General Paper (Use of English)
O	General Science
OA	Geology
O	Government Economics and Commerce
OA	History
OA	History, Ancient
OA	Home Economics
OA	Human Biology
OA	Mathematics
A	Mathematics, Applied
OA	Mathematics, Pure
A	Mathematics, Pure and Applied
O	Metalwork
OA	Ndebele
OA	Physical Science
OA	Physics

O	Physics with Chemistry
O	Principles of Economics
OA	Psychology
OA	Shona
O	Social Science
OA	Sociology
OA	Statistics
O	*Surveying
OA	Technical Drawing
O	Woodwork
OA	Zoology

Other subjects and other examining boards may be accepted by the Senate on the recommendation of the Registrar.

*No more than one technical or commercial subject (indicated above by an asterisk may be recognized for the purpose of satisfying Ordinary Level requirements.)

3.1.6 Restrictions against the combination of overlapping subjects

- In the selection of subjects for the purpose of satisfying the general requirements, the following restrictions against the combination of overlapping subjects must be observed:
- Accounting cannot be counted with Accounts or Principles of Accounts or Commerce.
- Biology cannot be counted with Rural Biology, Zoology, Botany or General Science.
- Bookkeeping cannot be counted with Biology, Rural Biology or General Science.
- Chemistry cannot be counted with Physical Science, Physics-with Chemistry or General Science.
- Computer Studies cannot be counted with Computing Science or Computing Studies.
- Economic geography cannot be counted with geography or environmental science
- Economics cannot be counted with Commerce or Economic Principles.
- Elementary Mathematics cannot be counted with Mathematics.
- Elementary Physiology cannot be counted with Human Biology.
- Elements of Sociology cannot be counted with Sociology.
- Engineering Drawing cannot be counted with Technical Drawing.
- Environmental Studies cannot be counted with Geography.
- General Science cannot be counted with Physics, Physical Science, and Physics

with Chemistry, Biology, Zoology and Botany.

- Health Science cannot be counted with Human Biology.
- Human Biology cannot be counted with Zoology, Biology, and Health Science.
- Mathematics, Pure and Applied may not be counted with Mathematics Pure or Mathematics Applied.
- Physical Science cannot be counted with Physics, Chemistry, and Physics with Chemistry or General Science.
- Physics with Chemistry cannot be counted with Physics, Chemistry, Physical Science or General Science.
- Political Studies cannot be counted with Government and Politics.
- Social Science cannot be counted with Sociology.
- Zoology cannot be counted with Human Biology or Health Science.

3.1.7 Faculty Requirements

For admission to a particular programme of study and/or for subjects/Courses within the programmes 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 Faculty Regulations.

3.2 Special Entry

3.2.1 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;

3.2.2 A person who has obtained a relevant degree of this or another University;

3.2.3 A person who has obtained a Certificate or Diploma from a recognized University or College;

3.1.4 A person who has obtained from a university or institution of similar status, academic qualifications (other than degrees) acceptable to the Senate;

3.1.5 A person who has obtained an appropriate number of Subjects at an approved examination equivalent to the standard of the Ordinary Level of the General Certificate of Education examination and has subsequently passed an intermediate or equivalent examination at a university acceptable to Senate.

3.1.6 Students who qualify under this regulation for Special Entry may apply to the Senate to be exempted from certain courses 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 Part of any programme except where such direct entry is permitted to Honours degree programme as specified in the Faculty Regulations.

- 3.1.7 Students who apply for permission 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.
- 3.1.8 The maximum number of students admitted through Special Entry per each intake per programme shall not exceed ten percent (10%) of that intake.

3.3 Mature Entry

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

- 3.3.1 Applicants must have passed at least **five (5)** approved 'O' level subjects including English Language and Mathematics. (Those with 'D' or 'E' passes in Mathematics if accepted will be required to attend and pass a compulsory Bridging course (MT015) before attending any other course at the university. **No student shall be allowed to register for the final year of study programme or go on attachment, whichever comes first without having passed 'O' Level Mathematics. Students shall be required to formally defer their studies during this discontinuation period.**) Applicants must 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, numerate and reasoning ability and general suitability for admission to 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 admission under this form of entry unless in the intervening period they have acquired relevant additional qualifications and/or experience.

