# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>3</td>
</tr>
<tr>
<td>Telephone Numbers</td>
<td>3</td>
</tr>
<tr>
<td>Historical Background</td>
<td>4</td>
</tr>
<tr>
<td>Physical Site</td>
<td>5</td>
</tr>
<tr>
<td>Vision</td>
<td>5</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>5</td>
</tr>
<tr>
<td>Principal Officers of the University</td>
<td>5</td>
</tr>
<tr>
<td>University Council</td>
<td>6</td>
</tr>
<tr>
<td>Bindura University of Science Education Act</td>
<td>8</td>
</tr>
<tr>
<td>Statutes of the University</td>
<td>25</td>
</tr>
<tr>
<td>Committees of the University</td>
<td>32</td>
</tr>
<tr>
<td>Faculty Governance Ordinance 1</td>
<td>56</td>
</tr>
<tr>
<td>The Departmental Governance Ordinance 2</td>
<td>58</td>
</tr>
<tr>
<td>Academic Staff Appointment, Grading and Promotions Ordinance 3</td>
<td>61</td>
</tr>
<tr>
<td>Rules of Student Conduct and Discipline Ordinance 4, 2001</td>
<td>76</td>
</tr>
<tr>
<td>General Academic Regulations for Undergraduate Degrees of BUSE</td>
<td>88</td>
</tr>
<tr>
<td>Industrial and Applied Science Education Guidelines</td>
<td>104</td>
</tr>
<tr>
<td>Regulations for Post Graduate Diplomas and Masters Degrees by Coursework</td>
<td>125</td>
</tr>
<tr>
<td>Regulations for the Master of Philosophy and Doctorate of Philosophy Degrees</td>
<td>133</td>
</tr>
<tr>
<td>Regulations for Higher Doctorates</td>
<td>114</td>
</tr>
<tr>
<td>Regulations for Post Graduate Diplomas and Masters Degrees by Coursework</td>
<td>121</td>
</tr>
<tr>
<td>Fees Ordinance No. 5</td>
<td>141</td>
</tr>
</tbody>
</table>
ADDRESS

Postal: Bindura University of Science Education
       P.Bag 1020
       Bindura, Zimbabwe

Physical: Main Campus
          Number 741 Chimurenga Road
          (Off Trojan Mine Road behind Cottco)
          Bindura, Zimbabwe

Telephone: 263 (0271) 7531/2/3/5/6 or 7621/2/3/4
Fax: 263 (0271) 7534
E-mail: info@buse.ac.zw

After hours: 263 (071) 7531/2/3/5/6 or 7621/2/3/4

UNIVERSITY OFFICE HOURS

All Departments

0800 – 1245 hours  Monday to Friday
1400 – 1630 hours  Monday - Thursday
1400 – 1630 hours  Wednesday Sports
1400 – 1600 hours  Friday
HISTORICAL BACKGROUND OF THE UNIVERSITY

In 1995, the Government made a decision to address the problem of the shortage of science teachers locally by setting up a University of Science Education. The Bindura University of Science Education was established as a College of the University of Zimbabwe. Arrangements were made for it to be housed at the Provincial Public Service Training Centre in Bindura.

The Government appointed Mr J J Chitauro, a former permanent Secretary in the Ministry of Higher Education and Technology, as interim Pro-Vice Chancellor on 1 November 1995.

The University Senate appointed a team of experienced academics as a Steering Committee charged with the responsibility of setting up the College, including the recruitment of staff. Membership of the Committee was as follows:

Dr M N Peresuh, Dean of Education
Mr D Vuma, Chairman, Department of Mathematics
Mr T J E Bourdillon, Chairman, Department of Teacher Education
Dr B J Siyakwazi, Department of Teacher Education
Dr H Chimhundu, Dean, Faculty of Arts
Mr W Mapani, Bursar
Dr B N Dube, Chairman, Biological Sciences
Prof. D L Jones, Coordinator, Department of Physics
Dr I Love, Coordinator, Department of Chemistry
Dr L Zanamwe, Coordinator, Department of Geography
Prof. A G R Stewart, Coordinator, Department of Mathematics
Prof. O Maravanyika, Coordinator, Department of Education
Mr S J Nondo, Chairman, Dept. of Curriculum and Arts Education
Ms J J Kurebwa, Secretary

The College finally opened on 26 March 1996 with an intake of 125 students. Among the lecturing staff, were five lecturers from Cuba.

This development coincided with and was partly, a consequence of the termination of the Zimbabwe-Cuba Science Teacher Training programme which had begun operating in the mid-1980s.

The University Council then set up a Planning Committee, which was charged with the responsibility of transforming the College into a University within a period of less than five years. The Committee comprised of the following individuals:

Prof. C E M Chikombah (Chairman)
Dr T G Zengeni, UZ Council (Vice Chairman)
Prof. L M Zinyama, UZ Council
Prof. L R Ndlovu, UZ Council
Dr Peresuh N M, Dean of Education
Eng P C Bamu, UZ Council
Dr J Kurasha, UZ Council
Mr S P Mubonderi, UZ Council
Mr J Muzadzi, Ashanti Goldfields
Mr T J Mapfumo, UZ Council
Ms E Jones, Provincial Administrator, Mash. Central Province
Mr C G Chivanda, Ministry of Higher Education
Mrs V Madzimbamuto, President, Women in Business
Dr T Takavarasha, Secretary, Ministry of Agriculture
Mr E P Dzaramba, Secretary (BUSE).

The Planning Committee wound up after accomplishing its role.

Government gazetted the Bindura University of Science Education Act in February 2000, conferring University status to the College. A University Council with Professor C J Chetsanga as its Chairman was appointed. Professor C E M Chikombah, who had been the College’s substantive Pro-Vice Chancellor since 1997 when Mr Chitauro left, became the Acting Vice Chancellor.

PHYSICAL SITE

Since its inception, the University is still operating from the Public Service Training Centre, on a temporary basis, pending the construction of the Main Campus. This is being built on a 159 hectare plot about two kilometres from the town centre along the Bindura - Mount Darwin Road.

VISION

To be a hub of knowledge and a beacon of excellence in teaching, research and extension services.

MISSION STATEMENT

To contribute to the advancement of knowledge and its practical application to social, economical, technological, cultural and scientific challenges; to produce innovative, highly acclaimed graduates equipped with research, entrepreneurial, social and technical skills for the benefit of the nation and the international community.

PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor
The President of the Republic of Zimbabwe H.E. Cde Robert Gabriel Mugabe, BA Fort Hare, BEd Admin SA, BSc Econ, LLB, LLM, MSc Econ Lond, Hon LLD Ahmadu Bello, Morehouse, Z’bwe, St Augustines (N. Carolina), Mass., Moscow, Michi State, Hon DPSc Belgrade, Hon DLitt Africa University, Hon Dcomm Fort Hare, DLitt Solusi, Hon DTech NUST, Z’bwe, Hon DSc Agric (ZOU), Hon DSc Agric and Technology (CUT), Hon D. Comm. MSU, Hon DSc Ed (BUSE).

Chairman of Council
Dr S Guramatunhu, MBCHB Z’bwe, FRCS UK

Acting Vice Chancellor
Prof Eddie Mwenje, PhD B’ham UK, MBA NUST Byo, BSc Z’bwe

Pro-Vice Chancellor
Dr CAT Katsvanga, PhD Buse, MSc, Voronezh, Russia

Registrar
T F Rumhuma, MBA Z’bwe Open, BBS (Hons) Z’bwe, Dip IPMZ

Librarian
A. Mhlanga, MLIS, *McGill BA Guyana*

**Bursar**
B Mhuma, MBA Z’bwe, ACIS, *Open* Cert. Local Govt Admin

**UNIVERSITY COUNCIL**

(As constituted in terms of section 10(i) of the Bindura University of Science Education Act Chapter 25:22, Number 15/99 the University Act provides for governance made up of the Chancellor, who is the President of the Republic of Zimbabwe, a Council, Vice Chancellor, Pro-Vice Chancellor and Senate.

To immediately manage the implementation of the Act, the government, through the Ministry of Higher and Tertiary Education, appointed a Council with the following members drawn from all walks of life and professions:

a) **Vice Chancellor**
   Ex-officio

b) **Appointed by the Minister of Higher Education**
   Dr S Guramatunhu, MBCHB Z’bwe, FRCS UK
   Mr C Chikaura, BA Hons, MBA Z’bwe
   Mr GA Chigora
   Dr R Chinovhiringa
   Dr J Nyika
   Mr MT Kunaka
   Dr PM Mbizvo
   Mr K Chibota
   Prof S Mupepereki
   Engineer B Mugabe
   Mrs W Bonyongwe
   Mrs G A Muradzikwa

c) **Senate Members of Council**
   Prof Eddie Mwenje, PhD *B’ham UK, MBA NUST Byo, BSc Z’bwe*
   CAT Katsvanga, MSc Voronezh, Russia
   F N Mauchi MCom, BCom *MSU, DipEd GTC*
   L Runyowa EMBA NUST Byo, BA *UNISA, CE GTC*
   Prof W Parawira PhD, Lund, Sweden, MSc, BSc, Z’bwe
   Dr M Nyikahadzoyi PhD, UWC, MSc, *NUST, MCB SA, BEd, DipED Z’bwe,*
   I W Nyakudya, MSc *Wageningen Netherlands, BSc Z’bwe*
   Dr C Mahamadi, D.Phil, MSc, BSc Z’bwe
   U Chipunza MPhil SA, MIP AU, Licentiate Edu, *EJV Cuba, ICDL, CSZ*

d) **President of the Student Union (ex-officio)**
   S.Mudede

e) **One person who is a distinguished academic appointed by the Council on the recommendation of the Senate**
   CT Gadzirayi, MEd, BEd Z’bwe
f) Appointed by the Minister from a list of names submitted by the Council of the Zimbabwe Institution of Engineers (Private) Act Chapter 27:17
Vacant

g) Appointed by the Minister from a list of names submitted by the Farmers’ Unions as the Minister, after consultation with the Minister of Lands and Agriculture, recognizes for the purposes of this paragraph
Vacant

h) Appointed by the Minister from a list of names submitted by the Chamber of Mines of Zimbabwe Incorporation (Private) Act Chapter 21:02
Vacant

i) Appointed by the Minister from a list of names submitted by such organizations representing teachers and additionally or alternatively, lecturers as Minister recognizes for the purposes of this paragraph
Vacant

j) Appointed by the Minister from a list submitted by Women’s Organizations to represent the interests of women
Vacant

k) A person approved by the Vice Chancellor and elected by the Administrative Staff from amongst themselves
Vacant

l) A person approved by the Vice Chancellor and elected by the Workers Committee of the University
O Makosa, BCom. HRM, Z’abwe Open

m) A person approved by the Vice Chancellor and elected by the Academic Staff
S Ndlovu, Licentiate in Education EJV Cuba, M Sc NUST Bulawayo
AN ACT to establish the Bindura University of Education and to provide for matters connected therewith or incidental thereto. (Date of commencement: 18th February, 2000)

Enacted by the President and the Parliament of Zimbabwe.

1. **Short title**

   This Act may be cited as the Bindura University of Science Education Act [Chapter 25:22]

2. **Interpretation**

   In this Act –

   “Academic Appointment Board” means a Board established in terms of subsection (1) of section twenty four;

   “Academic staff” means all persons employed, whether full-time or part-time, by the University as-
   (a) Professors, lecturers of any class, or persons engaged in research; or
   (b) Holders of posts declared by the Senate to be academic posts;
   “Administrative staff” means all persons employed by the University who are categorized in terms of the Statutes as members of the administrative staff;

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

   “Chairman of Department” means a person appointed in terms of the Statutes to be chairman of a Teaching Department or head of an Institute or Centre controlled by the University;

   “Chairman of the Council” means the person elected to be chairman of the Council in terms of section fourteen;

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

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

   “Employees” means all persons employed by the University who are categorized in terms of the statutes as employees;

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

   “Faculty Board” means a faculty board established in terms of the Statutes;
“Institute” means an institute established in terms of the Statutes;

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

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

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

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

“Professor” means a professor of the University;

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

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

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

“Senior”, in relation to the staff of the University, means the Registrar, the Bursar and such members of staff as the Council may determine from time to time;

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

“Students’ Union” means any association of students recognized by the Council as the Student Union;

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

“University” means the Bindura University of Science Education constituted in terms of this Act;

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

“Workers” means all persons employed by the University who are categorized in terms of the Statutes as workers.

3. Establishment of University

(1) There is hereby constituted a university to be known as the Bindura University of Science Education

(2) The University shall be a body corporate with perpetual succession and shall be capable of suing and being sued in its corporate name and, subject to this Act, of performing all Acts
that bodies corporate may by law perform.

4. **Objects and powers of the University**

(1) The objects of the University are the advancement of knowledge, the diffusion and extension of arts, science education and learning, the preservation, dissemination and enhancement of knowledge that is relevant for the development of the people of Zimbabwe through teaching and research and, so far as is consistent with those objects, the nurturing of the intellectual, aesthetic, social and moral growth of the students at the University.

(2) For the achievement of its objects, the University shall, subject to this Act, have the following powers –

(a) to provide for research and courses of instruction, whether on a full-time or part-time basis by correspondence or extra-murally, and to take such other steps as may appear necessary and desirable for the advancement and dissemination of knowledge;

(b) to hold examinations and to confer degrees, including honorary degrees, diplomas, certificates and other awards, upon persons who have followed a course or courses of study approved by the Senate and additionally, or alternatively, have satisfied such other requirements as may be determined by the Senate;

(c) to provide courses not leading to degrees, diplomas or certificates, including training for persons wishing to enter the University;

(d) to provide opportunities for staff and students and such other persons as the University may approve to engage in productive activity in the field of science education and any field in which the University may from time to time be engaged;

(e) to promote research into economic, political, social, cultural, scientific and other matters generally and with particular reference to the interests of Zimbabwe;

(f) to institute professorships, lectureships, research fellowships, staff development fellowships and other posts and offices and to make appointments thereto;

(g) to institute and award fellowships, scholarships, bursaries, prize medals, exhibitions, and other distinctions, awards and forms of assistance consistent with its objects;

(h) to erect, equip and maintain laboratories, offices, halls of residence, lecture halls, libraries, museums and other buildings and structures required for the promotion of its objects;

(i) to enter into such contracts and to establish such trusts and to appoint such staff as the University may require;
(j) to regulate and to provide for the residence of officers, staff, students and employees;

(k) to provide and maintain recreational facilities for officers, staff, students and employees;

(l) to demand and receive such fees as may from time to time be prescribed by or in terms of the Statutes;

(m) to establish pension, superannuation or provident or other credit fund schemes for the benefit of its staff or any section thereof and to enter into arrangements with the Government or any organization or person for the operation of such schemes;

(n) to acquire any property, movable or immovable, and to take, accept and hold any property which may become vested in it by way of purchase, exchange, grant, donation, lease, testamentary disposition or otherwise;

(o) to sell, mortgage, let or hire, exchange, donate or otherwise dispose of any property held by it;

(p) to invest in land or securities such funds as may be vested in it for the purpose of endowment, whether for general or specific purposes, or such other funds as may not be immediately required for current expenditure;

(q) to borrow money for any purpose which the Council thinks fit;

(r) to lend money in the form of short-term loans to its staff on terms and conditions approved by the Council;

(s) to do all such acts and things, whether or not incidental to the powers specified in this subsection and whether inside or outside Zimbabwe, as may be requisite in order to further its objects or any of them.

5. Membership of the University

The University shall consist of -

(a) a Chancellor; and

(b) a Vice Chancellor; and

(c) one or more Pro-Vice Chancellors; and

(d) members of the Council; and

(e) members of the Senate; and

(f) members of staff; and

(g) registered students; and

(h) the Convocation.

6. Prohibition against discrimination in membership of University

(1) No test of religious or political belief, race, ethnic origin, nationality or gender shall be imposed upon or required of any person in order to entitle him to be admitted as a
member of staff or student of the University or to hold any office therein or privilege thereof.

(2) Nothing in subsection (1) shall be construed as preventing the University from giving preference to citizens or residents of Zimbabwe when making appointments or promotions or when admitting students.

7. **Chancellor**

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

8. **Vice-Chancellor**

(1) The Vice-Chancellor shall be appointed by the Chancellor after consultation with the Minister and the Council and shall hold office for such period as is provided in his contract of employment.

(2) Subject to the general control of the Council, the Vice-Chancellor shall be the chief academic, administrative and disciplinary officer of the University, with general responsibility for maintaining and promoting the efficiency, effectiveness and good order of the University.

(3) Subject to subsections (4) and (5), the Vice-Chancellor may –

   (a) Suspend from duty any member of staff of the University;
   (b) Subject to section six, prohibit the admission of a student or any person to the University;
   (c) Prohibit any student or group of students or person or group of persons from entering or remaining on such part or parts of the University campus as he may specify;
   (d) Expel or suspend, indefinitely or for such period as he may specify, any student or group of students.
   (e) Dissolve or suspend, indefinitely or for such a period as he may specify, the Students’ Union or any of its committees or organs, or prohibit or suspend, indefinitely or for such period as he may specify, any activity or function of the Students’ Union or any of its committees or organs;
   (f) Impose any other penalty or give any other order in respect of –
      (i) A member of staff, which is recommended by the Staff Disciplinary Committee in terms of subsection (6) of section twenty-six;
      (ii) A student, which is recommended by the Student Disciplinary Committee in terms of subsection (6) of the section twenty-seven.

(4) The Vice-Chancellor shall not expel a student for misconduct unless the student has been
found guilty of misconduct by the Student Disciplinary Committee in terms of section twenty-seven.

(5) Any section taken by the Vice-Chancellor in terms of subsection (3) shall be subject to ratification by the Council.

9. Pro-Vice-Chancellors

(1) One or more Pro-Vice-Chancellors may be appointed by the Council with the approval of the Minister and in accordance with the Statutes.

(2) A Pro-Vice-Chancellor shall assist the Vice-Chancellor in the performance of his functions and, in addition, shall have such functions as may be specified in the Statutes.

(3) The Vice-Chancellor may delegate to a Pro-Vice-Chancellor, either absolutely or subject to conditions, any of his functions in terms of this Act and may at any time amend or withdraw any such delegation: Provided that the delegation of a function in terms of this subsection shall not prevent the Vice-Chancellor from himself exercising that function.

10. Council

(1) Subject to this Act and general directions as to policy given by the Minister, the government and executive authority of the University shall be vested in the Council which shall consist of:

(a) The Chancellor, the Vice-Chancellor and the Pro-Vice-Chancellors, who shall be ex-officio members; and
(b) Sixteen persons appointed by the Minister; and
(c) Nine persons who are members of the academic staff and who are appointed by the Senate from amongst their number; and
(d) The President of the Students’ Union, who shall be an ex-officio member; and
(e) One person who is a distinguished academic appointed by the Council on the recommendation of the Senate; and
(f) one person approved by the Vice-Chancellor and elected by the members of the academic staff, other than those who are members of the Senate, from among themselves; and
(g) One person appointed by the Minister from a list submitted by women’s organizations to represent the interests of women; and
(h) One person approved by the Vice-Chancellor and elected by the administrative staff from among themselves; and
(i) One person approved by the Vice-Chancellor and elected by the Workers’ Committee of the University; and
(j) One person appointed by the Minister to represent the interests of workers after consultation with the Minister to whom the administration of the Labour Relations Act [Chapter 28:01] has been assigned;
(k) One person appointed by the Minister from a list of names submitted by such organization representing teachers and additionally, or alternatively lecturers, as the Minister recognizes for the purposes of this paragraph;
(l) One person appointed by the Minister from a list of names submitted by the Zimbabwe National Chamber of Commerce or, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for commerce, recognizes as its successor, for the purposes of this paragraph; and
(m) One person appointed by the Minister from a list of names submitted by the Confederation of Zimbabwe Industries or, if that organization ceases to exist, by
such other organization as the Minister, after consultation with the Minister responsible for industry recognizes as its successor for the purposes of this paragraph; and

(n) One person appointed by the Minister from a list of names submitted by the Council of the Zimbabwe Institution of Engineers established in terms of the Zimbabwe Institution of Engineers (Private) Act [Chapter 27:17] or, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for public construction, recognizes as its successor for the purposes of this paragraph; and

(o) One person appointed by the Minister from a list of names submitted by the Chamber of Mines of Zimbabwe incorporated in terms of the Chamber of Mines of Zimbabwe Incorporation (Private) Act [Chapter 21:02] or, if that organization ceases to exist, by such other organization as the Minister, after consultation with Minister responsible for mines, recognizes as its successor for the purpose of the paragraph; and

(p) One person appointed by the Minister from a list of names submitted by farmers’ unions as the Minister, after consultation with the Minister responsible for agriculture, recognizes for the purposes of this paragraph; and

(q) One person appointed by the Minister from a list of names submitted by such organization representing youths or the interest of youths as the Minister recognizes for the purposes of this paragraph; and

(r) One person appointed by the Minister from a list of names submitted by such organization representing churches or organized religion as the Minister recognizes for the purposes of this paragraph.

(2) If any person, organization or authority fails or declines –

(a) To appoint or elect any person in terms of paragraph (c), (f), (h), or (i) of subsection (1) within a reasonable time after being called upon to do so, the Council, after consultation with the Minister, may appoint any person to fill the vacancy.

(b) To submit a list of names in terms of paragraph (k), (l), (m), (n), (o), (p), or (q) of subsection (1) within a reasonable time after being called upon to do so, the Minister may appoint any person to fill the vacancy.

11. Functions of Council

(1) Subject to this Act and the Statutes, the Council shall -

(a) With the approval of the Minister, appoint the Pro-Vice Chancellor and the Registrar; and appoint the Bursar, the Librarian, the academic staff, the administrative staff and other employees of the University:

(b) Provided that the Council may delegate its duties under this paragraph to such committee as may be prescribed in the Statutes.

(c) On the recommendation of the Senate, institute professorships, associate professorships and other academic offices, and abolish or hold in abeyance any such offices;

(d) Receive and, if the Council considers it proper to do so, give effect to reports and recommendations from the Senate on those matters upon which the Senate is authorized or required by this Act or the Statutes to make reports and recommendations;

(e) Cause to be prepared annually a statement of the income and expenditure of the University during the previous financial year, and of the assets and liabilities of the
University on the last day of that previous financial year;

(f) Submit statements of income and expenditure referred to in paragraph (d) to audit by an auditor appointed by the Council, and shall publish such statements and the auditor’s report thereon;

(g) Cause to be prepared annually estimates of income and expenditure for the following financial year;

(h) Cause to be prepared and made available to the public a report on the activities of the University during each year;

(i) To prepare and refer to the Senate any proposed amendment, repeal or replacement of the Statutes.

(2) Without limitation on any other powers conferred on the Council by this Act, the Council shall have the following powers –

(a) to receive recommendations from the Senate for the conferment, withdrawal, or restoration of degrees, including honorary degrees and diplomas, certificates and other awards and distinctions of the University and, if approved, to submit them to the Chancellor;

(a1) to amend, repeal or replace the Statutes in terms of subsection (2) of section twenty nine;

(b) to administer the property of the University and to control its affairs and functions;

(c) to exercise on behalf of the University such of the powers set out in subsection (2) of section four as are not exercisable in terms of this Act by any other authority;

(c1) to delegate its functions to the Executive Committee or to any other committee or officer of the University: Provided that the delegation of any such function shall not prevent the Council from exercising that function;

(d) to do such other acts as it considers to be necessary for the proper administration of the University and the achievement of its objects.

12. Disqualification for Appointment as a Council Member

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

(a) is not a citizen of Zimbabwe or permanently resident in Zimbabwe; or

(b) has in terms of any law in force in any country -

(i) been adjudged or otherwise declared insolvent or bankrupt and has not been rehabilitated or discharged; or

(ii) made an assignment to, or arrangement or composition with, his creditors which has not been rescinded or set aside; or

(c) has, within the period of five years immediately preceding the date of his proposed appointment, been sentenced in any country to a term of imprisonment of or exceeding six months, whether or not any portion has been suspended, imposed without the option of a fine and has not received free pardon.

13. Vacation of Office by Council Member

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

(a) After giving the Minister such period of notice of his intention to resign as may be fixed in his conditions of appointment or, if no such period has been fixed, after the expiry of
one month or of such other period of notice as he and the Minister may agree; or

(b) On the date he begins to serve a sentence of imprisonment, the term of which is not less than six months, whether or not any portion has been suspended, imposed without the option of a fine in any country; or

(c) If he becomes disqualified in terms of paragraph (a) or (b) of section twelve to hold office as member; or

(d) If he is absent without permission of the Council from three consecutive meetings of the Council.

14. **Chairman and Vice-Chairman of Council**

(1) The Council shall elect a chairman and a vice chairman from amongst its members to hold office for such period and subject to such terms and conditions as are prescribed in the Statutes.

(2) At all meetings of the Council at which the Chancellor is not present the chairman of the Council or, in his absence, the Vice-chairman shall preside.

(3) If at any meeting of the Council, the Chancellor and the chairman and vice chairman of the Council are all absent, the members of the Council who are present shall elect a person from amongst their number to preside at the meeting.

15. **Executive Committee of Council**

(1) There shall be a principal committee of the Council to be known as the Executive Committee.

(2) The Executive Committee shall consist of –

   (a) the chairman and vice-chairman of the Council; and
   (b) the Vice-Chancellor and every Pro-Vice Chancellor; and
   (c) ten members of the Council, of whom -
      (i) four shall be appointed by the Minister; and
      (ii) three shall be appointed by the Senate; and
      (iii) three shall be appointed by the Council.

(3) The chairman and vice-chairman of the Council shall be the chairman and vice-chairman respectively of the Executive Committee.

(4) The Executive Committee shall exercise such of the functions of the Council as the Council may delegate to it.

(5) Any delegation of functions by the Council in terms of subsection (4) may be made absolutely or subject to conditions and may be amended or withdrawn at any time.

(6) A delegation of any function by the Council in terms of subsection (4) shall not prevent the Council from itself exercising that function.

