



**KWAME NKRUMAH UNIVERSITY
DEAN OF STUDENTS
STUDENT INFORMATION HANDBOOK**

2021

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WELCOME TO KWAME NKRUMAH UNIVERSITY

Our Dear Student

I wish, on behalf of the Vice Chancellor, and the entire University Community to extend a warm welcome to you. You have made a good choice in your academic life by choosing us as your destiny of your career. We are hopeful that you will have an enjoyable stay with us throughout your studies at the University.

Universities are wonderful academic institutions where everyone is given an opportunity to develop their full potential in both academic and non-academic life. They are centres of culture, civilisation, research, innovation and other developmental ideas. As our student, an opportunity is availed to you, to tap into all areas that will be of interest and develop it to the full potential for the betterment of the University and yourself as an individual.

You have become part of our ambassadors in the world, as such we expect you to exhibit high levels of good conduct in your life, so that, you uphold good tenets of living in every community you are coming from.

Always remember that, you are here as a student, as such much is expected of you to apply your abilities towards attaining your desired goal. As a University, my office will endeavour to give you all the necessary support where possible to make your stay comfortable and conducive.

We also wish to emphasise that as a student, we expect you to abide by rules and regulations set out by the University, that act as a guidance in your interaction with staffs and students. These rules apply as guide in your conduct both within the University operation areas and while you are outside on University business.

Wishing you a pleasant and enjoyable stay with us.

Welcome

Mate Kufanga

Dean of Students

2021

1.0. INTRODUCTION

The aim of this handbook is to provide you, with practical information and introduce you to this University. It is our desire that, the information will help you to understand the procedures and where you could get help whenever you are in need. It contains general information on the University, general disciplinary regulation and rules for students. It also provides a guidance of the “**Dos**” and “**Don'ts**” of students while you undertake your studies with this University.

Please read through all the information contained in this handbook carefully so that, you are guided as you undertake your studies throughout your stay at the University. This information applies to all categories of studies in the University.

Students are encouraged to read and understand these rules and guidelines highlighted in this handbook. Ignorance of Regulations and Rules or of any Public Notice issued by the University shall not be accepted as an excuse for any breach of discipline in the Halls of Residence, Lecture Rooms, Library or any University meeting facility. Every student on enrolment shall be supplied with either an electronic or hard copy manual whichever may be appropriate at the time, where all sets of University rules and other regulations will be included. Acceptance of a place in the University is conditional upon an agreement by the student to abide by University Disciplinary Regulations. The application of the Regulations and Rules is without prejudice to the general laws of Zambia which apply to the University as well.

2.0. CONTACT DETAILS

Plot 1583 Munkoyo Street, Kabwe, Zambia P.O. Box 80404, registrar@nkrumah.edu.zm

The University's main campus is in the central business district of the city of Kabwe, approximately 155 kilometres by road north of Lusaka, the capital and largest city in Zambia.

3.0. GOVERNANCE STRUCTURES

The University is governed under the Higher Education Act number 4 of 2013. The University Council superintends on all the matters of the University management. The supreme academic life of the University is executed by the University Senate.

4.0. PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor	:	Vacant
Vice Chancellor	:	Prof. Alfred Mwanza (PhD)
Deputy Vice Chancellor	:	Prof Francis Tembo (PhD)
Registrar	:	Mr. Polity Chilombe
Chief Financial Officer	:	Mr. Isaac Kamwimba
University Librarian	:	Mr. Mpundu Chilonga
Dean of Students	:	Mr. Mate Kufanga

5.0. DEANS OF SCHOOLS

Education	:	Dr. Rosemary Mulenga (PhD)
Natural Sciences	:	Ms. Florence Hanyuma
Business Studies	:	Mr. Mwiya Mufalali
Humanities and Social Sciences:		Dr. Lewis Chilufya (PhD)

6.0. DIRECTOR OF DIRECTORATE

Research, Postgraduate Studies and innovation: Dr Joseph K. Hachintu (PhD)

7.0. ABOUT KWAME NKRUMAH UNIVERSITY

7.1. Introduction

The institution was opened in March 1967, as Kabwe Teachers Training College. It trained junior secondary school teachers at its inception with an initial intake of 56 students. Four years later, the President of Zambia at the time, Kenneth Kaunda, re-named the college Nkrumah Teachers College, in honour of Kwame Nkrumah, the founding President of Ghana. During the period (2002 to 2008), the college began transforming into a University, a process that was actualised in 2015. The period 2008 to 2014 saw a restructuring of the college into a University. Several organisational changes were made to align the operations of the college into a University. In 2009, the college restructuring into a University was commenced. An interim Management led by the Acting Vice Chancellor – Dr. Rachel Mabuku Kabeta was appointed to initiate the changes.

Kwame Nkrumah University was established by Part IV, Section 14 of the Higher Education Act No. 4 of 2013. At its inception, the university could only accommodate 600 students, a number that has since increased to 6,000. As of August 2021, it employs 74 full-time academic staff.

The University held its first Graduation Ceremony under its own University letterheads in August 2015.

7.2 Historical Notes

Since its inception, the University has been a premier training provider in education courses. With its transformation, the University is now offering a wide range of programmes in other fields through its robust growth strategies. The University was initially specialised in offering teaching-based programmes in the Schools of Education, Social Sciences and Natural Sciences. The University has now diversified its programmes and introducing new programmes to answer to emerging training needs of the nation. A fully fledged School of Business Studies has been established offering a wide range of tailor-made programmes meant to answer the needs of the industry.

Kwame Nkrumah University is divided into 4 schools namely: School of Natural Sciences, Business Studies, Education ,Humanities and Sciences. Further it has two Directorates; Open and Distance Learning and Postgraduate and Research.

7.3. Development of the University

The initial transformation of the college into a university saw the appointment of the inaugural University Council in 2015 by the Ministry of General Education. The first inaugural Acting Vice Chancellor was appointed in 2014. The inaugural Council was dissolved in 2018 and the University was placed under Mulungushi University Care Taker Committee. The Care taker committee took over the governance of the University. The appointment of the Principal Officers of the University was initiated in 2019 and was concluded in March 2020.

7.4. Physical Development

Since its transformation, the University has undergone a major infrastructure expansion, including four student hostels; each capable of accommodating 600 students. The University now boast of a new modern library facility, lecture theatres and classrooms.

8.0. GUIDELINES AND PROCEDURES ON STUDENT DISCIPLINARY MATTERS IN THE UNIVERSITY

- 8.1. The Dean of Students, Deans of Schools, Directors and the Chief Librarian shall exercise disciplinary control over all students registered in the University on breaches of Rules and Regulations arising in Halls of Residence, Schools, Departments, Directorates, the Library and similar bodies.
- 8.2. Offences emanating from any contravention of the general Rules and Regulations, outlined in Part B, shall be reported to the Dean of Students by the Deans of Schools, Directors, the Chief Librarian or any other complainant.
- 8.4. The Dean of Students shall, if satisfied with the evidence provided by the complainant, charge the student by specifying the breached rule and arranging for the Student Disciplinary Committee to hear and determine the case.
- 8.5. The impositions of penalties arising from breach of the general Rules and Regulations shall lie with the Student Disciplinary Committee. The Student Disciplinary Committee shall reserve the discretion to impose lesser or stiffer penalties other than those prescribed in **Part B of this document**, depending on the gravity of the offence. Generally, the recommendations of the Students Disciplinary Committee shall be binding unless it is reversed by appeal.
- 8.6. Any student found guilty under these Rules and Regulations shall have the right to appeal to the Vice-Chancellor within 14 days from the date of effecting the penalty.
- 8.7. The Dean of Schools, Directors and Librarian shall ensure the enforcement and compliance of penalties by preventing suspended and expelled students from attending classes or lectures, writing tests, examinations, and using the library or engaging in any academic activity of the University. Any student who is suspended or expelled shall be obliged to leave the campus and shall be excluded from all University activities.
- 8.8. Any student who is suspended or expelled under the general Rules and Regulations shall forfeit any claim for refund or reduction of money paid as tuition, accommodation and any other fees to the University. In case of suspended students, they shall have to pay all outstanding fees at the time of suspension prior to re-admission.

PART I

GENERAL INFORMATION

1.0. ACCOMODATION SERVICES

The University offers a wide range of accommodation facilities in their Halls of Residence; these may be available on single or shared occupation basis. The following conditions apply that, need to be noted by all students.