- 3.3.5 The maximum number of students admitted through Mature Entry per each intake in a programme shall not exceed twenty percent (20%) of that intake.

3.4 General Provisions

- 3.4.1 Every student must satisfy the University that he has an adequate command of the English Language and new students will be required to undertake a test in English proficiency set by the University upon registering for Bachelor's degree studies. Students admitted under the Special Entry provision may be exempted from this requirement.
- 3.4.2 Prior to admission to any programme, a student must complete the registration formalities of the university.
- 3.4.3 A student may not register simultaneously for more than one programme at the university without the permission of Senate.
- 3.4.4 Registration will take place in accordance with the arrangements prescribed each year through the Registrar.
- 3.4.5 Normally, no student shall be admitted to any programme or any course more than two weeks after its commencement. Any exception to this regulation must have the written endorsement of the Chairman/Chairmen of the department(s) and the Dean (s) of the Faculties concerned and will be subject to approval through the Registrar.
- 3.4.6 A student's registration shall not be confirmed until the requirements for the payment of fees have been fulfilled.
- 3.4.7 A student registered for a Subject and/or Course is expected to attend all classes prescribed for such subjects and /or course. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed a student is required to attend and to complete any assignments set.
- 3.4.8 Students who enter or return to the University late shall not be entitled to special tuition.
- 3.4.9 Such students shall be liable to pay the late registration fine, unless permission for such late registration has been given by the Registrar.

- 3.4.10 Normally, no programme shall commence with fewer than ten students.
- 3.4.11 After taking due consideration of the academic progress of a student; Senate may require or allow a student originally registered for one programme or subject to register for another programme or subject on completion of either the First Part or the Second Part of the Programme on which he is registered.
- 3.4.12 If a student is unable to attend classes for health reasons for longer than 72 hours, he must notify, the appropriate Faculty Office of the dates as soon as possible and submit certification in support thereof by a medical practitioner registered in accordance with the Health Professions Act.
- 3.4.13 For absence on grounds other than health, prior permission from the Dean on the recommendation of the Chairman/Chairmen of Department (s) concerned shall be necessary.
- 3.4.14 A student who wishes to suspend studies shall apply for deferment of studies to the Registrar. The application shall be accompanied by the appropriate deferment fees. The student will be expected to complete studies within the prescribed residence period. Deferment shall be done within 28 days from the first day of the semester.
- 3.4.15 The maximum allowable residence periods for programmes shall be as follows:

Normal Duration of Programme	Maximum residence period
2 Years	4 Years
3 Years	6 Years
4 Years	8 Years
5 Years	10 Years

4. Structure of Programmes

- 4.1 The duration of Bachelor's programmes shall be prescribed in the Faculty Regulations.
- 4.2 Each programme shall be divided into parts.
- 4.3 An academic year of study shall comprise not less than 30 weeks made up of two Semesters excluding vacations. Each Semester shall provide for 12

weeks of lectures, practicals and tutorials, 1 week of individual study/revision before examinations and 2 weeks of examinations. Before the beginning of each academic year there shall be an orientation week for new students.

- 4.4 The possible combinations of Courses within a Subject shall be in accordance with the Faculty Regulations and shall be subject to approval by the Chairman/Chairmen of Department (s) and the Dean (s) concerned.
- 4.5 In any one semester, a fulltime student is normally allowed to register for a minimum of five (5) and maximum of eight (8) courses including repeat ad extra programme courses. A student who registers three (3) or less courses in a semester is considered to be a Part- time student.
- 4.6 The number of extra programme courses which a student is permitted to take for the whole duration of the study of a programme shall be twenty percent (20%) of the minimum total number of courses required for the student to complete the programme one is registered for study.

