

BINDURA UNIVERSITY OF SCIENCE EDUCATION

STUDENT AFFAIRS DEPARTMENT

FOREWORD

THE PURPOSE OF THE STUDENT HANDBOOK

As you will discover, the student handbook is a vital tool for acquainting you with various aspects of your study career at the University. It also gives clues on possible career opportunities on the program you are pursuing. For your success you will need to acquaint yourself with the structures of the University, academic requirements and expectations and rules of students conduct and discipline. It is therefore in your interest to read it closely.

Student Handbook

Foreword from The-Vice Chancellor

Welcome to Bindura University of Science Education. Our vision is to be a hub of knowledge and a beacon of excellence in teaching, research and extension services. As you embrace the vision you become part of the great leaders who have been nurtured at this institution. Thus, one of our core values is Student Centredness. This is out of the realisation that the product of our vision and mission will be seen in you when you graduate.

This student handbook is designed for you, the student of Bindura University of Science Education. The main purpose of this handbook is to acquaint you with the University community and the academic procedures during your specific stay at Bindura University of Science Education.

In this handbook you will learn about general campus life and the services available for you from the various support departments. You will also be appraised of current academic programmes on offer and the requirements for your degree programme.

While information and provisions contained in this handbook normally apply, the University reserves the right to change any provision stated here in without notice. It is imperative that the Student Handbook is read in conjunction with General Regulations and with other important documents from departments pertaining to policies and regulations that affect students. If you adopt and are guided by the guidelines in this document, you will enjoy the pleasure of success which comes through hard work and discipline.

If you face any challenges do not hesitate to contact the Dean of Students or your department for assistance.

Once more congratulations and wish you success throughout your stay at Bindura University of Science Education.

Regards

Professor E. Mwenje

MESSAGE FROM DEAN: STUDENT AFFAIRS DIVISION

As you start your University career. I am quite confident that you feel excited and elated. Of course you should for such an opportunity is a breakthrough in your life. However, it is important to share a few hints on success and growth which come through your University experience. Academic success does not occur in a vacuum. It is underpinned by an array of factors which either promote or derail your chances of success. You will probably agree with the notion that it is not only the academic credentials which the world looks at, but your whole personhood. Hence, part of the Bindura university of Science Education Act paragraph 4(1) stresses that among the objects and power of the University is the “nurturing of the intellectual, aesthetic, social and moral growth of the students at the University.” Part of the Mission Statements underlines that in pursuit of excellence, the University seeks to produce highly acclaimed graduates. The above aspirations have direct implications on what the Student Affairs wishes to achieve. Fundamentally, the division provides intervention strategies to create a conducive environment for student learning and success. Among such initiatives are the following:-

- Orienting the student to reach his/her maximum effectiveness through guidance in self-management
- Provision of basic counseling service.
- Provision of basic health services.
- Facilitating accommodation services for students.
- Assisting the student in financial matters through networking, facilitating paying attachments and part-time employment.
- Administering student discipline to the end that the individual will be strengthened and the welfare of the group preserved.
- Maintaining student group morale through championing the core value of student centredness.
- Initiating student development programmes for the development of the whole person (Adapted from Delworth et al 1980)

You will probably realize that a critical factor to your success in your university study career will depend on how you manage and conduct yourself. A lot of students who experience challenges while studying at the university do so through losing focus on their core business and being carried away by social pleasures which are short lived.

While the greater part of your success comes through self management and self application, the role played by other people cannot be underplayed. Thus, when you experience challenges have someone you share your situation with. This is where Student Affairs plays a greater role. A lot of students suffer silently until last minute when little can be done to save their situation. So learn to seek counseling and assistance when there is still time. Also create a good working relationship with others and the community so that they come to your rescue when you

experience challenges. Remember, “a high level of personal integrity and a developed sense of responsibility towards others are as important to the University as outstanding scholastic achievement.” (Rules of Student Conduct and Discipline Ordinance No. 4 of 2001). I wish you well in your studies and your road to success in life.

Thank you.

RK Makado
Dean: Student Affairs Division

VISION

Bindura University of Science Education seeks to be a hub of knowledge and a beacon of excellence in teaching, research and extension services.

MISSION STATEMENT

The University exists to contribute to the development of Zimbabwe through the advancement of knowledge and skills in science education. It seeks to produce innovative, highly acclaimed graduates equipped with research, entrepreneurial and technical skills for the benefit of the nation and the international community.

1. CORE VALUES

- Diversity
- Leadership
- Integrity
- Excellence
- Student centeredness
- Discipline

CAMPUS LIFE AND STUDENT DEVELOPMENT PROGRAMMES

1.0 PREAMBLE

The purpose of this handbook is to guide and inform the students about services at Bindura University of Science Education (BUSE) and how to get them. It is envisaged that through use of this handbook students will minimize unnecessary waste of time locating services ensuring success through maximization of available time.

2.0 CAMPUS LIFE MATTERS

2.1 Bindura University of Science Education Geographical Reporting Area

Bindura University of Science Education is located on four campuses mainly: - Main Campus off Trojan Road opposite Cottco, Astra Campus along Trojan Road, Country Club Campus also along Trojan Road after the railway line from town and the Mount Darwin Road Campus along Mount Darwin Road.

The main administrative offices are found at the Main Campus in the main building next to the car park. The administration block houses the offices of the Vice Chancellor, Pro Vice Chancellor, Registrar and Bursar. Your first port of call is the reception where you will be directed where to get the service you need. Also make use of the Security Officers who are always available for you.

2.2 Definition of a Student of Bindura University of Science Education.

A student of Bindura University of Science Education is any person enrolled in any course offered by the University on full time or part time basis.

2.3 Student Identification

Identity cards are issued to all registered students upon registration. Students are required to carry their cards on person at all times and show them upon request to any authorized person. The card is only valid for a semester and remains a property of Bindura University of Science Education. Replacement of a lost card will attract a replacement fee agreed upon by the University.

2.4 General Expectations of Students

By enrolling at Bindura University of Science Education, a student accepts the responsibility for compliance with laid down rules and regulations. The University expects students to show respect for the rights of others and for authority as well as, to represent themselves truthfully and accurately at all time. Students are also expected to respect private and public property, to fulfill contractual obligations with the University, to take responsibility of their actions and be accountable for their actions on or off campus.

2.5 **Student Discipline**

2.5.1 **Importance of Student Discipline**

Student discipline is not meant to provide punitive punishment but to educate the student and encourage their growth and development through responsible practices and sound principles.

General Student Disciplinary Policies.

Whilst the University upholds outstanding scholastic achievements the students are also expected to be exemplary in discipline and conduct.

The University has in place Ordinance 4(2001) to guide student discipline and conduct. Students are also governed by state laws and are liable to disciplinary action on the grounds of violating any or both of the authorities.

2.5.2 **THE RULES OF STUDENT CONDUCT AND DISCIPLINE 2001 ORDINANCE No 4 (extract from the prospectus)**

In terms of Section 23 (1) of the Statutes of the Bindura University of Science Education Act [Chapter 25:22], the Council with the approval of the Minister of Higher and Tertiary Education makes the following Ordinance:

1. This Ordinance may be cited as “The Rules of Student Conduct and Discipline 2001 Ordinance.”
2. The Rules of Student Conduct and Discipline set out in the Schedule to this Ordinance shall come into effect from 1 January 2001.
3. In terms of Section 27 (2) of the Bindura University of Science Education Act, the Student Disciplinary Committee hereby delegates to the official referred to in the Rules of 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 (a), (b), (c), (d) and (e) of Bindura University of Science Education Act, the Student Disciplinary Committee may –
 - 4.1 order a student to pay the University an amount equivalent to any financial loss caused to the University by such a student;

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 University Act and will in particular have regard to the following principles:

- 1.1 In line with the University's Mission Statement, Bindura University of Science Education wishes to produce graduates who are acceptable to the communities they will seek to serve. In the pursuance of this intention, self-discipline, diligence, and commitment to the service of others are therefore fundamental values cherished by the institution.
- 1.2 The University is a Society in which high standards of communal life must be established and maintained for the benefit of both present and future members of the University.
- 1.3 A high level of personal integrity and a developed sense of responsibility towards others are as important to the University as outstanding scholastic achievement.
- 1.4 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.
- 1.5 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 the University, a student shall be given a copy of these rules and shall sign a statement in which he/she acknowledges that he/she has been furnished with the rules, and he/she 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 Consume alcohol on the University campus and function except when authorized to do so;

- 3.1.2 Use the University premises contrary to University Regulations, Residence, Faculty or Departmental rules or do any act reasonably likely to cause misuse;
- 3.1.3 Damage or deface any property of the University or do any act reasonably likely to cause damage or defacement thereto;
- 3.1.4 Disrupt teaching, study, research or administrative work, or prevent any member of the University or its staff from carrying on his study or work, or do any act reasonably likely to cause disruption or prevention;
- 3.1.5 Engage in any conduct whether on or off the 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;
 - 3.2.4 Engaging in any behaviour which violates the rights of others.
- 3.3 Students are informed that:-
 - 3.3.1 If a group of students forms a common intention to commit certain acts and 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 whom 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 a 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 interview the Vice-Chancellor or a Proctor, or give both such orders. For the purposes of this section, "Senior Administrative" staff shall include the Registrar, Deputy Registrar, Director of Human Resources, Senior Assistant Registrar, the Bursar, Deputy Bursar, Librarian, Deputy Librarian, Director of Marketing & Communications, Director of Works and Estates, Dean of Students, Deputy Dean of Students, Assistant to the Vice-Chancellor, Deputy Bursar, and Warden 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 Powers of the Dean of Students

- 4.1 One of the main responsibilities of the Dean of Students is to ensure that there is discipline among students. Upon receiving reports from any section of the University concerning a student's breach of the Ordinance, the Dean of Students shall:-
 - 4.1.1 further investigate such behaviour; and
 - 4.1.2 Recommend through the Senior Proctor that the student appear before the Student Disciplinary Committee; or
 - 4.1.3 Recommend to the Vice Chancellor that the student be suspended; or
 - 4.1.4 Reprimand the student verbally or in writing against such behaviour; or
 - 4.1.5 Instruct the Warden to exclude the student from the Halls of Residence; or

- 4.1.6 Fine the student up to \$100.00; and
- 4.1.7 Counsel the student or refer the student to a counsellor for counselling.