- 1.1. **Bed space eligibility** -Admission to a programme of study in the University does not carry with it automatic eligibility for a bed space in a **Hall of Residence**.
- 1.2. **Room Application** –Admission to a **Hall of Residence** is by application (online or manual) whatever is applicable at a time, all application requests for accommodation must be directed to the office of the Dean of Students.
- 1.3. **Student Responsibilities in the Halls of Residence** - Once allocated a bed space in the Halls of Residence, students are expected at all times to ensure that, they use the facilities with care. Students are required to keep the rooms clean and tidy, not to damage any furniture, fittings, walls, doors, locks, or any other room requisites. If any item is damaged in the rooms or ablution block, the student is required to report such cases to the Dean of Students staff available in the hostels. When reporting, a student is expected to state what caused the damage to the property. An assessment shall be instituted through established University units and establish the cause of the damage. Where it is established that, the damage was due to student negligence, the student shall be made to make good by replacement or a surcharge.
- 1.4. **Hostel breakdowns/problems** - For students who are accommodated in a University lodging facility, they are expected to report all their residential problems to student hostel Representatives, Hall Wardens, Deputy Dean of Students or any other officers that may be available at the time. All these will assist to resolve your challenges, should there be need, report to Dean of Students Office. Any damages that are not reported within two working days shall be regarded as negligent cases.
- 1.5. **Hostel Community** - All students are expected to be courteous to others while living in our Halls of Residence. Kindly exhibit tolerance at all times, whenever you are in the Halls of residence. Extend help where possible

to other students in terms of illness, bereavement and other community challenges.

- 1.6. Hostel Clearance** - Every time you check in or out of our facilities ensure that, you hand back all University property in your possession and sign for it.
- 1.7. University Breaks** -During University breaks, all students are expected to clear off the hostel rooms. If you wish to stay during such periods, you are advised, to lodge your intentions with the Office of the Dean of Students for consideration. In such cases, you shall be informed of the outcome in writing.
- 1.8. Room Change** - Any intentions to change rooms shall be forwarded to the Office of the Dean of Students in writing and shall only be effected after approval from the Dean of Students or his/her authorised delegate.
- 1.9. Vacating University Accommodation** –Any student who wishes to vacate University accommodation is expected to give a notice and obtain clearance from the Dean of Students. The following shall be circumstances of exiting;
 - 1.9.1. In exceptional circumstances, a student may be directed to vacate University accommodation if the Vice Chancellor or Dean of Students establishes that his/her continued presence in the Halls of Residence or University is detrimental to the wellbeing of the University community. In such a case, a notice shall be issued to the student.
 - 1.9.2. On the last day of the closure of the University.
 - 1.9.3. On the last day of the end of an academic calendar.
 - 1.9.4. When a student's registration for any justifiable reason, with the University is terminated.
 - 1.9.5. No personal property must be left in the rooms when a student is checking out. The University shall not be held responsible for any loss of such property.
- 1.10. Wiring and Aerials mounting in Halls of Residence** -Students are prohibited from installing any additional electrical wirings or extensions in the Halls of Residence. No television or radio aerials must be erected on the roofs or in the lofts of residential buildings. Electrical equipment of more than 13 amps should not be used in the Halls of Residence.
- 1.11. Keeping of Pets** –No pets or animals are allowed to be kept in the Halls of Residence.
- 1.12. Outside Visitors** – Visitors are only permitted during stipulated times. All visitors are required to sign a visitor's register available at the security screening point on arrival and on leaving halls. Host students should assist their guests to have the register books signed. Visiting times shall be as

follows; **Mondays to Fridays:** 18:00 to 21 :00 hours **Saturdays, Sundays and Holidays:** 14:00 to 22:00 hours

- 1.13. Movement of Furniture** – The transfer of furniture from classrooms to the Halls of Residence is not allowed. Any student disregarding this guidance shall be liable to student disciplinary recourse.
- 1.14. Safety of Personal Effects** – All students are advised to be vigilant at all times to safeguard their personal property. The University shall not be held accountable for the loss of any personal property of a student.
- 1.15. Student Affairs Officers/Hall Attendants-** These are Dean of Students staff that will be available to you at all times. They will assist you or direct you to other authorities, should you encounter a challenge while staying in the Halls of Residence. They are responsible for issuing room requisites, guiding and assisting sick students to locate health service facility areas; showing visitors where the host student is lodging, controlling and reporting them to security officers.

2.0. COUNSELLING AND CAREER GUIDANCE

This is a section under Dean of Students unit that, offer counselling and guidance to students while at the University. They assist students in finding possible solutions to both academic and non-academic life. The working policy of the careers guidance and counselling, is to be relevant to the student community in ensuring that counselling, careers guidance and personal services are always available to them. They advise students on career choices, job opportunities, personal difficulties and other societal impediments. Whenever a student is faced with any challenges, they are the best office to approach and obtain possible way outs. The possible challenges that students experience during their studies in a University include but not limited to the following;

- 2.1. Job opportunity networks;
- 2.2. Placements;
- 2.3. Resume writings;
- 2.4. Interviewing guidelines and techniques;
- 2.5. Conducting Job Search;
- 2.6. Inability to cope with the demands and the general life at the University (experiencing intolerable stress);
- 2.7. Phobia (fears) of any type (e.g., fear of examination, fear to interact with people, fear to speak in lectures);
- 2.8. Depression and the feeling of committing suicide;
- 2.9. Addiction to alcohol and other drugs;

- 2.10. Emotional difficulties (the tendency to overreact emotionally – e.g., temper tantrums);
- 2.11. Loneliness and feelings of inadequacy;
- 2.12. Bereavements, illness;
- 2.13. Interpersonal matters (making friends, conflicts between room-mates;
- 2.14. Marriage and family matters (among married students, single students with concerns on marriage, etc.);
- 2.15. Sexuality matters (harassment, rape, unplanned pregnancy etc.);
- 2.16. Religious and spiritual matters;
- 2.17. Peer Pressure;
- 2.18. Withdrawing from School; and
- 2.19. Any other Psycho-social issues students may have.

This unit collaborates with several stakeholders and develop various programmes that are intended to expand the scope of counselling services to students. More details can always be obtained by visiting the Counsellors.

3.0. SPORTS AND RECREATIONAL ACTIVITIES

This is a section that, exist in the Unit and coordinates all sporting and recreational activities for students in the University. The section organizes games and other recreational activities for students both within and outside the University. There are a variety of sporting activities available for participation, to all bonafide registered students of the University. These include but not limited to field, track and indoor games. In addition, there are also a variety of recreational activities such as drama, fun fairs etc. Details of all sporting and recreational activities available can be obtained from the sports section. All students can join any sport of their choice and represent the University in various activities that the University participate in.

To understand operations on all matters of sports and recreation, students are encouraged to familiarise themselves with the Sports and Recreation policy of the University available at the Office of the Dean of Students.

3.1. Affiliation/ Registration Procedures for Clubs and Societies

Though sporting and recreation equipment and other facilities including infrastructure are fully funded by the University, all clubs, societies, associations and church groups are required, by the Students' Guild/Union constitution, to pay union membership fees as determined

from time to time, to qualify for registration with the office of the Dean of Students.

The clubs, societies, associations, and church groups present receipts and copies of constitutions along with application letters to the Dean of Students and they get registered. Such clubs, societies, associations and church groups then qualify to use all equipment and facilities that are managed by the office of the Dean of Students on behalf of the University management.

The facilities to which the clubs, societies, associations and church groups have entitlement to include: sports fields and courts, halls, University transport, and relevant equipment.

There is an adherence to the set rules and regulations as stipulated by the students' guild/ union constitution and the rules and regulations contained in the University.

All students of the University on full-time, part-time, evening and distance learning modes are free to participate in all extra-curricular activities and programmes as long as they are fully registered and fully paid-up members of the students' union.

4.0. KWAME NKRUMAH UNIVERSITY STUDENTS' GUILD

There exist a union advocating for student welfare called Kwame Nkrumah University Students Guilds. All registered students are members of this union. The activities of the members and executive are regulated through the approved student guild constitution.

5.0. LEAVE OF ABSENCE

Where a student experience challenges with their studies due to various circumstances, he/she may apply for a leave of absence from the University. A leave of absence refers to a permitted period in which a student may be allowed to be away from the University. Circumstances that may warrant a leave of absence include but not limited to bereavement, illnesses, or any other justified social challenges. Whenever a student faces such situations, they must always report the matter to the University Counsellor under the Dean of Students Office, who shall assist in processing the leave application. In an event of one having to leave urgently, Hall Wardens, Floor Representative, Class Representatives should be requested to inform the Dean of Students Office.