16. **Senate**
(1) Subject to this Act, the academic authority of the University shall be vested in the Senate, which shall consist of—

(a) the Vice-Chancellor, the Pro-Vice-Chancellors, deans, professors, the Chairmen of departments and the Librarian who shall be ex officio members; and
(b) one member of the full-time academic staff from each faculty, who shall be elected annually by such staff; and
(c) six students elected annually by the Students’ Union:

Provided that such students shall not be entitled to attend deliberations of the Senate which are considered by the Chairman of the Senate to be confidential.

(2) If the full-time academic staff or the Students’ Union fails or declines to elect a person in terms of paragraph (b) or (c) of subsection (1), the Council may appoint a suitably qualified person to fill the vacancy.

17. Functions of Senate

The Senate shall have the following functions—

(a) To promote the advancement of knowledge through research;
(b) To formulate and carry out the academic policy of the University;
(c) To regulate the programmes, subjects and courses of study and examinations held by the University;
(d) To regulate the admission of students to the University and to the courses of instructions held by the University;
(e) To recommend to the Chancellor, through the Council, the conferment degrees, including Honorary degrees, diplomas, certificates and other awards and distinctions of the University and the withdrawal and restoration of such awards;
(f) To fix, subject to consultation with any sponsors and subject to the approval of the Council, the times, modes and conditions of competitions or fellowships, scholarships and prizes;
(g) To appoint examiners for examinations conducted by the University;
(h) To cause to be prepared estimates of expenditure required to carry out the academic work of the University and to submit them to the Council;
(i) subject to the approval and direction of the Council, to formulate, modify and revise the organization of faculties, departments, institutes, centres and units;
(j) to recommend to the Council the institution, abolition or holding in abeyance of professorial chairs and other academic offices;
(k) without derogation from the powers of the Council, to propose changes to the Statutes;
(l) To make any regulations it is authorized to make by or in terms of this Act;
(m) To appoint committees, which may include persons who are not members of the Senate, to exercise any of the functions of the Senate, other than the power to make regulations;
(n) To make periodic reports on its activities to the Council and to report on any matter referred to it by the Council;
(o) To do such other acts as the Council may authorize or direct it to do.

18. Senate Executive Committee

(1) There shall be a principal committee of the Senate to be known as the Senate Executive Committee.
(2) The Senate Executive Committee shall consist of –

(a) The Vice-Chancellor, who shall be chairman; and
(b) Every Pro-Vice-Chancellor; and
(c) Four full professors of the University, elected annually by the Senate; and
(d) All the deans of faculties; and
(e) The Librarian; and
(f) Two members of the Senate, elected annually by the persons referred to in paragraph (a) and (b) of subsection (1) of section sixteen.

(3) The Senate Executive Committee shall exercise such of the functions of the Senate as the Senate, with the approval of the Council, may delegate to it.

(4) Any delegation of functions by the Senate in terms of subsection (3) may be made absolutely or subject to conditions and may be amended or withdrawn at any time.

(5) A delegation of any function by the Senate in terms of subsection (3) shall not prevent the Senate from itself exercising that function.

19. Registrar

(1) There shall be a Registrar of the University who shall be appointed by the Council with the approval of the Minister in the manner provided in the Statutes.

(2) Subject to the directions of the Council, the Registrar shall be responsible for the general administration of the University, and shall perform such other functions as may be specified in the Statutes.

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

20. Bursar

(1) There shall be a Bursar of the University who shall be appointed by the Council in the manner provided in the Statutes.

(2) Subject to the directions of the Council, the Bursar shall act as the accountant of the University and shall be responsible for the safeguarding of its funds and, in accordance with the general directions of the Vice Chancellor, for authorizing its investments and expenditure.

(3) The Bursar shall perform such additional functions as may be specified in the Statutes.

21. Librarian

(1) There shall be a Librarian of the University who shall be appointed by the Council in the manner provided in the Statutes.

(2) Subject to the directions of the Senate and the Vice-Chancellor, the Librarian shall be responsible for the administration and safeguarding of the libraries of the University.
22. Convocation

(1) The convocation of the University shall consist of all persons whose names appear on the Convocation Roll maintained by the Registrar.

(2) The Vice Chancellor and all Pro-Vice Chancellors, Deans, Professors, Lecturers, Chairmen of departments, the Registrar, the Librarian and the Bursar shall be ex-officio members of the Convocation.

(3) All graduates of the University who signify in writing addressed to the Registrar that they desire to be members of the Convocation and who inform the Registrar of their addresses shall be entitled to have their names entered onto the Convocation Roll.

(4) Subject to section seven, the Vice-Chancellor or such other person as he may appoint shall be chairman of meetings of the Convocation.

(5) Meetings of the Convocation shall be held at such times and places as the Council may direct.

(6) The Convocation may deal with any matter relating to the University which the Council, in accordance with the statutes, may refer to the Convocation.

23. Terms and Conditions of Service of Staff

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

(a) Any person so employed shall be entitled to resign from his employment on giving such notice in writing to the Registrar as may be fixed in such terms and conditions;

(b) Any person so employed shall, subject to any exception that may be provided for in special cases, retire from his office at such time or in such circumstances as may be fixed in such terms and conditions;

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

24. Appointment and grading of staff

(1) Every appointment to the academic staff shall be made by an Academic Appointments Board consisting of –

(a) The Vice-Chancellor or his nominee, who shall be chairman; and

(b) Two members appointed by the Council from amongst those of its members who are not members of staff of the University; and

(c) The chairman of the department to which the appointment is made; and

(d) One other member, approved by the Vice Chancellor, of the department to which the appointment is made; and

(e) The dean of the faculty to which the appointment is made; and the chairman of a
department approved by the Council as being related to the department to which the appointment is made.

(2) Subject to this Act and the Statutes, the Council shall appoint boards of selection for the purpose of appointing members of staff other than the Vice-Chancellor, Pro Vice-Chancellors, the Registrar, the Bursar, the Librarian and academic staff.

(3) The Council shall appoint a grading committee for the purpose of determining all matters relating to grades and points of entry upon salary scales by members of staff of the University.

25. **Promotion of Staff**

(1) Every promotion of a person to a post or grade within the academic staff shall be effected by an Academic Staff Promotions Committee consisting of –

(a) The Vice-Chancellor or his nominee, who shall be chairman; and
(b) Every Pro-Vice-Chancellor; and
(c) Four members of the Council who are not members of staff of the University, appointed by the Council; and
(d) All deans of faculties; and
(e) At least three full professors of the University appointed by the Senate once every three years.

(2) Every Promotion of a person to a post or grade within the non-academic staff shall be effected by a Non-Academic Staff Promotions Committee appointed by the Council consisting of –

(a) A Pro-Vice-Chancellor who shall be chairman; and
(b) The Registrar; and
(c) The Bursar; and
(d) The Librarian; and
(e) Two members of the Council who are not members of staff of the University; and
(f) One representative of each category of non-academic staff prescribed in the Statutes; and
(g) One representative of the faculty where the person to be promoted works.

26. **Staff Disciplinary Committee**

(1) There shall be a Staff Disciplinary Committee which shall consist of the following members appointed by the Vice-Chancellor –

(a) A retired judge who shall be chairman; and
(b) A senior member of the academic or administrative staff; and
(c) A member of the academic, administrative or technical staff of similar status to the person charged;
(d) A registered legal practitioner of at least ten years’ standing who does not hold any post at the University and who is nominated annually by the Council and;
(e) One member appointed by Council from among its members who are not members of the university staff.

(2) One member referred to in paragraph (b) or (c) of subsection (1) shall belong to the same department or faculty to which the person charged belongs.
(3) Three members of the Staff Disciplinary Committee shall form a quorum.

(4) All matters to be decided at any meeting of the Staff Disciplinary Committee shall be decided by a simple majority and, in the event of an equality of votes, the chairman or person presiding shall have a casting vote in addition to his deliberative vote.

(5) The functions of the Staff Disciplinary Committee shall be to investigate any of a Statute, regulation or ordinance or other misconduct on the part any member of the staff of the University and, subject to subsection (6) to recommend to the Vice-Chancellor the punishment to be imposed on or order to be made in respect of the member if it finds him guilty of such misconduct.

(6) A person charged with misconduct referred to in subsection (5) shall have a right of audience and to be legally represented before the Staff Disciplinary Committee.

(7) Where the Staff Disciplinary Committee has found a person guilty of misconduct to in subsection (4), the Committee shall recommend to the Vice-Chancellor any one or more of the following-

(a) That the person’s employment be terminated;
(b) That the person pays to the University a fine not exceeding level five;
(c) That the person be demoted;
(d) That the person be censured or reprimanded;
(e) Such other penalty or orders as may be provided for by or in terms of the Statutes.

27. Student Disciplinary Committee

(1) There shall be a Student Disciplinary Committee which shall consist of the following members appointed by the Vice-Chancellor –

(a) A Senior Proctor, who shall be chairman; and
(b) Four members of the academic staff; and
(c) Two students nominated by the Students’ Union; and
(d) A registered legal practitioner of at least ten years’ standing who does not hold any post at the university, and who is nominated annually by the Council.

(2) Five members of the Student Disciplinary Committee shall form a quorum.

(3) All matters to be decided at any meeting of the Student Disciplinary Committee shall be decided by a simple majority and, in the event of an equality of votes, the chairman or person presiding shall have a casting vote in addition to his deliberative vote.

(4) The functions of the Student Disciplinary Committee shall be to investigate any breach of a statute, regulation or ordinance or other misconduct on the part of any student and, subject to subsection (6), to recommend to the Vice-Chancellor the punishment to be imposed on the student if it finds him guilty of such misconduct.

(5) A student charged with misconduct referred to in subsection (4) shall have a right of audience and to be legally represented before the Student Disciplinary committee.
Where the Student Disciplinary Committee has found a student guilty of misconduct referred to in subsection (4), the Committee shall recommend to the Vice-Chancellor the imposition upon the student of any one or more of the following punishments –

(a) Expulsion or suspension from the University;
(b) The withdrawal of any academic or University privilege, benefit, right or facility other than to follow courses of instruction and present himself for examination;
(c) the imposition of a fine not exceeding level four, which fine may be deducted from any allowances payable to the student and shall be paid to the University;
(d) A censure or reprimand;
(e) Such other penalty as may be provided for by or in terms of the Statutes.

28. Finance Committee

(1) Subject to this Act, there shall be a Finance Committee of the Council consisting of -

(a) The Chairman of the Council, who shall be chairman; and
(b) The Vice-Chancellor; and
(c) Every Pro-Vice-Chancellor; and
(d) Three persons appointed by the Council from among its members who are not members of the University staff; and
(e) Two persons appointed by the Senate from among its members; and
(f) The Bursar, who shall be the secretary of the Finance Committee; and
(g) The Registrar; and
(h) A representative of the deans of faculties appointed by the Council.

(2) The functions of the Finance Committee shall be as provided in the Statutes.

29. Statutes

(1) Subject to this Act, the University shall be administered in accordance with the Statutes.

(2) With the approval of the Minister, the Council may, by statutory instrument, amend, repeal or replace the statutes set out in the Schedule in order to prescribe all matters which, in terms of this Act, are required or permitted to be prescribed in Statutes or which, in the opinion of the Council, are necessary or convenient to be so prescribed for carrying out or giving effect to this Act or for the proper administration of the University.

(3) Subject to this Act, Statutes made in terms of subsection (2) may provide for -

(a) The appointment, conditions of service and functions of the Vice-Chancellor, the Pro-Vice-Chancellors, the Registrar, the Bursar, the Librarian and all members of staff, and the categorization of such members of staff;
(b) The functions of the Pro-Vice-Chancellors;
(c) The election or appointment of persons to the Council and the Senate and to Committees of the Council and the Senate;
(d) The terms of office of members of the Council and its committees, other than ex-officio members thereof;
(e) The terms of office and conditions of service of the chairman and vice-chairman of the Council;
(f) The convening of meetings of the Council, the Senate and the Convocation and
of committees of the Council and the Senate, the quorum at such meetings and the procedure to be adopted thereat;

(g) The terms of office of members of the Academic Appointments Board, the Academic Staff Promotions Committee, board of selection, the grading committee, the non-academic staff promotions committee and the finance committee, the quorum at such meetings and procedure to be adopted thereat;

(h) The functions of the Academic Appointments Board, board of selection, the grading committee, the Academic Staff Promotions Committee, the non-academic Staff Promotions Committee, the Finance Committee and the Convocation;

(i) The persons who may enter into contracts and sign documents on behalf of the University, and the procedure to be followed in relation to transactions entered into by or on behalf of the University;

(j) The establishment and organization of faculties, departments, centres and institutes;

(k) The functions of deans of faculties, chairmen of departments and heads of centres and institutes;

(l) The holding of congregations of the University for the purpose of conferring degrees, diplomas, certificates and other honours and awards;

(m) The seal of the University and its use and custody;

(n) The academic year of the University;

(o) The discipline of members of staff and students and the procedures to be adopted in respect thereof;

(p) Fees and charges to be paid for anything done by any person in terms of this Act;

(q) Empowering any person specified in the Statutes to make ordinances or rules in respect of any matter referred to in paragraphs (a) to (p).

30. **Regulations**

(1) Subject to this Act and the Statutes and with the approval of the Council, the Senate may make regulations prescribing any matter which, in the opinion of the Senate, is appropriate to be prescribed for the better carrying out of the Senate’s functions.

(2) Regulations may provide for –

(a) Teaching within the University, whether generally or in relation to specific subjects;

(b) Progress reports to be submitted by members of the academic staff;

(c) Schemes of study and research and the conditions subject to which such schemes may be embarked upon or continued;

(d) The use of libraries of the University;

(e) The conduct and supervision of examinations;

(f) The award of degrees, diplomas, certificates and other academic honors and awards, other than honorary degrees, honors or awards.

(3) The Senate may at any time amend or repeal any regulations.

(4) Regulations need not be published in the Gazette, but the Senate shall publish them in such a manner as the Senate considers will best make them known to the persons to whom they apply.
31. **Validity of decisions of Council, Senate, Convocation and boards and committees**

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

(a) The Council, Senate, Convocation, board or committee, as the case may be, consisted of fewer than the number of members for which provision is made by or in terms of this Act; or

(b) A disqualified person acted as a member of the Council, Senate, Convocation, board or committee, as the case may be; if the duly qualified members who took the decision or did or authorized the act constituted a quorum of the membership of the Council, Senate, Convocation, board or committee, as the case may be.
SCHEDULE (SECTIONS 2 AND 29)

STATUTES OF THE UNIVERSITY

Arrangement of Statutes

Section

1. Appointment of Pro-Vice-Chancellors.
2. Length of appointment of members of Council.
5. Resolutions by circulation among members of Council.
5a. Chairman and Vice Chairman of Council
6. Meetings and quorum of Senate.
7. Convocation.
8. Faculties.
10. Functions of deans.
12. Termination of appointment of dean.
13. Composition of faculty boards.
14. Functions of faculty boards.
15. Meetings of faculty boards.
16. Teaching departments.
17. Institutes and Centres.
18. Appointment of Registrar, Bursar and Librarian.
22. University seal.
23. Ordinances.
24. Arrangements with other universities, affiliated bodies, etc.

1. Appointment of Pro-Vice Chancellors

(1) For the purpose of considering appointment to the office of Pro-Vice-Chancellor, there shall be a joint committee of the Council and the Senate consisting of –

(a) The chairman of the Council, who shall be the chairman of the joint committee; and
(b) The vice-chairman of the Council; and
(c) The Vice-Chancellor; and
(d) Two persons appointed by the Council from among its members who are not members of the Senate; and
(e) Three persons appointed by the Senate from among its members.
(2) The joint committee constituted by this Statute shall consider each applicant for appointment to a vacancy in the office of Pro-Vice-Chancellor and shall make recommendations thereon to the Council, and the Council, after considering the joint committee’s recommendations, shall make the appointment concerned with the approval of the Minister.

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

2. **Length of appointment of members of Council**

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

   (2) Any member of the Council, other than an ex-officio member, may resign his membership at any time by notice in writing addressed to the Registrar.

3. **Casual vacancies in Council**

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

4. **Meetings and quorum of Council**

   (1) The Council shall meet at least three times a year.

   (2) The quorum of the Council shall be one-half of the members holding office at the time of the meeting.

5. **Resolutions by circulation among members of Council**

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

5a. **Chairman and Vice Chairman of Council**

   (1) The Council shall elect from among its members a Chairman and a Vice Chairman, each to hold office for a period not exceeding three years, and each of whom shall be eligible for re-election.

   (2) If both the Chairman and the Vice Chairman are absent from a meeting of the Council the members present shall appoint from among themselves a chairman for the purpose of that meeting.

   (3) If both the Chairman and the Vice Chairman are at the same time unable to carry out their duties the Council may elect one of its members to perform such duties during such time.
6. **Meetings and quorum of Senate**

(1) The Senate shall meet at least three times a year.

(2) The quorum of the Senate shall be one-half of the members holding office at the time of the meeting.

(3) The Vice-Chancellor or, in his absence, a Pro-Vice-Chancellor, shall be chairman of the Senate.

7. **Convocation**

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

8. **Faculties**

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

9. **Deans**

(1) There shall be a dean of each faculty, who shall be appointed by a selection board appointed by the Council and chaired by the Vice-Chancellor or Pro-Vice-Chancellor.

(2) A dean shall hold office for four years and, on the expiry of his term of office, shall be eligible for re-appointment.

10. **Functions of Deans**

(1) A dean shall be responsible to the Vice-Chancellor for –

   (a) The character and quality of his faculty’s academic programmes and teaching; and

   (b) The proper direction, control and management of the staff, property, equipment and finances of his faculty; and

   (c) Contributing to the evolution and maintenance of an environment conducive to learning at the University.

(2) Without limiting subsection (1), a dean’s functions include –

   (a) The planning and control of his faculty’s budget; and

   (b) Implementing the policies and objectives of the University and his faculty; and

   (c) Developing and maintaining relations with alumni of his faculty and with other organizations and persons, with a view to enriching the academic programmes offered by his faculty; and

   (d) Soliciting funds and other assistance to support programmes and projects of his Faculty; and

   (e) Co-operating with other faculties, agencies and entities to further the programmes and projects of his faculty; and

   (f) Performing such other functions as may be prescribed by Ordinance.
11. **Evaluation of Performance of Dean**

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

12. **Termination of Appointment of Dean**

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

   (2) Subject to the approval of the Council, the Vice Chancellor may suspend or terminate the appointment of a person as Dean -

      (a) On the recommendation of a committee referred to in section 11; or

      (b) For other good cause.

   (3) A Dean whose appointment has been terminated in terms of subsection (2) may appeal to the Council within fourteen days of being notified of the suspension or termination, and on any such appeal the Council may confirm, vary or rescind the suspension or termination, as the case may be, or give such other direction in the matter as it thinks appropriate.

13. **Composition of Faculty Boards**

   For each faculty there shall be a faculty board which shall consist of –

   (a) All the full-time members of the academic staff of the faculty; and

   (b) Such persons as may be assigned to the faculty board by the Senate; and

   (c) Two students elected annually by the students in the faculty.

14. **Functions of Faculty Boards**

   A faculty board shall have the following functions –

   (a) To regulate, subject to the approval of the Senate, the teaching and study of the subjects assigned to the faculty;

   (b) To report to the Senate on any matter specifically relating to the work of the faculty;

   (c) To deal with any matter referred or delegated to it by the Senate;

   (d) To appoint committees, which may include a minority of persons who are not members of the faculty board, to carry out any of the duties or exercise any of the powers of the board.

15. **Meetings of Faculty Boards**

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

16. **Teaching Departments**

(1) The teaching departments and their allocation to faculties shall be prescribed by ordinance.

(2) A chairman of department shall be appointed by the Vice-Chancellor, on behalf of the Council from among, the full-time members of the academic staff of the department, after consultation with each member of the academic staff in the department and the dean of the faculty to which the department is allocated.

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

(4) A department may be allocated to two or more faculties.

17. **Institutes and centres**

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

18. **Appointment of Registrar, Bursar and Librarian**

(1) For the purpose of considering appointments to the offices of Registrar, Bursar and Librarian, there shall be a joint committee of the Council and the Senate consisting of –

(a) The chairman of Council, who shall be the chairman of the joint committee; and
(b) The vice-chairman of the Council; and
(c) The Vice-Chancellor; and
(d) Every Pro-Vice-Chancellor; and
(e) Two persons appointed by the Council from among its members who are not members of the Senate; and
(f) Three persons appointed by the Senate from among its members.

(2) The joint committee constituted by this Statute shall consider each applicant to a vacancy in the office of Registrar, Bursar or Librarian and shall make recommendations thereon to the Council.

19. **Procedure generally**

(1) Except as otherwise specifically provided by the Act or these Statutes, in the absence of the chairman or vice chairman at a meeting of a board or committee the members present shall elect from those present a chairman to preside over that meeting.

(2) Except as otherwise specifically provided by the Act or these Statutes, the quorum at any meeting of a board or committee shall be as fixed by the person or authority that appointed the board or committee.

(3) Except as otherwise specifically provided by the Act or these Statutes, each board or committee shall determine and may make rules for the time, place and procedure of its
meetings.

(4) The minutes of a meeting of a board or committee shall be laid on the table at the next following meeting of the body that appointed it.

(5) At a meeting of a board or committee, in the event of an equality of votes on any matter, the person presiding shall have a casting vote in addition to his deliberative vote.

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

20. Financial Procedures

(1) The Council shall fix the financial year of the University.

(2) The Finance Committee shall submit to the Council, before the beginning of the financial year, draft estimates of income and expenditure, and such estimates, amended as the Council thinks fit, shall be approved by the Council before the beginning of the financial year.

(3) The Council may revise the estimates during the course of the financial year and give directions for the manner in which amendments of expenditure estimates may be made, which directions may make provision for delegating the powers of revision so long as such delegation does not extend to altering the total estimated expenditure.

(4) As soon as practicable after the end of the financial year, a balance sheet and income and expenditure account with supporting schedules shall be submitted to the auditors.

(5) The audited accounts, with any comments thereon made by the auditors, shall be submitted to Council.

21. Auditors

(1) Subject to subsection (2) and (3) the Council shall, before the beginning of each financial year, appoint as auditors persons who are registered as public auditors in terms of the Public Accountants and Auditors Act [Chapter 27:12].

(2) No person shall be appointed as an auditor in terms of subsection (1) if he, or any of his partners or employees, holds any other office in the University.

(3) If no appointment of new auditors is made before the beginning of any financial year, the auditors in office shall continue in office.

(4) An auditor appointed in terms of subsection (1) shall be entitled at all reasonable times to require any officer, employee or agent of the University –

(a) To produce all accounts and other records relating to the financial affairs of the University as may be in the custody of such officer, employee or agent; and

(b) To provide such information or explanation as, in the opinion of the auditor, is
necessary for the purposes of the audit.

22. University Seal

(1) There shall be a seal of the University, of such design as may be approved by the Council.

(2) The seal of the University shall be kept in the custody of the Registrar and, subject to the directions of the Council, shall be affixed to –

(a) Certificates, degrees and diplomas conferred by the University; and
(b) Any document attested by the signature of the Vice Chancellor and the Registrar.

23. Ordinances

(1) The Council may, with the approval of the Minister, make ordinances providing for any matter referred to in paragraphs (a) to (p) of subsection (3) of section 29 of the Act.

(2) The Registrar shall publish any ordinance made in terms of subsection (1) in such manner as the Council may direct, being a manner which the Council considers will best make the ordinance known to the persons to whom it applies.

24. Arrangements with other universities, affiliated bodies, etc

(1) The Council may make arrangements with any other university whereby students of the University may be registered as students of such other university and so enabled to study for, enter the examinations of and be afforded the degrees of such other university.

(2) The Council may affiliate to the University any other institutions or any branch or department of any other institutions and may-

(a) Recognize selected members of the staff of any affiliated institution, branch, or department as teachers of the University, and
(b) Admit the members thereof to any affiliated institution, branch, or department in place of attendance at courses of study at the university; on such terms and conditions and subject to such rules as the Council may determine from time to time.
COMMITTEES OF THE UNIVERSITY

1.0 MEMBERSHIP OF THE UNIVERSITY COUNCIL

Section 10 (1) of the Bindura University of Science Education Act Chapter 25:22 No.15/99:

1.1 Subject to this Act and general directions as to policy given by the Minister, the Government and executive authority of the University shall be vested in the Council which shall consist of:

(a) The Chancellor, the Vice-Chancellor and the Pro-Vice-Chancellors, who shall be ex-officio members; and

(b) Sixteen persons appointed by the Minister; and

(c) Nine persons who are members of the academic and technical staff and who are appointed by the Senate from amongst their number; and

(d) The President of the Students’ Union, who shall be an ex-officio member; and

(e) One person who is a distinguished academic appointed by the Council on the recommendation of the Senate; and

(f) One person approved by the Vice-Chancellor and elected by the members of the academic staff, other than those who are members of the Senate, from among themselves; and

(g) One person appointed by the Minister from a list submitted by women’s organizations to represent the interests of women; and

(h) One person approved by the Vice-Chancellor and elected by the administrative staff from among themselves; and

(i) One person approved by the Vice-Chancellor and elected by the Workers’ Committee of the University; and

(j) One person appointed by the Minister to represent the interests of workers after consultation with the Minister to whom the administration of the Labour Relations Act [Chapter 28:01] has been assigned;

(k) One person appointed by the Minister from a list of names submitted by such organization representing teachers and additionally, or alternatively lecturers, as the Minister recognizes for the purposes of this paragraph;

(l) One person appointed by the Minister from a list of names submitted by the Zimbabwe National Chamber of Commerce or, if that organization ceases to exist, by such other organization as the Minister after consultation with the Minister responsible for commerce, recognizes as its successor, for the purposes of this paragraph; and

(m) One person appointed by the Minister from a list of names submitted by the Confederation of Zimbabwe Industries or, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for industry recognizes as its successor for the purposes of this paragraph; and

(n) One person appointed by the Minister from a list of names submitted by the Council of the Zimbabwe Institution of Engineers established in terms of the Zimbabwe Institution of Engineers (Private) Act [Chapter 27:17] or, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for public construction, recognizes as its successor for the purposes of this paragraph; and

(o) One person appointed by the Minister from a list of names submitted by the
Chamber of Mines of Zimbabwe incorporated in terms of the Chamber of Mines of Zimbabwe Incorporation (Private) Act [Chapter 21:02] or, if that organization ceases to exist, by such other organization as the Minister, after consultation with Minister responsible for mines, recognizes as its successor for the purpose of the paragraph; and

(p) One person appointed by the Minister from a list of names submitted by farmers’ unions as the Minister, after consultation with the Minister responsible for agriculture, recognizes for the purposes of this paragraph; and

(q) One person appointed by the Minister from a list of names submitted by such organization representing youths or the interest of youths as the Minister recognizes for the purposes of this paragraph.