5. Powers of the University Proctor

- 5.1 The Vice-Chancellor shall from time to time appoint any 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 organizing and supervising the work of the other Proctors.
 - 5.2 A Proctor shall be charged with ensuring the proper observance of these rules by students on or off the University site and to this end shall, in addition to his power under Rule 3.4 have the following powers:
 - 5.2.1 to receive and investigate reports of student misconduct;
 - 5.2.2 to 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;
 - 5.2.3 to 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;
 - 5.2.4 to proceed deliberating on a case in the absence of a student who in the opinion of the Proctor has been duly summoned but has failed to appear;
 - 5.2.5 to reprimand a student;
 - 5.2.6 to impose a fine on a student not exceeding \$100.00;
 - 5.2.7 to order a student to pay to the University the equivalent of an amount of money to cover financial loss caused to the University by such student;
 - 5.2.8 to withdraw an existing student privilege, other than residence, for a period not exceeding 1 (one) academic term.
 - 5.3 When a report of alleged misconduct by a resident of a Hall of Residence, is made to a Proctor, the Proctor shall communicate such a report to the Warden of the Hall of Residence concerned before taking action against the resident.
6. Powers of Wardens

- 6.1 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:
- 6.1.1 to reprimand a student;
 - 6.1.2 to withdraw an existing resident student privilege, for example, exeat;
 - 6.1.3 to impose a fine not exceeding \$100.00;
 - 6.1.4 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;
 - 6.1.5 to suspend a student from his/her Hall of Residence; to expel a student from his Hall of Residence for a period not exceeding three academic terms.
- 6.2 Where a Warden wishes to impose penalties 6.1.5, 6.1.6 above, he/she shall first furnish the Dean of Students with a full report concerning the alleged offence and the proposed penalty. On receipt of this report, the Dean of Students may, either:-
- 6.2.1 confirm the proposed penalty and order of the Warden and in the event of variation, order the Warden to execute such varied order; or
 - 6.2.2 institute a further investigation of the matters before making such order at the conclusion as he/she deems fit; or
 - 6.2.3 recommend to the Senior Proctor that a Student Disciplinary Committee be convened to examine the case.
- 6.3 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 Dean of Students to the Disciplinary Committee.
- 6.4 Where a Warden has imposed any of the penalties set out in Section 6.1.1 to above on a student he shall submit a report to the Dean of Students.

7. Rules for Halls of Residence

7.1 General

A resident shall obey all rules and instructions given by the Warden, Deputy and Sub-Wardens of the residence and shall refrain from conduct which:-

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

7.2 Powers of Hall Committee Members:

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

7.3 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.

7.4 Fire

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

7.4.1 inform the Warden, Deputy or Sub-Warden who will;

7.4.2 summon the Municipal fire-brigade; and

7.4.3 inform the Director of Works and Estates

7.5 Vacation Residence

7.5.1 A resident may not occupy a study-bedroom during University vacations save with the prior written authority of the Dean of Students on the recommendation of the Dean of the Faculty and the Warden. Applications for vacation residence must be submitted through the prescribed channels and on the prescribed form.

7.5.2 A resident granted leave to reside in Halls during vacation who no longer wished to avail himself/herself of this privilege shall furnish the Dean of Students with at least 3 (three) days' written notice of such fact. Omission so to do will render such resident liable to monetary penalty.

7.6 Exeat

A resident may not absent himself/herself from Halls overnight, save Saturday nights, without previously informing and obtaining the permission of the Warden. To be absent from Halls for two or more consecutive nights, he/she requires the leave 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 Hall every night by such time as may be laid down in the Halls Regulations unless prior permission has been granted by the Warden or a Sub-Warden to return to Hall at a later hour.

7.7 Visitors

7.7.1 Resident students' parents may visit them in their rooms from 1000 to 2230 hours.

7.7.2 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 hours

Saturday 1200 to 2400 hours

Sunday 1030 to 2230 hours

7.7.3 Outside the prescribed visiting hours all parts of the Halls except the Common Rooms and the entrance foyers are out of bounds to members of the opposite sex.

7.7.4 Special arrangements may be made by application to the Warden of the Hall concerned.

These provisions apply to all students, undergraduates and postgraduates. No visitor or non-resident student may make unauthorized use of accommodation or dining facilities in Halls of Residence. Students introducing visitors or non-resident students to the Hall may be held responsible by the Wardens.

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 are not returnable 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 term of the session.

7.9 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.

7.10 Relationship of Resident and Staff

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

7.11 Illness

A resident who is confined to bed shall, so far as he/she is able, ensure that his/her illness is reported to the University Student Health Service.

8. Rules for the Use of Vehicles

- 8.1 A student wishing to keep or use a motor vehicle including a motor cycle, motor scooter or motorized bicycle within the boundaries of the University site shall previously notify the Registrar in writing on the form prescribed.
- 8.2 Save with the prior written permission of the Registrar, a student shall not, within University grounds:
 - 8.2.1 park a vehicle in parking place marked “for staff and visitors only”;
 - 8.2.2 park a vehicle in any place at which parking by any person has been prohibited;
 - 8.2.3 bring a vehicle within any University building;
 - 8.2.4 ride or drive a vehicle on any part other than roads, tracks or parking places;
 - 8.2.5 leave a vehicle in an unusable condition for a period longer than is reasonably required to effect necessary repairs.
- 8.3 Whenever a vehicle registered with the University is driven, ridden or parked in contravention of the rules set out in Section 8.2, 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.

8.4 Penalties

- 8.4.1 The Dean of Students, the Warden, Proctors and such other persons so authorized by the Vice-Chancellor shall have power to investigate breaches of the rules contained in this section and to impose the following penalties:

For a first offence: a fine of US\$50.00

For a second offence: a fine of US\$100.00

- 8.4.2 In the case of a third or subsequent offence, the name of the offender, with particulars of his previous offences under this section, shall be reported to the proctors, through the Dean of Students, who shall exercise appropriate authority in terms of Rule 5.

9. Rules of Procedure in Disciplinary Proceedings

- 9.1 Before a student appears before a Student Disciplinary Committee, he/she shall be referred to a counselor by the Dean of Students.

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 times in accordance with the principles of natural justice. More particularly a student charged with 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:

- 9.2.1 be furnished with a full and fair opportunity to meet such allegations if he/she so desires;
- 9.2.2 be permitted to present any relevant facts or call any witnesses capable of giving testimony relevant to the investigation;
- 9.2.3 be permitted to put questions to witnesses save those which are irrelevant, frivolous or vexatious;
- 9.2.4 be permitted to be present at all times save when the Committee is deliberating upon its decision of the matter;
- 9.2.5 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.
- 9.3 The Dean of Students, Proctors and Wardens shall conduct any proceedings before them in accordance with the Rules of Student Conduct and Discipline.
- 9.3.1 save that the provision of Section 27 (3) of the University Act will not be applicable.
- 9.4 In the event of the Dean of Students conducting an investigation before the Student Disciplinary Committee it shall further be his/her duty:-
- 9.4.1 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;
- 9.4.2 The legal advisor shall 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.
- 9.5 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:-

- 9.5.1 the place at which he/she is to attend;
- 9.5.2 the date and time at which he/she is to attend; provided that such date be not less than 5 days after the date upon which such notice is received; the rule which he/she is alleged to have contravened and full particulars of his/her alleged contravention;
- 9.5.4 his/her right to make any relevant statement he/she wishes to the Committee;
- 9.5.5 his/her right to call witnesses to attend and give any relevant testimony on his/her behalf before the Committee;
- 9.5.6 his/her right to be accompanied and represented before the Committee by a legal practitioner;
- 9.5.7 the right to furnish to the Proctor 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.
- 9.6 A member of the Committee who has acquired, other than in the course of his University life, knowledge of evidence in an investigation of misconduct to be held before the Committee, shall not participate in such investigation
- 9.7 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.
- 9.8 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, permit such a student a full opportunity to make a statement or produce evidence which he/she wishes to be taken into consideration in mitigation of his/her punishment.
- 9.9 The Chairman of the Committee shall keep full notes of any proceedings before it but these need not be a verbatim record.
- 9.10 As soon as possible after the conclusion of a Student Disciplinary Committee hearing the Chairman shall convey a full report to the Vice Chancellor who shall advise the Registrar to inform the student involved of the Committee's judgment. The Vice Chancellor may vary the Committee's judgment according to his discretion.

SEXUAL HARASSMENT BROCHURE

1. INTRODUCTION

Bindura University of Science Education is committed to and promotes a safe and productive educational and working environment free from harassment and discrimination. The University maintains that sexual harassment in the workplace or educational environment is an unacceptable conduct and will not be accepted. In this regard sexual harassment is subject to discipline. It is the goal of the University to promote a workplace and learning environment that is free from sexual harassment.

2. DEFINITION

According to Bindura University of Science Education policy guidelines, sexual harassment is described as any unwelcome sexual advances, requests of sexual activity and other verbal or physical conduct of a sexual nature by; either a University employee in a position of power or authority to a University employee or a member of the student body, or vice versa.

- A student to a member of the student body or towards a member of staff
- A junior member of staff to another member of staff.

The effect of such conduct is to interfere unreasonably with work or academic performance of the person being harassed psychologically thereby creating an intimidating, hostile, or offensive environment.

3. EXAMPLES OF HARASSING BEHAVIOURS

Pressing against someone's body without his/her.	Posters/calendars of naked women and those copper plaques with wise cracks about women
Patting of any body parts	Suggestive handshakes (with a little pinch)
	Rubbing one's back or winking, tickling etc
Carpet interviews	Threats of no promotion or failure if one does not comply to advances of a sexual nature or even more overt victimization
Being persistently asked for a date/lunch after having refused	Black mailing a woman/man or female/male student who has made a mistake at work or in lectures
Sexually suggestive jokes	Rude jokes and suggestive stories
Being called sugar, darling, sweetheart etc without one's consent.	Passing notes with sexual innuendoes
Giving students, staff and co-workers the	The boss sitting on your desk or leaning over

impression that there is a sexual relationship going on between you and the person	you when talking or giving orders.
These and or any other unwarranted advances of a sexual nature	

4. COMPLAINT PROCEDURES

Employees or students who have complaints or feel they are being sexually harassed should report such conduct. An informal or formal complaint can be lodged to the Registrar, Assistant Registrar, and Human Resources for staff, Dean of Students, Chaplain, Campus Life, Student Health, Wardens, Deans of Faculties, Chairpersons of Departments, Chief Security Officer for students. Complaints can also be lodged through the police, other trusted individuals that include without being exhaustive church pastors and relatives. Students are also encouraged to make use of available suggestion boxes.

5. PROTECTION AGAINST RETALIATION

An employee has the legal right at any time to raise the issue of sexual harassment without fear of reprisal. The policy prohibits retaliation against any person who brings an accusation of a sexual nature

The University may discipline an employee or student who has been determined to bring an accusation of sexual harassment in bad faith.

Bindura University is a student centred community with the welfare of students at heart. The institution is against sexual harassment and will take measures to discipline perpetrators once a case is reported.

**Sexual Harassment is unlawful. Do not suffer in silence
REPORT!!!**

2.6 Policies

2.6.1 HIV and AIDS Policy

The university is non-discriminatory and supports students living positively and those wanting voluntary counseling and testing through its clinic. Acquaint yourself with the policy to be informed on services and assistance available.