6.0. CHANNELS OF COMMUNICATION

Whenever a student is faced with a challenge and need guidance, all are encouraged to approach the office of the Dean of Students and make their inquiries. The Dean of Students' office will assist and direct students to appropriate offices where information can easily be obtained. Normally, all matters on academic issues are attended to by Deans in the respective Schools. Students are advised not to go from office to office in search of assistance or information. Students should approach the Dean of Students and make their enquiries on all matters.

The Dean's office will direct students to the appropriate office or department where the information can easily be obtained.

Other channels of communication available to the students are the following:

- 6.1. Assistant Deans in Schools and Head of Departments;
- 6.2. Academic Staff in the Schools;
- 6.3. Academic Office (Results and Admission matters);
- 6.4. Students Guild Executive Leaders;
- 6.5. Students Council of Representatives (SCR);
- 6.6. Floor Representatives;
- 6.7. Students Portal on the Kwame Nkrumah University Web Page www.nkrumah.edu.zm;
- 6.8. Notice boards around campus.

7.0. UNIVERSITY CHAPLAINCY

The University may appoint a Chaplaincy to be of help to both staff and students on matters of spiritual and Christian counselling and guidance. The Chaplain helps the University community in living a mature and happy life, whether as Christians or as believers in other faith, or none at all. The chaplaincy shall assist in coordinating religious and other fellowships groups in organising or rescheduling of their meetings. They also work with students in organising inter-faith ecumenical worships on special occasions such as Easter, Christmas, etc.

8.0. MOTOR VEHICLES

The University shall not be liable for the safe custody of personal vehicles of students. Vehicles parked within University vicinities are at owner's risks. Parking of vehicles in the corridors of Halls of Residence or University lawns is prohibited. If this is discovered, the Dean of Students shall apply any measure that the University will deem fit.

9.0. CONSUMPTION OF ALCOHOL, DRUGS AND OTHER TOXIC SUBSTANCES

Consumption/ selling of alcoholic drinks, drugs and other toxic substances in the Halls of Residence, Library, administration blocks or classroom areas are prohibited. All alcoholic drinks shall be sold at approved University designated point of sales.

10.0. STUDENT SPONSORSHIP/SCHOLARSHIPS FOR STUDIES

Scholarship sponsorship is not the responsibility of the University. Students are responsible to source for their sponsorship from any source. The contract that the student enters into with the respective sponsors should be observed very strictly.

11.0. ACADEMIC PROGRAMMES

The University offers a wide range of academic programmes in various Schools. These programmes are available on fulltime, part-time and Open and Distance Learning modes of delivery. Details of the programmes available on offer can be obtained from the University website and through the Academic Office. Students and other prospective candidates are encouraged to get in touch with us.

Students should always ensure that they register only for programmes to which they are admitted. There is a late registration fee that is charged by the University which will be paid by students who register late.

Students seeking help in course selection or patterns of progress for entry to specialized areas of degree programmes should see the Dean of Schools or Head of Departments in respective schools for advice.

12.0. ACADEMIC REGISTRATION

All queries and matters relating to academic registration must be obtained from our University website or Academic Office. Students are encouraged to constantly read notices on our University websites where information on academic programmes, calendars and many other relevant information is always available. Whenever a student encounters difficulties to continue with their studies, they are encouraged to approach the offices of Deans in their respective Schools, Academic Office or Dean of Students, who in turn will advise on the necessary modalities of withdrawing. Any student who abandons their studies without having informed the University authorities will be deemed to have left without permission. Students are expected to complete all registration formalities for their respective programmes, before attending classes. It is the responsibility of any student to ensure that they complete all the required registration requirements, upon reporting to the University on each of the commencement of the

academic calendar. Guidance on the process of registration is available to students on available University information platform and on students' portals.

13.0. COMMUNICATION WITH OUTSIDE INSTITUTIONS

No student is permitted to communicate with outsiders using the University name. Any student doing so with outside institutions or the press, do so in their own private capacity and as such, it shall be an offense to claim to represent the University in such circumstances.

14.0. MONEY TRANSACTIONS WITH THE UNIVERSITY

All financial transactions are undertaken through the office of the Chief Financial Officer. Financial queries such as billing, invoicing, payments must be directed to the Chief Financial Officer or delegate office. The University shall not be held responsible for any transaction that a student engages themselves with unauthorised persons in the University. At all times, any University transaction is accompanied with a stamped receipt. Students are therefore advised to always demand for a University receipt every time they transact.

15.0. SMOKING, EATING AND DRINKING

Smoking, drinking and eating are not allowed in the Library, Lecture rooms and Laboratories. Only in instances where these facilities are used for recreational activities may a waiver be made to allow such activities.

Note that the above activities are only permitted in designated places approved by the University.

16.0. USE OF UNIVERSITY TRANSPORT

University transport may be used on request, when available for students' activities. Organisers of any student activity other than the Sports and Recreation Officer can apply for permission to use the transport through the office of the Dean of Students to the University Registrar. The Registrar shall approve with conditions for the use of the vehicle that, may include a minimum charge to cover fuel and stipends for the driver. Any such applications must be made seven (7) days prior to the trip being undertaken. The request for transport must contain the following details;

16.1. Destination and purpose of the journey.

16.2. Date and time when the transport will be required.

16.3. The list of names of students who will be on the travelling party. together with the Halls or Residence where they are residing.

17.0. PUBLICATIONS

17.1. Any publications or articles that, will be circulated in the University community as an entertainment or informative platform shall be registered with the Office of the Dean of Students, and such publications must state on its front page that, it is so registered.

17.2. Before being permitted to be circulated, an approval must be obtained from the Office of the Dean of Students. The Dean of Students after satisfying himself /herself that, the publication will be beneficial to the students' populace, shall grant permission and issue a certification of registration and memorandum of the law of libel for such guidance.

17.3. Responsibility for the contents of the publication shall rest with the editors and authors of the publication.

17.4 A copy of each issue will be lodged with the Offices of the Vice Chancellor, Registrar, Dean of Students, Dean of Schools and the University Librarian within two days of its publication.

17.5 Any member of the University community who feels aggrieved by material published in the said articles/publications may lodge a formal complaint to the Office of the Dean of Students.

18.0. FORMATION OF STUDENTS' SOCIETIES AND CLUBS

The following guidelines shall apply in the formation of clubs or societies;

18.1. Societies/clubs in the University may be formed with the recommendation of the Students Union at the request of at **least ten** interested persons. Should the Union reject an application an appeal may be lodged to the Dean of Students.

18.2. All Societies and Clubs in the University shall be registered with the Dean of Students, and an application for registration shall be accompanied with the Constitution of the Society or Club.

18.3. The proposed Society and Club shall be deemed registered after a written approval by the Dean of Students.

18.4. Within three weeks from the date of confirmed approval, the Secretary shall deposit the names of persons holding offices of the Society or Club with the Dean of Students. Thereafter, any change of officers shall be notified to the Dean of Students within three weeks of change.

18.5. The Dean of Students shall have power to cancel the registration of any Society or Club whose activities are not in the best interest of the University.

19.0. HOLDING OF PUBLIC FUNCTIONS WITHIN THE UNIVERSITY PREMISES

For the purpose of this section, a public function is, one to which persons other than students of the University are invited or entitled to attend, but does not include sporting activities. The following is guidance on holding of public functions;

- 19.1. Permission to hold a public function within the University must be obtained in written from the Office of the Registrar, seven days prior to the holding of the same. Where students are involved, such request must be endorsed by the Dean of Students.
- 19.2. Permission to hold a public function within the University shall only be considered where the following information is availed accompanying the application; date, time of the function, place where the function is to take place, name and description of presentation, speakers or performers at the function, the fulfilment by the organisers of any requirements imposed by law in relation to the holding of such event has been communicated in writing to the Dean of Students.

*This information should normally reach the Dean of Students **fourteen days** before the function takes place. The Dean of Students may impose such other requirements and conditions as may appear to him/her to be necessary or desirable.*

20.0. STUDENT PROCESSIONS

Any student or students wishing to organise a peaceful procession in the University shall notify, and obtain written permission from the Dean of Students. The following is guidance on holding of Processions;

- 20.1. Notice of intention shall be given to the Dean of Students at least 48 hours before the peaceful procession is due to begin.
- 20.2. The notification shall state the purpose of the procession and the names of the organisers involved.
- 20.3. Processions shall only be held between 06 00 and 1700 hours.