1.2 If any person, organization or authority fails or declines-
(a) To appoint or elect any person in terms of paragraph (c), (f), (h), or (i) of sub-section (1) within a reasonable time after being called upon to do so, the Council, after consultation with the Minister, may appoint any person to fill the vacancy.
(b) To submit a list of names in terms of paragraph (k), (l), (m), (n), (o), (p), or (q) of sub-section (1) within a reasonable time after being called upon to do so, the Minister may appoint any person to fill the vacancy.

Secretary: Registrar

2.0 COMMITTEES OF COUNCIL

2.1 EXECUTIVE COMMITTEE OF COUNCIL

Constituted in terms of section 15 (2) of the BUSE Act.

Terms of Reference
- The Executive Committee shall exercise such of the functions of the Council as the Council may delegate to it.
- Any delegation of functions by the Council in terms of sub-section (4) of the Act may be made absolutely or subject to conditions and may be amended or withdrawn anytime.
- A delegation of any function of the Council in terms of sub-section (4) of the Act shall not prevent the Council from itself to exercising that function.

Membership
Chairman of Council
Vice Chairman of Council
Vice Chancellor
Pro Vice Chancellor(s); and
Ten members of the Council, of whom –
- four shall be appointed by the Minister; and
- three shall be appointed by the Senate; and
- three shall be appointed by the Council.

The Chairman and Vice Chairman of Council shall be the Chairman and Vice Chairman respectively of the Executive Committee.

Secretary: Registrar
2.2 FINANCE COMMITTEE

Constituted in terms of section 28 of the BUSE Act.

Terms of Reference
The Finance Committee is responsible for;
- The management of the University’s entire finances and recommends to Council or the Executive Committee the approval of the University’s annual budget and certain items of major expenditure.
- The administration of special funds benefactions.
- Investment policy.
- The Staff Housing Loan Guarantee Scheme.
- Other loan schemes.
- Decisions of Salaries and Conditions of Service Committee which have financial consequences.
- Consideration of reports from the Fees Revision Committee.
- All capital expenditure (equipment, furniture and motor vehicles).
- All other financial or administration matters as directed by Council.

Membership
Vice Chairman of Council (Chairperson)
Vice Chancellor
Pro Vice Chancellor(s)
Three persons appointed by the Council from among its members who are not members of the University staff
Two persons appointed by the Senate from among its members
A representative of the Deans of Faculties appointed by Council
Registrar
Secretary: Bursar

2.3 CAMPUS DEVELOPMENT COMMITTEE

Terms of Reference
The Building Committee is responsible for the management of the University’s building projects including:
- The establishment of project planning groups.
- The approval of plans and budgets.
- The monitoring of progress in construction and the issuing of instructions and liaison with architects, quantity surveyors, etc.
- Authorization of expenditure from the alterations and additions to Building Vote for minor alterations and additions.
- General supervision of campus development including such issues as use planning and the
location of buildings.

**Membership**
Vice Chancellor (Chairperson)
Pro Vice Chancellor(s)
Three members appointed by the Council
Registrar
Bursar
ICT Director
All Academic Deans

*Secretary: Director of Works and Estates*

### 2.4 SALARIES AND CONDITIONS OF SERVICE COMMITTEE

Constituted in terms of Section 24 (3) of the BUSE Act.

**Terms of Reference**
It is responsible for University policy in respect of;
- Terms and Conditions of Service for all categories of staff and adjustments and alterations to the approved Conditions of Service.
- Salary reviews.
- Consideration of representations from various staff associations.
- The establishment of the University’s grading and salary structure and the promotion structure.

**Membership**
Vice Chancellor (Chairperson)
Pro Vice Chancellor(s)
Two external members of Council
Three academic members of Council
Registrar
Deputy Registrar HR and Admin
Bursar
One Academic Representative
One Workers’ Committee Representative
One Administrative Representative
Director of Marketing and Communication

*Secretary: Assistant Registrar (Human Resources)*

### 2.5 ACADEMIC STAFF PROMOTIONS COMMITTEE

Constituted in terms of section 25 (1) of BUSE Act.

**Terms of Reference**
Every promotion of a person to a post or grade within the Academic Staff shall be effected by an Academic Staff Promotions Committee.
- To effect the promotion of a person to a post or grade within the academic staff.
- Responsible for receiving and considering applications for promotion from members of the academic staff.
• Deciding thereon with the overall promotions structure established by the Salaries and Conditions of Service Committee.

Membership
Vice Chancellor or his nominee who shall be the Chairperson
Pro Vice Chancellor(s)
Four Members of the Council who are not members of staff of the University, appointed by the Council
All Deans of Faculties
Directors of Schools
At least three full Professors (Appointed by Senate once every three years)
Secretary: Deputy Registrar (Human Resources and Administration)

2.6 NON-ACADEMIC STAFF PROMOTIONS COMMITTEE

Constituted in terms of section 25 (2) of BUSE Act.

Terms of Reference
Every promotion of a person to a post or grade within the Non-Academic Staff shall be effected by a Non-Academic Staff Promotions Committee.
• Recommends promotions for all non-academic staff.
• Responsible for receiving and considering applications for promotion from members of the non-academic staff.
• Establishing the criteria and procedures for promotion within the overall promotions structure established by the Salaries and Conditions of Service Committee.

Membership
Pro Vice Chancellor (Chairperson)
Two members appointed by the Council who are not members of staff of the University
Registrar
Bursar
Librarian
One Representative of each category of non-academic staff prescribed in the Statutes
One representative of the Faculty where the person to be promoted works.
Secretary: Assistant Registrar (Human Resources)

2.7 COMMITTEE ON CONTINUATION OF EMPLOYMENT BEYOND RETIREMENT AGE

Terms of Reference
• To consider, after appropriate advertisement, recommendations for the re-appointment of members of staff who have reached retirement age.

Membership
Chairperson or Vice Chairperson of Council (Chairperson)
Vice Chancellor
Pro Vice Chancellor(s)
Chairman of Finance Committee
Registrar
Bursar
Deputy Registrar (Human Resources and Administration)
Deans Representative
Head of relevant department
Secretary: Deputy Registrar (Human Resources and Administration)

2.8 ACADEMIC APPOINTMENTS BOARD

Constituted in terms of section 24 (1) of the BUSE Act.

Terms of Reference
- Appointing members of the academic staff into various academic grades.

Membership
Vice Chancellor or his nominee who shall be Chairperson
Two members of the Council who are not members of the staff of the University
The Chairman of the Department to which the appointment is made
One other member, approved by the Vice Chancellor from the Department to which the appointment is made
The Dean/Director of Institute/School to which the appointment is made
The Chairman of the Department approved by the Council as being related to the Department to which the appointment is made
Secretary: Faculty/School Administrator

2.9 PENSION BOARD OF TRUSTEES

Terms of Reference
- The general supervision and administration of the University Pension Fund which shall include advising members on any matters which may be deemed necessary.
- The review of benefits from time to time in consultation with the Employer.

Membership
Vice Chancellor (Chairperson)
Pro Vice Chancellor(s)
Principal Officer (Bursar)
Registrar
One Council member nominated by the University Council
Three employee representatives
Secretary: Deputy Registrar (Human Resources and Administration)

2.10 STAFF DISCIPLINARY COMMITTEE
Constituted in terms of section 26 of the BUSE Act as amended.
Terms of References
- To investigate any breach of statutes, regulations or ordinance.
- To dispose of such cases using the enabling instruments like the University Act, Labour Relations Act and relevant Statutory Instruments.
- To recommend to the Vice Chancellor the penalty to be imposed on the staff in accordance with the Act.

Membership
A retired judge who shall be the Chairperson
A senior member of the academic or administrative staff
A member of the academic, administrative or technical staff of similar status to the person charged
A registered legal practitioner of at least ten years standing who does not hold any post at the University and who is nominated annually by the Council
One member appointed by the Council from among its members who are not members of the University staff.
Three members of the Staff Disciplinary Committee shall form a quorum.
Secretary: Deputy Registrar (Human Resources and Administration)

2.11 STUDENT DISCIPLINARY COMMITTEE

Constituted in terms of section (27) of the BUSE Act as amended.

Terms of Reference
- To investigate any breach of a statute, regulations or ordinance or other misconduct on the part of any student.
- To recommend to the Vice Chancellor penalty to be imposed on the student in accordance with the BUSE Act

Membership
Senior Proctor who shall be the Chairperson
Four members of the academic staff; one of whom shall belong to the same Department or Faculty to which the student charged belongs
Two students nominated by the Student Union, on of whom shall belong to the same Department or Faculty to which the student belongs
A registered legal practitioner of at least ten years standing who does not hold any post at the University and who is nominated annually by the Council
Five members of the Student Disciplinary Committee shall form a quorum
Secretary: Faculty/School Administrator in which the student is registered

2.12 AUDIT COMMITTEE

Terms of Reference
- To advise Council on the appointment of the External Auditors.
- To discuss with the External Auditors the nature and scope of the audit and any problems and reservations arising from the interim and final audits.
- To consider and advise Council on the appointment on terms of engagement of the internal
audit service.

- To keep under review the effectiveness of the Internal Auditor’s risk management strategies and programmes.
- To ensure agreed audit recommendations, internal and external are implemented.
- To oversee the institution’s policy on fraud and irregularity including being notified of any action taken under that policy.
- To oversee the institution’s internal controls.

**Membership**
Chairperson appointed by Council
Vice Chairman appointed by Council
Three members appointed by Council who are not members of the University
Internal Auditor
Vice Chancellor and Bursar shall attend only by invitation

*Secretary: Deputy Registrar (Human Resources & Administration)*

### 2.13 MARKETING AND DEVELOPMENT COMMITTEE

**Terms of Reference**

- To evaluate the existing operational framework for information dissemination in the University both with its internal community and with its external publics.
- Identify key structures at the University that are involved in the public relations exercise.
- Recommend measures for the promotion and image building of the Bindura University of Science Education.
- Coordination of consultancy and advisory business for the University.
- Coordination and monitoring of fund raising projects for the University, including hire of facilities, conferences, mounting of short-term training and development courses.
- Coordination of activities of the University Alumni Community.

**Membership**
Council Member (Chairperson) – nominated by Council
Vice Chancellor
Pro Vice Chancellor(s)
One Council Member
Bursar
Registrar
Dean of Students
Two Senators
Two Student Representatives

*Secretary: Director, Marketing and Communication*

### 3.0 SENATE

Constituted in terms of section 16 (1) of the BUSE Act.

**Terms of Reference**
The Senate shall have the following functions -

- To promote the advancement of knowledge through research;
• To formulate and carry out the academic policy of the University;
• To regulate the programmes, subjects and courses of study and examinations held by the University;
• To regulate the admission of students to the University;
• To recommend to the Chancellor, through the Council, the conferment of degrees, including honorary degrees, diplomas, certificates and other awards and distinctions of the University and the withdrawal and restoration of such awards;
• To fix, subject to consultation with any sponsors and subject to the approval of the Council, the times, modes and conditions of competitions or fellowships, scholarships and prizes;
• To appoint examiners for examinations conducted by the University;
• To cause to be prepared estimates of expenditure required to carry out the academic work of the University and to submit them to the Council;
• Subject to the approval and direction of the Council, to formulate, modify and revise the organization of faculties, departments, institutes, centres and units;
• To recommend to the Council the institution, abolition or holding in abeyance of professorial chairs and other academic offices;
• Without derogation from the powers of the Council, to propose changes to the Statutes;
• To make any regulations it is authorized to make by or in terms of this Act;
• to appoint committees, which may include persons who are not members of the Senate, to exercise any of the functions of the Senate, other than the power to make regulations;
• To make reports on its activities to the Council and to report on any matter referred to it by the Council;
• To do such other acts as the Council may authorize or direct it to do.

Membership
Vice Chancellor (Chairperson)
Pro Vice Chancellor(s)
All Deans
Directors of Schools
Professors
Chairpersons of Departments
Librarian
One full time Academic Member from each Faculty elected annually
Six Student Representative Council members elected annually by the ’Students’ Union
Provided that such students shall not be entitled to attend deliberations of the Senate on matters dealing with examinations or other matters deemed to be confidential by Senate.
If the full time academic staff or Students’ Union fails or declines to elect a person in terms of paragraph (b) or (c) of subsection (1) the Council may appoint a suitably qualified person to fill the vacancy.

Secretary: Registrar

4.0 COMMITTEES OF SENATE

4.1 SENATE EXECUTIVE COMMITTEE (ACADEMIC COMMITTEE)

Constituted in terms of section 18 (1) of the BUSE Act.

Terms of Reference
Senate Executive Committee has full authority as delegated to it by Senate in the following
areas;
- Admission and readmission to programmes, subjects and courses (special entry).
- Awards of scholarships, bursaries, loans etc from University administered funds.
- Consideration of general academic rules and regulations and all special degree regulations.
- Admission to Higher Degrees and all matters relating to Higher Degrees registration.
- Approval of results on recommendations from Board of Examiners and award of University prizes.
- Any delegation of functions by the Senate in terms of subsection (3) may be made absolutely or subject to conditions and may be amended or withdrawn at any time.
- A delegation of any function by the Senate in terms of subsection (3) shall not prevent the Senate from itself exercising that function.

Membership
Vice Chancellor (Chairperson)
Pro Vice Chancellor(s)
Four Full Professors
All Academic Deans and Directors
Bursar
Librarian
One Academic Member from each Faculty
Two members of Senate elected annually
Director of Marketing and Communications

Secretary: Registrar

4.2 EXTENSION SERVICES COMMITTEE

Terms of Reference
- To co-ordinate educational and cultural activities of an extra-mural nature undertaken by the University.
- To advise the Senate on the planning, co-ordination and stimulation of such activities.
- To maintain central records of such activities.
- To be responsible for the University exhibits at the fairs.
- To supervise the activities of the Vacation and Evening School.
- To report to Senate.

Membership
Pro Vice Chancellor (Chairperson)
All Academic Deans and Directors
Representative of the Vacation and of the Evening School
Director, Marketing and Communication
Library representative

Secretary: Assistant Registrar/Faculty Administrator

4.3 TEACHING AND LEARNING METHODS COMMITTEE

Terms of Reference
- To administer the University’s Teaching and Learning Methods Unit.
- To advise Senate in the area of improving the teaching effectiveness of academic staff.
• To report to Senate.

Membership
Pro Vice Chancellor (Chairperson)
All Academic Deans and Directors
Deputy Registrar (Academic)
Librarian
Bursar
ICT Director
Director, Marketing & Communication
Director, Learning and Teaching Centre
Faculty Representatives
Representatives of Associate Colleges

Secretary: Assistant Registrar/Faculty Administrator

4.4 LIBRARY COMMITTEE

Terms of Reference
• To advise the Senate in its consideration of matters of Library policy.
• To report to Senate.

Membership
Pro Vice-Chancellor (Chairperson)
Librarian
Deputy Librarian
Director, Virtual Open and Distance Learning (VODL)
Director, Learning and Teaching Centre
One representative of each Faculty elected by each Faculty Board

Secretary: A member of the Library staff

4 TERMINATION OF STUDIES (APPEALS COMMITTEE)

Terms of Reference
• The Committee receives and considers appeals from students against termination of their studies and recommends acceptances or dismissal of the appeal and any consequent action it deems appropriate to the Senate.
• The Committee only considers cases where a student has been required either to withdraw or discontinue from the University as a consequence of unsatisfactory academic performance. It is not established to hear general appeals against decisions of the Examiners.

Membership
Pro Vice Chancellor (Chairperson)
One Representative from each Faculty
Deputy Registrar (Academic)

Secretary: Examinations Officer
4 COMMITTEE ON AFFILIATE/ASSOCIATE STATUS

Terms of Reference
- To examine all applicants from external institutions for associate status / affiliation to the University and to submit recommendations to Senate.
- To monitor the work and development of all institutions granted associate status / affiliation with the University.

Membership
Pro Vice Chancellor (Chairperson)
Deputy Registrar (Academic)
Library Representative
A representative of each of the Associate Colleges
A representative elected from each Faculty
A representative from Bursary
Secretary: Deputy Registrar (Academic)

4 INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE

Terms of Reference
- To advise Senate on all matters concerning the acquisition of computing hardware and software for teaching and research.
- To endeavor to ensure the equitable, efficient and economical distribution of computing facilities throughout the University.
- To take note of all computing facilities within the University, so as to be able to advise members of the University who wish to use, acquire, or expand them.
- To report to Senate.

Membership
Vice Chancellor (Chairperson)
Pro Vice Chancellor(s)
Chairperson, Department of Computer Science
Registrar
Bursar
Librarian
ICT Director
Director of Marketing & Communication
Faculty Representatives
One student representative (co-opted by the Committee)
Secretary: Information and Communication Technology Department Representative

4.8 OPEN DAY COMMITTEE

Terms of Reference
- To be responsible for organizing the Open Days.
- To report to Senate.
Membership
Pro Vice Chancellor (Chairperson)
Director of Marketing & Communication
Dean of Students
Deputy Registrar (Academic)
Deputy Bursar
A representative of the Library
Two Student Representatives
One Representative of each Faculty elected by each Faculty Board
Secretary: Marketing & Public Relations Officer

4.9 INTERNATIONAL RELATIONS COMMITTEE

Terms of Reference
- To administer the University’s agreements of co-operation with foreign universities according to the policies and procedures of the University.

Membership
Pro Vice Chancellor (Chairperson)
Librarian
Bursar
Registrar
Deans Representative
Two members of Senate
Secretary: Director of Marketing & Communication

4.10 SECURITY, SAFETY, HEALTH AND WELFARE COMMITTEE

Terms of Reference
- To formulate policies and procedures on Security, Safety, Health and Welfare.
- To consider matters of Security, Safety, Health and Welfare which affect the University.
- To monitor and ensure that Security, Safety, Health and Welfare measures are adhered to at the work place by staff and students in the University.
- To ensure that stakeholders uphold principles and practices of Security, Safety, Health and Welfare of the University.
- To report to Senate.

Membership
Pro Vice Chancellor (Chairperson)
Faculty/School Representatives
Deputy Registrar (Human Resources and Administration)
Two Senate members elected annually
Coordinator, Campus Life
Librarian
Director of Works and Estates
Chief Security Officer
ICT Operations Managers
Sister-In-Charge
Secretary: Assistant Registrar (Services)

4.11 GRADUATE EMPLOYMENT COMMITTEE

Terms of Reference
- To monitor the employment of the University graduates.
- To assist graduates to secure employment.
- To link graduates with the employment market.

Membership
Pro Vice Chancellor (Chairperson)
Dean of Students
Industrial Liaison Officer
Faculty/School Representatives
Secretary: Alumni & Financial Aid Officer

4.12 SCHOLARSHIP COMMITTEE

Terms of Reference
- To coordinate matters of scholarships and bursaries.
- To process applications for scholarships.
- To report to Senate.

Membership
Pro Vice Chancellor (Chairperson)
All Deans
Registrar
Bursar
Secretary: Dean of Students

5. JOINT COMMITTEES OF COUNCIL AND SENATE

5.1 SELECTION BOARD FOR THE APPOINTMENT OF PRO VICE CHANCELLOR

Constituted in terms of section 1(1) of the statutes.

Terms of Reference
- The Joint Committee shall consider applicants for appointment to a vacancy in the office of the Pro Vice Chancellor and shall make recommendations thereon to the Council, and the Council, after considering the joint committee’s recommendations shall make the appointment concerned with the approval of the Minister.

Membership
Chairman of Council (Chairperson)  
Vice Chairperson of Council  
Vice Chancellor  
Two persons appointed by the Council from among its members who are not members of the Senate.  
Three persons appointed by the Senate from among its members.  
Secretary: Registrar

5.2 SELECTION BOARD FOR THE APPOINTMENT OF BURSAR, LIBRARIAN AND REGISTRAR

Constituted in terms of section 18 (1) of the statutes.

Terms of Reference  
The Joint Committee shall consider each applicant to a vacancy in the offices of the Bursar, Librarian and Registrar and make recommendations thereon to the Council.

Membership  
Chairman of Council (Chairperson)  
Vice Chairperson of Council  
Vice Chancellor  
Every Pro Vice Chancellor  
Two persons appointed by the Council from among its members who are of the Senate.  
Three persons appointed by the Senate from among its members.  
Secretary: Registrar

Where the Registrar in case is being considered, a replacement shall be sought by the Committee

5.3 PLANNING COMMITTEE

Terms of Reference  
- To examine and make recommendations to the Senate and Council on:
  (i) Any relevant development plans of the University in relation to the overall manpower, social, economic and other needs of Zimbabwe and to assess priority within those plans.  
  (ii) All new posts, which will be included in the budget immediately following or future estimates.  
  (iii) Any other matters incidental to the above.  
- To allocate major resources, in particular, teaching equipment funds.  
- To produce long term plans and projections.

Membership  
Vice Chancellor (Chairperson)  
Pro Vice Chancellor(s)  
All Deans  
Registrar  
Four Faculty Planning Committee Representatives from each Faculty  
Librarian  
One Council member
5.4 BUDGET COMMITTEE

Terms of Reference
- To compile, after consultation, an annual budget for submission to the Finance Committee, Senate and Council.
- To control, allocate and account for the following funds:
  (i) Teaching Equipment
  (ii) Staffing and Establishment Contingency
  (iii) Any funds allocated to the University for Recurrent or Capital Expenditure excluding Specific Funds.
- To amend the budget and establishment of any department provided it can obtain the necessary funds from the appropriate account.
- To recommend to the Planning Committee increases or removal from the establishment of posts of Assistant Librarian and above.
- To virement from one vote to another provided this does not lead to any increase in expenditure and may lawfully be made between the votes concerned.
- To control budgetary expenditure.
- To undertake all such matters as may be referred to it by the Planning Committee, Council or the Finance Committee.

Membership
Vice Chancellor (Chairperson)
Pro Vice Chancellor
Registrar
Three members of Senate (who are also members of Council)
Deans representative
Director of Marketing and Communications

Secretary: Bursar

5.5 RESEARCH BOARD

Terms of Reference
- To assist the prosecution of research in the University and to act as a channel of communication for research matters.
- To be responsible for:
  (i) the initial administration and, where appropriate, the allocation of general funds having to do with the research activities of the University, for example, student research assistantships and fellowships, studentships, and support for research projects of members of the academic staff, research students and fellows and
  (ii) external travel connected with research, conferences and visits to other organizations.

Membership
Chairperson (elected by Research Board)
Vice Chairperson (elected by Research Board)
Pro Vice Chancellor(s)
Librarian
One member of the Council
Faculty Representatives (one from each Faculty)

Secretary: Deputy Bursar

5.6 STUDENT AFFAIRS COMMITTEE

Terms of Reference
- To make itself aware of and provide help in all matters of a personal and non-academic nature affecting the student body or individual student which may have an adverse effect on the academic well-being of the student body as a whole or of individual students.
- To advise on arrangements for student health.
- To consult with other committees and groups within the University, interested in student health, welfare and accommodation.

Membership
Pro Vice Chancellor (Chairperson)
One Member of Council
One Member of Senate
Wardens
Dean, Student Affairs
Deputy Registrar Academic
Sports Director
Nursing Sister-In-Charge
Chaplain
President of the Students Representative Council
Vice President of the Students Representative Council
One student representative from each of the Faculties

Secretary: Coordinator, Campus Life

5.7 STAFF DEVELOPMENT COMMITTEE

Terms of Reference
- To supervise the administration of the University’s staff development programmes and to appoint Staff Development Fellows.
- To consider applications to study towards postgraduate programmes and short courses.
- To consider reports on staff academic performance.
- To review the staff development policies and make recommendations to Senate.

Membership
Pro Vice Chancellor (Chairperson)
Registrar
Bursar
Librarian
Deputy Registrar HR and Admin
Deans Representative
One representative from each Faculty Board
Two Council Members
*Secretary: Assistant Registrar (Staff Development and Welfare)*

### 5.8 COMMITTEE ON ACADEMIC CEREMONIES

**Terms of Reference**
- To consider and advise the Senate and the Council on Academic Ceremonies and related matters.
- To organise Academic ceremonies.
- To evaluate and recommend any areas that needs to be improved during Academic Ceremonies.

**Membership**
- Vice Chancellor (Chairperson)
- Pro Vice Chancellor(s)
- All Academic Deans and Directors
- One representative from each Faculty
- Public Orator
- Director, Marketing and Communications
- A Member of Council
- Registrar
- Librarian
- Bursar
*Secretary: Deputy Registrar (Academic)*

### 5.9 FEES REVISION COMMITTEE

**Terms of Reference**
- To examine the level of fees charged by the University.
- To submit recommendations through the Finance Committee and Senate to Council.

**Membership**
- Vice Chancellor (Chairperson)
- Pro Vice Chancellor(s)
- Chairman of the Finance Committee
- Two Council Members
- Bursar
- Dean of Students
- Student Representative Council President
- Two Student Representatives
- Director of Marketing and Communications
*Secretary: Registrar*

### 5.10 HONORARY DEGREES AND DISTINCTIONS COMMITTEE

**Terms of Reference**
• To consider proposals for the conferment of Honorary Degrees.
• To consider the conferment of the title Professor Emeritus and to make recommendations to the Council.

Membership
Chairman of Council (Chairperson)
Vice Chairperson of Council
Vice Chancellor
Pro Vice Chancellor(s)
All Deans/Directors of Schools
Secretary: Registrar

5.11 TENDER VALUATION COMMITTEE

Terms of Reference
• To consider all informal tenders for the University.
• To consider all formal tenders and make recommendations for the State Procurement Board.
• To monitor the procurement of University goods.
• To monitor contracts and performance of service providers.
• To report to Finance Committee and Senate.