2.6.2 Sexual Harassment Policy

The policy covers all members of the University community and is meant to protect and safe guard them from violation. Anyone who believes he or she has been subject of sexual harassment must report to the Dean of Students. The Dean of Students will take measures to deal with the matter with relevant departments.

For more information on all the content of this policy visit the library or get a soft copy from Student Affairs.

2.6.7 Safety Precautions At Bindura University Of Science Education

It's not every day when an accident happens, however it is important to be aware and take precautions to avoid such inevitable incidences. Students are expected to be civil and take precautions all the time to avoid accidents.

2.7.1 Safety Precautions In Halls Of Residence and Lecture Rooms

It is the responsibility of all students to take precautions to avoid accidents in the Halls of Residence and lecture rooms. Gas lamps, paraffin and gel stoves are not permitted in the Halls of Residence, so is cooking in study rooms.

Misuse of safety equipment will result in disciplinary action on the abuser. In case of emergency report to the Security Office, Janitors or the Warden.

2.7.2 Safety Precautions on the Bus

- Students are not allowed to board or embark from a bus or vehicle while it is in motion.
- Students are required to stand in a queue and board the bus in an orderly manner.
- Students are required to display their identity cards when boarding a bus.
- Students are allowed to board or embark from a bus from designated points only.
- The number of passengers allowed on the University bus is as per stipulated state rules and regulations.

2.6 **Noise And Study Atmosphere**

Students are expected to ensure that neither they nor any situation, for which they are responsible, is noisy enough to disturb fellow students or other people. The university has the right to impound or exclude from the premises any equipment or person responsible for such noise.

3.0 **STUDENT DEVELOPMENT PROGRAMMES**

3.1 **Academic Advising**

Academic Advising is a planned and systematic way of enhancing the positive outcomes of the University through addressing the diverse needs of students. Faculties, Departments, Student Affairs and individual Advisors work together in providing advising services to students. Focus in academic advising is on intellectual, social and personal growth. The academic advisors also encourage and motivate the student to persist and complete their studies.

At Bindura University Academic Advising is coordinated through the office of the Dean of Students working together with a committee of advisors. The team is responsible for implementation of activities to improve student performance. Students in need of academic advising are encouraged to approach their respective departments for assistance.

3.2 **Orientation**

Student success is a shared responsibility for all departments at Bindura University. To ensure success for our students the Division of Student Affairs coordinate and run orientation programmes for all new students at University. Such programmes are for both undergraduate and postgraduate students either on conventional, block release or VODL programmes.

Why Orient the Students?

Orientation is provided to acquaint students to University structures and help them to quickly settle to the learning environment. It is also important to provide orientation to help students deal with the anxiety associated with University stress. It has been observed that students who go through orientation experience less challenges in maneuvering their way at University than those who do not get oriented.

Upon registration all new students are expected to attend orientation. Orientation is also provided to those students about to go on attachment to prepare them to adjust to the world of work as well. The office of the Dean of Students is open from 8.00 to 4.30 for those who want, to find out more on orientation.

3.3 **Student Representative Council (SRC)**

Student leadership complements management in managing affairs of students. The council is an autonomous body representing students in the various structures and committees at University. Selection in the SRC is

through elections. Student Representative Council offices are located within the education offices adjacent to the clinic.

3.4 **Clubs and Societies**

Development of students does not take place in a lecture theatre only. The greater part of student learning is through experiential learning. At Bindura University of Science Education students are encouraged to participate in recreation and community building activities through joining clubs and societies of their own choice. Not only do students gain essential life skills by doing this but they also network and create opportunities for themselves. The university expects organizations to hold high standards of ethical conduct. These include proper maintenance of records and good reputation of the University. Activities or events that bring the name of the institution into disrepute or violate the policies of the institution shall result in the organisation being banned.

3.4.1 **Red Cross**

The club operates as a branch of the main district of the Red Cross Society in Bindura. The club looks at topical issues such as Climate Change, Disaster Management, Water and Sanitation, Livelihoods and Basic Training in Red Cross. The club also offers an opportunity for students to participate in exchange programmes both at national and international level. Again these exciting opportunities are for those who want to see themselves grow.

3.4.2 **Peer Educators**

This is the backbone of university when it comes to provision of sexual reproductive education. The Peer Educators are trained in facilitation and counseling. They provide counseling to other students on a peer to peer level. While on campus feel free to visit the Campus Life Desk and Student Health on how you can join this club or utilize its services.

3.4.3 **LEO**

Another acronym for Leadership, Experience and Opportunity. This is a university wide club although currently membership is from the Department of Social Sciences. The club is actively involved in community and charity work through extension services. If this is where your calling is, then why not join today.

3.4.4 **BOOST/SIFE**

This is an acronym standing for Building Opportunities on Student Talent and Students in Free Enterprise. The club equips students with both leadership and entrepreneurial skills and opportunity to put theory into practice through participation in community projects.

3.4.5 **Ladies Day**

An all ladies inclusive club. This is a dynamic club of purpose driven ladies on campus. The club offers opportunities for growth through socialising

and outings with prominent female role models who provide mentorship to the young. Increase your self esteem and accomplish more as a woman. Be part of Ladies Day, you will not regret the experience.

Call at Student Affairs for more details.

3.4.6 **Campus Buddies**

Have you ever thought of getting to a new place and no-one is there to make you feel welcome. Imagining such an experience is intimidating and no-one would like it. That is why Campus Buddies are in place to welcome you and help you feel wanted at Bindura University of Science Education. Not only do they do this but they also equip you with necessary life skills to cope at University. With Buddies you are home from home. Student Affairs will connect you with Buddies On Campus. Just drop in for a chat.

3.0 **COUNSELLING**

The goal of counseling at Bindura University of Science Education is to help students identify barriers affecting their studies and develop strategies to overcome them. Counseling services are offered through the Chaplain's Office, Dean of Students, Student Health and Coordinator Campus Life and Student Development Programmes. Academic Advisors are also available in faculties to assist students.

Call in at Student Affairs for more information

Phone Numbers

Emergency information:

Police Hotline 6699

Fire: Hotline 993/6527

Sister in Charge: 0774 182 482

In the event of an emergency contact the police or Chief Security Officer immediately.

Frequently called numbers

Dean of Students: 0712607338

Dean: - Faculty of Commerce: 0712 603 333

Dean: - Faculty of Agriculture and Environmental Science: 0712 635 474

Dean: - Faculty of Science Education: 0712 620 957

Student Affairs Division: 0271 - 7618

Registry Department: 0271 - 7615

Warden: 0772 406 832

Bursary: 0271 - 7616

Marketing and Communications: 0271 - 7619

Student Health: 0271 - 7309

Coordinator- Campus Life and Student Development Programmes: 0712723206

STUDENT AFFAIRS DEPARTMENT

ACCOMMODATION SERVICES

Mission

To provide an environment that is conducive to academic pursuit to resident students through ensuring that students comply with and observe standing rules and regulations at all times.

SCOPE: OVERVIEW

The Student Affairs department through the accommodation office is responsible for the efficient allocation of accommodation to students in conformity with the university priority list. Bindura University has limited accommodation and the priority list below is used to allocate accommodation on a first come first served basis to paid up students. Admittance in the halls of residence is a privilege and not a right. That being the case, occupancy in any of the halls of residence may be withdrawn any time.

PRIORITY LIST

1. a) Part 1 undergraduate students.
- b) Final year undergraduate student
- c) Disabled, ill or those students with physical or other health challenges.

Management of Halls of Residence

The management system for halls of residence is derived from Ordinance 4 of 2001 or ‘‘the rules of students Conduct and Discipline Ordinance’’. The Full Time Warden is overallly responsible for the management of halls of residence and she reports directly to the Dean of Students. The Full Time Warden has the following structures/office bearers to assist her.

- Part Time Warden is a full time lecturer who assists with hostel administration on a part time basis.
- Accommodation clerk-compiles information and prepares lists of accommodated students and raises maintenance forms for work to be done in students’ study rooms by the Department of Works and Estates.
- Janitor is an officer who is available 24 hours a day to assist students in times of need and should be approached in the first instance for assistance.

Sub-wardens- These are mature and responsible male and female students who are selected through interviews by the Student Affairs Board. Sub-Wardens reside in the hostels and complement the efforts of the Warden and Janitors.

Hall Committees in each hall comprises students who are elected by other students. These members augment the efforts of wardens and Janitors in an attempt to ensure that resident students’ welfare is taken care of (in attending to students’ socio-psychological, health, security and other needs.)

RULES OF HALLS OF RESIDENCE

Resident students shall obey all rules and instructions given by wardens and Janitors. Where a student fails to observe the rules of students governing use of halls of residence the Warden and her team shall institute investigations on the respective cases and submit their recommendation to the Dean of Students who will liaise with the Senior Proctor and their responsibility is to make the final determination (either endorse, or alter or reserve decision) Students are encouraged to familiarize themselves with the provisions of Ordinance 4 of 2001.

Capacity

Bindura University has only 2 halls of residence with a total carrying capacity of 398 students. The accommodation issue becomes precarious and critical given that the total student population eligible for consideration for residence far out numbers the available space.

University Property

The University wishes to create at all times an environment that is suitable for academic excellence and, as such avails an array of facilities within and outside the halls of residence for students' relaxation, leisure and entertainment. The facilities and equipment should therefore be guarded, kept and protected safely for future use. The policy on care and use of University property is outlined in the Bindura University rules and regulations on halls of residence. The policies are primarily designed to protect the rights, health and safety of all individuals living in the community and be able to safe-guard University property at the same time. The policy places responsibility upon resident students and all guests to live in a manner that respects the rights of others and fosters a strong community setup.

Damage to Hall Property

The Residents shall be liable to compensate the University in full for any damage caused by him/her to University property. Damage to study bedrooms shall be deemed to have been caused by the resident to whom such a room has been allocated unless the contrary is proved.

Withdrawal of Residence

Students who fail to take up allocated accommodation within two weeks of the commencement of the semester will forfeit their accommodation. Residence may be also withdrawn if students fail to observe the rules and regulations governing their stay in the halls.

CHAPLAINCY DESK

BINDURA UNIVERSITY STUDENTS CHRISTIAN ECUMENICAL SOCIETY.(BUSCES)

Welcome Messages

Accept my warm greetings. I welcome you to our University with great joy. I want to believe that you come here with prayer and well wishing from your family and friends for your well-being and success in your studies.

They wait joy for the great day on which you will be capped. The Chaplaincy will be on your side to see you through in your life.

The University sees you as mature and responsible young adults. It has its rules to be respected and to be obeyed. However, it does not have prefects and captains to keep an eye on you. You are held responsible for your behavior. Unpleasant choices and behavior against the Rules of Student Conduct and Discipline Ordinance will fail and make you unhappy and sad. The Chaplaincy also provides counseling services e.g. individual counseling premarital counseling, marital and family counseling.