- 20.4. The procession shall follow the route approved by the Dean of Students and keep as close to the right side of the road as to facilitate free passage of vehicular traffic; it shall do nothing to obstruct traffic.
- 20.5. During the procession, nothing shall be done or said that might incite violence or cause breach of peace.
- 20.6. The organisers of the procession shall be held responsible for any acts of violence/identify trouble makers and/or breach of University regulations and rules that may occur during the event. Where damage has been caused during the event, the organisers shall be held responsible unless where causers are identified other than the demonstrators the latter may be held responsible.
- 20.7. The Dean of Students reserves the right to prescribe any special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- 20.8. If in the opinion of the Dean of Students, the procession will likely lead to a breach of peace or cause serious interference with University work, he/she may refuse to grant permission.
- 20.9. The fact that a procession is not prohibited is no way implying that the University had either approved or is in sympathy with its objectives.
- 20.10. The above guidance is only applicable to University premises, Outside University premises, permissions must be sought from state police.

21.0. COLLECTION OF MONEY IN THE UNIVERSITY

No student is authorised to collect money from others, where a student/body intends to collect money from students, the following conditions shall apply;

- 21.1. Such a student/body shall request for permission from the Dean of Students stating the purpose for the collection and intended use of the same. Collectors will be required to publish a donation list and avail such to the Office of the Dean of Students. This rule applies to all collections such as subscription fees, entrance fees to organised shows, participation fees, etc.
- 21.2. A written approval to collect money must always be obtained from the Dean of Students.

22.0. POSTING OF NOTICES

Notices may only be posted in authorised places or notice boards. At all times they must be duly signed by authors and must be duly cleared by the Office of the Dean of Students in advance of publication.

23.0 HEALTH

- 23.1 The University has a health centre situated next to Liseli hostel. However, should a case require admission, the University shall provide transport to Kabwe General Hospital.
- 23.2. Sick students wishing admission in other health facilities will do so at their own cost.
- 23.3. Any student suffering from any infectious or contagious disease shall be required to inform the Dean of Students in confidence.
- 23.4. Students are required to notify the Dean of Students of any illness or disability.
- 23.5. Students may be required to undergo medical examinations whenever the Dean of Students finds it necessary.

24.0 OTHER IMPORTANT NOTIFICATIONS

- 24.1. The Dean of Students office shall, if need arises, carry out on spot checks in the hostels/rooms for security or maintenance purposes.
- 24.2. Any act or omission, whether occurring on the University premises or else where there is the presence of any University activity, which improperly interferes with the functioning of the University or improperly damages the University or its reputation shall constitute misconduct.
- 24.3. **Academic Office** – Students queries relating to admission requirement, student progression, grading system, grievance /appeal procedures, student certification, student graduation, student academic conduct, course registration, and change of programmes, examination regulations or any academic matters are handled through the Academic Office. Academic Office falls under the office of the University Registrar.
- 24.4. **Schools/Directorate** – Where a student has matters relating to daily academic life such as tests, assignments, such matters are handled by the School administration. The query can be submitted to the Deans of the Schools through the Heads of Department.
- 24.5. **Library facility** – The University library is available to all registered students. Any matters to do with library usage and facilities are handled by the Chief Librarian. All students are encouraged to familiarise themselves with library rules and regulations.

24.6. **Financial Matters** - All matters relating to finances are handled by the Chief Financial Officer. Any queries related to fees invoices and payments must always be directed to the University Chief Financial offices for attention.

PART II

REGULATIONS AND RULES IN HALLS OF RESIDENCE

The following provisions shall apply in conjunction with University Disciplinary Regulations and Rules for students. In the event of any inconsistency, the University Disciplinary Regulations and Rules shall prevail:

1.0. HALLS OF RESIDENCE

These are homes for registered students engaged in academic programmes. The allocated bed spaces shall only be used as private living study rooms.

2.0. STUDENTS AS RESIDENTS

Students have the liberty of movement within the precincts of the University provided that; sites of buildings operations are out of bounds at prescribed times. For students, males' and females' Halls of Residence are out of bounds to each other as prescribed in the rules and regulations.

3.0. ROOM SUBLETTING

No person may occupy, share or live in any room or premises unless specifically authorised by the Dean of Students. Students are not allowed to have extra people living in their rooms nor may they sublet.

4.0. PARTIES IN HALLS OF RESIDENCES/ROOMS

No parties are allowed in Halls of Residences/Rooms/Common Rooms without written permission from the Dean of Students. Any student intending to hold a party or any celebratory functions of any nature, must seek written authority from the Office of the Dean of Students, fourteen days prior to the event. This guidance shall be applicable to student functions only.

5.0. DISCIPLINE IN THE HALLS OF RESIDENCE

All students' resident in the Halls of Residence shall be expected to abide by the rules and regulations as outlined in the **Appendix I**. The following types of misdemeanours will attract disciplinary action and sanction:

5.1. Anti –Social Behavior conducts – These include exhibiting behaviors such as drunkenness, disorderly conduct, hurling insults, bullying, stalking, sexual harassment, using unprintable language, unnecessary noise making, loud playing of any musical equipment such as radio, television, Bluetooth gadgets etc. on all days in the Halls of Residence or University building.

5.2. Room Coexistence - Denying a roommate access to the room or making

it difficult for a roommate to have full use of the room is prohibited.

- 5.3. Sports** - Playing football, netball or any other sport in lawns, buildings or corridors in Halls of Residences or undesignated sports areas is not allowed. Damaging any sports equipment by negligence is not allowed.
- 5.4. Disobedience to University Staff** – Refusing lawful instructions from a University designated official acting on behalf of the University is not allowed.
- 5.5. Graffiti/Room Cleanliness** – Writing messages or putting posters on undesignated parts of a University building or Halls of Residence is prohibited.
- 5.6. The Organs to Deal with minor incidences of Discipline in the Halls of Residence** - The following organs where they exist shall be responsible in dealing with minor offenses;
 - 5.6.1. Floor Representatives** – Shall be responsible for hearing cases that may arise at a floor level.
 - 5.6.2. Mayors** - Shall be responsible for hearing cases that may arise at each of the Halls of Residence level, they shall form a committee comprising floor representatives plus the mayor as the Chairperson. This shall be a court of reference from floor representatives.
 - 5.6.3. Disciplinary procedures for minor offenses** - Floor representatives shall be a court of first instance for all anti-social conduct in Halls of Residence. Mayors and Floor representatives or any delegate student union ministry shall have authority to censure any student for their conduct. Where all the student disciplinary measures are exhausted without any conclusion at the court of first instance, such a case shall be referred to the Dean of Students who will decide on the way forward. All appeals arising from these platforms at Halls of Residence shall be submitted to the Dean of Students for further determination and guidance.
 - 5.6.4. Non-Residence Students** – Where a student is not resident in a Hall of Residence and causes disturbances, such a matter shall be reported to the security office and forwarded for action to the Dean of Students to determine which authority deals with the matter.
 - 5.6.5. Defined Procedure structure for other offenses** – In all cases, the individual concerned is to be informed of the details of the alleged committed offenses by the Dean of Students and given the opportunity to defend themselves. Where a student denies the charge or is not prepared to accept the verdict, such a case shall be referred to the Dean of Students Student Disciplinary

Committee for determination. Where the student admits or is proven guilty to the offenses, a record of the offense and sanctions shall be submitted in a report form by the student disciplinary committee to the Dean of Students for determination and further action.

6.0. STUDENT DISCIPLINARY COMMITTEE

Any student disciplinary matter can be heard by this committee when referred to it by the Dean of Students.

7.0. Dean of Students – Student Disciplinary Committee

There shall exist an appointed committee called the Student Disciplinary Committee that shall hear disciplinary cases of students at all times.

7.1. Membership – the following shall be the composition of the Committee; two academic members of staff nominated by Management, Student Counsellor, Deputy Dean of Students, one nominee from Registrar’s office, two student union/members representatives, University Security Officer, Administrative Officer (secretariat). Management shall appoint the Chairperson of the Committee from amongst the nominated members.

7.2. Hearing – The Committee shall determine disciplinary hearing modalities as it may deem fit, set dates of hearing. All hearings shall be in camera.

7.3. Communication - The Secretary of the Committee shall at all times communicate all transactions to the affected student. All the proceedings and minutes of the committee shall be kept in high confidentiality.