Membership
Vice Chancellor (Chairperson)
Pro Vice Chancellor(s)
All Academic Deans and Directors
Bursar
Registrar
Director of Works and Estates
Internal Auditor
Two Chairpersons of Departments
Director of Marketing & Communications (as a co-opted member)
Secretary: University Buyer

5.12 UNIVERSITY FARM BOARD

Terms of Reference
• To give the general direction to the University Farm.
• To oversee the overall operations of the University Farm.
• To formulate strategic plans and to ensure the implementation of business plans for the farm.
• To give advice on farm operations.
• To ensure farm viability.

Membership
Council Member (Chairperson) – one expert appointed by Council
Vice Chancellor
Pro Vice Chancellor(s)
Dean, FAES
Deputy Bursar
Deputy Registrar (Human Resources and Administration)
One Arex Representative
One Specialist Farmer (Livestock) – appointed by Council
One Specialist Farmer (Agronomist) – appointed by Council
Faculty of Commerce Representative
Secretary: Farm Manager

5.13 FARM SUB-COMMITTEE

Terms of Reference
- To link the academic programmes with the University Farm.
- To come up with projects and research activities that are relevant to the University farm.
- To facilitate farm trials and any collaborative links with outsiders interested in research activities at the farm.

Membership
Pro Vice Chancellor (Chairperson)
Dean, FAES
Chairperson, Agriculture
Chairperson, Environmental Science
Coordinator, Bees Project
Coordinator, Crop Science
Coordinator, Animal Science
Coordinator, Education and Extension
Coordinator, Economics Management
Secretary: Farm Manager

5.14 PRINTING PRESS BOARD

Terms of Reference
- To give the general direction to the Printing Press.
- To formulate the Printing Press strategic plans and to ensure the implementation of the business plans of the Printing Press.
- To oversee the overall operations of the Printing Press.
- To give advice to the Printing Press operations.
- To ensure Printing Press visibility as a Strategic Business Unit of the University.
- To report to BUSE Council.

Membership
Chairperson who shall be nominated by Council to chair the Board
Three Board members nominated from outside the University.
Pro Vice Chancellor(s)
Registrar
Bursar
Director of Marketing and Communication
Faculty of Commerce Representative  
*Secretary: Printing Press Manager*

## 5.15 SPORTS ACADEMY BOARD

### Terms of References
- To fulfil Government’s national mandate of establishing the National Sport Academy.
- To fundraise for the Academy’s facilities and activities.
- To establish scholarship funds for the Sports Academy.
- To market the Sports Academy.
- To advise on the overall strategy and direction of the Academy.
- To help facilitate and develop the Academy’s position within networks of practice locally, nationally and internationally.
- To act as a sounding board for new ideas and development of the Academy.
- To assist the Academy’s management in times of need.
- To give periodic reports or updates to Council.
- To ensure that the Academy remains on course in terms of its national mandate.
- To demand top performance from the Sport Academy Management.

### Membership
Chairperson who shall be nominated by Council to chair the Board  
Five Board members nominated from outside the University.  
Five Board members nominated within the University  
*Secretary: Faculty Administrator*

## 6.0 MANAGEMENT COMMITTEES

### 6.1 EXECUTIVE MANAGEMENT COMMITTEE

#### Terms of Reference
- To make executive decisions to enhance the running of the University.
- To implement, monitor and evaluate the decisions made.
- To propose policy to Council and Senate.

#### Membership
- Vice Chancellor (Chairperson)
- Pro Vice Chancellor(s)
- Bursar
- Registrar
- Librarian
*Secretary: Director of Marketing and Communication*
6.2 ADMINISTRATORS’ COMMITTEE

Terms of Reference
- To consider Departmental operational plans and progress reports.
- To give advice where necessary.
- To evaluate the performance of Departments.

Membership
Vice Chancellor (Chairperson)
Pro Vice Chancellor(s)
Registrar
Bursar
Librarian
ICT Director
All Deans
Director of Works and Estates
Internal Auditor
Director of Marketing and Communication
Sports Director
Chief Security Officer
Deputy Registrars
Deputy Bursar
Deputy Librarian
Deputy Director of Works and Estates
Public Relations Officer
Examinations Officer
Secretary: Deputy Registrar (Human Resources and Administration)

6.3 CATERING AND HOUSEKEEPING COMMITTEE

Terms of Reference
- To determine the food price in the canteen.
- To consider any catering related issues.
- To consider housekeeping tenders for recommendations to the Tender Valuation Committee.

Membership
Pro Vice Chancellor (Chairperson)
Dean of Students
Registrar
Bursar
Director of Marketing and Communication
Director of Works and Estates
Four student representatives

Secretary: Dean of Students

6.4 WORKS COUNCIL

Constituted in terms of sections 25A (1) of the Labour Act.

Terms of Reference
- To ensure the best interests of the organisation and employees on the best possible use of the resources available.
- To find solutions to common problems of all the parties involved.
- To promote harmony at the workplace.

Membership
Pro Vice Chancellor (Chairperson)
Four management representatives
Five workers' representatives

Secretary: Workers' Committee Member

6.5 LOANS COMMITTEE

Terms of Reference
To consider loan applications from staff members.
To facilitate the disbursement of loans to staff members.
To communicate the need for loans from staff to Executive Management.

Membership
Bursar (Chairperson)
Registrar
Dean, Faculty of Science Education
Two Workers' Representatives

Secretary: Assistant Registrar, Staff Development & Welfare

6.6 ASSET MANAGEMENT COMMITTEE

Terms of Reference
- The Asset Management Committee is responsible for the management of the University’s entire movable assets and recommends to the Finance Committee their disposal through auctioning to University staff or the public by external or internal tender.
- Facilitate disposal through destroying if it is total right off.
- Recommends trading in to the supplier.
- If asset is in reasonable working order may recommend offering to other Departments.
- Auction is arranged and carried out by the Bursar’s Department in accordance with laid down procedures.

Membership
Bursar (Chairperson)
6.7 ADVISORY BOARDS

Terms of Reference
- To act as links between the Academic Departments and the Employment Sector.
- To advise Departments on the relevance of the curriculum offered by Departments.
- To offer expertise when it comes to changes in curriculum.
- To advise on the current trends on the employment sector.
- To assist Departments with student attachments.

Membership
Departmental Chairperson (Chairperson)
Departmental Board Members
Advisory Board Members
Secretary: Departmental Secretary

6.8 FURNITURE NEEDS COMMITTEE

Terms of Reference
- To identify University’s furniture needs.
- To advise the Budget Committee on budgetary implications of furniture requirements from time to time.
- To receive and coordinate furniture requirements from all Departments and Faculties.
- To ensure equitable distribution of furniture in the University.

Membership
All Deans (One of them shall be the Chairperson)
Bursar
Registrar
Secretary: Assistant Registrar, Services

6.9 QUALITY ASSURANCE COMMITTEE

Terms of Reference
- To oversee the delivery of the University’s QAF, including periodic internal monitoring and evaluation of Departmental QA standards and progress.
• To ensure periodic reporting from academic-support departments in order to guarantee that QA procedures meet the desirable University and ZIMCHE standards as well as other QA-related regulatory bodies.
• To establish appropriate standards of courses and programmes as well as validate new courses and programmes in preparation for ZIMCHE for approval and accreditation.
• To disseminate best practises in QA, as identified through the work of the Committee or adopted and adapted from other relevant QA professional institutions.
• To oversee and monitor the effective implementation of review recommendations from ZIMCHE (or any other QA-relevant regulatory body) and the dissemination of enhancements identified in reviews.
• To identify global trends in QA and recommend activities aligned with the University's Strategic Plan as well as ZIMCHE QAFs and promote definite innovations in such inclinations.
• To monitor the University’s compliance with the ZIMCHE guidelines on QA and oversee the University's response to consultations, initiatives and requirements of other relevant QA external regulatory bodies, such as the International Federation for Social Workers.
• To participate and play a constructive role in the crafting and development of national QAFs through the engagement of QAFs through the engagement of QAC members with external organisations.

Membership
Pro-Vice Chancellor (Chairman)
Registrar
Bursar
Librarian
All Academic Deans
Director, Marketing & Communication
Director, Research & Postgraduate Centre
Director, VODL
Director, ICT
Dean of Students
Deputy Registrar – Academic
Faculty Representatives

Secretary: Faculty Administrator

FACULTY GOVERNANCE

ORDINANCE No.1

DEANS

Appointment of Deans

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

**Functions of a Dean**

2. (1) A dean shall be responsible to the Vice Chancellor for:-

   (a) the character and quality of the faculty’s academic programmes and teaching; and
   (b) the proper direction, control and management of the staff, property, equipment and finances of the faculty; and
   (c) contributing to the evolution and maintenance of an environment conducive to learning at the University.

(2) Without limiting subsection (1), a dean’s functions include –

   (a) the planning and control of the faculty’s budget; and
   (b) implementing the policies and objectives of the University and the Faculty; and
   (c) developing and maintaining relations with alumni of the Faculty and with other organizations and persons, with a view to enriching the academic programmes offered by the Faculty; and
   (d) soliciting funds and other assistance to support programmes and projects of the Faculty; and
   (e) co-operating with other faculties, agencies and entities to further the programmes and projects of the Faculty; and
   (f) performing such other functions as may be prescribed by Ordinance.

**Evaluation of Performance of a Dean**

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

**Termination of Appointment of a Dean**

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

(2) Subject to the approval of the Council, the Vice-Chancellor may suspend or terminate the appointment of a person as dean –

   (a) on the recommendation of a Committee referred to in section 11; or
   (b) for other good cause

(3) A dean whose appointment has been terminated in terms of subsection (2) may appeal to the and Council within fourteen days of being notified of the suspension or termination, and on any such appeal the Council may confirm, vary or rescind the suspension or termination, as the case may be, or give such other direction in the matter as it thinks appropriate.

**Composition of Faculty Boards**
5. For each Faculty there shall be a faculty board which shall consist of -
   (a) the dean; and
   (b) all the full-time members of the academic staff of the faculty; and
   (c) such persons as may be assigned to the faculty board by the Senate; and
   (d) two students elected annually by the students in the faculty.

Functions of the Faculty Board

6. A faculty board shall have the following functions –

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

Meetings of Faculty Boards

7. (1) The dean of each faculty shall call regular meetings of the faculty board at which matters
       relating to the policy of the faculty and appointments shall be discussed and
       recommendations adopted for submission to the appropriate authorities on appointments.

   (2) The Vice-Chancellor and every Pro-Vice-Chancellor shall be entitled to attend any
       meeting of a faculty board or any committee thereof.

THE DEPARTMENTAL GOVERNANCE

ORDINANCE No.2

1. THE DEPARTMENTAL BOARD

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

       1.1.1 The Chairman of the Department;
       1.1.2 All full-time members of the academic staff of the Department;
1.1.3 Honorary and part-time lecturers in the Department or their representatives, as determined by the Departmental Board;

1.1.4 Where relevant, at least one representative of the technical staff in the Department or, where technical staff are assigned to the Faculty and not to Departments and the Board considers it helpful to have representatives of such staff, at least one representative of the technical staff in the Faculty, elected annually by such staff, provided that the representative(s) so elected shall not be entitled to attend deliberations on matters considered by the Chairman to be confidential;

1.1.5 Two students in the Department elected annually by the students from amongst themselves, provided that the students so elected shall not be entitled to attend deliberations on matters considered by the Chairman to be confidential.

1.2 The Vice-Chancellor, the Pro-Vice-Chancellor(s) and the appropriate Dean and Deputy Dean shall be entitled to attend Departmental Board meetings in an ex-officio capacity.

1.3 From time to time, the Chairman of the Department, after consultation with members of the Departmental Board, may invite other persons to attend Departmental Board meetings.

1.4 Each Departmental Board shall meet at least twice every term and shall maintain a proper system of Agendas and Minutes for such meetings;

1.5 Subject to section 3 of this Ordinance, each Board shall regulate its own procedures, including the establishment of a quorum.

2. DUTIES AND POWERS OF THE DEPARTMENTAL BOARD

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

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

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

2.3 may delegate functions and responsibilities to individuals or groups of individuals within the Department;

2.4 shall exercise such powers as may be conferred upon it by the Faculty Board, the Senate or the Vice-Chancellor;

2.5 may provide consultancy services on matters concerning the subject assigned to the Department within the limitations of its capabilities and subject to the general University policy consultancy services;

2.6 shall monitor the implementation of the University’s conditions relating to the
undertaking of private remunerative work in respect of the members of the Department;

2.7 may make recommendations in respect of estimates of expenditure in the Department Budget Committee;

2.8 shall suggest a preliminary shortlist of candidates for appointment to academic and technical posts within the Department, taking into account the need to maintain strict confidentiality in handling applications, and shall forward such shortlists to the relevant Board of Selection for consideration;

2.9 shall formulate general guidelines on pure and applied research and suggest means of funding research programmes in the Department;

2.10 shall submit recommendations to the Senate in respect of the appointment of External Examiners and any other consultants in the Department.

3. **CHAIRPERSONS OF DEPARTMENTS**

3.1 There shall be a Chairperson for each Department appointed by the Vice Chancellor, on behalf of the University Council, from among the full-time members of the academic staff of the Department.

3.2 Before appointing a Departmental Chairperson, the Vice Chancellor:

   3.2.1 shall consult and take note of the views of each of the members of the academic staff in the Department about the appointment;

   3.2.2 shall consult and take note of the views of at least one of the Pro-Vice Chancellors and the Dean of the Faculty concerned.

3.3 The Chairperson of a Department shall hold office as such for a period of up to three years and shall be eligible for re-appointment.

3.4 After consultation with a Pro-Vice Chancellor, the Dean of the Faculty and the Chairperson concerned, the Vice Chancellor may terminate the appointment of a Chairperson of Department as such by giving him two month’s notice in writing.

3.5 The Chairperson of a Department may resign his appointment as such by giving the Vice Chancellor two months’ notice in writing.

3.6 Where the Chairperson of a Department is unable, either by reason of his absence from the University or for any other reason to carry out his functions as Chairperson, the Vice Chancellor may, subject to the provisions of Section 3.2 of this Ordinance appoint an Acting Chairperson of the Department for such period and under such conditions as he may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Chairperson.

3.7 A Chairperson of Department shall be paid a responsibility allowance at a rate determined from time to time by the Finance Committee of Council for the duration of his term of office as Chairperson, provided that no allowance shall be payable where the Chairperson is absent or unable to perform his functions for a period of 30 days or more.
3.8 An Acting Chairperson of Department who is appointed Acting Chairperson for a period in excess of 30 days shall be paid a responsibility allowance at a rate determined from time to time by the Finance Committee of Council for the duration of his term of office as Acting Chairperson.

4. DUTIES AND POWERS OF THE CHAIRPERSON OF DEPARTMENT

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

4.1 represent the Department on the appropriate University Committees and other bodies as required;

4.2 at all times use his best endeavour to ensure that proper and acceptable standards of teaching and instruction are maintained in the Department;

4.3 make recommendations with respect to probation, advancement and promotion of academic staff within the Department provided that -

4.3.1 in so doing the Chairperson shall consult all full-time academic members of the Department;

4.3.2 if the Chairperson is himself a candidate for promotion, the appropriate recommendations shall be made by the Dean of the relevant Faculty after consultation with all full-time academic members of the Department.

4.4 serve as executive officer of the Department in the implementation of departmental policy, as determined by the Departmental Board and other University authorities, and be responsible for the day-to-day administration of the Department.

ACADEMIC STAFF APPOINTMENT, GRADING AND PROMOTIONS

ORDINANCE No. 3

Arrangement of Sections

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

Schedules

First Schedule: Qualifications accepted by the University as approved equivalents.

Second Schedule: Recognition of Pre-Graduate Experience

In terms of Section 2 and 29 of the statutes of the Bindura University of Science Education Act, (Cap. 25:22), the Council of the Bindura University of Science Education with the approval of the Minister of Higher and Tertiary Education makes the following Ordinance:

1. This Ordinance may be cited as the Academic Staff Appointment, Grading and Promotions Ordinance

2. Objectives

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

3. Structure of Academic Staff Grades

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number of Notches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor/Research Professor</td>
<td>3</td>
</tr>
<tr>
<td>Associate Professor/Associate Research Professor</td>
<td>3</td>
</tr>
<tr>
<td>Senior Lecturer/Senior Research Fellow</td>
<td>4</td>
</tr>
<tr>
<td>Lecturer</td>
<td>14</td>
</tr>
</tbody>
</table>

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

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

3.3.1 each of the other academic posts on a Department’s or Faculty’s establishment may be filled at professorial level only by the promotion of existing staff.
4. Grading and Notching on Initial Appointment

4.1 On initial appointment to the University’s Academic Staff, a successful candidate shall be graded and notched according to his or her qualifications, experience and published research, and in so doing, the following criteria will apply:

4.2 Qualifications

4.2.1 The basic qualification for appointment to the University’s Academic Staff is normally a post-graduate Master’s degree.

4.2.2 An appointee with a Master’s degree or an approved equivalent in the appropriate discipline, but without any relevant post-graduate experience, shall only be placed at the first notch of the Lecturer scale.

4.2.3 An appointee with approved research or non-research post-graduate qualifications which have been the subject of an examination process shall be granted additional notches within a grade according to the following guidelines:

- 4.2.3.1 A post-graduate Master’s degree - 2 notches
- 4.2.3.2 A D Phil or Ph D degree or equivalent - 3 notches

4.3 The qualifications which are accepted by the University as approved equivalents to the two basic levels recognized are set out in the First Schedule to this Ordinance.

4.4 A serving member of the University’s Academic Staff who obtains a further qualification as described in Section 4.2.3 above, shall be awarded the appropriate additional notches with effect from 1st of the month after the additional qualification is finally awarded, provided that such additional notches do not result in the member of staff being effectively promoted to a higher grade.

4.5 Experience

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

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

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

4.5.3 In all disciplines, any post graduate experience, academic or professional, in the appropriate discipline will be recognized as relevant.

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

4.6 Published Research

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

5. Promotion

5.1 Criteria for Promotion

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

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

5.1.1 Teaching or tutoring of research staff, contribution to knowledge through research oriented activities such as consultancy, advisory work, part-time tutoring, commissioned research and the like.

5.1.2 Development of Programmes and the production of Teaching and Learning materials.

5.1.3 Research, Scholarship and Creative Work; and

5.1.4 University Service.

5.2 Assessment of Teaching/Tutoring

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

5.2.1 teaching/tutoring method(s);
5.2.2 the general performance of students in the courses taught or materials produced by the candidate for promotion;
5.2.3 the quality of the candidate’s supervision of undergraduate and graduate students.
5.3 Assessment of Development of Programmes and the Production of Teaching and Learning Materials

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

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

5.3.3 The development of new programmes and the production of Teaching and Learning materials.

5.4 Assessment of Research, Scholarship and Creative Work

5.4.1 In making an assessment of a candidate’s research, scholarship and creative work (hereinafter referred to as “research”), the University recognizes that research has a number of dimensions and, therefore, would examine a candidate’s research to determine which of the following dimensions apply:

5.4.1.1 The accumulation of data that confirms an existing theory:

5.4.1.2 The application of existing theory to facts specific to given contexts;

5.4.1.3 The generation of new theory and its empirical testing;

5.4.1.4 The generation of new methodologies for dealing with problems in the discipline or in practice;

5.4.1.5 Originality and innovation in contributions to issues of culture, of creative arts, writing architectural design and the like.

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

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

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

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

5.5.2 If a candidate has taken a leadership role in University service, such as serving as Dean, Chairman of a Department, Chairman of a Committee or in organizing a Faculty or Department’s contribution to such activities as Vacation School or Open Day, or organizing vacation research for students, or is involved in students counselling and does these activities outstandingly well, the University would regard such services as better than adequate.

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

5.6 Criteria for Promotion to Specific Grades

5.6.1 Criteria for Promotion to the Senior Lecturer Grade

The Criteria for promotion to Senior Lecturer are as follows:

5.6.1.1 Assessments at the level of satisfactory in Teaching/Tutoring, Development of Programmes and Production of Teaching/Learning Materials, Research and University Service; and

5.6.1.2 An assessment at the level of outstanding in at least one of the following: Teaching/Tutoring; Development of Teaching/Learning Materials; Research and University Service;

5.6.1.3 Satisfactory in teaching/tutoring shall normally mean performing well in at least half the areas listed in Section 5.2 above.

5.6.1.4 Outstanding in teaching/tutoring shall normally mean performing well in all the areas listed in Section 5.2 above.

5.6.1.5 Satisfactory in development of programmes and production of teaching and learning materials shall normally mean performing well in at least two areas listed in Section 5.3 above.

5.6.1.6 Outstanding in development of programmes and production of teaching and learning materials shall normally mean performing well in all areas listed in Section 5.3 above.

5.6.1.7 Satisfactory research shall normally mean at least five publications in refereed journals or assessed equivalents in line with 5.4.2.

5.6.1.8 Outstanding research shall normally mean at least eight publications in refereed journals or assessed equivalents in line with 5.4.2.
5.6.1.9 Satisfactory university service shall normally mean performing well in at least two areas outlined in Section 5.5 above.

5.6.1.10 Outstanding university service shall normally mean performing well in all areas outlined in Section 5.5 above.

5.6.2 Criteria for promotion to the Associate Professor Grade

The criteria for promotion to the Associate Professor grade are as follows:

5.6.2.1 Publications which merit international recognition in the candidate’s own field as testified by external assessors, examiners or reviewers of the candidate’s work, together with a general quality of research which is of a level higher than that expected for promotion to the Senior Lecturer grade;

5.6.2.2 Satisfactory teaching and development of teaching and learning materials;

5.6.2.3 Satisfactory University Service.

5.6.3 Criteria for Promotion to the Professorial Grade

The criteria for promotion to the Professorial Grade are as follows:

5.6.3.1 In respect of research;

5.6.3.1.1 An international reputation for scholarship in the candidate’s field as testified by external assessors, examiners or reviewers of the candidate’s work;

5.6.3.1.2 In some fields, one or more books and substantial publications in scholarly journals;

5.6.3.1.3 Generally, a cumulative and sustained record of research on scholarship of recognized international excellence;

5.6.3.2 Satisfactory teaching and development of Teaching and Learning materials;

5.6.3.3 Satisfactory university management/satisfactory involvement in University administration;

5.6.3.4 Satisfactory University Service.

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

5.6.4.1 For promotion to Senior Lecturer the quality of the research need not
necessarily be at a level meriting the candidate’s international recognition;

5.6.4.2 Whereas, for promotion to Associate Professor the candidate’s research must be adjudged to be of a quality meriting international recognition but need not have the element of sustained intellectual excellence expected of the research of a candidate for the Professorship Grade;

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

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

5.7 Promotion Procedures

5.7.1 Annually, in the early part of each calendar year, the Chairman of a Department shall place in the file of each academic member of that Department a performance appraisal concerning the member’s Teaching or Tutoring, Development of Teaching and Learning materials, Research and University Service in the previous year. This performance appraisal report shall be filed by the appropriate members of the University administration.

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

5.7.3 A member of staff wishing to apply for promotion should do so in response to the annual invitation to apply for promotion issued by the University Administration. In the first instance, such application(s) shall be submitted to the Chairman of the member’s Department who will submit to the Promotions Committee, through the Dean of the Faculty, a dossier containing the following documents:-

5.7.3.1 The candidate’s complete, up-to-date curriculum vitae;

5.7.3.2 The candidate’s application for promotion;

5.7.3.3 Copies of each of the Performance Appraisal Reports on the member since initial appointment or since the date of last promotion which ever is the most recent;

5.7.3.4 A summary of the Departmental Board’s views on the candidate’s application;

5.7.3.5 A report containing the Chairman’s recommendation on the candidate’s application, which shall first have been made available to the candidate for comment, but in all other respects, should be regarded as confidential to the Promotions Committee;
5.7.3.6 Any comments on the Chairman’s reports which the candidate may wish
to submit to the Promotions Committee.

5.7.4 In circumstances where the candidate expressly wishes the Departmental Board to
consider any difference of opinion between himself/herself and the Departmental
Chairman he/she may request the Departmental Board to do so, in which event,
the outcome of the Departmental Board’s deliberations would be included in the
dossier submitted through the Dean to the Promotions Committee.

5.7.5 The dossier shall also include a list, in order of preference, of assessors to whom
the Promotions Committee may refer. This list shall be prepared by the
Departmental Board and shall be as follows in application for promotion to:

5.7.5.1 Senior Lecturer: 3 assessors, at least two of whom shall be outsiders to
the University.

5.7.5.2 Associate Professor/Professor: 6 assessors, at least four of whom shall be
outsiders to the University.

5.7.5.3 Provided that in the case where a candidate relies on Teaching/Tutoring or
University service in claiming an assessment at the level of outstanding,
three assessors internal to the University but external to the Department
shall be appointed to consider the candidate’s credentials.

5.7.6 The Dean of each Faculty shall forward to the Promotions Committee a dossier
received from the Chairman of Department on each candidate, together with a
report and recommendation by himself/herself as Dean. The Dean’s report shall
be confidential, except that if he/she disagrees with the Chairman’s report, the
Dean is required to make his/her report available to the Chairman and the
candidate, in which event the candidate’s comments on the Dean’s report shall be
included in the final dossier submitted to the Promotions Committee.

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

5.7.8 In all instances where:

5.7.8.1 The Chairman of a Department is a candidate for promotion, the Dean
of the Faculty shall undertake the responsibilities of the Chairman of
Department as laid down in this Ordinance.

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

5.8 Performance Appraisal
5.8.1 The Performance Appraisal shall be an obligatory annual requirement for the assessment of the member’s teaching/tutoring, research, development of programmes and production of teaching/learning materials and university service.

5.9 Composition of Annual Performance Appraisal Report

5.9.1 The Annual Performance Appraisal Report placed in each academic member of staff’s personal file each year by the Chairman of the Department shall include an assessment of the member’s teaching/tutoring, programs developed and teaching/learning materials produced, research and University service the criteria for which is set out in Sections 5.2, 5.3, 5.4 and 5.5 respectively.