5. Marking Schemes and Classification of Degrees, Diplomas and Certificates

- 5.1 All Bachelor's degrees shall be classified in the following divisions:

First Division; Upper Second Division; Lower Second Division and Third Division.

- 5.2 The following Marking Scheme shall be adopted for all Undergraduate degree Courses and Programmes.

75% - 100%	=	1	(First Division)
65% - 74%	=	2.1	(Upper Second Division)
60% - 64%	=	2.2	(Lower Second Division)
50% - 59%	=	P	(Pass Division)
Below 50%	=	F	(Fail)

- 5.3 Certificates and Diploma courses and Programmes shall be classified as follows:

80 - 100%	=	Distinction
70 - 79%	=	Merit
60 - 69%	=	Credit
50 - 59	=	Pass
49% and below	=	Fail

6. Assessment of Candidates for Bachelor's Degrees

- 6.1 Normally, evaluation shall be based on course work assessment and formal

examinations. Unless otherwise approved by Senate, course work will count for between 25% and 45% of the overall assessment as determined at the beginning of the course by the examiners concerned.

- 6.2 Each department shall determine which items of course work will be included in the course work assessment and shall define the relative weighting assigned to each item of course work. Each department shall inform the students of these details at the beginning of the course and shall maintain written records of each student's performance in these elements of course work. Items incorporated in the course work assessment may include assignment, tests, essays, projects and practicals.
- 6.3 Formal examinations shall be taken by students at the end of each semester or Part of the degree programme as determined by the Senate and as prescribed in the Faculty Regulations.
- 6.4 External examiners shall be appointed to moderate all formal examinations (except supplementary examinations whose questions papers may be scrutinized by the External Examiner).
- 6.5 All matters relating to the conduct of formal examinations shall be the responsibility of the Registrar.
- 6.6 To be admitted to any formal examination, a candidate must:
 - 6.6.1 be registered a student of the University in accordance with the General Regulations. No student shall be allowed to sit for any examination without prior proper registration.
 - 6.6.2 have satisfactorily completed approved Courses of study at the University. Satisfactory completion of courses requires attainment of a minimum of 40% of final mark in continuous assessment, submission of written work, attendance at lectures, seminars, tutorials and other activities as stated in the Faculty Regulations.
- 6.7 Other exclusions from a formal examination other than those in Section 6.6 above may require the authority of the Senate.
- 6.8 The examiners may require any candidate to attend a viva voce examination and/or write a special examination.
- 6.9 Students who sit for examinations without passing the pre-requisite courses or without properly registering shall have results for such examinations nullified.

- 6.10 **Misconduct at Examinations:** A student who is found using unauthorized material, or attempting to obtain information from other candidates or their papers or be otherwise guilty of misconduct as stated in rules and regulations for examinations, may be disqualified not only in that paper and subject but in all other examinations for that semester, and further disciplinary may be taken by the university. (Refer to Examination Misconduct and Penalties Schedule)
- 6.11 A candidate who fails an initial examination of a course may carry forward the continuous assessment to the next semester for a single reseat of the course. If however, the candidate fails the course twice using the same continuous assessment, the candidate will be required to repeat the full course. A candidate who wishes to carry forward the continuous assessment is required to register for the course.

7. Determination of Candidate's Results

- 7.1 Results shall be determined by the Senate on recommendation from Faculty Boards of Examiners.
- 7.2 Departmental Panels of Examiners shall comprise all full-time lecturing staff in the department, the external examiner(s) and, where appropriate, as determined by the departmental panel, part-time lecturers and/or teaching assistants for the Course/Subject concerned.
- 7.3 Faculty Boards of Examiners shall comprise the Dean and Deputy Dean of the Faculty, the Chairperson of each department, and normally one other academic member of the department nominated by the Department Panel from each Department involved in the subjects for that examination.
- 7.3.1 The Chairperson of the Board of Examiners shall normally be the Dean of the Faculty who shall have a casting vote.
- 7.4 The Departmental Panel of Examiners shall:
- 7.4.1 agree, for each candidate, marks in terms of percentages, for course work assignments, the formal examination and overall marks (combining the course work assessment and formal examination marks) in courses and, where required in terms of the Faculty regulations, in subjects.
- 7.4.2 recommend to the Faculty Board of Examiners whether a candidate should pass or fail the relevant course(s) and subject (s) taken.
- 7.4.3 where subjects/course prizes are available for award, make