7.4. Witnesses –Accused students shall be at liberty to bring any witnesses of their choice to the hearing.

7.5. Authority – The Committee shall have authority to call any witnesses that they feel will be helpful in the determination of the case.

7.6. Final Recommendations – After the conclusions of the hearing, recommendations of the Committee shall be forwarded for action to the Dean of Students who will determine the final verdict and recommend to Management for action. The Dean of Students shall determine the verdict, where satisfied he/she shall recommend to the Registrar for action. The Registrar where satisfied with the submission shall communicate the final verdict to the said student of the same.

PART III

GENERAL DISCIPLINARY REGULATIONS AND RULES FOR ALL STUDENTS IN THE UNIVERSITY

1.0. DEFINITIONS

- 1.1. **'Student'**– This term shall apply to any person who is enrolled and registered for a programme of study at Kwame Nkrumah University. For the purpose of these regulations and rules, the term shall not apply to anyone who is not officially registered with the University.
- 1.2. **'Dean of Students Disciplinary Committee'**– shall mean a group of members constituted by the Kwame Nkrumah University management to hear and recommend recourse on student disciplinary related matters as stated in *Part (II) (10.1)* of this handbook.
- 1.3. **'Student Union'/Guilds** – shall mean any constituted student body/individuals elected to represent students 'matters as stated in *Part I (4.0)* of this handbook.

2.0. PROCEDURE FOR CONVENING A DISCIPLINARY HEARING OF A STUDENT

Whenever a student disciplinary case has been reported, the concerned officer or student shall institute the same by reporting to the Dean of Students Office or any University staff available at the time. The Dean of Students shall forward the case to the Chief Security Officer to institute investigative actions as deemed appropriate under the circumstances. Once the investigations are concluded or otherwise, a report shall be submitted to the Dean of Students for further determination.

- 2.1. Where it is established that, the student has admitted to the offense, the Dean of Students shall recommend to the Registrar, the course of action or sanction for the offender.
- 2.2. Where the student refuses to admit the case despite evidence adduced by investigation report, such a case shall be referred to the Student Disciplinary Committee for determination as follows.
- 2.3. The Committee Secretary shall inform the offender in writing against whom the charge is made, and the officer/student who initiated the complaint. In the notification, a date of the hearing shall be stated to the offender which shall be at least five days before the Committee sitting.
- 2.4. The notification shall give the student an opportunity to organise his/her Witnesses.

- 2.5. Thereafter the Committee shall convene a sitting and consider the case using best disciplinary hearing practices at the time.
- 2.6. No legal practitioners shall appear before the Disciplinary Committee except in the capacity and style of a party to a charge before the Disciplinary Committee.
- 2.7. The final verdict of the Committee shall be recommended to the Dean of Student for final determination.
- 2.8. Dean of Students shall study the recommendations and decide the final course of action to be taken, which shall be recommended to the Office of the Registrar for communicating.

PART IV

RULES, REGULATIONS AND PENALTIES GUIDELINES

1.0. DISCIPLINARY CASES UNDER THE JURISDICTION OF THE OFFICE OF THE DEAN OF STUDENTS

All students' disciplinary cases which are non-academic in nature occurring within the University vicinity or where the University is part of the function shall also be dealt with under these conditions. Academic related disciplinary matters arising from examinations and admissions are exempted from this jurisdiction. Academic related offenses include offenses such as examination misconduct shall be dealt with by relevant Senate Committee in line with the examinations and admission regulations of the University.

2.0. GENERAL RULES AND REGULATIONS

These general Rules and Regulations shall apply to all students registered at Kwame Nkrumah University. All students are expected to conduct themselves in a mature and responsible manner at all times. The following actions shall be considered as behaviours that are contrary to expected University Rules and Regulations and shall be regarded as misconduct.

- 2.1. The Student Disciplinary Committee shall reserve the discretion to impose lesser or stiffer penalties other than those prescribed in **Part B of this document**, depending on the gravity of the offence. Generally, the recommendations of the Students Disciplinary Committee shall be binding unless it is reversed by appeal.
- 2.2. Any student found guilty under these Rules and Regulations shall have the right to appeal to the Vice-Chancellor within fourteen (14) days from the date of effecting the penalty.

2.3. Hostel

No	OFFENCE	PENALTY
1	Wilful or negligent damage to/or loss of furniture, keys, windows, doors, curtains and any other fitting in the study rooms.	The student will replace the damaged item and bear the cost of replacement.
2	Unauthorized removal or loss of University furniture & fittings, beds and mattresses from the study rooms without prior permission from the Dean of Students office.	Written warning for first offence and payment of the replacement value of the item if lost. For repeat offenders, payment of the replacement value of the item and suspension from the Hostel for one academic year.

3	Photocopiers, printers, ovens, television sets and electrical heaters are not allowed in the hostels except for pressing irons, electrical kettles and a 100 litres fridge. Microwave ovens shall be allowed in self-catering hostels only. The university reserves the right to prohibit additional items without notice.	The student shall be fined a minimum of K300.00 to cover the cost of electricity and items shall be confiscated.
4	Engaging non-students to perform personal tasks such as washing clothes, or cleaning rooms or perform tasks for clubs, associations or selling in containers and sleeping therein.	The student shall be suspended from Halls of Residence for one academic year and in the case of clubs/associations the premises shall be reallocated and the club/association shall be barred from operating its business for one academic year.
5	Calling for, organizing and or conducting meetings, without the prior permission of the Dean of Students office.	The student shall be suspended from the university for one term.
6	Playing loud music at all times.	Written warning for first offence. Second offence - confiscation of the music system. Third offence - suspension from the hostel for one term.
7	Failure to hand in room keys upon closure of the University.	The student shall pay for the bed space for the number of days he/she will be in the study room at the rate of K50.00 per day.
8	Illegal occupation of a study room/squatting.	The student shall pay for the bed space for the number of days he/she will be in the study room at the rate of K150.00 per day.
9	Anti-social behaviour such as drunkenness, disorderly conduct, unnecessary noise, bullying and any behaviour causing a nuisance, inconvenience or annoyance.	Written warning for first offence depending on the gravity of the offence. Second offence shall be suspension from the University or Halls of Residence for one academic year.
10	Taking food from the dining hall to the study rooms without express permission from the Dean of Students office.	Written warning for the first offence. For a repeat offence, student shall be suspended from the Halls of Residence for one term.
11	Allowing, being in possession of alcohol as well as consumption and selling of alcohol.	The student shall be suspended from the hostel for one academic year.
12	Allowing, being in possession of or selling prohibited drugs in the Halls of Residence.	Expulsion from the University and reported to relevant authorities for prosecution.

13	Smoking in the study room and within a range 10 meters of the Halls of Residence.	The student shall be suspended from Halls of Residence for one academic year.
14	Change of accommodation without prior permission of the Dean of Students office.	The student shall be suspended from the halls of residence for one academic year.
15	Keeping a guest either male or female in the room overnight.	The student shall be suspended from hostel for one academic year.
16	Personal beds, mattresses, lockers, fixture and fittings such as mortise locks or socket outlets brought into Halls of Residence without prior permission from the Dean of Students is not allowed. Appropriate consent forms shall be filled in each time these are brought in.	The student who brings in any personal items without prior authorization, shall forfeit the items and be suspended from the Halls of Residence for one term.
16	Duplicating room keys without authority.	The student shall be suspended from the university for one academic year.
17	Bringing Pets into study rooms or any area in the Halls of Residence.	The student shall be suspended from Halls of Residence for one term.
18	Mounting, fixing or installing a satellite dish or any dish or any similar communication facility.	Student shall be suspended from Halls of Residence for one academic year.

2.4. General

No	OFFENCE	PENALTY
1	Fighting, riotous behaviour and vandalism resulting in damage to property within the University Campus.	The student shall be suspended from the University for one academic year.
2	Being identified as a ring-leader in a demonstration or riot.	The student shall be expelled from the University.
3	Threatening violence, assaulting, harassing, insulting or use of abusive language by any student against staff and other students within the University.	The student shall be suspended from the University for one academic year.
4	Possession of explosives, firearms, ammunition or any other dangerous weapons.	The student shall be expelled from the University and further action may be taken by the police.
5	Calling for a class boycott or demonstration without justification.	The student shall be expelled from the University.
6	Refusal/failure to identify oneself or cooperates when asked to do so by a University employee or giving false information of oneself to such an officer.	Suspension from the University for one academic year or as the disciplinary committee may decide depending on the gravity of the offence.
7	Altering a document in any way that amounts to forging the same.	The student shall be expelled from the University.