The Chaplaincy is assisted by a Chaplain Committee on provision of ecumenical Sunday Services. Students of all faiths are welcomed to these services.

There are denominational groups here at the University. You are encouraged to join any one of them of your own liking. Besides the denominational groups there is also the Students Christian Union which you may choose to be part of.

We have a University choir. We will be happy to see joining the Choir. If you are interested consult the Chaplaincy Office

The Chaplaincy Desk at the University seeks to promote Christian spiritual growth of members of staff and students.

Duties of the Chaplaincy Desk

Bindura University Science Education Christian Ecumenical Society(BUSCES) accepts the statement without any reservations that:-

All the Scripture is inspired by God and is useful for teaching the truth, rebuking error, correcting faults, and giving instructions for right living, so that the person who serves God may be fully qualified and equipped to do every kind of good deed (2 Tim 3v16-7).

Realizing and appreciating the scriptural quotation given above is of essence for the spiritual growth of Christians. Our organization would like to have the bible readily

available to its members. BUSCES provides ecumenically based religious based religious services to the University community through the following service giving agencies:-

University Hour of Worship

Once per month, interested members of the University Community assemble for a service on a particular biblical topic. A speaker is chosen to address the people on the topic, drawing their attention on its relevance and practicality in life

Denominational Groups

Once per week, students meet for prayer or discussion on religious issues relevant to their interests.

Workshops

Workshops to address existential issues from biblical and Christian perspective are conducted during each semester. To arouse the interest of our members to read the Bible as individuals or in their respective groupings. We arrange Biblical topics on existential issues on present day issues. The following are some of the topics we have found interesting and helpful for Christian spiritual Growth:-

1. Scientific theories and the Bible and their relationship.
2. HIV/AIDS and the Bible and their relationship.
3. Men and Women and the Bible and their relationship.
4. Bible on sound leadership.
5. The Bible is very relevant to man and women all the time for meaning existence.

We believe that people here will have their interest in reading in the Bible whetted. The Chaplaincy seeks to promote meaningful and comprehensive personal growth of students through worship, counseling and teaching.

To accomplish this students are encouraged to take part in religious programmes designed by the Chaplaincy.

During the Semester there are:-

1. Ecumenical Sunday Services to which students are invited.
2. Besides this, there is a prayer group which meets at lunch hour on Tuesday. This is for all Community wishing to interact with one another in bible study and prayer.
3. At certain times workshops are organized on teaching basic Christian values.
4. Counseling is provided on request. This may be individual, marital and family.

5. There is a University choir that sings at important University occasions. Membership is open to both students and staff.

STUDENT AFFAIRS DIVISION

CATERING SERVICES SECTION

Catering is not just about serving food, it's about orchestrating an event. We make delicious food, attentive service and creative flow seamlessly together. Whether you need a snack plate or an impromptu meeting or a five course dinner for awards ceremony. We will suit your occasion and budget.

Services

- Event planning-, outdoor event.
- Nutrition guidance and education.
- Supply of a variety of special services (flowers, centrepieces, table linen, décor, etc)
- Handling / cook fees for people who bring in their food to be prepared by the section.

Health Department Guidelines (Norms and Values)

- Health Department regulations do not permit taking leftover food from any event.
- No wearing of slippers, vests, sportswear and other offensive clothing in the Dining Hall.
- Shouting and singing is not allowed in the dining Hall.
- Dining Hall equipment should not be taken out of the Dining Hall.
- Bringing in cooked food in the Dining Hall is prohibited.

Pricing

Students, through their representatives, participate in the determination of meal prices. Notice of at least a week will be given for change in prices of basic meal of sadza, beef stew and vegetables for day to day basic meals. Customers are free to walk in the Dining Hall and purchase meals. The set menu is readily available whilst for A La Carte Menus customers wait for ten (10) to fifteen (15) minutes whilst the food is prepared.

A prepayment system is also in place.

Cancellations

Cancellations for special events less than 24 hours in advance may be charged a fee based on items already purchased.

If for any reason a customer fails to use a meal ticket prompt arrangements with the Catering Supervisor should be made i.e. within one hour from serving time. The ticket becomes invalid if taken to the next meal without proper booking.

Sick Tray Policy for students in Halls.

Any resident student who is unable to come to the dining because of illness under physicians orders can get a sick tray. The sick tray bag of items is determined by your kind/type of illness. Cost is by ingredients put in to make the meal.

STUDENT HEALTH CENTRE

LOCATION

The clinic is situated at the main campus off Trojan road and is housed on the Eastern side from the main gate.

Opening hours

Monday to Thursday	0800 to 1630 hours
Friday	0800 to 1600 hours
Lunch time	1245 to 1400 hours
Saturday and Sunday	closed

Students are attended to by the Warden during weekends and public holidays. For emergencies call on (0271) 7309.

VISION

Provision of comprehensive, individual care and affordable health care to BUSE community with special emphasis to students.

VALUES

1. Ensure utmost respect to your human rights' as regard to safety, dignity and privacy, confidentiality, cultural values and freedom of choice
2. Provide acceptable, affordable and timely treatment.

MISSION

Promotion of health and quality of life of BUSE community through participation of students and staff in the delivery of their own health.

STUDENT HEALTH CORE BUSINESS

1. Health assessment which include screening, examination, diagnosing, health planning, treatment and evaluation.
2. Empowering students and staff with information and knowledge on disease trends, health promotion and health education.
3. Counselling students and staff on minor ailments, sexual reproductive health and social issues.
4. Advocacy on gender equality amongst students and enforcing the HIV and AIDS policy as well as sexual harassment policy at the institution.

STUDENT HEALTH

A TEAM OF ACTION

WE THRIVE ON COMMITMENT EXCELLENCE DISCIPLINE

STUDENT AFFAIRS DIVISION

ALUMNI AND FINANCIAL AID OFFICER

Our former students are scattered all over the world. The majority of our pioneer students are in the Republic of South Africa, and the United States of America, with a few in the United Kingdom. They are strategically positioned to assist their former university in various developmental projects that are key in the churning of highly acclaimed graduates.

Why the Alumni is important to you as a current student

1. Luring resources such as scholarships for disadvantaged students
2. Creation of networks that assist students to secure attachment places and employment opportunities
3. Career guidance
4. Creation of partnerships with the university that assist in the provision of services such as accommodation
5. Sponsoring students in the university as individual Alumni members or in groups
6. Inspiration and motivation – the former students play the role model to the current students
7. The former students actively market the BUSE Brand to the various stakeholders, which enables our products to be widely accepted in the industry.

The Student Affairs Division, through the Alumni Section coordinates the former students to actively participate in the affairs of the university through the creation of mutually beneficial relationships between the corporate sector, business people, Non Governmental Organisations and the world at large. In order to adequately reach our former students, we are in the process of launching Provincial Chapters throughout the country. This process involves the establishment of Steering Committees in the major towns and cities in and outside the country. To date, we have launched the following chapters:

- The Harare Chapter
- The Gweru Chapter
- The Bulawayo Chapter
- The Mutare Chapter
- The Masvingo Chapter

Plans to launch the South African Chapter are underway.

The Financial Aid Section

This is also a critical section which lies under the Student Affairs Division. The increase in the enrolment figures at the university also resulted in an increased number of financially challenged students. The critical responsibilities of this section are as follows:

- Processing student funding
- Coordinating and managing scholarships for students
- Sourcing financial assistance for the financially distressed students at BUSE
- Coordinating fundraising activities for the disadvantaged students

Currently, we have the following scholarships on offer:

1. The Guramatunhu Educational Revolving Fund

Founded by the Chairman of the Bindura University Council, Dr S. Guramatunhu, the fund caters for ten severely disadvantaged, but intelligent students. The beneficiaries are drawn from all the faculties of the university. The Fund has recently been converted into a revolving fund, where beneficiaries will be obliged to contribute to the fund upon completion of their studies. This has been necessitated by the need to continue assisting more vulnerable students at the Bindura University. From time to time, when vacancies arise, the section advertises to fill in the gaps created. The selection for all the Scholarships at the university is done by the University Scholarships Committee.

2. The Capernaum Trust

This organization is a social responsibility arm of Econet Wireless that assists orphaned and severely disadvantaged children in society. Currently, the Trust sponsors 65 students at the Bindura University of Science Education. Students apply directly to the Trust. In rare cases the Trust asks the university to supply a certain number of needy students to be co-opted on to the Trust. In cases like these, selection is done by the University Scholarships Committee.

3. The Government Cadetship Scheme

The Scheme is funded by the Government of Zimbabwe in a bid to assist disadvantaged students access tertiary education. Under the scheme, students get funding for tuition fees, while the remainder of the ancillary fees are paid by the student. The application procedure is coordinated by the Financial Aid section, where applicants are required to complete application forms, attaching the relevant documentation. Applications

are then forwarded to the Ministry of Higher and Tertiary Education for consideration.

4. Mephibosheth Scholarship Fund

This is a BUSE Christian community founded scholarship fund that assists disadvantaged students with a strong Christian background. Currently, the scholarship pays tuition fees for two students and ancillary fees for one student. The fund relies on donations from well wishers, members of the Scholarship Fund as well as fundraising activities. Beneficiaries are selected by the Mephibosheth Selection Committee as and when vacancies arise.

5. Solid Foundations Scholarship Fund

This is sponsored by Mr. K. Chibota, a Bindura University Council member. The Fund caters for two students, one female and one male. Beneficiaries are drawn from the Computer Science Department as well as the Marketing Department. To qualify, the beneficiary has to be severely disadvantaged and intelligent at the same time. Selection is also done by the University Scholarships Committee.

6. Women Empowerment Through Education Scholarship Fund

This is sponsored by four female lecturers and one male lecturer at Bindura University. This was initiated by the Chairperson of the Alumni Association, Mrs. V. Makuku. The Sponsors are: Mrs. E. Makado (Health Sciences Department), Ms V.Makuku (Education Department), Ms N Tunjera (Education Department), Ms V Matswetu (Education Department) and also Mr E.Mandoga from the Education Department.

Students are reminded that we are working tirelessly to secure additional sponsors to alleviate the plight of the financially disadvantaged students

REGISTRY DEPARTMENT

ACADEMIC CALENDAR

Each academic year is divided into two (2) semesters. Each semester is sixteen (16) weeks long for conventional studies of forty eight (48) contact hours per course for block release programmes. The exact dates are published in the prospectus and available from the Faculty offices and the registration and students records office. Every student whether on or off campus is required to follow the calendar.

REGISTRATION

A student is required to register every semester. Registration is only official and complete when a student completes a registration form and the original copy of the form is submitted to the issuing office. The student must register within the stipulated period each semester. Late registration fine is charged up to a maximum of fourteen (14) days after the deadline. **NO REGISTRATION IS ALLOWED AFTER THE EXPIRATION OF THE STIPULATED PERIOD.** Students should ensure that before they leave for vacation, they have information on registration dates for the next semester. This information is available in the University prospectus, Faculty offices, Departmental offices and the Students Registration, Records and Admissions office.