recommendations for the award of these prizes.

- 7.5 The Faculty Board of Examiners shall:
- 7.5.1 consider the recommendations of the Departmental Panel of Examiners and recommend to Senate an overall result for each candidate and any other conditions as it may deem appropriate;
 - 7.5.2 make recommendations to Senate with regards to the award of any prizes which may be available for candidates within the program.
- 7.6 In determining results, all Departmental Panels of Examiners and Faculty 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 both course work assessment and formal examinations separately and/or that candidates must satisfy the examiners in individual components of the formal examinations either separately or in aggregate.
- 7.7 Students who wish to be considered for special examinations shall be required to make their requests in writing to the Registrar through their Departments within seven (7) days after the end of the examination period.

8. Provision for Passing and/or Proceeding in a Programme

- 8.1 A candidate shall be deemed to have passed a Part of a programme if he has satisfied the examiners in terms of the Scheme of Examinations as prescribed in the relevant Faculty Regulations.
- 8.2 Each Scheme of Examination shall indicate which course must be passed before a candidate may be allowed to proceed to a subsequent Part of the Programme or portion thereof.
- 8.3 Normally, a student shall not be allowed to proceed from one part to the next without having registered and passed formal examination(s) in courses in the preceding part and having satisfied all the prerequisites for proceeding as may be specified in the Faculty Regulations.
- 8.4 No student shall be allowed to proceed from Part Three to Part Four or Part two to Part three without having passed all the required part one courses. i.e. **For all programmes whose normal duration is three or more years, no student is permitted to proceed to the final year without passing all the required first year courses for that programme.**
- 8.5 A student who passes at least five courses in one Part in aggregate shall

be permitted to proceed to a subsequent Part carrying a Course or Courses subject to the provisions in the Faculty Regulations and to timetable feasibility.

- 8.6 Tuition fees charged for repeating such carried course(s) shall be calculated on a *pro rata* based on the prevailing fees.

9. Plagiarism

- 9.1 The University considers plagiarism to be a serious academic offence and students who plagiarise threaten the values and beliefs that underpin academic work and devalue the integrity of the University's awards, whether or not such plagiarism is intentional. Depending on the severity of the case, offenders may be punished, and the punishment may extend to failing their degree, temporary suspension or expulsion from further study at the University. Plagiarism, at any point of a student's course, whether discovered before or after graduation, shall be investigated and dealt with appropriately by the University.

All work submitted by students for assessment is accepted on the understanding that it is the student's own effort and written from their own understanding, without falsification of any kind. Students are expected to offer their own analysis and presentation of information extracted from research, even when group exercises are carried out. In so far as students rely on sources, they should properly cite these sources in accordance with the appropriate convention in their discipline.

9.2 Definition of Plagiarism

Plagiarism is the unacknowledged use of material, an idea or ideas, which are not originally one's own. As such, plagiarism is an academic offense in the sense that theft, piracy, and robbery are in ordinary daily life.