8	Running an unregistered clubs/societies/associations magazine, journal/newsletter in the University.	The student shall be suspended from the University for one academic year.
9	Failure to abide by the ruling, decisions and penalty made or imposed by the Disciplinary Committee.	The student shall be expelled from the University.
10	A student union/council of representatives' leader(s) who call for class boycotts, organize procession or demonstrations without seeking approval from the students through a secret ballot or referendum.	The students shall be suspended from the University for one term/semester.
11	Causing to publish, publishing materials, articles, notices, memoranda etc. with intent to incite students to oppose, rise or work against a university policy, university staff or even a university department or school.	The student shall be suspended from the University for one academic year.
12	Interfering with a witness or wilful obstruction of the work or proceedings of the Dean of Students' Disciplinary Committee.	The student shall be suspended from the University for one academic year.
13	Trading information to the press or any unauthorized person which brings the University name into disrepute.	The student shall be expelled from the University.
14	Unauthorized collection of money other than club subscriptions or entrance fees for movies and other functions.	The student shall be expelled from the University.
15	Unauthorized use of or interference with any mechanical or electrical installations in the University.	The student shall be expelled from the University.
16	Stealing, misappropriation of funds, fraud within the University community.	The Student shall be expelled from the University and further action may be taken by the complainant or police.
17	Any form of sexual harassment.	The student shall be suspended from the University for one academic year or expelled depending on the gravity of the harassment.
18	Any forced/coerced sexual act or rape.	The student shall be expelled from the University and reported to the Police.
19	Receiving a visitor or being a visitor of the opposite sex in one's rooms between 23.00 and 06.00 hours.	Suspension from the hostel for one academic year.
20	Soliciting by any student or club/association/society for funds or engaging in any fundraising activity within or outside the campus using the	The student shall be suspended from the University for two academic years; and in case of a club/association/society, it shall be

	name of Kwame Nkrumah University without prior written permission from the Registrar or Dean of Students.	deregistered and barred from operations for one academic years.
21	Inscription, painting or writing of graffiti in any place or property of the University.	The student shall be fined, suspended, expelled depending on the gravity of the offence.
22	Creation and participation in gangs on campus.	The student will be expelled from the University.
23	Participation in production and possession of obscene materials or being involved/practicing of homo sexual (male to male), (female to female) relationships.	The student will be expelled from the University and reported to law enforcement agencies.
24	Running a canteen or conducting any commercial (business) activities in the University	A fine of K300 shall be imposed for first offence and suspension from the university for second offence for one academic year.
25	Unauthorized possession of a key to University property.	The student shall be suspended from the University for one academic year.

2.5. Sports and Recreation

No	OFFENCE	PENALTY
1	Loss of any sports kit and equipment.	The student shall be required to replace the sports kit or equipment.
2	Holding unauthorized party discotheque, concert, dance or sport.	The student responsible shall be suspended from the university for one academic year.
3	Consumption of alcohol and drugs during sports trips and festivals.	The student shall be barred from sporting activities for one academic year.
4	Involvement in disorderly conduct at a sports or recreational event	The student shall be barred from the University for one academic year.

PART V

OTHER UNIVERSITY INFORMATION

1.0. UNIVERSITY ACADEMIC SYSTEM

The University runs a term system for full time and distance programmes, where a year is divided into three terms. Examinations are administered at the end of the academic year.

1.1. University Entry Level: Admission to the University is upon production of Grade twelve results. A minimum of five Ordinary level credits or better passes including English language is the minimum entry required for any applicant to be admitted to programmes into the University. For Natural Sciences and Business Studies, the 5 “O” Levels must include Mathematics.

1.2. Academic Organisation of the University: Senate superintends over the academic affairs of the University. The Academic office is entrusted in the implementation of senate decisions and related activities.

2.0. ADMISSION TO THE UNIVERSITY

The University offers a wide range of programmes to students. It accepts any candidate who meets the minimum entry requirement as determined by the University Senate. The University normally advertises its programmes to the public every year using various platforms. In addition to print media, the University has its informative website that is accessible where most of the updates are posted regularly. The admission of individual applicants is at the discretion of the University Senate.

3.0. GENERAL ENTRANCE REQUIREMENT

3.1. Standard Qualification: The general principle of admission shall be a basis in admitting students at the University. In exercising this discretion, the University shall be guided by the ability principles that, the student possesses the required potential to achieve the standards required to be awarded a degree.

3.2. Offer of a Place: An offer of a place in a programme imposes an obligation on the University to admit the applicant and should not be withdrawn without the applicant consent; However, an offer can be withdrawn if:

3.2.1. The applicant fails to meet the conditions of the University.

3.2.2. The intake to the programme is cancelled.

3.2.3. The applicant is found to have a false declaration on the applicant form or has otherwise sought to mislead the University.

3.3. Deferred Entry Offer: The offer of a place in the University is usually made for the immediately following academic year. There is no deferred offer of places transferrable to later years. An applicant who registers but does not commence studies will be required to pay 10% annual fees to keep the place.

4.0. GENERAL ACADEMIC REGULATIONS

4.1. Enrolment and course regulations: Admission to the University is not binding to be a student of a University. Once admitted to the University, students are required to undertake enrolment confirmation and course registration. These processes must be satisfied before a student proceeds to attend any classes.

4.2. Registration: A student is entitled to registration only if all financial obligations to the University have been met. It is University requirement for all students admitted that they register for programmes every beginning of an academic term. Registration periods for each academic calendar year are listed.

4.3. Course Overload: This is where a student registers for more than the prescribed number of courses in an academic year at any given time. Normally a student is required to register for not more than seven courses in any particular academic year. Where a student requires registering for more than seven, they are required to seek permission from the heads of department. The school shall have mandate to consider such a request.

4.4. Late Registration: Failure to register in a course within ten working days at the beginning of each academic term/residential without approved permission shall be subject to penalties for late registration. Any registration after lapse of the stipulated timeframe shall be subject to a surcharge calculated at a rate of 1.5% and 7 % of term/residential tuition fees for full time and distance students respectively.

4.5. Failure to Register: A student who fails to register within fifteen (15) working days from the beginning of the academic year (for full time students) and seven (7) days for distance education students shall be deemed to have failed to register.

4.6. STUDENT ENROLMENT

- 4.6.1. Prerequisite Courses:** These are courses required to be satisfactorily completed before a student may register in a higher course. Students who earn a repeat in a prerequisite course should retake the same before registering for the higher course. Under no circumstance shall a prerequisite and a higher course be taken concurrently.
- 4.6.2. Repeating a Course:** These are courses; a student fails in any particular academic year. Such courses cannot be rescheduled for future academic years and must be done immediately in preceding academic years. A student repeating a course will be required to generate a new course work.
- 4.6.3. Course Exemptions:** Students who possess sufficient and relevant substitute qualifications for any given course may apply for exemptions by presenting their academic credentials to the Dean of the particular school for consideration. Full details of the exemptions criteria can be obtained from individual schools. The final decisions on exemptions are vested in the Schools.
- 4.6.4. Change of Programmes:** Students considering a change of programmes should put such requests in writings addressed to the Dean of respective schools. Change of programmes are limited to first and second years only.

4.7. Academic Work

- 4.7.1. Class Attendance Policy:** Registration in a course obligates the student to be regular and punctual in class. A student must attend all scheduled lectures, tutorials, laboratory activities and any other official contacts unless absent is sought from authorities. A student who misses such approved academic activities for three consecutive periods without approved leave of absence can be deregistered from the courses.
- 4.7.2. Continuous Assessment (CA):** Continuous assessment is the aggregated cumulative course work grading given to a student before receipt of the sessional examinations. This comprises class assignment, field work, research work,

project, tests or workshop presentations. It forms part of a final grade marking allocated to a student.

- 4.7.2.1.** It is a requirement that, a student has a complete continuous assessment before sitting for final written examination. Continuous assessment grades will be processed before the final examinations.
- 4.7.2.2.** Students engaged in an official University activity shall have the opportunity to make up any assignment or examination missed as a result of attending to such an official event.
- 4.7.2.3.** It is the responsibility of the student to provide official written notifications to the lecturer of the course at the earliest possible time of his or her intention to participate in a University sponsored event but not less than 24 hours prior to the date of the missed assessment.
- 4.7.2.4.** Students with incomplete continuous assessment due to illnesses, bereavement or any other calamities may apply to complete the missed assessments before final examinations through the School Dean attaching relevant documents. Such a student must produce prior authority from the University for missing the assessment activity.