5.9.2 Report on Teaching/Tutoring

In compiling the Section of the Annual Performance Appraisal Report on a member’s teaching/tutoring, the Chairman of the Department shall include an evaluation arrived at after implementing at least the following means of assessment:

5.9.2.1 Peer Evaluation of Teaching/Tutoring

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

5.9.2.2 Evaluation by Students

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

5.9.2.3 Assessments by External Examiners

Any comments by the External Examiners on a member’s teaching/tutoring shall be included in the Annual Performance Appraisal Report.

5.9.2.4 Seminars

All Departments are required to encourage members of staff to hold seminars on relevant subjects of their choice to which staff and students should be invited to attend. After attending a Conference, a Contact or
Sabbatical leave, staff must give a seminar to their department. Assessment of seminars and public lectures may become part of the evaluation of the members of staff’s application for promotion.

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

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

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

5.9.4 Report on Research

The Section of the Annual Performance Appraisal Report on a member’s research output/record shall comprise:

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

5.9.5 Report on University Service

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

5.9.5.1 A report by the Chairman of Department on the quality and quantity of the member’s University service during the year in question;

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

6. APPOINTMENT OF ACADEMIC STAFF

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

6.2 The duration of the probationary period shall be two (2) years.

6.3 The procedures for determining whether or not to grant the “established status” shall be as stipulated above for the consideration of applications for promotion, and therefore the provisions of sections 5.1, 5.2, ---- 5.9 shall apply.

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

6.5 The University and a member of staff shall be entitled to terminate the contract of
employment at any time during the probation period by giving not less than one (1) month notice in writing to the other.

6.6 An established member may resign his/her appointment by giving not less than (3) three calendar months notice in writing. Equally, the University Council may terminate the appointment by giving the member of staff not less than (3) three calendar months notice or pay the member’s salary in lieu thereof.

6.7 If a member fails to serve the required notice period he/she shall be liable to pay the University an amount equivalent to his/her gross salary for the period not served.

6.8 An established member may not resign whilst he/she is on Sabbatical Leave or Contact Visit.

6.9 An established member who resigns whilst on Sabbatical Leave or Contact Visit shall be required to repay the University Sabbatical airfares received, salary received whilst on Sabbatical or Contact Visit, University contributions to the member’s Pension Scheme and three (3) months salary in lieu of notice.

6.10 Any period spent on such leave or visit shall not be counted as a period or portion of a period of notice.

7. SUMMARY SUSPENSION

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

7.1 Any act, conduct or omission inconsistent with the fulfilment of the express or implied conditions of his contract;

7.2 Wilful disobedience to a lawful order given by the employer or anyone in position of authority;

7.3 Wilful and unlawful destruction of University property;

7.4 Theft or fraud or corruption;

7.5 Intoxication that renders him/her incapable of performing his/her duties;

7.6 Absence from work for a period of two to five days without reasonable excuse;

7.7 Absence from work for more than five days without prior written authorization;

7.8 Habitual and/or substantial neglect of his/her duties;

7.9 Gross incompetence or inefficiency in the performance of his/her work;

7.10 Lack of a qualification which the employee expressly or impliedly represented himself/herself to possess;

7.11 Being engaged in other activities for which he/she gets an income without authorization;
7.12 Political canvassing within and without the institution of higher education that has the potential to undermine public safety, public order, public health or other employees’ or students’ exercise of their legitimate freedoms without feeling threatened or prejudiced in any way;

7.13 Advocating, urging or suggesting the overthrowing or attempting to overthrow the Government of Zimbabwe by unconstitutional means; or

7.14 Taking over or attempting to take over Government by unconstitutional means or usurping the functions of the Government whether with or without foreign assistance;

7.15 Coercing by physical force or violence or attempting to coerce the Government by physical force or violence; or

7.16 Influencing or attempting to influence the determination of any students’ test or examination results to satisfy his/her personal or political aspirations or wishes; or

7.17 Influencing or attempting to influence the employment of persons on political or other grounds inimical to the purpose for which the University was established; or

7.18 Engaging in extra-mural activities that compromise his/her effective performance of duty;

7.19 The Vice Chancellor may suspend such member of the academic staff in terms of Section 8 (3) of Bindura University of Science Education Act (Cap 25:22).

8. DISMISSAL

8.1 Subject to the conditions of service of academic staff and the provisions of Section 23 of the Bindura University of Science Education Act, (Cap 25:22), the Vice Chancellor may at any time discharge a member of the academic staff on proof of breach of any of the grounds mentioned in Section 7 above.

8.2 The Vice Chancellor shall not discharge a member of the academic staff unless the discharge has been approved by the University Council and is in compliance with the provisions of the Labour Relations Act (Chapter 28:01).

8.3 A member of the academic staff who is aggrieved by a decision of the Disciplinary Committee in his or her case shall have a right of appeal to the High Court from that decision.

9. INTERPRETATION

In this Ordinance:-

“Academic staff” means all persons employed by the University as Professors, Associate Professors, Senior Lecturers or Lecturers and who are contractually required to carry out teaching/tutoring, examining and administrative duties and to conduct research;

“Established members of staff” means all persons who have successfully completed their probationary period.
FIRST SCHEDULE

QUALIFICATIONS ACCEPTED BY THE UNIVERSITY AS APPROVED EQUIVALENTS (SECTION 4.2.4 OF ORDINANCE)

1. Qualification Recognized as Equivalent to a post-graduate Masters degree

<table>
<thead>
<tr>
<th>Faculty/Department</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Agriculture</td>
<td>No specific equivalent qualifications identified.</td>
</tr>
<tr>
<td>1.2 Arts</td>
<td>Aggregation</td>
</tr>
<tr>
<td>1.3 Commerce</td>
<td>Membership of the Institute of Cost and Management Accountants, Membership of the Institute of Chartered Secretaries and Administrators, Membership of the Chartered Institute of Public Finance and Accounting</td>
</tr>
<tr>
<td>1.3.1 Accountancy</td>
<td>Membership of the Institute of Cost and Management Accountants, Membership of the Institute of Chartered Secretaries and Administrators, Membership of the Chartered Institute of Public Finance and Accounting</td>
</tr>
<tr>
<td>1.3.2 Business Studies</td>
<td>Membership of the Institute of Marketing Management, Membership of the Institute of Chartered Secretaries and Administrators, Membership of the Institute of Personnel Management</td>
</tr>
<tr>
<td>1.4 Education</td>
<td>Graduate Certificate in Education, Diploma in Distance Teaching and Open Learning (DTOL).</td>
</tr>
</tbody>
</table>

2. Qualifications recognized as equivalent to a post-graduate Masters degree extending 2 years of study

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

3. Qualifications recognized as equivalent to D Phil or PhD degree

<table>
<thead>
<tr>
<th>Faculty/Department</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Agriculture</td>
<td>No specific equivalent qualifications identified</td>
</tr>
<tr>
<td>3.2 Arts</td>
<td>No specific equivalent qualifications identified</td>
</tr>
<tr>
<td>3.3 Commerce</td>
<td>No specific equivalent qualifications identified</td>
</tr>
<tr>
<td>3.4 Education</td>
<td>No specific equivalent qualifications identified</td>
</tr>
<tr>
<td>3.5 Law</td>
<td>No specific equivalent qualifications identified</td>
</tr>
<tr>
<td>3.6 Science</td>
<td>No specific equivalent qualifications identified</td>
</tr>
<tr>
<td>3.7 Social Studies</td>
<td>No specific equivalent qualifications identified</td>
</tr>
</tbody>
</table>
## Second Schedule

### Recognition of Pre-Graduate Experience
*(Section 4.3.4 of the Ordinance)*

<table>
<thead>
<tr>
<th>Faculty/Department</th>
<th>Recognized Pre-Graduate Experience</th>
<th>Extent of Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Agriculture</td>
<td>Experience in the Agricultural industry following the award of a recognised Diploma in Agriculture</td>
<td>One notch for each complete year of relevant experience up to a maximum of 5 years</td>
</tr>
<tr>
<td>2. Arts</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>3. Commerce</td>
<td>Relevant experience at an appropriate level in any of complete year of Auditing, Taxation, Financial and Management Accounting maximum of 5 years and Management Consultancy</td>
<td>One notch for each experience up to a maximum of 5 years</td>
</tr>
<tr>
<td>3.1 Accountancy</td>
<td>Experience at an appropriate level in any of complete year of Auditing, Taxation, Financial and Management Accounting maximum of 5 years and Management Consultancy</td>
<td>One notch for each complete year of relevant experience up to a maximum of 5 years</td>
</tr>
<tr>
<td>3.2 Business</td>
<td>Experience at an appropriate level in any of complete year of Auditing, Taxation, Financial and Management Accounting maximum of 5 years and Management Consultancy</td>
<td>One notch for each complete year of relevant experience up to a maximum of 5 years</td>
</tr>
<tr>
<td>4. Education</td>
<td>Depending on the job description of the post involved, teaching at primary or secondary level or educational administrative experience following the award of a recognised certificate in education</td>
<td>One notch for each complete year of relevant experience up to a maximum of 5 years</td>
</tr>
<tr>
<td>5. Engineering</td>
<td>Relevant experience at an appropriate level in Engineering</td>
<td>One notch for each complete year of relevant experience up to a maximum of 5 years</td>
</tr>
<tr>
<td>6. Law</td>
<td>Relevant experience at an appropriate level in Law</td>
<td>One notch for each complete year of relevant experience up to a maximum of 5 years</td>
</tr>
<tr>
<td>7. Science</td>
<td>Depending on the job description of the post involved, certain technical experience may be recognised following the award of an appropriate technician qualification</td>
<td>One notch for each complete year of relevant experience up to a maximum of 5 years</td>
</tr>
<tr>
<td>8. Social Studies</td>
<td>Professional full-time experience in areas such as counselling, fiscal,</td>
<td>One notch for each complete year of relevant experience up to a maximum of 5 years</td>
</tr>
</tbody>
</table>
THE RULES OF STUDENT CONDUCT AND DISCIPLINE 2001

ORDINANCE No 4

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;

   4.2 after reference to the Vice-Chancellor impose any penalty on a student which in the circumstances of a particular case it deems appropriate.

Schedule

Rules of Student Conduct and Discipline

1. Interpretation

The University officers charged with the administration of these rules will at all times seek to implement the letter and spirit of the 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 not 
withstanding 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 
terview 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 Hall 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 counselor for counseling.

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;

6.1.6 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 6.1.4 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.

7.8 Withdrawal from Residence

If a student should leave the University or withdraw from Residence before the end of the session for which he has been admitted, fees already paid by him 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.


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

9.2 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;

9.5.3 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.

ADMISSION TO PROGRAMMES OF STUDY

Admission Policy

The Bindura University of Science Education is an equal opportunity institution. Admission to the University is regulated by the University Senate through the Registrar, Faculty Deans and Chairmen of Departments. Admission is based on academic merit but other evidence of suitability for University study such as relevant work experience and character assessment may be taken into account. Consideration of national manpower needs is also an important factor.

Admission Procedure

The following pages describe the programmes currently available at the University. Under each Faculty, the detailed Regulations of undergraduate degree, certificate, diploma and post-graduate degree programmes offered by the University are set out.

Applicants are requested to study carefully the information given for the programmes in which they are interested, in order to ensure that they are aware of what is required and involved.

Applications

Applications are invited each year through advertisements in the press. Application forms may be obtained from the university or university website and when completed should be returned to the following: Assistant Registrar Admissions, Bindura University of Science Education, P Bag 1020, Bindura.
Closing dates for receipt of applications

Advertisements giving details of the deadlines of submission of completed application forms are published in the press or on the university website.

MPhil and DPhil degrees:

No closing date, as students do not follow academic semesters.

Verification of qualifications:

Applicants must submit, with their application forms, certified copies (not originals) of their qualifying examination certificates and of their birth certificates. Applications will not be considered unless accompanied by such verification. Copies should be endorsed as true copies either by the issuing authority or by a Commissioner of Oaths.

Undergraduate Degree Programmes

Entry to most programmes at the University is competitive and in many instances, the holding of the minimum entrance requirements will not ensure admission. Applicants for undergraduate degrees who, on application, already fulfil the entrance requirements at a high standard, may be given acceptance fairly soon after they have applied, but normally final decisions on applications are deferred until late January or mid February after the results of the qualifying examinations written in November are available. Information concerning registration will be issued to successful applicants with the offer of admission.

Applicants who are offered admission must immediately reply to the Assistant Registrar (Admissions) accepting or declining the offer. If such reply is not received, the University reserves the right to reallocate the place offered. If an applicant, having been accepted for admission fails to register on the set date and has not obtained prior approval from the Assistant Registrar Admissions for late registration, the University similarly reserves the right to reallocate that place to another applicant. New entrants are required to produce three passport size photographs on registration.

Postgraduate Studies

Decisions on applications for postgraduate studies by coursework may be made soon after application, but in most cases, final decisions are deferred until all applications for the programme have been received and the results of any qualifying examinations e.g first degree, are known.

Applications for MPhil and DPhil degrees by research are processed through the Faculty Higher Degrees Committees and the Academic Committee of Senate. These Committees require verification of all qualifying examinations, consideration of confidential references and of the proposed field of study.

English Language Requirements

It is a requirement for entry to the University that a candidate shall have a pass in English Language at “O” Level or in the use of English or its equivalent. Students may be required by their Faculties to do a Communications Skills Course.

Financing of Studies
The offer of a place on a programme of study at the University does not carry with it any implication that financial support will be available. In order to assist applicants, advice and information on the sources of finance can be obtained from the Financial Aid office. The obligation to seek and obtain the finance necessary for his/her studies rests entirely with the student and not with the University. No intending student will be permitted to register, to attend classes or have access to University facilities unless the student is able to pay the necessary fees himself/herself or to produce written evidence of his/her having adequate sponsorship.

**Foreign Students**
The University will be pleased to consider applications from foreign students who meet the entry qualifications. Foreign students who are admitted to the University have to pay the full cost of the programme they have been admitted into. Full details are available from the Registrar.

**Recognition of Degrees**
All degrees of any university are judged by the reputation of the University which confers the degree and the particular department(s) and faculties involved in the teaching of the programmes. Except in certain professional fields such as medicine or engineering there is no provision for official recognition of degrees by an international body. The University enjoys an international reputation for quality through its former association with the University of Zimbabwe and evidence that outsiders have recognized that these standards have been maintained, is available already. All Bindura University graduates have been accepted into employment in Zimbabwe. The major factor in ensuring the quality of a University’s graduates is through the appointment of external examiners who, in most cases, visit the university annually to ensure that teaching and examining is maintained at the correct level. Their assessments and reports ensure international acceptance of the academic quality of the University’s graduates.
UNDERGRADUATE DEGREES.

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

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

   “Part”: A defined portion of a Programme;

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

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

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

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

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

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

   “Professional Attachment”: A prescribed period of hands-on attachment experience in a relevant professional setting.
“Applied Science Education (ASE)”: A prescribed period of hands on experience in a school setting.

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

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

2. **Programmes**

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

   .2 **General Degrees**

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

   .3 **Honours Degrees**

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

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

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

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

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

3. Entry requirements

3.1 Normal Entry

For normal entry a student must:-

(a) have passes in five (5) 'O' Level subjects including Mathematics and English Language or the use of English Language examination or approved equivalent. (Candidates who have grade ‘D’ or ‘E’ in Mathematics if accepted shall be required to attend and pass a compulsory Mathematics bridging (MT015) course before attending any other course at the university. No student shall be allowed to register for the final year of study or go on attachment, whichever comes first without having passed ‘O’ Level Mathematics. Students shall be required to formally defer their studies during this discontinuation period.”

(b) Two (2) relevant ‘A’ Level subject passes or their equivalent.

3.1.1 Ordinary Level Pass or Equivalent:

- Ordinary Level of the Zimbabwe Schools Examinations Council.
- Subsidiary Standard of the Cambridge Overseas Higher School Certificate
- Ordinary Level of the Associated Examining Board’s General Certificate of Education.
- Credit Standard of the Cambridge Overseas Higher School Certificate.
- Ordinary Level of the University of London’s General Certificate of Education.

3.1.2 Advanced Level Passes or Equivalent

- Advanced Level of the Zimbabwe Schools Examinations Council Principal
- Subject Standard of Cambridge Overseas Higher School Certificate.
- Advanced Level of the Associated Examining Board’s General Certificate of Education.
- Advanced Level of the University of London’s General Certificate of Education.

3.1.3 General Subject Provisions

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

3.1.4 Approved Subjects for Admission Purposes

91
Subjects offered by the Associated Examining Board and/or the Cambridge Local Examination Syndicate and/or the London General Certificate of Education and/or Zimbabwe Schools Examinations Council.

<table>
<thead>
<tr>
<th>Level</th>
<th>Subject</th>
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<tbody>
<tr>
<td>OA</td>
<td>Accounting</td>
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<td>O</td>
<td>Accounts</td>
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<tr>
<td>OA</td>
<td>Principles of Accounts</td>
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<tr>
<td>OA</td>
<td>Agricultural Science</td>
</tr>
<tr>
<td>OA</td>
<td>Applied Mechanics</td>
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<tr>
<td>O</td>
<td>Applied Statistics</td>
</tr>
<tr>
<td>O</td>
<td>Biological Studies (London)</td>
</tr>
<tr>
<td>OA</td>
<td>Biology</td>
</tr>
<tr>
<td>O</td>
<td>Bookkeeping and Accounting</td>
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<tr>
<td>OA</td>
<td>Botany</td>
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<tr>
<td>OA</td>
<td>Business Studies</td>
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<td>Economics and Political Studies</td>
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<td>Economic Geography</td>
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<td>Economic Principles</td>
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<td>Economics</td>
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<td>Electronic Systems (AEB)</td>
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<tr>
<td>O</td>
<td>Electricity and Electronics</td>
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<tr>
<td>O</td>
<td>Elementary Mathematics</td>
</tr>
<tr>
<td>OA</td>
<td>Engineering Drawing</td>
</tr>
<tr>
<td>OA</td>
<td>Engineering Science</td>
</tr>
</tbody>
</table>
OA English
O English Language
OA English Literature
O Environmental Biology (AEB)
OA Environmental Studies
OA Food Science
O General Mathematics
O General Paper (Use of English)
O General Science
OA Geology
O Government Economics and Commerce
OA History
OA History, Ancient
OA *Home Economics
OA Human Biology
OA Mathematics
A Mathematics, Applied
OA Mathematics, Pure
A Mathematics, Pure and Applied
O *Metalwork
OA Ndebele
OA Physical Science
OA Physics
O Physics with Chemistry
O Principles of Economics
OA Psychology
OA Shona
O Social Science
OA Sociology
OA Statistics
O *Surveying
OA Technical Drawing
O Woodwork
OA Zoology

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

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

3.1.6 Restrictions against the combination of overlapping subjects

- In the selection of subjects for the purpose of satisfying the general requirements, the following restrictions against the combination of overlapping subjects must be observed:

- Accounting cannot be counted with Accounts or Principles of Accounts or Commerce.

- Biology cannot be counted with Rural Biology, Zoology, Botany or General Science.
• Bookkeeping cannot be counted with Accountancy or Commerce.
• Chemistry cannot be counted with Physical Science, Physics-with Chemistry or General Science.
• Computer Studies cannot be counted with Computing Science or Computing Studies.
• Economic Geography cannot be counted with Geography or Environmental Science.
• Economics cannot be counted with Commerce or Economic Principles.
• Elementary Mathematics cannot be counted with Mathematics.
• Elementary Physiology cannot be counted with Human Biology.
• Elements of Sociology cannot be counted with Sociology.
• Engineering Drawing cannot be counted with Technical Drawing or Technographics.
• Environmental Studies cannot be counted with Geography.
• General Science cannot be counted with Physics, Physical Science, and Physics with Chemistry, Biology, Zoology and Botany.
• Health Science cannot be counted with Human Biology.
• Human Biology cannot be counted with Zoology, Biology, and Health Science.
• Mathematics, Pure and Applied may not be counted with Mathematics Pure or Mathematics Applied.
• Physical Science cannot be counted with Physics, Chemistry, and Physics with Chemistry or General Science.
• Physics with Chemistry cannot be counted with Physics, Chemistry, Physical Science or General Science.
• Political Studies cannot be counted with Government and Politics.
• Social Science cannot be counted with Sociology.
• Zoology cannot be counted with Human Biology or Health Science.

3.1.7 Faculty Requirements
For admission to a particular programme of study and/or for subjects/Courses within the programmes there may be specific restrictions on the choice of subjects in the General Requirements and/or additional requirements concerning such additional requirements shall be prescribed in the Faculty Regulations.

3.2 Special Entry

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

- 2.1.1 A person who has obtained a relevant degree of this or another University;
- 2.1.2 A person who has obtained a Certificate or Diploma from a recognized University or College;
- 2.1.3 A person who has obtained from a university or institution of similar status, academic qualifications (other than degrees) acceptable to the Senate;
- 2.1.4 A person who has obtained an appropriate number of Subjects at an
approved examination equivalent to the standard of the Ordinary Level of the General Certificate of Education examination and has subsequently passed an intermediate or equivalent examination at a university acceptable to Senate.

3.2.2 Students who qualify under this regulation for Special Entry may apply to the Senate to be exempted from certain courses and examinations. Permission may be given to complete the programme for a Bachelor’s degree in less than the normal required period provided that no student shall be allowed direct entry to the Final Part of any programme except where such direct entry is permitted to Honours degree programme as specified in the Faculty Regulations.

3.2.3 Students who apply for permission under this regulation may be required to attend interviews and/or special tests at the University to determine their suitability for admission to Bachelor’s degree studies.

3.2.4 The maximum number of students admitted through Special Entry per each intake per programme shall not exceed ten percent (10%) of that intake.

3.3 **Mature Entry**

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

3.3.1 Applicants must have passed at least five (5) approved ‘O’ level subjects including English Language and Mathematics. (Those with ‘D’ or ‘E’ passes in Mathematics if accepted will be required to attend and pass a compulsory Bridging course (MT015) before attending any other course at the university. **No student shall be allowed to register for the final year of study programme or go on attachment, whichever comes first without having passed ‘O’ Level Mathematics. Students shall be required to formally defer their studies during this discontinuation period.**) Applicants must have demonstrated potential suitability for university studies by virtue of their attainments and/or relevant work experience;

3.3.2 Normally, applicants should have completed their full-time school or college education at least five years before the start of the academic year in which admission is sought.

3.3.3 Applicants who wish to be considered under the Mature Entry provisions may be required to attend interviews and/or special tests at the University designed to assess their command of the English Language, numerate and reasoning ability and general suitability for admission to Bachelor’s degree studies;

3.3.4 Applicants who have previously attended Mature Entry tests and/or interviews without success will not be considered for admission under this form of entry unless in the intervening period they have acquired relevant additional qualifications and/or experience.

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

3.4 General Provisions

3.4.1 Every student must satisfy the University that he has an adequate command of the English Language and new students will be required to undertake a test in English proficiency set by the University upon registering for Bachelor’s degree studies. Students admitted under the Special Entry provision may be exempted from this requirement.

3.4.2 Prior to admission to any programme, a student must complete the registration formalities of the university.

3.4.3 A student may not register simultaneously for more than one programme at the university without the permission of Senate.

3.4.4 Registration will take place in accordance with the arrangements prescribed each year through the Registrar.

3.4.5 Normally, no student shall be admitted to any programme or any course more than two weeks after its commencement. Any exception to this regulation must have the written endorsement of the Chairman/Chairmen of the department(s) and the Dean(s) of the Faculties concerned and will be subject to approval through the Registrar.

3.4.6 A student’s registration shall not be confirmed until the requirements for the payment of fees have been fulfilled.

3.4.7 A student registered for a Subject and/or Course is expected to attend all classes prescribed for such subjects and/or course. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed a student is required to attend and to complete any assignments set.

3.4.8 Students who enter or return to the University late shall not be entitled to special tuition.

3.4.9 Such students shall be liable to pay the late registration fine, unless permission for such late registration has been given by the Registrar.

3.4.10 Normally, no programme shall commence with fewer than ten students.

3.4.11 After taking due consideration of the academic progress of a student: Senate may require or allow a student originally registered for one programme or subject to register for another programme or subject on completion of either the First Part or the Second Part of the Programme on which he is registered.

3.4.12 If a student is unable to attend classes for health reasons for longer than 72 hours, he must notify, the appropriate Faculty Office of the dates as soon as possible and submit certification in support thereof by a medical practitioner registered in accordance with the Health Professions Act.
3.4.13 For absence on grounds other than health, prior permission from the Dean on the recommendation of the Chairman/Chairmen of Department(s) concerned shall be necessary.

3.4.14 A student who wishes to suspend studies shall apply for deferment of studies to the Registrar. The application shall be accompanied by the appropriate deferment fees. The student will be expected to complete studies within the prescribed residence period. Deferment shall be done within 28 days from the first day of the semester.

3.4.15 The maximum allowable residence periods for programmes shall be as follows:

<table>
<thead>
<tr>
<th>Normal Duration of Programme</th>
<th>Maximum residence period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Years</td>
<td>4 Years</td>
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<tr>
<td>3 Years</td>
<td>6 Years</td>
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<td>4 Years</td>
<td>8 Years</td>
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<tr>
<td>5 Years</td>
<td>10 Years</td>
</tr>
</tbody>
</table>

4. **Structure of Programmes**

4.1 The duration of Bachelor’s programmes shall be prescribed in the Faculty Regulations.

4.2 Each programme shall be divided into parts.

4.3 An academic year of study shall comprise not less than 30 weeks made up of two Semesters excluding vacations. Each Semester shall provide for 12 weeks of lectures, practicals and tutorials, 1 week of individual study/revision before examinations and 2 weeks of examinations.

Before the beginning of each academic year there shall be an orientation week for new students.

4.4 The possible combinations of Courses within a Subject shall be in accordance with the Faculty Regulations and shall be subject to approval by the Chairman/Chairmen of Department(s) and the Dean(s) concerned.

4.5 In any one semester, a fulltime student is normally allowed to register for a minimum of five (5) and maximum of eight (8) courses including repeat courses.

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

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

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

5.2 The following Marking Scheme shall be adopted for all Undergraduate degree Courses and Programmes.
Bindura University of Science Education

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

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

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

6. Assessment of Candidates for Bachelor’s Degrees

6.1 Normally, evaluation shall be based on course work assessment and formal examinations. Unless otherwise approved by Senate, course work will count for between 25% and 45% of the overall assessment as determined at the beginning of the course by the examiners concerned.