9.3 The University shall consider plagiarism to be activities including, but not limited to the following:

- 9.3.1 direct copying without crediting the source,
- 9.3.2 translating without crediting the source,
- 9.3.3 paraphrasing someone else's work without crediting the source,
- 9.3.4 piecing together sections of the work of others into a new whole,
- 9.3.5 copying the work of other persons with or without their knowledge and presenting it as your own,
- 9.3.6 knowingly allowing another person to copy one's work,

- 9.3.7 resubmitting one's own or other's previously graded work,
- 9.3.8 ghost-writing: using ghost writers or professional agencies in the production of your work or submitting material which has been written on your behalf,
- 9.3.9 conspiring by two or more individuals to produce a piece of work together with the intention that at least one passes it off as his or her own work, and
- 9.3.10 submission by a person of the work of another person, in circumstances where the latter has willingly given the former the work and where it should be evident to the person giving the work that the other person would submit it as his/her own. In this case **both** persons are guilty of plagiarism

9.4 Obligations of students

Students should:

- 9.4.1 act with integrity and take responsibility for their academic work,
- 9.4.2 sign a declaration that they have read and shall abide by the Plagiarism Policy,
- 9.4.3 familiarise themselves with and make use of citation methods in accordance with the appropriate conventions in their discipline,
- 9.4.4 not mislead examiners by submitting another person's work for assessment in a way which intentionally and/or negligently and/or recklessly suggests that factual information has been collected and/or analysed which has not in fact been collected and/or analysed by the student, and
- 9.4.5 sign for originality of their work when submitting their thesis/dissertations.

9.5 Penalisation

- 9.5.1 Recommendations on the severity of the offence and penalty shall be determined by the appropriate Departmental Board of Examiners as stipulated in the guidelines in a fair, transparent and consistent manner. The most serious cases of Plagiarism shall be referred to SENEX.
- 9.5.2 Alleged plagiarism shall be penalised in accordance to the Plagiarism Penalty Scale. If a student admits the plagiarism, a note of the offence shall be made on the student's record. If the student denies committing the offence, or disputes the degree of

seriousness, the case shall be referred to SENEX for further investigation.

PENALTIES

<u>Level I</u>	-	(Score)	-	No penalty
<u>Level II</u>	-	(Score 1 - 4)	-	Mark of zero awarded and recorded
			-	Opportunity to re-submit: highest mark of 50%
			-	Note on student's record
			-	Chairperson's warning
			-	Student has to attend library training
<u>Level III</u>	-	Score 5 - 8	-	Mark of zero awarded and recorded
			-	Disciplinary action by SENEX to either suspend or expel the candidate.

10. Failure to Satisfy the Examiners

- 10.1 A candidate who fails to satisfy the examiners in terms of the Faculty Regulations may be required by Senate to “repeat”, “discontinue”, or to “withdraw.”
- 10.2 A student who fails more than five courses in a part would be required to repeat the part.
“Repeat” means that the student may apply for re-admission into the same programme and his application will be considered through the normal admission procedures. If a student is repeating a Course(s), he shall only be credited with marks obtained during the “repeat” examination. Nevertheless, where this is provided in the Faculty Regulations, a “repeat” student may be exempted from re-attendance and re-examination in any Course(s) in which he previously passed, or may take another approved Course or other approved courses instead of the Courses previously passed.
- 10.3 **“Discontinue”** means that the student must discontinue the programme in which he has failed the same part twice, but need not necessarily withdraw from the University, and as such a student will be free to

apply for admission into a different programme and his application will be considered through the normal admission procedures.

- 10.4 **“Withdraw”** means that the student must withdraw from the university. This measure would normally be taken in respect of a student who failed in two different programmes. Once “withdrawn” the student may not apply for admission until after a period of two years has elapsed.
- 10.5 Where a dissertation or project is prescribed in any programme, candidates shall be informed in advance of the deadline for submission of such dissertation or project.
- 10.6 Unless the Senate Executive Committee has granted prior permission for an extension of this deadline, any candidate who fails to meet this submission deadline shall normally fail the dissertation or project. In such cases, on the recommendation of the Examiners, the candidate may be permitted to submit the dissertation or project at later date, normally within three months of the original submission deadline.
- 10.7 A candidate who attains a final mark of 40 - 49 % can resubmit a revised version of the original project/dissertation within three months from publication of the results. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.
- 10.8 A candidate who decides to start on a new project or dissertation shall fail the original one and be awarded the attained mark for the new project/dissertation which shall be submitted not later than six (6) months from the date of publication of results for the failed one.