A student who is unable to meet the set deadline for the semester is required to officially defer studies in writing and to pay the appropriate deferment fee (\$50.00 currently). The deferment must be done within fourteen. (14) days after the expiration of the registration deadline. Students who have any registration problems must ensure that their problems have been brought to the attention of the Dean of Students, Departmental Chairpersons, Faculty Deans, and the Registrar before the deadline has expired.

STUDENTS IDENTITY CARDS

On completion of registration (when copy of registration form has been submitted to the Registration office) the student will be issued with a valid student identity card. The card gives the student access to facilities and entry into the University. The student is required to display his or her identity card all the time when on campus. Lost identity cards will be replaced at a cost to the student. A student without an identity card will not be allowed to write examinations.

EXAMINATIONS

A student is only allowed to write examinations for the courses registered at the beginning of the semester. The maximum number of courses one is expected to take per semester is eight (8). A student is allowed to carry a maximum of two (2) failed courses per semester. Details of examination regulations are available from the examinations office. Students are advised to be familiar with these regulations.

CONTACT DETAILS

The student must ensure that the correct details have been supplied to the Student Records office, Faculty office and Departmental office. It is the responsibility of the student to update these details. Failure to do so will result in the student missing important information.

SECURITY DEPARTMENT

2. INTRODUCTION

The Security department administratively is located in the Vice-Chancellor's office. Physically the Chief Security Officer's office is located behind the Main Dining Hall at the Main Campus.

The Deputy Chief Security Officer's office and that of the secretary are both located within the Faculty of Commerce Block at the Main Campus.

Security Reporting Centres (SRCs) are located at every campus.

3. PURPOSE

The department's main mandate is to protect property, life and the University Community as a whole.

It is also there to preserve and maintain law and order within all university campuses.

4. VISION

To be a paramount, leading, beacon of security provision in the university.

5. MISSION

To provide efficient, effective and quality security services to the university in order to maintain law and order, thereby contributing to the development of BUSE. It seeks to protect university property and community as the institution pursues its mandate of producing innovative, highly acclaimed graduates equipped with research, entrepreneurial and technical skills for the benefit of the nation and the international community.

6. GOALS

The goals of the Security Department are to-

- Protect property
- Preserve life
- Prevent crime
- Detect crime
- Arrest offenders
- Prevent loss of life, property etc.
- Investigate all criminal cases and violations of University rules and regulations.
- Suppress all forms of illegal and unauthorised civil disorders/commotions.
- Advice the University authorities on all matters related to University and its publics.
- Promote a tranquil and peaceful environment conducive to effective teaching, research and learning.

7. COMMON CRIMES ON CAMPUSES

Thefts

- From the washing line.
- From unlocked/open rooms.
- House breakings – use of duplicate keys.

Assaults

- Indecent
- Crimen Injuria
- Sexual harassment
- Robbery especially from town to any of BUSE campuses
- Rape

Others

- Malicious Damage to Property. (M.D.P)
- Extortion/Bribery

- Use of abusive language
- Drunkenness and violence
- Disorderly conduct at bus queues / dining hall
- Illegal, Electric connections and cooking in study rooms
- Use of illegal entry and exit points

CAUSES

- Negligence-putting up of notices at the door e.g. gone to town- attracts attention of thieves.
- Squatting/circulating duplicate keys.

DISCIPLINARY HEARINGS

- Offenders will be taken to the police if criminal, theft/assaults.
- Student Disciplinary (Ordinance 4,2001) page 53-58 BUSE Prospectus 2010-2011 provisions shall be invoked.

8. BASIC SECURITY TIPS

1. Always lock your door whenever you are going out even when visiting a friend next door.
2. If your room is situated on the ground floor, make sure the windows are closed during the night or day.
3. Never place valuables such as cell phones, radios, cash, laptops etc on the window sill as this will attract thieves.
4. Remove from your bunch of keys the key tag bearing your room number and store it away.
5. Depending on the type of your key/lock, insert a key blocker whenever you are going out.
6. Never give your keys to untrustworthy friends as they can make a duplicate and later steal from you.
7. Never stick a note on your door indicating that you are away (e.g. gone home for the weekend)
8. Lock away valuables such as cash, bank cards, laptop, computers, cameras, DVD machines and any other expensive items.

9. Never leave your laptop unattended.
10. Ensure your laptop and other valuables are always under lock and key in your study room or where you stay during the semester.
11. Do not keep large amounts of cash in your room. Open bank account.
12. Do not walk in the darkness alone.
13. Report any suspicious people in the corridors and around the halls of residence immediately to the Sub warden, Security Reporting Centre or to any nearest Security Officer.
14. Do not associate with people whose lifestyle attracts crime or criminals.
15. Get out of an abusive relationship such relationship is likely not to improve with time.
16. Avoid using short cut routes to/from town while alone, especially females.
17. Record serial numbers of your electrical gadgets, put your peculiar identifying marks on them, and mark your clothes as well.

DOS

- Please declare your electrical goods to the security upon entering campuses.
- Report any offence committed against you or University property to the Accommodation Officer, Sub-warden, Warden or Security Department (There is no offence that is too minor)
- Always have your student identity card in your possession.
- Produce it to BUSE security whenever asked to do so. Resisting constitutes an offence.
- Remember your student identity card is your passport on and off campus.
Keep it safely; it may be used by someone to commit an offence on or off campus.

STUDENT VEHICLES

- Ensure you register your vehicle with the office of the Chief Security Officer.
- You will be issued with a vehicle disc and vehicle gate pass/vehicle identity card for use on entering or exiting any of our campuses or premises.
- Ensure that you do not park on any of the designated parking bays at our campuses.
- Observe all rules of the road in all our campuses. Reduce speed.
- Traffic offences may cause you to lose lectures so avoid committing them – within or outside our campuses.
- Ensure you pick passengers from any of our campuses at the designated pick up points only.
- Obey all security directions and instructions which shall be issued from time to time including verbal ones from the security personnel on the ground.

9. WARNING!!!!!!!!!!!!!!

- Never use the Bindura Country Club Golf Course route as a short cut. It's risky and you may be prosecuted.
- In 2010 we lost one of our students who was murdered near the Bindura Country Club Golf Course.
- In May, 2012 another student was robbed of her laptop at around 1000hours in the morning while travelling to campus along the dust road from The Zimbabwe Red Cross Society to the BUSE Main Campus.
- We have received several attempted rape cases from people travelling through the Golf Course.

***NB* SO NEVER EVER USE THE GOLF COURSE AS A SHORT-CUT
ROUTE TO FROM MAIN CAMPUS***

10. CONCLUSION

Our Motto Is: We Are Always There For You. Your Co-Operation With
Your Campus Security Department Is Highly Expected And
Appreciated.

Together We Stand Against Crime, Divided We Shall All Fall And Fail.

CONTACT DETAILS

CHIEF SECURITY OFFICER : **0712 604 858**

DEPUTY CHIEF SECURITY OFFICER: **0712 620 958**

DEPARTMENT OF MARKETING AND COMMUNICATION

Vision

The department seeks to be a thriving centre of communication and the major driving force behind all linkages with stakeholders such as the government, students, potential students, alumni, high schools, employees, legislators, local and business communities.

Mission Statement

The department exists to initiate, transmit, receive, process and respond to all communications between the university and its publics. We believe that a successful institution enjoys the goodwill of people living in both its internal and external environments and that care has to be taken to cultivate healthy relationships.

Aims and Objectives

The department set itself the following aims and objectives:

- Position the university as a leader and authority in providing affordable conventional degree programmes.
- Increase visibility for the university's entire range of programmes and services.
- Expand awareness of the university's entire range of programmes and services through publication, media coverage and use of promotional materials.
- Enhance the university's image
- Aid in recruitment and retention of employees and staff
- Support efforts to raise funds for new programmes, projects and services
- Boost student and employee morale from time to time
- Champion the formulation, implementation, monitoring and review of the strategic plan
- Assisting students with finding places for work related learning (or industrial attachment)

BINDURA UNIVERSITY OF SCIENCE EDUCATION (BUSE) LIBRARIES

THE ROLE OF THE LIBRARIES IN YOUR LEARNING EXPERIENCE

As a student at university, your learning habits have to change from what they were at high school. At university, guidance is provided by the lecturer in the particular field of study but students learn by researching and discovering new information for themselves.

It is precisely for this reason that the BUSE Libraries exist, to support your learning for the duration of your study at the university through the provision of information/knowledge in various print and electronic formats.

The Libraries are found in two locations; at the Main Campus and the Astra Campus.

HOW TO BECOME A MEMBER OF THE UNIVERSITY LIBRARY

You are eligible to become a member of the BUSE Libraries by virtue of being a registered student of the University but you **MUST** register with the Libraries as well.

SERVICES YOU SHOULD EXPECT FROM THE LIBRARIES

- A quiet study environment
- Loan of 5 items for undergraduates
- Loan of 7 items for post-graduates
- Access to books and journals in electronic formats
- Study friendly opening hours
0800 – 2200 hours Mondays to Fridays
0800 – 1300 hours Saturdays
0800 – 1600 hours Saturdays (post Mid-semester break)
- Assistance from library staff at the Information Desk
- Photocopying services
- A repository of past examination papers

- Opportunity to contribute to the development of **YOUR** Libraries

LIBRARY ORIENTATION

It is a requirement that every student avails him/herself for orientation to the use of the Library and its resources.

The orientation sessions will enable you to find and utilize resources effectively thereby making your study more enjoyable.

Library orientation is a pre-requisite to the use of Library resources.

LIBRARY RULES AND REGULATIONS

Acquaint yourself with the Libraries' rules and regulations which will be disclosed to you during the library orientation session. You should note that **FINES** are levied for violations of these rules and regulations.

THE LIBRARIES ARE YOURS

As a member of the Libraries, you are also a custodian of the Libraries' resources and have an obligation to preserve such. Always remember that these resources are critical to your study at the University.

FACULTY OF COMMERCE

DEPARTMENT OF ACCOUNTANCY

PROFILE FOR THE BACHELOR OF ACCOUNTANCY HONOURS DEGREE AT BINDURA UNIVERSITY OF SCIENCE EDUCATION

INTRODUCTION

The Bachelor of Accountancy Honours Degree was introduced at Bindura University of Science Education in August 2004. The origin of the Department of Accountancy dates back to 2006 when the Department of Economics was split into the Department of Business Studies and Police and Security, and the Department of Accountancy and Economics. At the beginning of 2007, it was separated from Economics and became a standalone entity as the Department of Accountancy in the Faculty of Commerce.

It offers a four year Bachelor of Accountancy Honours degree programme. The programme offers courses which include Financial Accounting, Cost and Management Accounting, Financial Management, Auditing, Taxation and Tax Planning, Accounting Software Packages, Public Sector Accounting and Corporate Governance. The degree programme also includes industrial attachment and a research project.