4.8. Examinations

4.8.1. Examination Rules are as follows:

- 4.8.1.1. No candidate may be examined in any paper, course or subject at any time other than that set down in the time table.
- 4.8.1.2. No candidate is allowed into an examination room later than thirty minutes after the beginning of the examination nor to leave the examination room until thirty minutes elapses from the beginning of examinations. At the conclusion of the examination session, a candidate is only allowed to leave the room upon handing the examination script.
- 4.8.1.3. No candidate shall be allowed into the examination room before presenting their valid student identity card and examination slip.

- 4.8.1.4. Where a candidate has to seek proof of identity after being denied into examination room, the thirty minutes regulation on punctuality shall still apply.
- 4.8.1.5. In case of emergency, the Chief Invigilator may give permission to a candidate to leave the examination room and under such circumstances the candidate shall be accompanied by an Officer assigned by the Chief Invigilator.
- 4.8.1.6. Any candidate who leaves the room without the permission of the invigilator will be deemed to have withdrawn from the examination and will not be allowed to return.
- 4.8.1.7. No candidate shall be allowed to leave the examination room thirty minutes before the end of the examination.
- 4.8.1.8. No candidate shall leave the examination room until after the invigilator has collected all the scripts and Chief Invigilator has given permission for candidates to leave.
- 4.8.1.9. Candidates shall be allowed to read their examination papers for a period of ten minutes before the examination commences, but may not begin writing their answers until the Chief Invigilator announces that they may do so.
- 4.8.1.10. No candidate is allowed to share materials with other candidates during examination, not even through the invigilator.
- 4.8.1.11. Eating, drinking and smoking during the examination is strictly forbidden.
- 4.8.1.12. No candidate shall bring with him/her into the examination room any written, printed or any other matter except by direction of the examiner. All papers used during the examination must be handed to the invigilator.
- 4.8.1.13. No candidate shall communicate with another in the examination room.
- 4.8.1.14. No cell phone or other digital devices are allowed in the examination room.

- 4.8.1.15. A candidate who fails sick in the examination room shall report to the Chief Invigilator who in turn shall advise the candidate to seek medical attention. The Chief Invigilator shall provide a written report to support the candidate's application for a deferred examination.
- 4.8.1.16. Candidates with peculiar or special medical condition should notify the Chief Invigilator before examination begins.
- 4.8.1.17. In circumstances other than those obtaining in regulations stated in this policy, application for a deferred examination on behalf of a candidate who is unable to make an application himself/herself shall be submitted together with supporting documents or evidence to the Vice Chancellor.
- 4.8.1.18. No candidate is allowed to write for another candidate in whatever circumstances or impersonate another candidate.

4.8.2. Final Examinations

- 4.8.2.1. Final examinations are those assessments scheduled for the end of course at the end of an academic year.
- 4.8.2.2. For examinations that, involve projects, students will be expected to submit the projects on the date that will be indicated on the time table for final examinations.
- 4.8.2.3. Some examinations may require students to do practical work. The duration and rules of such examinations will be determined by respective schools.
- 4.8.2.4. No student is allowed to reschedule final examinations in preference to private activities.
- 4.8.2.5. A student who fails to pass the final examination shall be required to repeat that failed course in the next academic year.

4.8.3. Deferred Examinations

- 4.8.3.1. A student who fails to sit for the final examination at the time the examinations are due shall apply for deferred

examination in writing to the Registrar attaching relevant supporting documents.

- 4.8.3.2. No student shall defer examination on account of failing to pay University fees.
- 4.8.3.3. A student who fails to pass deferred examination shall be required to repeat the failed course and generate a new coursework.
- 4.8.3.4. A student who fails to sit for deferred examinations shall be deemed to have failed the examination and will be required to repeat the course.
- 4.8.3.5. A deferred examination is only valid for that particular year and cannot be carried forward to another academic year.

The above stated conditions are regarded as the expected to be abided by the candidates. Failure to do so will be deemed examination malpractice.

4.8.4. Penalties for Examination Malpractice

There are several penalties that are meted on candidates for failure to abide with examination rules. Any candidate who breaches these rules, their cases is referred to the examination malpractice committee for determination. Penalties for malpractice include suspension from the University, exclusion from studies or nullification of the coursework assessments. The decisions are made by the committee and recommended to university management for action.

4.8.5. Publication of Results

The University shall publish and communicate results to students when they are ready using appropriate available media. It is the student's responsibility to check for such published results and follow appropriate comments as indicated. No student shall claim ignorance of their results once results have been published.

4.8.6. Grading System: The following is the grading system

Percentage	Letter Grade	Points (full course)	Points (half course)
86 - 100	A+		
76 - 85	A		
66 - 75	B+		

56- 65	B		
46 - 55	C+		
40 - 45	C		
0 - 39	F		

4.9. In Comment

4.9.1. "IN" meaning 'incomplete' - This is given when a course remains in session after the term's final grade deadline. It is given only when the student has a legitimate extenuating circumstance prohibiting the completion of the course. Incomplete courses remain on the student's statement of results with a grade 'IN', until the necessary work is done and a grade is submitted.

4.10. Satisfactory Comment: This is a comment given to a candidate but has no grade. It is not included in the student's final degree classification.

4.11. Compensatory Pass (CP): This is a grade given to a candidate by Senate where it is established that, the candidate failed to meet a minimum pass grade with a small measure.

4.12. WP Comment: this is a comment made on a student result where the request to suspend academic activity was duly granted. The comment 'WP' shall appear on the student status until such a time that the student resumes studies. Where a student has generated a continuous assessment a 'WP' comment allows a student to carry such course work grades to a time when s/he will be readmitted into the University.

4.13. DSQ Comment: A 'DSQ' comment refers to disqualification of a candidate during examinations. A 'DSQ' grade is a fail grade. Student shall need to refer to examination rules and guidelines for conditions that lead to disqualification.

4.14. DR Comment: This shall refer to a deregistered student. This comment is entered against a student' course when the student has been deregistered in accordance with the provisions of the academic policy.

4.15. DC Comment: A 'DC 'comment refers to deceased. This comment shall appear against a student 'course where a student satisfies the entire continuous assessment requirement but dies before attempting any or final examinations.

4.16. LT Comment: This stands for left. It refers to a student who abandons a course initially registered for. In such a case, a student drops/leaves the

program without permission and without continuous assessment. This is a fail grade.

4.17. NE Comment: An 'NE 'comment is given to a student who has participated in all the continuous assessment but does not sit for the final examination in that course. This is a fail grade.

4.18. 'AD': This refers to academic dismissal. It is a grade assigned to a student that fails to satisfy the requirements of continuous assessment.

4.19. Overall Grades

4.19.1. Clear Pass: This is used if all courses are passed and there is no area from previous academic year.

4.19.2. Proceed: Is used if a course taken during the academic year is still being awaited.

4.19.3. Proceed and Repeat: Is used if at least one course has to be repeated either from the present or previous academic year.

4.19.4. Part Time Comment: Used where a student fails a repeat course or fails to meet the required pass percentage of the stipulated minimum courses in a particular year of study (fails a maximum of two courses).'

4.19.5. Repeat Comment: It shall be used to a student who fails more than two courses. A student with a repeat course shall only register for the failed courses and will not take any new courses.

4.19.6. Exclude Status

4.19.6.1. Exclude Combination: This comment shall be given to a student who fails 50% of the courses at first year. This shall also apply to a student who fails 75% of the courses from one of the programmes in their combination although they may clear the other courses in the other programmes.

4.19.6.2. Exclude School: This shall apply to a student having previously been excluded from combination and /or school and does not

make a 75% pass of courses. Such a student can seek transfer to another school in the next academic year. Transfer from one school to another shall only be done once.

4.19.6.3. Exclude University: This applies to a student who has been previously excluded from combination and /or school and again fails to pass by 75% of courses. Such a student shall be required to stay away for a period of three years. Upon serving the exclusion period a student is free to apply for readmission through the office of the Registrar.