11. Appeals against Terminations of Studies and Examination Results

- 11.1 Any candidate who, having failed to satisfy the examiners, is required to withdraw from the university or discontinue a program or not satisfied with examination results, has a right to appeal.
- 11.2 A committee shall be established by the Senate to consider such appeal.
- 11.3 Any candidate who wishes to lodge an appeal against withdrawal or examination results must do so in writing to the Registrar within 14 days after the publication of the examination results.
- 11.4 On appeal, the candidate must state clearly the grounds of appeal. A medical practitioner registered in terms of the Health Professions Act must substantiate medical grounds in writing. Any other evidence, which the candidate wishes to submit in support of his case, must also, be lodged

with the written appeal.

- 11.5 The Registrar will refer all timeous appeals to the Appeals Committee for Consideration.
- 11.6 The 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 and extenuating circumstances of a force majeure nature which explain and are directly relevant to the student's unsatisfactory academic performance, such as serious illness or other disability or circumstances which adversely affected the student's academic performance and which he could not reasonably have been expected to have foreseen or avoided.
- 11.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence, as it may consider pertinent.
- 11.8 No right to oral hearing is conferred upon appellants and the university will not reimburse any expense incurred by an appellant in making a personal appearance before the Committee.
- 11.9 The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to Senate for approval or to Senate Executive Committee or the Vice-Chancellor on behalf of the Senate.
- 11.10 Appellants shall be notified in writing by the Registrar of the results of their appeal.

12. Aegrotat Provisions

- 12.1 If any candidate, having completed a substantial component of a Part of his programme, is prevented by serious illness or other sufficiently substantiated cause from completing the prescribed requirements or that Part of the programme, he/she may be deemed by Senate to have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as Senate may decide, provided that: award of an aegrotat degree on completion of a programme shall be without classification.
- 12.2 A candidate who wishes to be considered for an aegrotat pass must apply in writing, together with written substantiation of his case to the Registrar, normally within ten days of the end of the formal examinations for the Course concerned. A certificate from a medical practitioner registered in terms of the Health Professions Act must support appeals,

which are submitted on medical grounds.

- 12.3 Where a student qualifies for an aegrotat pass, he may opt instead to write a special examination in order that an overall grade be determined and formally credited to the student. Application for such option must be submitted to the Registrar.
- 12.4 Senate may require any candidate, irrespective of his/her Programme or Faculty, whose examination performance has been adversely affected by sufficiently substantiated circumstances of a force majeure nature to write special examinations at appropriate future dates normally not later than three months after the date of the last examination missed. In such cases, unless otherwise stipulated by Senate, the mark obtained in the special examination will be counted in the overall assessment for purposes of degree classification.

13. Publication of Results

- 13.1 The Registrar shall be responsible for the publication of the results of formal examinations as approved by the Senate.
- 13.2 Results lists shall be posted on university notice boards and university website in addition, the Registrar shall avail to each individual a copy of individual results at the end of each academic year.

14. Regulations for Occasional Entry (For non-degree Studies)

- 14.1 The following may apply for Occasional Entry (for non-degree studies only).
- 14.1.1 A person who, for the purpose of admission into a course or courses offered at undergraduate level, has passed 5 'O' Level subjects including English Language, or equivalent: OR
- 14.1.2 Who, for the purpose of admission into a course or courses offered at postgraduate level; holds an approved degree in the relevant area; AND
- 14.1.3 Who, in addition to the provisions of either 14.1.1 or 14.1.2 above, can prove to the satisfaction of the Senate Executive Committee or Senate that the course or courses he proposes to study have a direct effect and purpose of enhancing his knowledge, appreciation of, performance of or at his occupation, profession, or further studies undertaken elsewhere other than the Bindura University of Science