CAREER PROSPECTS

Most Bachelor of Accountancy Degree holders work in private sector and the public sector as:

- ✚ Financial Accountants
- ✚ Management Accountants
- ✚ Internal Auditors
- ✚ Tax planning experts
- ✚ Financial Executives

Some accountants go into private practice and others undergo further professional training to Chartered Accountants

DEPARTMENT OF MARKETING

PROFILE FOR THE BACHELOR OF BUSINESS STUDIES DEGREE IN MARKETING

INTRODUCTION

The Department Of Marketing is under the Faculty of Commerce at Bindura University. It has grown from strength to strength and has made considerable contributions towards making the Faculty of Commerce a cash cow for BUSE. The Department of Marketing offers a four year programme which comprises the following courses among others; Financial Aspects of Marketing, , Entrepreneurship, E-Commerce, Strategic Marketing and Consumer and Buyer Behaviour.

The programme is very rich and allows students to acquire diverse knowledge that they apply as they conduct business correspondence in industry. The sky is the limit when it comes to career prospects. Students can consider venturing into enterprise rather than work in industry.

MARKETING CAREER PROSPECTS

PROGRAM	JOB TITLE	EMPLOYER
MARKETING	Management Trainee	Retailers, Distributors, Banks, Mining, Industry and Commerce, International Organization,
	Brand and Product Manager	Retailers, Distributors, Banks, Mining, Parastatals, Industry and Commerce, International Organizations
	Advertising Agent	Retailers, Distributors, Banks, Mining, Advertising Agencies, Industry and Commerce, International Organizations
	Market Analyst	Retailers, Distributors, Banks, Mining, marketing research companies, Industry and Commerce, International Organizations
	Sales Manager	Retailers, Distributors, Pharmaceutical industry, Medical Aid Provider, Insurance
	Consultant	Retailers, Distributors, Banks, Mining, Parastatals, International Organizations
	Marketing Executive	Retailers, Distributors, Banks, Mining, NGOs, Government, Parastatals, Industry and

		Commerce, International Organizations
	Public Relations Officer	Events Organisations, Entertainment organisations, Mining, Industry and Commerce

This Marketing programme can take students where ever they want to be. It provides wide range of career prospects in Public Sector, Economic Sectors, Teaching, Lecturing, Industry and Commerce, Non – Governmental Organizations.

FACULTY OF COMMERCE

DEPARTMENT OF BANKING AND FINANCE

PROFILE FOR THE BACHELOR OF BUSINESS STUDIES HONOURS DEGREE IN BANKING AND FINANCE.

INTRODUCTION

Bachelor of Business Studies Honours Degree in Banking and Finance was introduced at Bindura University of Science Education in August 2004. The Department of Banking and Finance was established in January 2011 as a standalone department. Prior to that, the department was housed under the Department of Business Studies. It is a four year degree programme which is being offered by the Department of Banking and Finance and is currently housed in the Faculty of Commerce.

The programme offers courses which include Corporate Finance, Management of Financial Institutions, International Finance, Treasury Management, Banking Theory and Practice, Project Management, Corporate Governance, Investment Analysis & Portfolio Management, Advanced Corporate Finance, Risk Management, Operations Research and Corporate Investment Banking. The degree programme also includes industrial attachment and a research project.

CAREER PROSPECTS

Most Bachelor of Banking and Finance degree holders work the in private sector and the public sector as:

- Bankers
- Finance executives
- Financial managers
- Project managers
- Risk managers

POTENTIAL EMPLOYERS

Bachelor of Business Studies Honours Degree in Banking and Finance provides a wide range of employment opportunities in:

- Banking Institutions
- Finance Houses
- Discount Houses
- Asset Management companies
- Micro finance companies
- Financial Advisory Services
- Investment Management Companies
- Non-governmental organizations and local authorities.

PROFILE FOR THE BACHELOR OF SCIENCE HONOURS DEGREE IN ECONOMICS AND BACHELOR OF COMMERCE HONOURS DEGREE IN PURCHASING AND SUPPLY

Introduction

The Department of Economics started in 2004 falling under the Faculty of Science Education. In 2006 this Department was split into the Department of Business Studies and Police and Security, and the Department of Accountancy and Economics, which bring to life Faculty of Commerce. From its inception the Department has been growing at a tremendous pace in all areas which culminated in it becoming the largest in terms of staff and student enrolment. This necessitated it being weaned off the Faculty of Science Education into a standalone entity from the beginning of 2007. The Department of Economics is now part of the Faculty of Commerce. It offers a four year programme in Bachelor of Science Honours Degree in Economics. Courses covered under this programme include Economic Principles, Micro and Macro economics, Statistics for Economists, Mathematics for Economics, Labour Economics, Development Economics, Advanced Economic theory, Money and Banking, Monetary Economics, Public Sector Economics and Agricultural Production Economics among others.

Department of Economics also introduced a Bachelor of Commerce Honours Degree in Purchasing and Supply, this programme was launched in August 2010. This programme is unique, and makes Bindura University of Science Education to be the first University to offer such a programme in Zimbabwe. The programme offers courses which include Principles of Purchasing and Supply, Logistics in Purchasing and Supply, Supply Market Analysis, Purchasing and Supply Computer Packages, Legal Aspects of Purchasing, International Purchasing, Strategic Purchasing and Sustainable Procurement.

ECONOMICS AND PURCHASING AND SUPPLY CAREER PROSPECTS

PROGRAM	JOB TITLE	EMPLOYER
ECONOMICS	Management Trainee	Retailers, Distributors, Banks, Mining, Industry and Commerce, International Organization, Zimra
	Economic/ Business Analyst	Retailers, Distributors, Banks, Mining, NGOs, Government, Parastatals, Industry and Commerce, International Organizations
	Financial Advisor	Retailers, Distributors, Banks, Mining, NGOs, Government, Parastatals, Industry and Commerce, International Organizations
	HR Officer	Retailers, Distributors, Banks, Mining, NGOs, Government,

		Parastatals, Industry and Commerce, International Organizations
	Health Economist	NGOs, Research Organizations, Government, Pharmaceutical industry, Medical Aid Provider, Insurance
	Consultant	Retailers, Distributors, Banks, Mining, NGOs, Government, Parastatals, International Organizations
	Marketing Executive	Retailers, Distributors, Banks, Mining, NGOs, Government, Parastatals, Industry and Commerce, International Organizations
PROGRAM	JOB TITLE	EMPLOYER
PURCHASING AND SUPPLY	Buyer	Retailers, Distributors, Banks, Mining, NGOs, Government, Parastatals, International Organizations
	Marketing Executive	Retailers, Distributors, Banks, Mining, NGOs, Parastatals, International Organizations
	Logistics Management	Retailers, Distributors, Banks, Mining, NGOs, Industry and Commerce Parastatals, International Organizations
	Consultant	Retailers, Distributors, Banks, Mining, NGOs, Government, Parastatals, Consultancy Firms, Third Party Logistics Firms
	Transport Manager	Retailers, Distributors, Banks, Mining, NGOs, Government, Parastatals
	Warehouse Operations	Retailers, Distributors, Banks, Mining, NGOs, Government, Parastatals
	Supply Chain Analysis	Retailers, Distributors, Banks, Mining, NGOs, Government, Parastatals

In fact the two degree programmes i.e. BSc in Economics and B.Com in Purchasing and Supply can take students wherever they want to be. The programmes provide a wide range of career prospects in the Public Sector, Economic Sector, Teaching, Lecturing, Industry and Commerce, Non –

Governmental Organizations, Research and International Institution like IMF and World Bank.

FACULTY OF COMMERCE

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

Entry Requirements

- 5 ‘O’ level subjects including Mathematics and English language.
- Two ‘A’ level passes in any of the following subjects: Mathematics, Economics, Management of Business, Accountancy, Sociology and Psychology or equivalent.
- Higher entry qualifications such as post ‘O’ level diplomas in a related field or other relevant disciplines awarded by reputable institutions, will be assessed on their own merit depending on the specific requirements of the programme.

“BE AQUAINTED WITH THE WORLD OF WORK” CAREER PROSPECTS

- Human Resources Director
- Human Resources Manager
- Human Resources Officer
- Training and Development Officer
- Labour Officer
- Industrial Relations Officer
- Safety, Health ,Welfare and Quality Assurance Officer
- Payroll Administrator
- Employment Officer
- Human Resources Consultant

“THE ABILITY TO ACQUIRE KNOWLEDGE RAPIDLY AND USE IT WHILE IT IS STILL USEFUL IS THE COMPETITIVE ADVANTAGE IN THE 21ST CENTURY”

DEPARTMENT OF RESEARCH AND POSTGRADUATE CENTRE

University Guidelines for Research Degree Programmes

1. Preamble

This paper has been prepared to provide information on guidelines and procedures relating to registration of MPhil/DPhil degrees of the Bindura University of Science Education for the benefit of Applicants, Deans, Faculty Administrators, Chairpersons of Departments and Supervisors. It does not constitute regulations and so should be read in conjunction with the Regulations for these degrees.

2. Research Degrees

All research degrees of the Bindura University of Science Education may be pursued on either full time or part time basis.

The research degrees of the Bindura University of Science Education are the Doctor of Philosophy (DPhil) and Master of Philosophy (MPhil).

3. Duration of Study

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

Minimum: 2 years on Full-time, 3 years Part-time

Maximum: 4 years on Full-time, 6 years Part-time

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

Minimum: 3 years on Full-time, 4 years on Part-time

Maximum: 5 years on Full-time, 8 years on Part-time

It is the Supervisor and Chairperson of Department's responsibility to impress upon the student the importance of completing the thesis within the maximum period.

If an extension beyond the maximum length is considered necessary, the student may apply for this stating his/her case through the supervisor and chairman of Department, to the Faculty office. This should be initiated not later than 3 months before the expiry of the registration period. The Dean has the authority to approve one extension of 6 months only, if the Supervisor, Chairperson of Department and FHDC so recommends. Any further extension requires Academic Committee's approval.

Unless an extension is sought and granted, a student's candidature will automatically lapse if the thesis is not submitted before the time limit is reached.

In considering requests for extensions of the time limit, Faculties will wish to ascertain that submission of the thesis can reasonably be expected within the period of the extension required. A continuation fee is payable on receipt by the candidate of notification of the approval of the extension.

A candidate for the degree of DPhil is required to satisfy the examiners that his or her thesis forms an addition to the existing body of knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject and is worthy of publication either in full or in abridged form.

Examiners are advised that their judgement of the thesis should be based on what may reasonably be expected of a diligent and capable student after completion of the prescribed period of research.

Although there is no equivalent definition of a successful MPhil thesis, it is

generally accepted that it should contain a record of the research carried out and display a good general knowledge of the area of study, together with a comprehensive and detailed knowledge of some part or aspect of it. In addition it is considered an adequate MPhil thesis if there is reasonable evidence that the student; has mastered an acceptable level of scholarship and the relevant research techniques; demonstrates the capacity to critically evaluate relevant literature and that it has enhanced his/her understanding of the subject.