6.2 Each department shall determine which items of course work will be included in the course work assessment and shall define the relative weighting assigned to each item of course work. Each department shall inform the students of these details at the beginning of the course and shall maintain written records of each student’s performance in these elements of course work. Items incorporated in the course work assessment may include assignment, tests, essays, projects and practicals.

6.3 Formal examinations shall be taken by students at the end of each semester or Part of the degree programme as determined by the Senate and as prescribed in the Faculty Regulations.

6.4 External examiners shall be appointed to moderate all formal examinations (except supplementary examinations whose questions papers may be scrutinized by the External Examiner).

6.5 All matters relating to the conduct of formal examinations shall be the responsibility of the Registrar.

6.6 To be admitted to any formal examination, a candidate must:

6.6.1 Be a registered student of the University in accordance with the General Regulations. No student shall be allowed to sit for any examination without prior proper registration.
6.6.2 have satisfactorily completed approved Courses of study at the University. Satisfactory completion of courses requires attainment of a minimum of 40% of final mark in continuous assessment, submission of written work, attendance at lectures, seminars, tutorials and other activities as stated in the Faculty Regulations.

6.7 Other exclusions from a formal examination other than those in Section 6.6 above may require the authority of the Senate.

6.8 The examiners may require any candidate to attend a viva voce examination and/or write a special examination.

6.9 Students who sit for examinations without passing the pre-requisite courses or without properly registering shall have results for such examinations nullified and may further be required to appear before a disciplinary committee.

6.10 Misconduct at Examinations: A student who is found using unauthorized material, or attempting to obtain information from other candidates or their papers or be otherwise guilty of misconduct as stated in rules and regulations for examinations, may be disqualified not only in that paper and subject but in all other examinations for that semester, and further disciplinary action may be taken by the university. (Refer to Examination Misconduct and Penalties Schedule)

6.11 A candidate who fails an initial examination of a course may carry forward the continuous assessment to the next semester for a single reseat of the course. If however, the candidate fails the course twice using the same continuous assessment, the candidate will be required to repeat the full course. A candidate who wishes to carry forward the continuous assessment is required to register for the course and pay repeat fees.

7. Determination of Candidate’s Results

7.1 Results shall be determined by the Senate on recommendation from Faculty Boards of Examiners.

7.2 Departmental Panels of Examiners shall comprise all full-time lecturing staff in the department, the external examiner(s) and, where appropriate, as determined by the departmental panel, part-time lecturers and/or teaching assistants for the Course/Subject concerned.

7.3 Faculty Boards of Examiners shall comprise the Dean and Deputy Dean of the Faculty, the Chairperson of each department, and normally one other academic member of the department nominated by the Department Panel from each Department involved in the subjects for that examination.

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

7.4 The Departmental Panel of Examiners shall:

7.4.1 agree, for each candidate, marks in terms of percentages, for course work assignments, the formal examination and overall marks (combining the course
work assessment and formal examination marks) in courses and, where required in terms of the Faculty regulations, in subjects.

7.4.2 recommend to the Faculty Board of Examiners whether a candidate should pass or fail the relevant course(s) and subject(s) taken.

7.4.3 where subjects/course prizes are available for award, make recommendations for the award of these prizes.

7.5 The Faculty Board of Examiners shall:

7.5.1 consider the recommendations of the Departmental Panel of Examiners and recommend to Senate an overall result for each candidate and any other conditions as it may deem appropriate;

7.5.2 make recommendations to Senate with regards to the award of any prizes which may be available for candidates within the program.

7.6 In determining results, all Departmental Panels of Examiners and Faculty Boards of Examiners shall have regard to all special requirements as prescribed in the Faculty Regulations. Such regulations may require candidates to satisfy the examiners in both course work assessment and formal examinations separately and/or that candidates must satisfy the examiners in individual components of the formal examinations either separately or in aggregate.

7.7 Students who wish to be considered for special examinations shall be required to make their requests in writing to the Registrar through their Departments within seven (7) days after the end of the examination period.

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

8.1 A candidate shall be deemed to have passed a Part of a program if he has satisfied the examiners in terms of the Scheme of Examinations as prescribed in the relevant Faculty Regulations.

8.2 Each Scheme of Examination shall indicate which course must be passed before a candidate may be allowed to proceed to a subsequent Part of the Program or portion thereof.

8.3 Normally, a student shall not be allowed to proceed from one part to the next without having registered and passed formal examination(s) in courses in the preceding part and having satisfied all the prerequisites for proceeding as may be specified in the Faculty Regulations. No student shall be allowed to proceed from part three to part four without having passed all the required part one courses.

8.4 A student who passes sufficiently well in one Part in aggregate may be permitted to proceed to a subsequent Part carrying a Course or Courses subject to the provisions in the Faculty Regulations and to timetable feasibility. Tuition fees charged for repeating such carried course(s) shall be calculated on a pro rata based on the prevailing fees.
9. Plagiarism

9.1 Definition
The unacknowledged use of an idea or ideas, which are not originally one’s own. As such, plagiarism is an academic offence in the sense that theft, piracy, and robbery are in ordinary daily life.

9.2 Depending on the severity of the offence (recommendations on the severity of the penalty will be determined by the appropriate departmental Board of Examiners), cases of plagiarism shall be handled in the following manner:

9.2.1 First Offence: In the case of plagiarism being discovered in a piece of work such as an essay the student will get a Chairperson’s warning and will be awarded a zero for the submitted work.

9.2.2 Second Offence: The student shall get a Dean’s warning and will be awarded a mark of zero for the submitted work.

9.2.3 Third Offence: Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.

9.3 In the case of plagiarism being discovered in a project at the end of the year the candidate shall be denied the opportunity to re-submit the project.

9.3.1 The new project shall be submitted not later than the end of the following semester.

9.3.2 The new project will be awarded a maximum mark of 50%.

9.4 In the case of plagiarism being discovered in a project for the second time and after resubmission, a mark of zero shall be awarded and recorded and Senate will take disciplinary action either to suspend or expel the student.

10. Failure to Satisfy the Examiners

10.1 A candidate who fails to satisfy the examiners in terms of the Faculty Regulations may be required by Senate to “withdraw” or to “discontinue”, or to “repeat”.

10.2 “Withdraw” means that the student must withdraw from the university. This measure would normally be taken in respect of a student who failed in either two different programmes or twice in one Part of one Programme. Once “withdrawn” the student may not apply for admission until after a period of two years has elapsed.

10.3 “Discontinue” means that the student must discontinue the programme in which he has failed, but need not necessarily withdraw from the University, and as such a student will be free to apply for admission into a different program and his application will be considered through the normal admission procedures.
10.4 "Repeat" means that the student may apply for re-admission into the same programme and his application will be considered through the normal admission procedures. If a student is repeating a Course(s), he shall only be credited with marks obtained during the "repeat" examination. Nevertheless, where this is provided in the Faculty Regulations, a “repeat” student may be exempted from re-attendance and re-examination in any Courses (s) in which he previously passed, or may take another approved Course or other approved courses instead of the Courses previously passed.

10.5 Where a dissertation or project is prescribed in any programme, candidates shall be informed in advance of the deadline for submission of such dissertation or project. Unless the Senate Executive Committee has granted prior permission for an extension of this deadline, any candidate who fails to meet this submission deadline shall normally fail the dissertation or project. In such cases, on the recommendation of the Examiners, the candidate may be permitted to submit the dissertation or project at a later date, normally within three months of the original submission deadline. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

10.6 Any candidate who wishes to appeal against examinations results shall apply through the Registrar within Fourteen (14) days from the date of publication of the results of that examination. The application shall be accompanied by proof of payment of the appropriate appeal fees. No appeals shall be considered if lodged after the stipulated time or appropriate fees have not been paid.

11. Appeals against Terminations of Studies

11.1 Any candidate who, having failed to satisfy the examiners, is required to withdraw from the university or discontinue a program, has a right to appeal.

11.2 A committee shall be established by the Senate to consider such appeal.

11.3 Any candidate who wishes to lodge an appeal against withdrawal must do so in writing to the Registrar within 14 days after the publication of the examination results.

11.4 On appeal, the candidate must state clearly the grounds of appeal. A medical practitioner registered in terms of the Health Professions Act must substantiate medical grounds in writing. Any other evidence, which the candidate wishes to submit in support of his case, must also, be lodged with the written appeal.

11.5 The Registrar will refer all timeous appeals to the Appeals Committee for Consideration.

11.6 The Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the examiners and extenuating circumstances of a force majeure nature which explain and are directly relevant to the student’s unsatisfactory academic performance, such as serious illness or other disability or circumstances which adversely affected the student’s academic performance and which he could not reasonably have been expected to have foreseen or avoided.
11.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence, as it may consider pertinent.

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

11.9 The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to Senate for approval or to Senate Executive Committee or the Vice-Chancellor on behalf of the Senate.

11.10 Appellants shall be notified in writing by the Registrar of the results of their appeal.


12.1 If any candidate, having completed a substantial component of a Part of his programme, is prevented by serious illness or other sufficiently substantiated cause from completing the prescribed requirements or that Part of the programme, he/she may be deemed by Senate to have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as Senate may decide, provided that:

award of an aegrotat degree on completion of a programme shall be without classification.

12.2 A candidate who wishes to be considered for an aegrotat pass must apply in writing, together with written substantiation of his case to the Registrar, normally within ten days of the end of the formal examinations for the Course concerned. A certificate from a medical practitioner registered in terms of the Health Professions Act must support appeals, which are submitted on medical grounds.

12.3 Where a student qualifies for an aegrotat pass, he may opt instead to write a special examination in order that an overall grade be determined and formally credited to the student. Application for such option must be submitted to the Registrar.

12.4 Senate may require any candidate, irrespective of his/her Programme or Faculty, whose examination performance has been adversely affected by sufficiently substantiated circumstances of a force majeure nature to write special examinations at appropriate future dates normally not later than three months after the date of the last examination missed. In such cases, unless otherwise stipulated by Senate, the mark obtained in the special examination will be counted in the overall assessment for purposes of degree classification.

13. Publication of Results

13.1 The Registrar shall be responsible for the publication of the results of formal examinations as approved by the Senate.

13.2 Results lists shall be posted on university notice boards and university website in addition; the Registrar shall avail to each individual a copy of individual results at the end of each academic year.
14. **Regulations for Occasional Entry (For non-degree Studies)**

14.1 The following may apply for Occasional Entry (for non-degree studies only).

14.1.1 A person who, for the purpose of admission into a course or courses offered at undergraduate level, has passed 5 'O' Level subjects including English Language, or equivalent; OR

14.1.2 Who, for the purpose of admission into a course or courses offered at postgraduate level; holds an approved degree in the relevant area; AND

14.1.3 Who, in addition to the provisions of either 14.1.1 or 14.1.2 above, can prove to the satisfaction of the Senate Executive Committee or Senate that the course or courses he proposes to study have a direct effect and purpose of enhancing his knowledge, appreciation of, performance of or at his occupation, profession, or further studies undertaken elsewhere other than the Bindura University of Science Education; OR

14.1.4 A person who is a full-time registered student of a university other than the Bindura University and who, through an arrangement agreed upon by his University and the Bindura University for credit or for improving his knowledge in the area in which he is registered in his University normally for a period of up to one full academic year only.

14.2 Other than the category of persons mentioned in 14.1.4 above, no persons admitted as an Occasional Student may normally be registered for more than two thirds of the full load of courses undertaken by a person registered as a full-time student in a relevant programme.

14.3 Admission into a course or courses as an Occasional Student shall normally be for up to one full academic year only at a time, and overall up to a maximum of two thirds of the minimum number of years prescribed for the completion of the programme on a full time basis.

14.4 Occasional Students shall be required to pay fees as set from time to time in the Fees Ordinance.

14.5 Applications must normally be submitted on the official Admissions form for Study for Non-Degree Purposes, and must be submitted to the Admissions Office three (3) months before the year for which admission is sought. Late applications may be considered upon receipt of a late application fee as set out in the Fees Ordinance from time to time.

14.6 The admission of each applicant into the University as an occasional student shall be subject to availability of places and approval by the Senate Executive Committee on behalf of Senate.

15. **Academic Transcript**

On leaving the University each student may obtain, on application to the Registrar, one copy of formal transcript of his complete academic record at the University.
The copy of the transcript shall be issued to a student who has submitted a set of one (1) executive bound copy and one (1) soft copy of his/her dissertation each to the University Library and Department. The student should not be indebted to the university.

16. **Award of Certificates and Diplomas**

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

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

.1 **Guidelines for Students**

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

1.2 The student is expected to:

(i) Conform with the organization’s regulations and discipline;

(ii) Fulfil the supervisors/mentor’s instruction concerning the training process and carrying out of the industrial/ASE project;

(iii) Submit a report after finishing the training in a given department or unit;

(iv) Take part only with educational purpose in mind according to the ultimate instructions of the supervisor/mentor;

(v) Put his/her best efforts to acquire extensive knowledge and skills in order to achieve the required standard of training;

(vi) Keep good relations with all the staff of the organization;

(vii) Promote the good name of Bindura University of Science Education.

1.3 The choice of an organization for attachment will not be based on the probable monetary benefits that the students may gain.

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

1.5 Attachment periods of six weeks or less shall be done during the University vacation period.
1.6 Normally students shall not receive any extra financial support from the University during their attachment.

.2 Guidelines for Organizations on Treatment of the Students during Attachment

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

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

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

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

REGULATIONS FOR POST GRADUATE DIPLOMAS AND MASTERS DEGREES BY COURSE WORK

1. Preamble

1.1 The Senate shall be the final authority for the interpretation of these Regulations.

1.2 The Senate reserves the right to alter, amend, repeal, suspend or replace any of these Regulations.

1.3 The Senate has the power to exempt any student from any of the Regulations.

1.4 A student who has started a programme of study following one set of Regulations shall, normally, not be affected by Regulations subsequently adopted unless agreed to in writing by the student.

1.5 There shall be Academic Regulations for each Faculty which shall be subject to approval by the Senate and which shall include provision for admission to Programmes.

1.6 The General Academic Regulations shall take precedence over the Faculty Regulations.

1.7 Course Descriptions will not form part of the General or Faculty Regulations but shall be submitted to the appropriate Faculty Board for approval.

1.8 In these regulations the following terms shall be used as described:-

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

“Part”, a defined portion of a Programme.
“Subject”, a field of study offered by a Department or Departments.

“Course”, a separately examinable component within a Subject. A full course is one which shall involve 48 hours of contact time between students and an academic member of staff. A double course is one which shall involve 96 hours of contact time and a half course is one which shall involve 24 hours of contact time.

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

“Professional Attachment”, a prescribed period of hands-on Attachment experience in a relevant professional setting.

“Continuous Assessment”, prescribed assignments to be completed within a given period and forming part of a course.

A schedule of a Programme, Subjects and Courses and their codes shall be maintained by the Registrar. These codes shall be alpha/numerical, alphabetical codes being used to identify Programmes and Subjects prefixing numerical course codes being used to indicate the level of study and individual examination components (units) within that course.

2. Entry Requirements

2.1 Post Graduate Diplomas

The normal entrance requirement shall be an appropriate Degree, professional qualification and professional experience or approved equivalent qualifications.

2.1.1 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned. Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their acceptability for admission.

2.1.2 For admission to a particular programme of study and/or for subjects/courses within the programme there may be specific restrictions on the choice of subjects in the general requirements and/or additional requirements concerning entry. Faculty Regulations shall prescribe such additional requirements.

2.2 Masters Degree by Course Work

The normal entrance requirement shall be an appropriate Degree, professional qualification and professional experience or approved equivalent qualifications.

2.2.1 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned. Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their acceptability for admission.

2.2.2 For admission to a particular programme of study and/or for subjects/courses within the programme there may be specific restrictions on the choice of subjects in the general requirements and/or additional requirements concerning entry.
Faculty Regulations shall prescribe such additional requirements.

2.3 A student cannot be simultaneously registered for a Post Graduate Diploma Program and for a Masters Degree Programme of the same title.

3 FACULTY REGULATIONS

There shall be Faculty Regulations which should be read in conjunction with the General Academic Regulations.

For admission to a Programme of study and/or for Subject/Courses within the Program there may be specific restrictions on the choice of subjects and additional requirements for entry. Faculty Regulations may prescribe additional requirements.

4. SUBMISSION OF APPLICATIONS

4.1 Post Graduate Diplomas and Masters Degrees by Course Work.

4.1.1 Applications shall be submitted on the official forms.

4.1.2 Application forms shall be submitted by the closing dates as advertised.

4.1.3 Late applications may be considered upon payment of the prescribed late application fee.

5. DURATION OF PROGRAMMES

5.1 Post Graduate Diplomas

The minimum duration of the Post Graduate Diploma Programs shall be:-
Full-time – twelve months and maximum – twenty four months

5.2 Masters Degrees by Course Work

The minimum duration of the Masters Program by Course work shall be:-
Full-time – minimum eighteen months and maximum forty eighty months.

6. STRUCTURE OF PROGRAMMES

6.1 Programs may be divided into Parts.

6.2 The year of study shall comprise of 52 weeks with approved periods of vacation.

6.3 The possible combination of Courses within Subjects shall be in accordance with the Faculty Regulations and shall be subject to approval by the Chairpersons of Departments and the Dean concerned.

6.4 Course Work Component
The course work component of a Post Graduate Diploma programme will constitute no more than two thirds of the course work component of a Masters Degree programme of the same title.

6.5 Research Component

6.5.1 Post Graduate Diploma Programmes shall contain a research work component, which shall be 20% of the full programme.

6.5.2 Masters Degrees by Course Work Programmes shall contain a research work as well as a coursework component. The research component shall be 40% of the full programme.

7. MARKING SCHEME AND CLASSIFICATION

7.1 Post Graduate Diplomas and Masters Degrees by Course Work

Post Graduate Diplomas and Masters degrees and Courses by Course work shall be awarded in the following categories: Distinction, Merit, Credit and Pass.

The following Marking Scheme shall be used for the Courses and Programmes:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% and above</td>
<td>Distinction</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>Merit</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>Credit</td>
</tr>
<tr>
<td>50% - 59%</td>
<td>Pass</td>
</tr>
<tr>
<td>Below 50%</td>
<td>Fail</td>
</tr>
</tbody>
</table>

8. ASSESSMENT OF CANDIDATES

8.1 Post Graduate Diplomas and Masters Degrees by Course Work

8.1.1 Normally, evaluation shall be based on continuous assessment, dissertation and formal examinations. The percentage allocation of each component of the assessment shall be set by the Senate on the recommendation of the appropriate Faculty Board.

8.1.2 Satisfactory completion of Courses may require submission of written work, attendance of lectures, seminars, tutorials, professional attachment and other activities as stated in the Faculty Regulations.

8.1.3 Each Department shall determine items of the course to be included in the continuous assessment and shall define the relative weighting assigned to each item. Each Department shall inform the students of these details at the beginning of the course and shall maintain written records of each student’s performance on these elements of continuous assessment. Items incorporated in the continuous assessment include assignments, tests, essays and projects.
8.1.4 External Examiners shall be appointed to moderate all formal Examinations.

8.1.5 All matters relating to the conduct of formal examinations shall be the responsibility of the Registrar.

8.1.6 To be admitted to any formal examination, a candidate shall:

(a) be registered as a student of the University in accordance with the General Academic Regulations;

(b) have satisfactorily completed approved Courses of study at the University.

8.1.7 Candidates may be excluded from a formal examination of the Senate. The Examiners may require any candidate to attend a viva voce examination and/or write a special examination.

9. DETERMINATION OF CANDIDATE’S RESULTS

9.1 Post Graduate Diploma and Masters Degree by Course Work

9.1.1 Results shall be determined by the Senate on the recommendation of the Faculty Board of Examiners.

9.1.2 Faculty Board of Examiners shall consist of the Dean of the Faculty, the Chairperson of each Department, the External Examiner for the Department and normally one other academic member of the Department, nominated by the Departmental Panel from each Department involved in the subjects for that examination.

The Faculty Board shall:

9.1.2.1 Consider the recommendations of the Panel of Examiners and recommend to the Senate an overall result for each candidate and any other conditions as it may deem appropriate;

9.1.2.2 Make recommendations to the Senate with regard to the award of any prizes which may be available for candidates within the programme.

9.1.3 Departmental Panel of Examiners shall comprise all full-time lecturing staff in that Department, the External Examiner(s) and, where appropriate, as determined by the Departmental Panel, Part-time Lecturers for the course/subject concerned.

The Departmental Panel of Examiners shall:

9.1.3.1 agree, for each candidate, marks in terms of percentages, for continuous assessment, for the dissertation where applicable, for the formal examination and overall course work in terms of the Faculty Regulations for courses;
9.1.3.2 recommend to the Faculty Board of Examiners whether a candidate should pass the relevant course(s) and subject(s) taken, and recommend the category of passing;

9.1.3.3 where subject/course prizes are available for award, make recommendations for the award of these prizes.

9.1.4 In determining results, Departmental Panel of Examiners and Faculty Board of Examiners shall have regard to all special requirements as prescribed in the Faculty Regulations. Such regulations may require candidates to satisfy the examiners in continuous assessment, dissertation and formal examination in individual components of the examination either separately or in aggregate.

10. FAILURE TO SATISFY EXAMINERS

10.1 A candidate who fails to satisfy the examiners in terms of the Faculty Regulations may be required by the Senate to 'repeat' or to 'withdraw'.

10.1.1 ‘Repeat’ means that the student may apply for re-admission into the same Programme and his/her application shall be considered through the normal procedures. This measure would normally be taken in respect of a student who has failed in a Programme. Such a candidate shall be re-admitted only if a place is available after normal entry candidates have registered. If a student is repeating a course(s); he/she shall only be credited with the marks obtained during the ‘repeat’ examination. Nevertheless, where this is provided in the Faculty regulations a ‘repeat’ student may be exempted from re-attendance and re-examination in any course(s) in which he/she previously passed, or may take another approved course or other approved Courses instead of the course(s) previously passed. Exemptions shall be granted only in those cases where a candidate has scored an upper second class or better pass.

10.1.2 ‘Withdraw’ means that the student shall withdraw from the University. This measure would normally be taken in respect of a student who has either failed in two programmes or failed overall twice in one Part of one Programme. Once ‘withdrawn’ the student may not apply again for admission until after a period of two years has elapsed.

10.2 Where a dissertation or project is prescribed in any programme candidates shall be informed in advance of the deadline for submission of such dissertation or project. Unless prior permission for an extension of this deadline has been granted by the Academic Board, any candidate who fails to meet this submission deadline shall normally fail the dissertation or project.

In such cases, on the recommendation of the Examiners, candidates may be permitted to submit the dissertation or project at a later date, normally within three months of the original submission deadline. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

10.3 Re-submission of Dissertation
Where circumstances justify such action, the Board of Examiners may recommend to the Senate that either the candidate be permitted to re-submit his/her dissertation in revised form, within three months of the decision of the Senate in that regard; or the candidate be required to make editorial amendments to his/her dissertation to the satisfaction of the Chairperson of the Department concerned before lodgment of the final bound copies of the dissertation.

11. **APPEALS AGAINST TERMINATION OF STUDIES**

11.1 Any candidate who, having failed to satisfy the examiners, is required to withdraw from the University or is to discontinue a programme, shall have a right to appeal.

11.2 A committee shall be established by the Senate to consider such appeals.

11.3 Any candidate who wishes to lodge an appeal against withdrawal shall do so in writing to the Registrar within 18 days after publication of the examination results.

11.4 On appeal, the candidate shall state clearly the grounds of the appeal. Medical grounds shall be substantiated in writing by a medical practitioner registered in terms of the Health Professions Act. Any other evidence which the candidate wishes to submit in support of his/her case shall also be lodged with the written appeal.

11.5 The Registrar shall refer all appeals that reach him on time to the Appeals Committee for consideration.

11.6 The Appeals Committee shall consider, as legitimate grounds for appeal, new evidence of mitigating circumstances which was not previously available to the examiners and extenuating circumstances of a ‘force majeure’ nature, which explain and are directly relevant to the student’s academic performance, such as serious illness or other disability or circumstances which he/she could not reasonably have expected.

11.7 The committee shall be empowered to hear an appellant orally and to seek all such information or evidence as it may consider pertinent.

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

11.9 The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to the Academic Committee or the Vice-Chancellor on behalf of Senate.

11.10 Appellants should be notified in writing by the Deputy Registrar (Academic) of the results of their appeal.

12 **AEGROTAT PROVISIONS**

12.1 If any candidate, having completed a substantial component of a Part if his/her Programme, is prevented by serious illness or other sufficiently substantiated cause, from completing the prescribed requirements for that Part of the Programme, he/she may be deemed by the Senate to have satisfied the examiners for that Part upon the
recommendation of the Board of Examiners concerned and upon such other conditions as the Senate may decide, provided:

12.1.1 A candidate shall not be exempted from presenting a thesis or dissertation where such is prescribed;

12.1.2 The award of an aegrotat diploma or degree on completion of a Programme shall be without classification.

12.1.3 Where a student qualifies for an aegrotat pass he/she may opt instead to write a special examination in order that an overall grade may be determined and formally credited to the student.

Application for such an option shall be submitted in writing to the Registrar not later than four weeks before the scheduled examinations.

12.1.4 The Senate may require any candidate, irrespective of his/her Programme or Faculty, whose examination performance has been adversely affected by sufficiently substantiated circumstances of ‘force majeure’ nature to write special examinations at an appropriate future date, normally not later than three months after the date of the last examination missed. In such cases, unless otherwise stipulated by the Senate, the mark obtained in the special examination shall be counted in the overall assessment for purposes of diploma or degree classification.

12.1.5 A candidate who wishes to be considered for an aegrotat pass shall apply in writing, together with written substantiation for his/her case to the Registrar, normally within ten days of the end of the formal examinations for the course concerned. Appeals which are submitted on medical grounds shall be supported by a certificate from a medical practitioner registered in terms of the Health Professions Act.

12.1.6 A candidate who passes a diploma or degree by virtue of an aegrotat pass in the final examinations may not re-enter the examination, but may be allowed by the Senate the alternative of writing a special examination.