Education; OR

- 14.1.4 A person who is a full-time registered student of a university other than the Bindura University and who, through an arrangement agreed upon by his University and the Bindura University for credit or for improving his knowledge in the area in which he is registered in his University normally for a period of up to one full academic year only.
- 14.2 Other than the category of persons mentioned in 14.1.4 above, no persons admitted as an Occasional Student may normally be registered for more than two thirds of the full load of courses undertaken by a person registered as a full-time student in a relevant programme.
- 14.3 Admission into a course or courses as an Occasional Student shall normally be for up to one full academic year only at a time, and overall up to a maximum of two thirds of the minimum number of years prescribed for the completion of the programme on a full time basis.
- 14.4 Occasional Students shall be required to pay fees as set from time to time in the Fees Ordinance.
- 14.5 Applications must normally be submitted on the official Admissions form for Study for Non-Degree Purposes, and must be submitted to the Admissions Office three (3) months before the year for which admission is sought. Late applications may be considered upon receipt of a late application fee as set out in the Fees Ordinance from time to time.
- 14.6 The admission of each applicant into the University as an occasional student shall be subject to availability of places and approval by the Senate Executive Committee on behalf of Senate.
- 14.7 An occasional student who decides to take an official examination shall not be illegible for an award of certificate but will receive official results for that examination.
- 14.8 A student who has been previously awarded a Bindura University of Science Education qualification who takes an official examination while registered as an occasional student may apply for an amended transcript which will be issued at a fee as stipulated in the relevant ordinance.
- 15. Academic Transcript**

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

University.

The copy of the transcript shall be issued to a student who has submitted a set of one (1) executive bound copy and one (1) soft copy of his/her dissertation to the University Library and Department. The student should not be indebted to the university.

16. Award of Certificates and Diplomas

The award of certificates and diplomas of the University shall be subject to approval by the University Council. Candidates completing the requirements for such award will be entitled to receive a formal certificate of the university, bearing the University seal and signed by the Vice Chancellor and the Registrar, confirming the award.

17. INDUSTRIAL ATTACHMENT AND APPLIED SCIENCE EDUCATION (ASE) GUIDELINES

17.1 Guidelines for Students

1.1 The student is subject to the University registration and other regulations and the organization's regulations during the industrial/ASE attachment.

17.1.1 The student is expected to:

- (i) Conform with the organization's regulations and discipline;
- (ii) Fulfil the supervisors/mentor's instruction concerning the training process and carrying out of the industrial/ASE project;
- (iii) Submit a report after finishing the training in a given department or unit;
- (iv) Take part only with educational purpose in mind according to the ultimate instructions of the supervisor/mentor;
- (v) Put his/her best efforts to acquire extensive knowledge and skills in order to achieve the required standard of training;
- (vi) Keep good relations with all the staff of the organization;
- (vii) Promote the good name of Bindura University of Science Education.

17.1.2 The choice of an organization for attachment will not be based on

the probable monetary benefits that the students may gain.

17.1.3 The students must always bear in mind that his/her conduct during the attachment period will reflect not only on him/her but also on the University and that it may also affect considerably the future attachment placements and the relationship between the University and the organization.

17.1.4 Attachment periods of six weeks or less shall be done during the University vacation period.

17.1.5 Normally students shall not receive any extra financial support from the University during their attachment.

17.2 Guidelines for Organizations on Treatment of the Students during Attachment

17.2.1 The student will be subject to the organizations' regulations and is expected to function like a full time employee.

17.2.2 The organization is requested to provide the student with every opportunity to function like a full time employee and permit him/her to actively participate in all aspects of the business including management and administration except where confidentiality constraints may not permit his/her participation.

17.2.3 Wherever possible, the company is requested to assist the student by providing welfare measures such as accommodation, access to canteen facilities, etc.

17.2.4 If an organization wishes to pay the student an allowance, the arrangement is only between the two parties, that is, the student and the organization involved.