4. Supervision

All research students should have at least one supervisor. Sometimes more than one supervisor may be appointed, particularly when the research is of an interdisciplinary nature. In most cases, one supervisor will be designated the main supervisor. It is required that at least one of the appointed supervisors be a member of the academic staff of the University.

All supervisors are selected for their expertise and involvement in the appropriate field of study. *Newly appointed members of the academic staff will not normally be appointed as a sole supervisor until their appointment has been confirmed following satisfactory completion of a probationary period.*

5. Consideration of Choice of Project

There are several factors to be considered by academic staff and students in identifying a research student project:

5.1 The viability of the project and its feasibility within timescale of the programme (three years for DPhil)

5.2 The availability of the necessary resources and facilities: computers, library, administrative, funding, etc.

5.3 The academic ability of the student: a student should have shown evidence of sufficient levels of knowledge, skill, understanding and tenacity, giving rise to a reasonable expectation that the work will be completed successfully; an assessment may also be made of additional training which might be required e.g. bridging course in research methods, computing etc.

5.4 The adequacy of supervision: a supervisor should have sufficient academic expertise and induction in supervision to qualify him/her to support the student by guiding, monitoring and assessing progress in the research project; a supervisor should have enough time available to be readily accessible to the student, commensurate with the demands of the project.

5.5 The adequacy of the research environment: a department should offer a stimulating research environment backed by a programme of activities such as regular research seminars by staff, students and visitors.

6. Submission of application for admission

Prior to submitting a formal application, a prospective student should submit his/her concept paper on his/her proposed area of study to the Chairman of the relevant Department who, in consultation with the Departmental Board, will scrutinize it on its feasibility, depth of study and appropriateness in relation to the student's study programme and availability of suitably qualified supervisors to determine whether the field of research is considered appropriate.

Provided that the Department considers the conditions mentioned above are suitably fulfilled, the applicant is then assigned supervisors who would assist in the

preparation of the research proposal, in the event of the department lacking expertise; the Department may outsource expertise in the area of study. The project proposal, between 300 and 1200 words in length and the application forms are then sent to the Postgraduate Centre who will process and send the forms to FHDC members for consideration and endorsement. FHDC will then approve or refer the forms back to the Chairman of the Department.

7. Faculty Approval

7.1 After the students qualifications and proposed scheme of study are approved by the FHDC, the Faculty Administrator will submit to the postgraduate office, minutes of the FHDC and a report on application for admission which:

7.2 Confirms that the student is eligible and qualified to be a candidate for a higher degree by research.

7.3 Confirms that he/she should register for the specified research degree programme (e.g. DPhil Science, MPhil Science etc).

7.4 Confirms the appointment of the Supervisor (s)

7.5 Records the scope/field of research

7.6 Records proposed title of thesis

7.7 Records the date of commencement and the proposed minimum period of study. (And whether full time or part time).

7.8 Applicants will be notified of the results of their application by the Deputy Registrar (Academic).

8. Registration

Once the application has been accepted, and a letter of offer has been received, the applicant must complete the necessary registration formalities, which include completion of the appropriate form obtainable from the Deputy Registrar (Academic), and payment to the Bursar of the required fees.

All full time and part time graduate students are required to register annually in person for each academic year.

8.1 Minimum period of registration is the shortest allowable time between initial registration and submission of the thesis for the specified research programme, as defined in the regulations.

8.2 Maximum period of registration is the time limit, as defined in the regulations, for submission of the thesis for the specified research degree programme.

9. Research Training

Most students embarking on a first research degree have very little experience of undertaking research beyond an undergraduate project. Some Faculties may prescribe course-based training to equip students with skills and wider subject based understanding necessary to undertake successfully, within a prescribed period of time, sustained original research.

The training programme aims to provide:

9.1 A broad understanding of the context in which research takes place;

9.2 General transferable Lifetime Skills of value to graduates throughout their subsequent careers;

9.3 Analytical and research Skills, also of long term value to graduates

9.4 Appropriate basic, subject based training to meet needs of students.

10. Transfer from MPhil to DPhil

After not less than 9 months, an MPhil candidate can apply to transfer his/her registration to DPhil. The application must be made to the Chairperson of Department who, after consultation with the Supervisor and the Department Board, must submit a written recommendation to the FHDC, including the work done and the manner in which it can be developed into a DPhil thesis. The application will be submitted to Academic Committee for approval and the length of further study if any, which will be required, will be prescribed.

11. Transfer from DPhil to MPhil

The Student should make application to the Chairperson of Department, who after consultation with the supervisor and Departmental Board will submit a recommendation to the FHDC. Such transfer requires Academic Committee's recommendation.

12. Responsibilities of the Supervisor

It is important that supervisor(s) and student are fully aware of the extent of one another's responsibilities, to enable both to understand the supervisor's contribution to supporting the student and where the supervisor's responsibilities end.

Supervisory responsibilities include:

- ensuring that the student has a clear understanding in general terms of the main aspects of graduate research; the concept of originality; the different kinds of research; the form and structure of the thesis; the necessary standards to be achieved; the importance of planning and time management; the procedures for monitoring and reporting progress;
- working with the student to establish an effective supervisory relationship, thereby supporting the student;
- giving guidance on the nature of the research and the standard expected; the planning and timing of successive stages of the research programme, literature and sources; research methods and instrumental techniques;
- ensuring that the student is aware of the need to exercise probity and conduct his/her research according to ethical principles, avoidance of plagiarism, respect for copyright and of the implications of research misconduct;
- ensuring that the research project is completed fully, including preparation of a thesis with the time available, and advising the student accordingly;
- having an input into the student's development needs;
- providing timely, constructive and effective feedback on the student's work, including his/her overall progress within the programme;

- ensuring that regular supervisory sessions take place. The frequency of such sessions will vary according to Departmental policy, the nature of the research (e.g. whether laboratory work is involved), the particular research project, and may depend on whether the student is registered on a full time or part time basis. The key point is that both student and supervisor should have a clear, agreed understanding of the frequency and nature of contact required at any particular stage of the project;
- arranging as appropriate for the student to present work to staff or graduate seminars and should take an active part in helping the student to interact with others working in the field of research, for example, encouraging the student to attend conferences, supporting him/her in seeking funding for such events; and where appropriate to submit conference papers and articles to refereed journals.
- advising the student well in advance of any planned periods of absence from the University. He/she should ensure that appropriate arrangements for alternative supervision are made and that the student is informed accordingly.

13. Academic Progress

The supervisor should ensure that the student is informed of any inadequacy of standards of work below what is generally expected from research students and should suggest remedial action as appropriate.

The supervisor will be required from time to time to provide a written record of the student's progress and should ensure that all Departmental and/or Faculty requirements concerning the submission of progress reports are complied with.

The student should keep written records of his/her work, which may form the basis of progress reports required by the supervisor, Department or Faculty.

14. The Final Stages

- 14.1 The supervisor should initiate the procedures for the appointment of examiners well in advance of the thesis being submitted.
- 14.2 The supervisor should read and comment on a draft of the complete thesis.
- 14.3 The student should submit written work to the supervisor regularly and in good time, in accordance with the agreed timetable.
- 14.4 The student should take note of guidance and feedback offered by the supervisor.
- 14.5 The student should discuss any problems, such as those of access to data, information, facilities, equipment or supervisory relationship with the supervisor.
- 14.6 The importance of prompt identification and resolution of any problems cannot be over emphasised, and it is the responsibility of the student in the first

instance to ensure that any problems are raised at the appropriate level at the earliest

opportunity.

The student should take advice from the supervisor on the procedures for the submission and examination of the thesis.

Prior to submission, the student should provide the supervisor with the opportunity to see a draft of the complete thesis. The decision to submit

rests

with the student and whilst the student should take due account of his/her supervisor's opinion, it must be stressed that at this stage it is advisory

only.

Year 1

Period	Activity: Part Time or Full Time Programme
Six months	Summary of planned work
Twelve months	Description of work undertaken. Outline of problems being addressed and plan of further work to be completed. The report may form part of the upgrading procedure (from MPhil to DPhil) Seminar presentation

Year 2

Period	Activity	
	Full-time	Part-time
Six months	Report on ongoing work. Revised plan for completion (DPhil) Thesis outline, setting out chapters and structure (MPhil)	Report on work in progress (MPhil/DPhil)
Twelve months	Detailed statement of research undertaken and remaining to be done (DPhil) Submission of the thesis (MPhil). Appointment of examiners and arrangement of	Report on work in progress (MPhil/DPhil) Seminar presentation (MPhil/DPhil)

	oral examination.	
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Year 3

Period	Activity	
	Full-time	Part-time
Six months	Thesis outline, setting out chapters and structure (DPhil)	Report on work in progress (DPhil) Thesis outline, setting out chapters and structure (MPhil)
Twelve months	Submission of the thesis (DPhil). Appointment of examiners and arrangement of oral examination.	Report on work in progress (DPhil) Submission of the thesis (MPhil). Appointment of examiners and arrangement of oral examination.

General requirements

Students are required to attend lectures to enable them to participate effectively during the Course activities discussions, oral and written assignments as well as preparation for examinations. It is imperative for students to meet their deadlines for assigned work.

In their fifth (5) semester, students go on Applied Science Education - ASE,(Teaching Practice).

Academic Programmes

The Department of Education offers the following academic programmes:

1. Diploma in Science Education
2. Bachelor of Science Education Honours (4 years Pre-service)
3. Bachelor of Science Education Honours (3 years In-Service)
4. Bachelor of Science Education General (3 years Pre-service)
5. Post Graduate Diploma in Science Education
6. Master of Science Education in Curriculum Studies
7. Master of Science Education (Subject area: Biological Sciences, Chemistry, Geography, Physics, Mathematics)

Mode of Delivery

Basically, the programmes are delivered in three modes: Conventional, Block-Release and Virtual and Open Distance Learning (VODL).

1. **Conventional:** Full-time face-to-face tutorship on campus.
2. **Block-Release:** In-service part-time face-to-face tutorship on campus conducted during specified blocks usually during school holidays since most of the students under this mode are serving teachers.
3. **Virtual and Open Distance Learning (VODL):** The Virtual and Open Distance Learning (VODL) programme emerged as an institutionally born strategy to satisfy the training needs of the prospective science and mathematics educators who are already serving as relief teachers.

Access and conventional delivery system in the country appear to deter many prospective science educators from training at institutions of higher learning. The

high rate of brain-drain, mainly of science educators experienced in the country, has created a critical shortage in the Zimbabwean schools, colleges and even universities. Science is the driver of industrial and technological development which is crucial in the much needed economic turn-around.

The current conventional science teacher education delivery system cannot totally cater for the local demand of science educators.