13. PLAGIARISM
.1 **Definition**
The unacknowledged use of an idea or ideas, which are not originally one’s own. As such, plagiarism is an academic offence in the sense that theft, piracy, and robbery are in ordinary daily life.

.2 Depending on the severity of the offence (recommendations on the severity of the penalty will be determined by the appropriate departmental Board of Examiners), cases of plagiarism shall be handled in the following manner:

.2.1 **First Offence:** In the case of plagiarism being discovered in a piece of work such as an essay the student will get a Chairperson’s warning and will be awarded a zero for the submitted work.

.2.2 **Second Offence:** The student shall get a Dean’s warning and will be awarded a mark of zero for the submitted work.

.2.3 **Third Offence:** Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.

.3 In the case of plagiarism being discovered in a project at the end of the year the candidate shall be denied the opportunity to re-submit the project.

.3.1 The new project shall be submitted not later than the end of the following semester.

.3.2 The new project will be awarded a maximum mark of 50%.

.4 In the case of plagiarism being discovered in a project for the second time and after resubmission, a mark of zero shall be awarded and recorded and Senate will take disciplinary action either to suspend or expel the student.

14. **Failure to Satisfy the Examiners**

.1 A candidate who fails to satisfy the examiners in terms of the Faculty Regulations may be required by Senate to “withdraw” or to “discontinue”, or to “repeat”.

.2 “Withdraw” means that the student must withdraw from the university. This measure would normally be taken in respect of a student who failed in either two different programmes or twice in one Part of one Programme. Once “withdrawn” the student may not apply for admission until after a period of two years has elapsed.

.3 “Discontinue” means that the student must discontinue the programme in which he has failed, but need not necessarily withdraw from the University, and as such a student will be free to apply for admission into a different program and his application will be considered through the normal admission procedures.

.4 “Repeat” means that the student may apply for re-admission into the same programme and his application will be considered through the normal admission procedures. If a
student is repeating a Course(s), he shall only be credited with marks obtained during the “repeat” examination. Nevertheless, where this is provided in the Faculty Regulations, a “repeat” student may be exempted from re-attendance and re-examination in any Courses (s) in which he previously passed, or may take another approved Course or other approved courses instead of the Courses previously passed.

.5 Where a dissertation or project is prescribed in any programme, candidates shall be informed in advance of the deadline for submission of such dissertation or project. Unless the Senate Executive Committee has granted prior permission for an extension of this deadline, any candidate who fails to meet this submission deadline shall normally fail the dissertation or project. In such cases, on the recommendation of the Examiners, the candidate may be permitted to submit the dissertation or project at a later date, normally within three months of the original submission deadline. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

.6 Any candidate who wishes to appeal against examinations results shall apply through the Registrar within Fourteen (14) days from the date of publication of the results of that examination. The application shall be accompanied by proof of payment of the appropriate appeal fees. No appeals shall be considered if lodged after the stipulated time or appropriate fees have been paid.

15. Appeals against Termination of Studies

.1 Any candidate who, having failed to satisfy the examiners, is required to withdraw from the university or discontinue a program, has a right to appeal.

.2 A committee shall be established by the Senate to consider such appeal.

.3 Any candidate who wishes to lodge an appeal against withdrawal must do so in writing to the Registrar within 14 days after the publication of the examination results. On appeal, the candidate must state clearly the grounds of appeal. A medical practitioner registered in terms of the Health Professions Act must substantiate medical grounds in writing. Any other evidence, which the candidate wishes to submit in support of his case, must also, be lodged with the written appeal.

.5 The Registrar will refer all timeous appeals to the Appeals Committee for Consideration.

.6 The Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the examiners and extenuating circumstances of a force majeure nature which explain and are directly relevant to the student’s unsatisfactory academic performance, such as serious illness or other disability or circumstances which adversely affected the student’s academic performance and which he could not reasonably have been expected to have foreseen or avoided.

.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence, as it may consider pertinent.
No right to oral hearing is conferred upon appellants and the university will not reimburse any expense incurred by an appellant in making a personal appearance before the Committee.

The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to Senate for approval or to Senate Executive Committee or the Vice-Chancellor on behalf of the Senate.

Appellants shall be notified in writing by the Registrar of the results of their appeal.

16. **Aegrotat Provisions**

If any candidate, having completed a substantial component of a Part of his programme, is prevented by serious illness or other sufficiently substantiated cause from completing the prescribed requirements or that Part of the programme, he/she may be deemed by Senate to have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as Senate may decide, provided that:

1.1 a candidate shall not be exempted from presenting thesis or dissertation where such is prescribed.

1.2 award of an aegrotat degree on completion of a programme shall be without classification.

A candidate who wishes to be considered for an aegrotat pass must apply in writing, together with written substantiation of his case to the Registrar, normally within ten days of the end of the formal examinations for the Course concerned. A certificate from a medical practitioner registered in terms of the Health Professions Act must support appeals, which are submitted on medical grounds.

Where a student qualifies for an aegrotat pass, he may opt instead to write a special examination in order that an overall grade be determined and formally credited to the student. Application for such option must be submitted to the Registrar.

Senate may require any candidate, irrespective of his/her Programme or Faculty, whose examination performance has been adversely affected by sufficiently substantiated circumstances of a force majeure nature to write special examinations at appropriate future dates normally not later than three months after the date of the last examination missed. In such cases, unless otherwise stipulated by Senate, the mark obtained in the special examination will be counted in the overall assessment for purposes of degree classification.

17. **Publication of Results**

The Registrar shall be responsible for the publication of the results of formal examinations as approved by the Senate.

Results lists shall be posted on university notice boards and university website in addition, the Registrar shall avail to each individual a copy of individual results at the end
of each academic year.

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

.1 The following may apply for Occasional Entry (for non-degree studies only).

.1.1 A person who, for the purpose of admission into a course or courses offered at undergraduate level, has passed 5 'O' Level subjects including English Language, or equivalent: OR

.1.2 Who, for the purpose of admission into a course or courses offered at postgraduate level; holds an approved degree in the relevant area; AND

.1.3 Who, in addition to the provisions of either 14.1.1 or 14.1.2 above, can prove to the satisfaction of the Senate Executive Committee or Senate that the course or courses he proposes to study have a direct effect and purpose of enhancing his knowledge, appreciation of, performance of or at his occupation, profession, or further studies undertaken elsewhere other than the Bindura University of Science Education; OR

.1.4 A person who is a full-time registered student of a university other than the Bindura University and who, through an arrangement agreed upon by his University and the Bindura University for credit or for improving his knowledge in the area in which he is registered in his University normally for a period of up to one full academic year only.

18.2 Other than the category of persons mentioned in 14.1.4 above, no persons admitted as an Occasional Student may normally be registered for more than two thirds of the full load of courses undertaken by a person registered as a full-time student in a relevant programme.

18.3 Admission into a course or courses as an Occasional Student shall normally be for up to one full academic year only at a time, and overall up to a maximum of two thirds of the minimum number of years prescribed for the completion of the programme on a full time basis.

18.4 Occasional Students shall be required to pay fees as set from time to time in the Fees Ordinance.

18.5 Applications must normally be submitted on the official Admissions form for Study for Non-Degree Purposes, and must be submitted to the Admissions Office three (3) months before the year for which admission is sought. Late applications may be considered upon receipt of a late application fee as set out in the Fees Ordinance from time to time.

18.6 The admission of each applicant into the University as an occasional student shall be subject to availability of places and approval by the Senate Executive Committee on behalf of Senate.

19 **GENERAL PROVISIONS**

.1 Every student must satisfy the University that he has an adequate command of the
English Language and new students will be required to undertake a test in English proficiency set by the University upon registering for Bachelor’s degree studies. Students admitted under the Special Entry provision may be exempted from this requirement.

.2 Prior to admission to any programme, a student must complete the registration formalities of the university.

.3 A student may not register simultaneously for more than one programme at the university without the permission of Senate.

.4 Registration will take place in accordance with the arrangements prescribed each year through the Registrar.

.5 Normally, no student shall be admitted to any programme or any course more than two weeks after its commencement. Any exception to this regulation must have the written endorsement of the Chairman/Chairmen of the department(s) and the Dean(s) of the Faculties concerned and will be subject to approval through the Registrar.

.6 A student’s registration shall not be confirmed until the requirements for the payment of fees have been fulfilled.

.7 A student registered for a Subject and/or Course is expected to attend all classes prescribed for such subjects and/or course. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed a student is required to attend and to complete any assignments set.

.8 Students who enter or return to the University late shall not be entitled to special tuition.

.9 Such students shall be liable to pay the late registration fine, unless permission for such late registration has been given by the Registrar.

.10 A student who wishes to suspend studies shall apply for deferment of studies to the Registrar. The application shall be accompanied by the appropriate deferment fees. The student will be expected to complete studies within the prescribed residence period.

The maximum allowable residence periods for programmes shall be as follows:

<table>
<thead>
<tr>
<th>Normal Duration of Programme</th>
<th>Maximum residence period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Years</td>
<td>4 Years</td>
</tr>
<tr>
<td>3 Years</td>
<td>6 Years</td>
</tr>
<tr>
<td>4 Years</td>
<td>8 Years</td>
</tr>
<tr>
<td>5 Years</td>
<td>10 Years</td>
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</tbody>
</table>

**Academic Transcript**

On leaving the University each student may obtain, on application to the Registrar, one copy of formal transcript of his complete academic record at the University. The copy of the transcript shall be issued to a student who has submitted set of one (1) executive bound copy and one (1)
soft copy of his/her dissertation to the University Library and Department. The student should not be indebted to the university.

20 Award of Certificates and Diplomas

The award of certificates and diplomas of the University shall be subject to approval by the University Council.

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

21. EXAMINATION REGULATIONS FOR ALL STUDENTS.

21.1 EXAMINATIONS TIMETABLE.

.1.1 Consolidated official examinations timetables are posted on University Notice Boards and Website.

.1.2 Candidates must note carefully the dates, times and venues for their examinations as given in the FINAL copy of the timetable. (Special care should be taken to ensure that it is the Final Timetable and not a provisional draft).

NB: It is the candidates’ responsibility to check the timetable themselves and to ensure that they know the correct date, time and venue of each examination. They should not depend on information given by fellow students or on information communicated by telephone.

.1.3 Misreading a timetable is not an acceptable excuse for missing an examination.

.1.4 Any queries on the timetable should be directed in the first instance to the subject lecturer and Chairperson of Department.

21.2 EXAMINATION MATERIALS.

.2.1 Answer book, graph paper, blotting paper, mathematical tables and essential reference material will be provided.

.2.2 Candidates must bring their own pens, pencils, rulers, rubbers etc. Candidates must not use red ink.

.2.3 Candidates must not bring into the examination room any unauthorized material. Bags, briefcases, parcels, cellphones etc. must not be brought into examination room or left in the vicinity of the room. The University is not accountable for any items left outside the examination room.
21.3 CONDUCT OF EXAMINATIONS.

.3.1 Admission into Examination Halls: A candidate will not normally be admitted into the examination room later than thirty (30) minutes after the commencement of an examination nor shall a candidate be allowed to leave the examination room earlier than thirty (30) minutes after the commencement of an examination session.

Any candidate who arrives late (normally within the first thirty (30) minutes of the examination) must explain the reasons for his lateness to the invigilator and may start the examination only with the approval of the Invigilator but will not be given extra time.

.3.2 Attendance Slips: In the main venue each candidate will be assigned a desk on which will be placed an attendance slip giving his individual name, surname, registration number, and degree programme and the paper title. Each candidate must fill in and sign the attendance slip. These slips will be collected by Invigilators. Report any mistakes regarding your personal

.3.3 Identification cards: Candidates should place their student identification cards on their desks for checking by Invigilators.

.3.4 Examination Answer Scripts: Candidates must fill in their student registration numbers on the top of their examination scripts and comply with the instructions listed on front cover of the examination answer scripts. Candidates should not write down their names on the examination answer scripts.

.3.5 Wearing a cap or a wide-brimmed hat during examinations is prohibited.

.3.6 Once the Invigilator has announced the commencement of the examination, all conversations or any other form of communication between candidates shall cease. During the course of the examination there shall be no communication of any nature whatsoever between students.

.3.7 No candidate shall assist or attempt to assist another candidate, or obtain help, or attempt to obtain help from another candidate with regard to any information during the examination.

.3.8 Writing on any paper other than that provided for examination purposes is strictly prohibited. Candidates shall not write on the examination question paper, except on fill-in and multiple choice examinations.
.3.9 Rough work shall be done in the examination answer script and then crossed out. No pages shall be removed from the examination answer script.

.3.10 **Leaving the examination room:**
Any candidate who wishes to leave the room may do so only with the permission of the Invigilator. Any candidate who leaves the examination room without permission may not be allowed to re-enter the room and may be disqualified from the examination. Normally, no candidate may be allowed to leave the examination room during the last ten (10) minutes of the examination.

.3.11 Candidates shall not take used or unused answer books from the examination room.

.3.12 When the Invigilator announces that the time has expired, students shall stop writing immediately.

.3.13 **At the end of the examination** candidates must tie together, with the string provided, their answer books and all supplementary work. The papers should be tied securely but with a sufficiently large loop to allow the answer book to be opened without tearing. All candidates must remain seated until their papers are collected by the Invigilators or until the Invigilator In Charge has given them permission to leave the examination room.

21.4 **FAILURE TO ATTEND EXAMINATIONS.**

.4.1 Any candidate who fails to attend an examination must notify the Examinations Officer without delay and confirm the absence with explanations in writing.

.4.2 **When the absence is due to illness, a certificate** from a Medical Practitioner registered in terms of the Health Professions Act must be submitted, with the Written report, **FROM THE STUDENT, within 7 days** of the examination missed. The University will not accept any excuses for absence which are not properly substantiated and authenticated.

.4.3 Students who wish to be considered for special examinations shall be required to make their requests in writing to the Registrar through their Departments within seven (14) days after the end of the examination period (*ref: General Academic Regulations, sect.7.7*).
21.5 EXAMINATION MISCONDUCT AND PENALTIES SCHEDULE

Any suspected breaches of examination regulations may result in a misconduct/malpractice investigation. The following criteria inform the level of penalty imposed on a student. The criteria are not exhaustive but provide a benchmark against which individual cases are considered.

5.1 Minor breach of the regulations which does not affect the integrity of the examination, but interferes with the normal running of the examinations.

5.1.1 Making noise in an examination room before writing begins.

5.1.2 Mobile phone makes noise for a short period during an examination but is not in candidate’s possession.

5.1.3 Tearing out pages from answer booklet.

5.1.4 Refusal to adhere to invigilator’s instructions which does not disrupt other candidates.

5.1.4 Unauthorized materials in possession during the examination which do not give candidate an advantage over other candidates.

5.1.5 Any other action deemed to interfere with normal running of examinations.

Penalty: Written warning and nullification of results for that particular Examination/Paper.

Major breach of the regulations which affects the integrity of the examination.

5.1.6 Unauthorized materials found on the candidate during an examination which would have given candidate an advantage over other candidates or with potential to do so.

5.1.7 Unauthorized device such as a listening or recording device found on the candidate during an examination. e.g. Cellular phone, ipad, laptop etc.

5.1.8 Severe disruptive behaviour during an examination.

5.1.9 Security breach of an examination paper with evidence that student has accessed secured examination materials prior to writing.

5.1.10 Evidence of use of mobile phone or other prohibited electronic
devices during examination.

5.1.11 Concealing evidence of misconduct by refusal to handover suspected unauthorized materials or device when asked to do so or refusal to demonstrate that any suspected materials or device was in student’s possession.

5.1.12 Sharing information in any form/way or attempting to do so during an examination.

5.1.13 Any other action deemed to be a major breach of examination regulations.

Penalty
If any candidate is found guilty of misconduct during the examination, he/she may be disqualified not only in that paper and subject, but in all other examinations and further disciplinary action (e.g. suspension) may be taken by the University (General Academic Regulations, sect.6.10), i.e. nullification of results for entire examination session, permanent record in the student’s academic records and written warning.

22. STUDENTS ACADEMIC PERFORMANCE POLICY

.1 Introduction

This is a policy document for Bindura University of Science Education aimed at providing guidance on recognition and motivation of students to achieve academic excellence.

.2 Excelling Students

2.1 Selection Criteria

- Graduating students who attain a weighted average of a distinction.
- Continuing students who pass all courses and attain an average mark of a distinction.

.3 Prizes

The Departmental Boards of Examiners in the Faculties shall identify and recommend to SENATE excelling students to be recognized and motivated. Some of the methods to recognize and motivate students who perform well, include, but are not limited to the following:-
• Vice Chancellor’s award
• Dean’s award
• Certificate of excellence
• Floating Trophy
• University Book prize
• Cash Prize
• Letter of commendation
• Sponsorship in Research for outstanding Research Projects

.4 PROCEDURES FOR INSTITUTING AND AWARDING PRIZES

• All proposals for the institution of prizes shall forwarded to the Registrar.

• Proposals shall include the suggested name of the prize, full reasons for making the proposals and choosing the particular person or group and conditions.

• If the proposed prize is to be named in honour of a particular person or group, the sponsor should not inform the person(s) he/she wishes to honour, before the appropriate University authorities have approved the proposal.

• As a general principle, current members of staff may not have prizes named after them.

• The award may be in cash or in books or other relevant items or a combination of these to the value of the prize, and the award may be jointly awarded to two or more persons in any one year in which case its value shall be shared equally between them.

.5 Categories
• Best Overall Graduating Student
• Best Graduating Female Student
• Best Overall Student of the Year
• Best Research Project
• Best Community Engagement

.6 Under performing Students
• Selection Criteria
• Students who fail at least 3 courses
• Proposed measures
• Students who fail three courses in a given semester to be invited for a Chairperson’s chat
• Students who fail four or more courses in a given semester to be invited for a Dean’s chat
• Students who continuously fail to be referred to students advisory board
.7 Adherence to Policy Provisions

Failure to adhere to the provisions of this policy shall constitute misconduct.
REGULATIONS FOR THE MASTER OF PHILOSOPHY (MPHIL) 
AND DOCTOR OF PHILOSOPHY (DPHIL) DEGREES

1. PREAMBLE

1.1 The MPhil and DPhil degrees are postgraduate degrees carried out primarily through supervised research work but may include an element of coursework not exceeding 25% of the total Programme.

1.2 Studies may be pursued on full-time or part-time basis. Fields of study or research are determined by Senate on the recommendation of the Department and Faculty concerned.

2. ENTRY REGULATIONS

2.1 Eligibility to apply for admission

2.1.1 Every applicant must have passed English Language at Ordinary Level or an approved equivalent.

2.1.2 Master of Philosophy Degree

(a) Normally, applicants must have obtained an appropriate Honours degree in the First or Upper Second Division.

(b) Applicants who have obtained an appropriate Honours degree in the Lower Second or Third Divisions may be considered provided that they achieved First or Upper Second Class performance in their intended specialist field of study.

(c) Applicants who have obtained a general degree or approved equivalent qualification and have relevant experience may be considered by Senate on the recommendation of the Department and the Dean concerned. Such applicants may be required to pass a qualifying examination set and organized by the Department concerned who shall inform Senate, through the Faculty Higher Degrees Committee of the results of the examination. The candidate must satisfy the examiners in the qualifying examination prior to Senate’s decision on their acceptability for admission.

2.1.3 Doctor of Philosophy Degree

Applicants must have obtained an appropriate Masters degree or have satisfied the requirements for transfer of registration from the MPhil Degree.

2.2 Submission of applications for admission

2.2.1 A prospective applicant should first discuss his/her proposed Programme with the Chairman of the Department concerned, to establish in general terms, whether this is viable.
2.2.2 Applications must be submitted on the official forms provided through the Deputy Registrar (Academic). The applicant must also submit, with these forms, an outline of the proposed research not exceeding 1 200 words in length.

2.2.3 There are no deadlines for the submission of applications.

2.2.4 Applications will be processed through the Deputy Registrar (Academic). Acceptances will be determined by the Senate on the recommendations of the Departmental Board through the appropriate Faculty Higher Degrees Committee.

2.3 Registration

2.3.1 Students are required to submit an acceptable Research Proposal within six months of initial registration on the programme.

2.3.2 If after six months of initial registration the student does not submit a Research Proposal of an acceptable standard, his/her registration on the Programme shall be cancelled forthwith. In appropriate circumstances, retrospective registration may be allowed.

2.3.3 Except with the special permission of Senate, a student may not register concurrently for more than one programme of study.

2.3.4 A student may be in receipt of a grant, scholarship or fellowship from an outside body or person, provided that, except with the agreement of the Senate, no restriction is placed by that body or person upon presentation of a thesis resulting from the student’s work, or upon its deposit in the University Library for public reference.

2.3.5 A person to carry out the major part, or the whole, of the course of study for the degree of MPhil or DPhil at an approved institution outside the University shall be eligible to apply for registration as a student for MPhil or DPhil degree provided that:

(i) The institution at which the research is conducted is so located as to make practicable a genuine contact with the University and the facilities are suitable for the work proposed; and

(ii) Except with the agreement of the Senate, no restriction is placed by the authorities of the institution or laboratory concerned upon presentation of a thesis resulting from the candidate’s work, or upon its deposit in the University Library for public reference.

(iii) The student complies with the other provisions relating to MPhil and DPhil degrees in these Regulations.

3. DURATION OF PROGRAMMES

3.1 Master of Philosophy Degree
The normal duration of the MPhil Degree Programme shall be as follows: -

Minimum: 2 years on a full-time basis and 3 years on a part-time basis.
Maximum: 4 years on a full-time basis and 6 years on a part-time basis.

3.2 **Doctor of Philosophy Degree**

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

Minimum: 3 years on full-time basis and 4 years on a part-time basis.
Maximum: 5 years on a full-time basis and 8 years on a part-time basis.

3.3 If an extension of registration beyond the normal maximum period is required, the student must submit written application through his Supervisor in the first instance. The Dean of the Faculty concerned may grant an extension of up to 6 months if the Supervisor and the Faculty Higher Degrees Committee so recommend. Any further extension may be approved only with the authority of Senate. Students granted such extension may be required to transfer to Regulations current at the time of granting of the extension.

4. **PROGRAMME OF STUDY**

4.1 Each student is required to pursue a prescribed programme of study under the direction of a Supervisor, who shall be a member of the academic staff of the University in the appropriate discipline. Normally, one or more Associate Supervisors, either from within or from outside the University, will also be appointed. If the major part of the student’s research programme is being conducted at an institution outside the University, an Associate Supervisor at the institution shall, where possible, be appointed.

4.2 The appointment of all supervisors shall be made by the Senate on the recommendations of the appropriate Faculty Higher Degrees Committee.

4.3 The supervisors shall report on each student’s progress at least twice a year to the appropriate Department Board and/or to the Faculty Higher Degrees Committee.

4.4 Students must maintain regular contact with the supervising Department and may be required to attend for certain periods at the University as directed by their approved supervisor(s).

4.5 A full-time student may be engaged in teaching at the University, provided that the total demand made by teaching duties does not exceed six hours of work, per week, including preparation and marking.

4.6 A student who is employed outside the University, or is a staff member employed in the University for more than 6 hours per week, other than on the research programme for which he/she proposes to be registered, may normally be accepted for registration only on part-time basis.

4.7 If a student does not begin studies for MPhil or DPhil within one calendar year from the date of approval of the application for registration, such approval shall lapse, and such a student must re-apply to the University for re-admission.
4.8 Students may be required, as part of their Programme, to complete elements of Course-work to enhance their research studies, provided that such coursework shall amount to not more than 25% of the minimum period allowed for the full Programme. The prescription of any coursework element shall require the approval of the Academic Committee on the recommendation of the Departmental Board through the Higher Degrees Committee concerned. Where such coursework is prescribed, the Department concerned must ensure that the student is informed in writing of the precise requirements for satisfactory completion of the coursework and it shall maintain written records of each student’s performance in such coursework for report in due course to the Board of Examiners.

5. TRANSFER FROM MPHIL TO DPHIL

A student registered for the MPhil degree may apply, after completion of not less than nine months, if the Supervisor so recommends, for permission to transfer his registration and to proceed to the DPhil. The application must be supported by a statement by the Supervisor describing the student’s progress and giving details of how it is proposed that the study be developed. The application must be submitted through the Faculty Higher Degrees Committee to the Academic Committee. Retrospective registration may be permitted.

6. TRANSFER FROM DPHIL TO MPHIL

A student registered for the DPhil, who wishes to proceed instead to the MPhil, may, if the Supervisor so recommends, apply for permission to transfer registration and to proceed to the MPhil. The application must be accompanied by a written recommendation from the Supervisor and must be submitted through the Faculty Higher Degrees Committee to the Academic Committee. The length of further study, the student will be required to pursue for the MPhil, if any, will be prescribed.

7. TITLE OF THESIS

The student must submit, through the Supervisor and the Faculty Higher Degrees Committee, the title for his thesis for approval by Senate before final submission of the thesis. After the title has been approved, it may not be changed except with the permission of the Senate.

8. ENTRY TO EXAMINATION AND SUBMISSION OF THESIS

8.1 A student must apply for entry to the examination on the appropriate form obtainable from the office of the Deputy Registrar (Academic). The examination entry form must be endorsed by the Supervisor and by the Chairman of the Faculty Higher Degrees Committee, who shall first satisfy themselves that the thesis is in a form suitable for submission for examination and that, where items of coursework have been set, the candidate has satisfactorily completed these items. The form must be returned, duly completed, with the prescribed fee upon submission of four copies of the thesis, in loose bound form Research and Postgraduate Centre through the Deputy Registrar (Academic).

9. THESIS
9.1 After completing the study, a student must submit a thesis, which must comply with the following conditions.

9.1.1 The greater portion of the work submitted must have been done by the student after registration for the degree.

9.1.2 The presentation of the thesis must be of an acceptably high standard.

9.1.3 An acceptable MPhil thesis needs not constitute an original contribution to knowledge, but it must provide evidence that the candidate has mastered relevant research techniques, has shown scholarship, has developed a capacity for criticism of his own and other work, and has widened his knowledge and understanding of literature of his field of study.