The VODL programme would provide an opportunity for university to train science and mathematics educators at their door-steps and in the comfort of their work places and homes at affordable cost.

The university has so far set up five learning centres in four of the country's ten provinces. The programme has initially targeted provinces hard hit by science and mathematics teacher shortages especially in remote rural areas. The VODL programme started in August 2010 and currently has an enrolment of close to 2000 students.

Currently, the VODL programme operates on a format similar to Block-Release but mostly targeting training of untrained relief teachers and upgrading certificate/diploma in education holders. Teaching and learning takes place at the established learning centres in the districts where students are. Plans are underway to implement the virtual learning component.

Profile For The Bachelor Of Science Hours Degree in Social Work

Introduction:

Bachelor of Science Honours Degree in Social Work was introduced at Bindura University of Science Education in March 2010. It is a four year programme which is being offered by the department of social sciences which is currently housed in the Faculty of Science Education. The programme offers courses which include introductory courses in social welfare, social work, sociology, psychology; social work with individuals, groups and communities, socioeconomic development, community health and community psychology, individual and social pathology, social research methods, integrated social work methods, child welfare policy and practice, rural development and social work law and policy among others. The degree programme also includes fieldwork attachment and a research project.

Social Work is a profession which promotes the welfare of human beings and the betterment of human society through the development and application of scientific knowledge of human and societal activities and social services. Professional social workers aim to satisfy the needs and aspirations of individuals and groups at national and international level, while constantly bearing in mind the need for promoting social policy.

Graduates of Bachelor of Science Honours Degree in Social Work are qualified to:

- Provide supportive case work services
- Organize local community groups and coordinate combined efforts of groups regarding social problems
- Consult with other agencies on problems of cases in common ; coordinate services between agencies in helping multi-problem families
- Conduct workshops to promote and interpret programmes or services
- Conduct basic data -gathering and statistical analysis of data on social problems
- Develop information to assist legislators and other decision makers to understand problems and community needs
- Serve as advocates of clients whose needs are not being met by available programme or by a specific agency.
- Work with groups to assist them in defining needs or interests and in deciding upon a course of action.

- Administer units of a programme within an overall structure

Upon completion of the Bachelor of Science Degree in Social Work, students would have acquired knowledge in:

- Basic and general knowledge of human behaviours, social systems and social institutions
- Awareness of social problem areas- their cause and impact on individuals, families and communities and the appropriate resources and methods involved in dealing with them.
- Knowledge of basic theories and methods of case work and group work
- Working knowledge of at least one treatment methods
- Working knowledge of basic research techniques and sources of specialized , professional knowledge
- Specific knowledge of social planning and community organization methods.

Fields of Practice (and Potential Employers)

- **Child welfare-** in government (department of social services, ministry of justice), NGOs, Community Based Organizations (CBOs), children's' homes etc
- **Family casework (Family Therapy)-** department of social services, hospitals, NGOs
- **Medical Social Work-** mostly hospitals and other public health and research institutions (including protection of human subjects)
- **Community social work-** ministry of justice, department of social services, Zimbabwe National Army, Zimbabwe Prison Services (Correctional Services), Ministry of Gender and Community Development, Local Authorities, mines, church related agencies.
- **School social work-** educational institutions
- **Research**
- **Mental Health-** ministry of health (psychiatric units and hospitals), NGOs, Community Based Organizations,

- **Gerontology-** department of social services, NGOs, community based organizations, Old People's Homes.
- **Social Work and People with Disabilities-**
- **Palliative Care-** Palliative Care organizations, NGOs, CBOs
- **Programmes/ Project Management-** Government, NGOs, CBOs.
- **Industrial Social Work (Employee wellness, Staff welfare, Employee Assistance Programmes)-** Private Sector
- **Human Resources Management-** Government, Private Sector, NGOs.
- **Counselling and Advisory Services-** Government, NGOs, public health institutions, legal institutions
- **Rural Development-** Government, NGOs, CBOs
- **Private Practice**
- **Disaster management-** Civil Protection Unit, NGOs.

Upon qualifying for a Bachelor of Science Honours Degree in Social Work, graduates are required to register as Social Workers with the Council of Social Workers with in accordance with the Social Workers' Act 27:21 of 2001.

DEPARTMENT OF BIOLOGICAL SCIENCES

Bachelor of Science Education Honours in Biological Sciences (HBScED Biological Sciences) (3 Years)

Introduction

The Biological Sciences Department aspires to offer best programmes at diploma, undergraduate and post graduate levels that meet the challenges of the present and future in all spheres of human development.

To that effect, we aim to provide life sciences literacy to our students and society by providing a comprehensive curricula that meets the highest national and international standard in instruction and laboratory experience.

Vision

The Department of Biological Sciences seeks to be a hub of knowledge and beacon of excellence in teaching, research and extension services.

Mission

We seek to provide and promote personal and professional development to students and staff through excellence in teaching, research and extension service.

Career Prospects

Graduates with the Bsc Honours degree Biological Sciences can be employed as the following:-

- Research scientists in research institutions and medical laboratories.
- Ecologists with National Parks or environmental organisations.
- Microbiologists in the food and pharmaceutical industries.
- Geneticists in plant

FACULTY OF AGRICULTURE AND ENVIRONMENTAL SCIENCE

DEPARTMENTS IN THE FACULTY

There are four (4) Departments in the Faculty namely:-

- ❖ Agricultural Economics, Education and Extension
- ❖ Animal Science
- ❖ Crop Science
- ❖ Environmental Science

HISTORICAL BACKGROUND

The Faculty of Agriculture and Environmental Science was established in 2001. The establishment of the Faculty was a welcome development as the University is situated in a mining and agricultural region. Agricultural and Environmental issues are critical to livelihoods of the people in this region.

Graduates from the Faculty are employed in international and local research and development organizations, private sector (co – operatives, consultancy firms and agribusiness), higher and tertiary institutions, public sector and community based organizations.

LOCATION

The Faculty is housed at Astra Campus along Trojan Road.

VISION

To be a beacon of excellence in teaching, research and extension in Agricultural and Environmental Science.

MISSION

To contribute to sustainable development through excellence in teaching, learning and development oriented research.

CORE VALUES

In addition to the University Core Values, the Faculty embraces the following values:-

- ❖ Respect
- ❖ Honesty
- ❖ Community Centeredness
- ❖ Efficiency

THE FACULTY OFFICE

The Faculty Office is split into two sections:-

The Office of the Academic Dean and the Office of the Assistant Registrar.

THE OFFICE OF THE ACADEMIC DEAN

The Office comprises of the Academic and, Mr. I.W. Nyakudya and the Chief Secretary, Ms. M. Musasa.

- ❖ The Academic Dean is a representative of the head of the Institution and Chief Academic Administrator of the Faculty.

Students should consult the Academic Dean on teaching and learning issues.

- ❖ The Academic Dean helps students to resolve questions about their courses and relationships with Academic Staff.
- ❖ Unless a dispute involves Department/Chairperson, students should first discuss their concerns with Chairpersons before they approach the Academic Dean.
- ❖ However, there are exceptions to this condition on some urgent issues that may disrupt the teaching and learning environment in the Faculty.

THE OFFICE OF THE FACULTY ASSISTANT REGISTRAR

The Office comprises of the Assistant Registrar, Mrs. C.D. Nyama and the Faculty Secretary, Mr. D. Muchirewesi.

The Faculty Assistant Registrar endeavors to render the best services to the students. Some of the services offered by the Assistant Registrar Office include the following:-

- ❖ Advisory role to students
- ❖ Coordinating student selection, admissions and registration.
- ❖ Processing examinations and maintaining students' records.
- ❖ Liaising with the University Administration over administrative and student matters.
- ❖ Information processing and dissemination
- ❖ Handling of students' queries.

NB: - All information availed to the Faculty Office by students remain confidential.

FACULTY BOARD MEETING

Student Representatives are invited to attend Faculty Board Meetings.

DEPARTMENT OF ENVIRONMENTAL SCIENCE

BACHELOR OF ENVIRONMENTAL SCIENCE (BES) HONOURS DEGREE

Introduction

The department of Environmental Sciences strives to be a centre of excellence in Environmental climate change, research, training and extension. As educators with broad concerns about the future of the earth, and concerns about the multiple aspects of human/society/nature relationships. Our values are centred on a commitment to the stewardship of nature. The Environmental Science Department is comprised of 6 undergraduate programmes administered through four units:

Pollution Sciences Unit

Pollution Unit offers two programmes:

BES Safety, Health and Environmental Management (SHEM) and BES Pollution Science.

The pollution unit offers, industrial safety, health and environmental solutions in Africa with ubuntu principles.

Land Conservation and Reclamation

The Land Conservation and Reclamation unit offers two programmes: BES Land Conservation and Reclamation and BES Natural Resources Management.

The purpose of the Land Conservation and Reclamation Unit is to train and research on the sustainable use of natural resources. The unit also provides extension services in natural resources management and land conservation.

Wildlife and Rangeland Management

This unit offers one programme: BES Wildlife and Rangeland Ecology.

The Wildlife and Rangeland Management Unit is committed to being a leader in the field by:

Maintaining learning of highest standards by providing a supportive academic environment. The unit encourages critical and independent thinking, and regularly evaluates all areas of performance. The unit also focuses on the unique examples offered by Africa's biodiversity in learning and collaborates and participates in national and international scientific programmes.

It is also involved in creating public awareness of the importance of biodiversity conservation through community outreach work by both staff and students.

CARREER OPPORTUNITIES

- Employment in Private and Public Institutions eg.
 - National Parks
 - Safari Operations
 - Conservation Organisation
 - Research Institutions
 - Training Institutions
 - Ecologists
- Consultancy- In Wildlife Management
- Entrepreneurship
 - Self employment through starting own business

Forestry

This unit offers one programme: BES Forestry.

The unit comprises a diverse group of basic and applied sciences and is actively engaged in teaching, research, and extension. Major areas of interest in forestry include: Forest inventory, Biometry, Ecology, Economics, Entomology and pathology, Forest management, Soils, Silviculture, Social forestry and Agroforestry, None timber forest products, Social forestry, Tree physiology, and Wood science.

Programme Structure

The Bachelor of Environmental Science Honours Degree Programme will normally extend over a period of four years of full time study, each year of study comprising two semesters. The third year is reserved for industrial attachment and research project.

CAREER OPPORTUNITIES

Formal employment in Forestry sector , Private and Public institutions

- Consultancy
- Research and training
- Entrepreneurship in Safari operations
- Ecologists
- Extension services

SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT (SHEM)

Career opportunities

Involved in all business environments

- Mining sector
- Agricultural sector
- Manufacturing sector
- Public sector (watch dog activities)
- Consultancy in SHEM and related areas
- Research and training
- Environmental auditing

NRM (Natural Resources Management)

- Career opportunities
- Formal employment in private and public sector
- Consultancy assessments
- Conservationists