9.1.4 A DPhil thesis must constitute an original and substantial contribution to the advancement of knowledge in the Subject chosen, and should evidence a greater depth of scholarship than that required for the MPhil degree described above.

9.1.5 The length of the thesis will normally be established in consultation with the Supervisor and the Faculty Higher Degrees Committee.

9.1.6 The thesis must be written in English, except in the case of students in a particular language discipline taught at the University, where such students may apply for permission to write a thesis in the medium of the particular language studied. In all cases where this procedure is followed, it shall be a requirement that the candidate gives a summary of the thesis in English. Such a summary must be between 300 and 500 words in length. In each case, a pre-requisite will be that a suitable External Examiner in that language can be found.

9.1.7 The literary form of the thesis must be satisfactory.

9.1.8 The thesis must consist of the candidate’s own account of his research.

9.1.9 The thesis may describe work done in conjunction with the candidate’s Supervisor(s), and include material obtained or produced with technical or other assistance provided that the candidate states clearly his personal share in the investigation and specifically acknowledges all such assistance. This statement is to be certified by the Supervisor and bound as part of the preface of the thesis. Work done jointly with persons other than the candidate’s Supervisor(s) may be accepted as a thesis, or part of a thesis, in certain circumstances, provided the candidate’s share is clearly certified.

9.1.10 Work already published including that published in joint names may be included only if it forms an integral part of the thesis. A series of publications alone is not acceptable as a thesis.

9.1.11 An abstract of the thesis, in single spacing form, not exceeding one page, is to be incorporated as part of the preface to the thesis.

9.2 A student will not be permitted to submit as his/her thesis, a thesis which has been
submitted to another University. However a candidate shall not be precluded from incorporating work already submitted for a degree in this or any other University, provided that he/she shall indicate on the entry form to the examination and also in the thesis, any work which has been so incorporated.

9.3 The format of thesis submitted for examination shall be as follows:-

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

9.3.2 Size of paper: International A4: (210mm x 297mm).

9.3.3 No restriction is placed on the drawing of maps.

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

9.4 A candidate may submit as subsidiary matter in support of his/her candidature, any publications or contributions to the advancement of the Subject which may have been published independently or conjointly. In the event of a candidate submitting such subsidiary matter, he/she will be required to state fully his/her own share in any conjoint work. Where there is a substantial computing content in the thesis, a machine-readable copy of the source Programme shall be submitted together with the copies of the thesis.

9.5 The format, lodgement, and distribution of dissertations shall be as follows: -

9.5.1 A candidate will be required to submit, for examination, four copies of the dissertation in loose bound form within a suitable cover, in the format in 9:3.

9.5.2 After the thesis has been examined and amended in accordance with the direction of the Panel of Examiners, the candidate shall have three copies bound in accordance with the following specifications:
Art vellum or cloth; overcast; edges uncut; lettered boldly up the back in gold letters indicating Degree, DATE, NAME (letters should be between 5mm and 10mm in size).

9.5.3 A candidate will be required to lodge with the Deputy Registrar (Academic) three bound copies of the approved thesis. One bound copy will be sent to the relevant Department, and two bound copies will be deposited in the University Library. Unless Senate has agreed to the contrary the Library copies shall be open to public reference.

10. ASSESSMENT OF CANDIDATES

10.1 Candidates will be assessed principally on the merits of their thesis but, where elements of coursework have been prescribed, they must also satisfy the examiners that this has been satisfactorily completed. Exclusion from any formal examination shall require the authority of the Senate.

10.2 When a candidate is ready to submit the dissertation for examination, the Departmental
Board shall recommend to Senate through the Faculty Higher Degrees Committee, the appointment of Examiners, one being an External Examiner and one or two being members of the staff and the University who are specialists in the field of study concerned. These Examiners shall assess the dissertation and submit written reports with comments and recommendations to the Dean of the Faculty concerned. A member of staff who has been appointed as Supervisor for the dissertation may not be appointed as one of these Examiners but shall be a member of the Board of Examiners.

10.3 On receipt of the reports of the Examiners, the Dean of the Faculty concerned shall refer these reports to the Board of Examiners.

11. EXAMINATION AND DETERMINATION OF CANDIDATES’ RESULTS

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

The Dean or Deputy Dean of the Faculty, the Chairman of the Faculty Higher Degrees Committee, the Chairman of the Department concerned, the Supervisor(s) for the dissertation, the Examiners appointed in terms of Regulation 10.2.

Where appropriate, as determined by the Dean after consultation with the Chairman of the Department concerned, other suitably qualified members of the academic staff may also be assigned as members of the Board of Examiners. The External Examiner shall be members of the Board of Examiners but shall attend only if deemed essential by the Board.

11.2 After the Board of Examiners has considered the written reports of the Examiners appointed in terms of section 10.2, it will pass its recommendations to Senate.

11.3 The Board of Examiners shall examine the candidate orally, exceptionally, if an oral examination is impracticable, a written examination. The Board of Examiners may require further examination through written papers, or practical examination, or both, on the subject of the thesis and, if they see fit, on subjects relevant thereto.

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

11.5 The candidate may be required to make editorial amendments to the thesis to the satisfaction of the Chairman of the Board of Examiners, after consultation with the Chairman of the Department concerned before lodgement of the final bound copies of dissertation.

11.6 If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the Board of Examiners may recommend to the Senate that the candidate be permitted to re-present the thesis in a revised form within one calendar year from the decision, Senate would have made with regard thereto. The Board of Examiners shall not, however, make such recommendations without submitting the candidate to an oral examination.
11.7 If the Examiners are of the opinion that a candidate for the DPhil degree does not justify a recommendation for the award of a DPhil degree, or for the re-presentation of the thesis in a revised form for that degree, they may, at their discretion, recommend that the candidate be awarded an MPhil degree.

11.8 For the purpose of the oral, practical or written examination held in connection with the thesis, the candidate will be required to present himself/herself at such place as the University may direct and upon such day or days, as shall be notified by the Deputy Registrar (Academic).

11.9 The MPhil and DPhil degrees shall not be classified.

12. NOTIFICATION OF RESULTS AND AWARD OF DEGREE

12.1 Each candidate will be notified of the results of his examination by the Deputy Registrar (Academic), after the report from the Board of Examiners and the issue of a Pass List have been approved by the Senate.

12.2 A Diploma, under the Seal of the University, shall be delivered to each successful candidate, after the award of the degree has been approved by the Council.

12.3 A student is required to submit three (3) executive bound copies one each to the Department, University Library and Research and Postgraduate Centre and a soft copy to the University Library before collection of transcript and certificate.

13. GENERAL PROVISIONS

13.1 Every student must satisfy the University that he has an adequate command of the English Language and new students will be required to undertake a test in English proficiency set by the University upon registering for Bachelor’s degree studies. Students admitted under the Special Entry provision may be exempted from this requirement.

13.2 Prior to admission to any programme, a student must complete the registration formalities of the university.

13.3 A student may not register simultaneously for more than one programme at the university without the permission of Senate.

13.4 Registration will take place in accordance with the arrangements prescribed each year through the Registrar.

13.5 Normally, no student shall be admitted to any programme or any course more than two weeks after its commencement. Any exception to this regulation must have the written endorsement of the Chairman/Chairmen of the department(s) and the Dean (s) of the Faculties concerned and will be subject to approval through the Registrar.

13.6 A student’s registration shall not be confirmed until the requirements for the payment of fees have been fulfilled.
13.7 A student registered for a Subject and/or Course is expected to attend all classes prescribed for such subjects and/or course. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed a student is required to attend and to complete any assignments set.

13.8 Students who enter or return to the University late shall not be entitled to special tuition.

13.9 Such students shall be liable to pay the late registration fine, unless permission for such late registration has been given by the Registrar.

13.10 A student who wishes to suspend studies shall apply for deferment of studies to the Registrar. The application shall be accompanied by the appropriate deferment fees. The student will be expected to complete studies within the prescribed residence period.

The maximum allowable residence periods for programmes shall be as follows:

<table>
<thead>
<tr>
<th>Normal Duration of Programme</th>
<th>Maximum residence period</th>
</tr>
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<tbody>
<tr>
<td>2 Years</td>
<td>4 Years</td>
</tr>
<tr>
<td>3 Years</td>
<td>6 Years</td>
</tr>
<tr>
<td>4 Years</td>
<td>8 Years</td>
</tr>
<tr>
<td>5 Years</td>
<td>10 Years</td>
</tr>
</tbody>
</table>

REGULATIONS FOR HIGHER DOCTORATES

1. PREAMBLE

1.1 These regulations shall apply to the following degrees: Doctor of Laws (LLD), Doctor of Literature (D Litt) and Doctor of Science (DSc)

1.2 These degrees are the highest academic awards of Bindura University of Science Education and are only awarded to persons who have published work of an exceptionally high standard, which would earn them authoritative standing in the field of research that forms the basis of the application.

2. ELIGIBILITY

2.1 An applicant must have published work of an exceptionally high standard such as would confer authoritative standing in the discipline in which the application is located and the particular field or fields of research on which the application is based.

2.2 An applicant must be a graduate of Bindura University of Science Education or another
University in the tenth or a subsequent year after the date of the award of the applicant’s first degree or its equivalent.

2.2.1 An applicant who is not a graduate of Bindura University of Science Education shall, in addition to being a graduate of another University, have been employed by this University for a period of not less than five years and have been engaged in research, relevant to the application, in association with this University.

2.3 Eligibility for the specific degrees:

The following are intended as a general guide as to the appropriate degree for which the application should be submitted. However, the Senate shall have the right to determine the appropriate degree to be awarded to a candidate.

2.3.1 An applicant for the LLD would normally have conducted research and published in the field of Law or closely related disciplines.

2.3.2 An applicant for the D Litt would normally have conducted research and published in the Humanities other than Law. Without derogating from the generality of the term Humanities the D Litt would normally be awarded to successful applicants from disciplines such as Arts, Education, Social Studies and Commerce.

2.3.3 An applicant for the DSc would normally have conducted research and published in the Sciences. Without derogating from the generality of the term Sciences the DSc would normally be awarded to successful applicants from disciplines in Natural and Applied Science.

3. APPLICATION

3.1 Eligible candidates may apply at any time for the appropriate degree. Applicants shall submit with the application full curriculum vitae, an academic justification of the basis of their application and the academic evidence substantiating their application for the appropriate degree.

3.1.1 Such evidence shall consist of published works containing original contributions to the advancement of knowledge in the appropriate discipline.

3.2 Where work is submitted that is not in the applicant’s sole name, the applicant shall indicate the extent of contribution in terms of initiation, direction and conduct of the work.

3.3 An applicant shall indicate what part, if any, of the work including joint work submitted in support of the application has been submitted for the award of a degree in this or another University by the applicant or by a co-author.

3.4 The application shall be submitted to the office of the Deputy Registrar (Academic).
4. **PROCESSING OF THE APPLICATION**

4.1 Upon submitting the application the successful applicant shall be registered as a candidate for the award of the designated degree and shall pay the prescribed application fee.

4.2 Upon receipt of an application, for the award of the degree, the application including all the supporting evidence shall be submitted to the Higher Degrees Committee of the Faculty responsible for the discipline in which the application is based. Such Higher Degrees Committee shall, having made a preliminary consideration of the application transmit it for consideration to an appropriate department of the Faculty.

4.3 The Departmental Board of the department charged by the Faculty Higher Degrees Committee to consider the application shall make recommendations as to the merits of the application to the Faculty Higher Degrees Committee. The Departmental Board concerned shall, submit with its recommendations a list of persons it recommends as external and internal assessors.

4.4 Upon receipt of the resolution of the Departmental Board, the Faculty Higher Degrees Committee shall consider the application and the recommendations of the Departmental Board and shall make recommendations on the merits of the application and on the list of persons recommended as assessors. The Higher Degrees Committee may, at its discretion, make further recommendations on the list of assessors.

4.5 The resolution of the Department, the Department’s list of persons recommended as assessors, the recommendations of the Faculty Higher Degrees Committee on the application and the committee’s recommendations on the list of assessors shall be transmitted via the Deputy Registrar (Academic) to the Senate.

4.6 The Senate shall determine whether the application merits submission to assessors.

4.7 Having determined that an application merits submission to assessors the Senate shall appoint the assessors.

4.8 In the event that the Higher Degrees Committee of the Faculty or the Departmental Board to which the matter is assigned do not consider that the application has been made to the appropriate Faculty or Department they shall transmit the application and the supporting evidence with their reasons for declining to consider the application to the Deputy Registrar (Academic) for reassignment to an appropriate Faculty and Department, provided that the Senate may determine that the matter shall be considered by a particular Faculty and/or Department.

5. **REGISTRATION**

If the application is approved by the Senate the candidate shall be informed of the acceptance of the application for consideration for the appropriate degree and shall be registered, upon the payment of the prescribed fee as a candidate for the award of the appropriate degree.

6. **METHOD OF ASSESSMENT**

6.1 After registration, as prescribed in Section 5, as a candidate for the appropriate degree the
assessment of the evidence submitted by the candidate shall be made by six assessors, appointed in accordance with Section 4 of these regulations; provided that at least four of the assessors shall be external assessors and, normally, at least one shall be an internal assessor.

6.2 The assessors shall each submit a formal written report on the application and its merits to the Deputy Registrar (Academic). Such reports shall contain recommendations as to whether the candidate should be awarded the appropriate degree.

6.3 The reports of the assessors shall be considered by the Senate which shall determine whether the candidate should be awarded a higher doctorate.

7. NOTIFICATION OF RESULTS

The Deputy Registrar (Academic) shall notify the candidate of the results of the application as decided by the Senate.

8. AWARD OF THE DEGREE

Successful candidates will be issued with a diploma, bearing the University seal after the award has been formally approved by the University Council. The student is required to submit three executive bound copies of his/her thesis and a soft copy to the Library and Postgraduate Centre before he/she is issued with a certificate.
9. **Plagiarism**

9.1 **Definition**
The unacknowledged use of an idea or ideas, which are not originally one’s own. As such, plagiarism is an academic offence in the sense that theft, piracy, and robbery are in ordinary daily life.

9.2 Depending on the severity of the offence (recommendations on the severity of the penalty will be determined by the appropriate departmental Board of Examiners), cases of plagiarism shall be handled in the following manner:

9.2.1 **First Offence**: In the case of plagiarism being discovered in a piece of work such as an essay the student will get a Chairperson’s warning and will be awarded a zero for the submitted work.

9.2.2 **Second Offence**: The student shall get a Dean’s warning and will be awarded a mark of zero for the submitted work.

9.2.3 **Third Offence**: Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.

9.3 In the case of plagiarism being discovered in a project at the end of the year the candidate shall be denied the opportunity to re-submit the project.

9.3.1 The new project shall be submitted not later than the end of the following semester.

9.3.2 The new project will be awarded a maximum mark of 50%.

9.4 In the case of plagiarism being discovered in a project for the second time and after resubmission, a mark of zero shall be awarded and recorded and Senate will take disciplinary action either to suspend or expel the student.

10. **Failure to Satisfy the Examiners**

10.1 A candidate who fails to satisfy the examiners in terms of the Faculty Regulations may be required by Senate to “withdraw” or to “discontinue”, or to “repeat”.

10.2 **“Withdraw”** means that the student must withdraw from the university. This measure would normally be taken in respect of a student who failed in either two different programmes or twice in one Part of one Programme. Once “withdrawn” the student may not apply for admission until after a period of two years has elapsed.

10.3 **“Discontinue”** means that the student must discontinue the programme in which he has failed, but need not necessarily withdraw from the University, and as such a student will be free to apply for admission into a different program and his application will be considered through the normal admission procedures.

10.4 **“Repeat”** means that the student may apply for re-admission into the same programme and his application will be considered through the normal admission procedures. If a
student is repeating a Course(s), he shall only be credited with marks obtained during the “repeat” examination. Nevertheless, where this is provided in the Faculty Regulations, a “repeat” student may be exempted from re-attendance and re-examination in any Courses (s) in which he previously passed, or may take another approved Course or other approved courses instead of the Courses previously passed.

10.5 Where a dissertation or project is prescribed in any programme, candidates shall be informed in advance of the deadline for submission of such dissertation or project. Unless the Senate Executive Committee has granted prior permission for an extension of this deadline, any candidate who fails to meet this submission deadline shall normally fail the dissertation or project. In such cases, on the recommendation of the Examiners, the candidate may be permitted to submit the dissertation or project at a later date, normally within three months of the original submission deadline. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

10.6 Any candidate who wishes to appeal against examinations results shall apply through the Registrar within Fourteen (14) days from the date of publication of the results of that examination. The application shall be accompanied by proof of payment of the appropriate appeal fees. No appeals shall be considered if lodged after the stipulated time or appropriate fees have been paid.

11. Appeals against Terminations of Studies

11.1 Any candidate who, having failed to satisfy the examiners, is required to withdraw from the university or discontinue a program, has a right to appeal.

11.2 A committee shall be established by the Senate to consider such appeal.

11.3 Any candidate who wishes to lodge an appeal against withdrawal must do so in writing to the Registrar within 14 days after the publication of the examination results.

11.4 On appeal, the candidate must state clearly the grounds of appeal. A medical practitioner registered in terms of the Health Professions Act must substantiate medical grounds in writing. Any other evidence, which the candidate wishes to submit in support of his case, must also be lodged with the written appeal.

11.5 The Registrar will refer all timeous appeals to the Appeals Committee for Consideration.

11.6 The Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the examiners and extenuating circumstances of a force majeure nature which explain and are directly relevant to the student’s unsatisfactory academic performance, such as serious illness or other disability or circumstances which adversely affected the student’s academic performance and which he could not reasonably have been expected to have foreseen or avoided.

11.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence, as it may consider pertinent.
11.8 No right to oral hearing is conferred upon appellants and the university will not reimburse any expense incurred by an appellant in making a personal appearance before the Committee.

11.9 The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to Senate for approval or to Senate Executive Committee or the Vice-Chancellor on behalf of the Senate.

11.10 Appellants shall be notified in writing by the Registrar of the results of their appeal.


12.1 If any candidate, having completed a substantial component of a Part of his programme, is prevented by serious illness or other sufficiently substantiated cause from completing the prescribed requirements or that Part of the programme, he/she may be deemed by Senate to have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as Senate may decide, provided that:

   12.1.1 a candidate shall not be exempted from presenting thesis or dissertation where such is prescribed.

   12.1.2 award of an aegrotat degree on completion of a programme shall be without classification.

12.2 A candidate who wishes to be considered for an aegrotat pass must apply in writing, together with written substantiation of his case to the Registrar, normally within ten days of the end of the formal examinations for the Course concerned. A certificate from a medical practitioner registered in terms of the Health Professions Act must support appeals, which are submitted on medical grounds.

12.3 Where a student qualifies for an aegrotat pass, he may opt instead to write a special examination in order that an overall grade be determined and formally credited to the student. Application for such option must be submitted to the Registrar.

12.4 Senate may require any candidate, irrespective of his/her Programme or Faculty, whose examination performance has been adversely affected by sufficiently substantiated circumstances of a force majeure nature to write special examinations at appropriate future dates normally not latter than three months after the date of the last examination missed. In such cases, unless otherwise stipulated by Senate, the mark obtained in the special examination will be counted in the overall assessment for purposes of degree classification.

13. Publication of Results

13.1 The Registrar shall be responsible for the publication of the results of formal examinations as approved by the Senate.

13.2 Results lists shall be posted on university notice boards and university website in addition, the Registrar shall avail to each individual a copy of individual results at the end of each academic year.
14. Regulations for Occasional Entry (For non-degree Studies)

14.1 The following may apply for Occasional Entry (for non-degree studies only).

14.1.1 A person who, for the purpose of admission into a course or courses offered at undergraduate level, has passed 5 'O' Level subjects including English Language, or equivalent; OR

14.1.2 Who, for the purpose of admission into a course or courses offered at postgraduate level; holds an approved degree in the relevant area; AND

14.1.3 Who, in addition to the provisions of either 14.1.1 or 14.1.2 above, can prove to the satisfaction of the Senate Executive Committee or Senate that the course or courses he proposes to study have a direct effect and purpose of enhancing his knowledge, appreciation of, performance of or at his occupation, profession, or further studies undertaken elsewhere other than the Bindura University of Science Education; OR

14.1.4 A person who is a full-time registered student of a university other than the Bindura University and who, through an arrangement agreed upon by his University and the Bindura University for credit or for improving his knowledge in the area in which he is registered in his University normally for a period of up to one full academic year only.

14.2 Other than the category of persons mentioned in 14.1.4 above, no persons admitted as an Occasional Student may normally be registered for more than two thirds of the full load of courses undertaken by a person registered as a full-time student in a relevant programme.

14.3 Admission into a course or courses as an Occasional Student shall normally be for up to one full academic year only at a time, and overall up to a maximum of two thirds of the minimum number of years prescribed for the completion of the programme on a full time basis.

14.4 Occasional Students shall be required to pay fees as set from time to time in the Fees Ordinance.

14.5 Applications must normally be submitted on the official Admissions form for Study for Non-Degree Purposes, and must be submitted to the Admissions Office three (3) months before the year for which admission is sought. Late applications may be considered upon receipt of a late application fee as set out in the Fees Ordinance from time to time.

14.6 The admission of each applicant into the University as an occasional student shall be subject to availability of places and approval by the Senate Executive Committee on behalf of Senate.

15. Academic Transcript

On leaving the University each student may obtain, on application to the Registrar, one copy of formal transcript of his complete academic record at the University. The copy of the transcript shall be issued to a student who has submitted set of one (1) executive bound copy and one (1) soft copy of his/her dissertation to the University Library and Department.
The student should not be indebted to the university.

16. **Award of Certificates and Diplomas**

The award of certificates and diplomas of the University shall be subject to approval by the University Council.

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

**FEES ORDINANCE NO. 5**

**SCHEDULE No.1**

1. **TUITION FEES/SEMESTER**

   (All in United States dollars unless otherwise stated)  
   Faculty of Commerce  
   Faculty of Science Education  
   Faculty of Agriculture and Environmental Science  
   Certificates and Diplomas  

   US$  
   350  
   400  
   400  
   350

2. **FEES FOR FOREIGN STUDENTS**

Any student of the University who is not resident in Zimbabwe or whose parents or legal guardians are not resident in Zimbabwe at the date of his registration shall be charged an academic fee of US$2,500 per semester or its hard currency equivalent.

A person who is resident in Zimbabwe solely for the purpose of attending the University shall not be regarded as being resident in Zimbabwe for the purpose of Clause 2.1 above.

Persons who are not the staff of a foreign embassy in Zimbabwe and the dependants of such persons shall be regarded as non-resident for the purposes of determining the fees to be paid by such persons for the courses undertaken at the University.

Students from the SADC region covered under Protocol will be charged fees under 1.

3 **MISCELLANEOUS**

The Vice Chancellor may determine fees to be paid by students:

3.1 Who are permitted to register for less than a session or who attend occasional classes or make use of laboratories, the library or the facilities of the University in circumstances for which no fee is prescribed in this schedule.

3.2 Who register for less than or more than a full degree programme.
3.3 Who register for the postgraduate and undergraduate parallel programmes.

3.4 For a course not included above until the relevant fees have been prescribed by Ordinance.

3.5 In determining such fees the Vice Chancellor shall have regard to scale of fees set out herein.

4. DATE OF OPERATION

This schedule shall apply with effect from 1 February 2012 to 31 December 2013.

Fees Ordinance local
Schedule No.2

1. APPLICATION FEE
   Normal Entry 10
   Mature Entry 10
   Special Entry 10
   Post Graduate Programmes 20

2. LATE APPLICATION FEE
   Undergraduate 20
   Postgraduate 30

3. ACADEMIC TRANSCRIPT
   First one issued for free
   Each original copy thereafter 5

4. DEGREE CERTIFICATE
   First one issued for free
   Each original copy thereafter 5
5. **GRADUATION FEES**          50

6. **INDUSTRIAL ATTACHMENT FEE**       20 per semester

7. **LABORATORY FEE**                  30 per semester (paid by all students Excluding those on attachment)

8. **EXAMINATION FEE**
   Undergraduate and Masters          50 per semester
   MPhil                              250 per semester
   DPhil                             250 per semester
   Affiliate College Students        15 per semester

9. **STUDENT ACADEMIC TRAVEL FEE**    5 per semester (paid by all students excluding those on attachment)

10. **CAUTION FEE**                    50 (paid by all part one students)

11. **REGISTRATION FEE**              10 per semester

12. **LATE REGISTRATION FEE**
    Undergraduate and Postgraduate    1 per day (up to a maximum of 14 working days)

13. **DEFERMENT FEE**                  50

14. **RESULT APPEALS FEE**            150

15. **COPY OF RESULTS**               5
| 
|---|
| 16. **PART-TIME STUDENTS** | 2/3 of full time tuition fees |
| 17. **TERMINATION APPEALS FEE** | 300 |
| 18. **RESIDENCE FEE** | 100 per semester (paid by all resident students) |
| 19. **STUDENT MEDICAL FEE** | 20 per semester (except those on attachment) |
| **Full Time** | VODL | 10 per semester |
| **20. REPEAT COURSE FEE** | Pro rata of tuition fee based on an average Load of five (5) courses per semester for full-time students (Sciences – 80; Commercial and Social Sciences – 70) excluding P/T and those on attachment |
| 21. **SPORT FEE** | 2 per semester |
| 22. **ASSOCIATE FEES** | 600 per year |
| 23. **INTERNATIONAL STUDENT LEVY** | 900 per year |

**TUITION FEES**

<table>
<thead>
<tr>
<th>24. <strong>MASTERS PROGRAMMES (BLOCK RELEASE)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercials</td>
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<tr>
<td>Social Sciences</td>
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</tbody>
</table>
Science Education and Sciences  450 per semester

25. DIPLOMA IN SCIENCE EDUCATION  150 per semester
   (Full Time)

26. CERTIFICATE IN OFFICE MANAGEMENT  300 for six months

27. DIPLOMA IN OFFICE MANAGEMENT  360 for six months

28. MASTERS PROGRAMMES  (full time)  450 per semester

29. VODL DIPLOMA  150 per semester

30. VODL DEGREE  350 per semester

N.B  Students on attachment pay all other applicable fees.
     International students are not eligible for government subsidies.