5.0. GRIEVANCE AND APPEALS PROCEDURES

The filling of a grievance by a student shall follow the procedure below:

- 5.1. An appeal of grade or exclude or any other academic related grievances shall be considered by the Dean of respective schools. A written appeal letter shall be lodge by the complainant.
- 5.2. The Dean of a School shall dispose off the case in a manner deemed to be fair and in line with best grievance practices at the school level.
- 5.3. Where the appellant is dissatisfied with the outcome, such is entitled to lodge a further appeal to Senate. Senate shall hear the matter through the Senate Committee of Appeals and make a final decision.

6.0. STUDENT CERTIFICATION

Legislative authority for issuing certificates is in accordance with the Higher Education Act number 4 of 2013 of the laws of Zambia. This Act authorises the University Council to issue certificates, diplomas and degrees upon successful completion of approved programmes. The certificate process at Kwame Nkrumah University shall be the responsibility of the University Council. Collection of certificates shall be done by owners of the papers. No third parties are allowed to collect certificates on behalf of others.

6.1. Re-issuance of Official Documents

6.1.1. Change of Name: Upon payment of the applicable administrative fee and presentation of deed poll documents, the University shall reissue the official document for a graduate whose name has

legally changed. The reissued degree certificate will carry the date the degree was originally awarded. This is conditional upon the grandaunts returning the original documents.

6.1.2. Loss or Damaged of Original Documents: Upon payment of the applicable administrative fee and presentation of an affidavit and police reports certifying the loss or damage to the original documents, the University shall reissue the original document.

7.0. DEGREE CLASSIFICATION SYSTEM

- 7.1. In order to graduate with a bachelor's degree, a student shall have satisfied requirements in all the prescribed courses.
- 7.2 The grades obtained in third and fourth-year courses will be used to classify the degree.
- 7.3 The eight (8) course point system shall be used to classify the degree certificates.
- 7.4. The degree shall be classified according to the following points range:

Classification	Points
Distinction	28.0 – 40.0
Merit	20.0 – 27.5
Credit	12.0 – 19.5
Pass	0 – 11.5

Percentage	Points	Points (full course)	Points (half course)
86-100	A+	5.0	2.5
76 – 85	A	4.0	2.0
66 – 75	B+	3	1.5
56 - 65	B	2	1
46 - 55	C+	1	0.5
40 - 55	C	0	0

- 7.5. Degree Transcript:** Official transcripts are paid for and prepared up on request from the Registrar's office. Transcript requests are processed as they are received and dispatch time is kept to a minimum of 3 weeks. All financial obligations to the University must be satisfied before a transcript will be released.

8.0. STUDENT GRADUATION

The University reserves the right to modify the requirement for graduation in the course of the students' progression. A student must complete all the prescribed courses in order to qualify for graduation. Having fulfilled all other requirements, a student is entitled to graduation only if all financial obligations to the University are met. The University reserves the right to withhold or revoke certificates awarded due to cheating or other irregularities.

9.0. STUDENT GENERAL MISCONDUCT

9.1. The University reserves the right to determine what the general misconduct is.

9.2. It is a general misconduct if a student whiles on the University exhibit the following conduct

- 9.2.1. Intentionally or recklessly causes damage to the University property or commits theft.
- 9.2.2. Harasses, threatens, displays intimidating behaviour, or use abusive or offensive language.
- 9.2.3. Accesses, displays, download, upload or broadcasts offensive materials.
- 9.2.4. Acts in breach of laws or rules of conduct relating to smoking, alcohol consumption, use of drugs, occupational health or safety and discrimination.
- 9.2.5. Is in inappropriate attire befitting a University student.
- 9.2.6. Interferes with University teaching or learning activities.
- 9.2.7. Engages in conduct which is detrimental to the reputation of the University.
- 9.2.8. Forges University documents or document submitted to the University.
- 9.2.9. Offers a bribe or an improper inducement against the duties of a University staff.
- 9.2.10. Engages in misrepresentation in relation to University services or duties of a University staff.
- 9.2.11. Incites another person to commit general misconduct.
- 9.2.12. Falsely claims an identity, title, qualification or prior learning.
- 9.2.13. Misuses electronic devices such as cellular phones or recording devices leading to disruptive behaviour.
- 9.2.14. Commits an offense not necessarily mentioned here but deemed to be so by other natural or state laws.

10.0. INTELLECTUAL PROPERTY RIGHTS

- 10.1. The University recognises that, the academic staff, students and support staff may develop inventions, discoveries, copyrightable materials and new knowledge that, constitutes intellectual property.
- 10.2. The University shall protect the interest of the academic staff, students and support staff by providing a framework that, governs the ownership, disposition, use and commercial development of the University's intellectual property.
- 10.3. The University shall have ownership rights in intellectual property developed by the academic staff, students and support staff where University resources have been utilised.

11.0. STUDENT ACADEMIC MISCONDUCT

- 11.1. Academic misconduct covers any action that, a student takes to gain an unfair advantage when undertaking assessment.
- 11.2. The type of conduct that, are regarded as offences against standards of academic honesty include:
 - 11.2.1. Cheating shall be in the following forms (a) copying from the work of another person (b) using notes or other materials or not authorised during a test, quiz, laboratory report or examinations.
 - 11.2.2 Cheating in continuous assessment work shall result in loss of marks.
 - 11.2.3 A student found guilty of cheating in an examination will be penalised as stipulated in the University examination rules and regulations.
- 11.3. **Plagiarism:** This is a representation of the words of another, as one's own in any academic exercise. Cases of Plagiarism will be investigated and penalty may range from deduction of marks to expulsion from the University, depending on the seriousness of the occurrence.
- 11.4. **Impersonation:** Impersonation is the act of representing or being represented by another person during any evaluation. This shall lead to an expulsion from the University.

12.0. POLICY WAIVERS

In some instances, regulations and policies may cause hardships to the institution. In such circumstances, part of any policy may be put aside to arrive at a decision that is best for the sake of maintain peace and harmony in the University. University senate and management shall reserve the right to waive part of any policy where a petition has been submitted outlining the reasons. No exception to any policy is waived unless where approval has made otherwise.

13.0. SCHOOL OF BUSINESS STUDIES

13.1. Introduction

Like many other countries, Zambia has not been spared from the competitive exigencies of globalisation. These pressures have increased demand by Zambian businesses for business graduates with the knowledge and skills that can make a positive difference, not only to their bottom lines, but also to the development of the national economy.

13.2. History

The school was established in 2013 and on its inaugural, the first programme to be offered was Bachelor of Business Studies with Education, which was followed by the Master of Business Studies in 2018. In 2019, as part of the bigger picture in the contribution of university education to the general citizenry, the School embarked on an ambitious program by way of introducing non education business programmes. Currently, the School boasts of over fifteen (15) programmes.

The goal of the School of Business is twofold: to equip graduates with critical managerial skills, such as leadership, sound judgement, entrepreneurship, ethical business decision-making, and sharp analytical thinking; and, to target the knowledge and skill upgrading of established managers in government and industry.

13.3. School Structure

The following is the structure of the School;

13.3.1. Dean

13.3.2. Assistant Dean

13.3.3. Heads of Departments

13.3.4. Lecturers

13.3.5. Non-academic staff

13.4. The Board of Studies Members

The following comprises the members;

- 13.4.1. Dean of the School as the Chairperson,
- 13.4.2. Assistant Dean of the School,
- 13.4.3. All Academic members of staff of the School,
- 13.4.4. One Academic member representative from other Schools,
- 13.4.5. Two student representatives.

13.5. Departments

The School currently has a total of three (3) departments;

- 13.5.1. Department of Economics and Finance
- 13.5.2. Department of Information, Communication and Technology
- 13.5.3. Department of Marketing and Management

13.6. Programmes

Given that business principles provide a base for economic, political, and social development at any given level, the School of Business Studies offers business degrees which are, arguably, the most promising avenue for individual, organisational, and national development. Moreover, given their versatility, business degrees are applicable to virtually any industry and is also indispensable to the success of new business ventures. The School offers the following undergraduate and postgraduate programmes;

13.6.1. Undergraduate

- 13.6.1.1. Bachelor of Business Studies with Education
- 13.6.1.2. Bachelor of ICT with Education
- 13.6.1.3. Bachelor of Arts in Entrepreneurship with Education
- 13.6.1.4. Bachelor of Arts in Entrepreneurship
- 13.6.1.5. Bachelor of Arts in Economics
- 13.6.1.6. Bachelor of Accountancy
- 13.6.1.7. Bachelor of Business Administration
- 13.6.1.8. Bachelor of Science in Marketing
- 13.6.1.9. Bachelor of Arts in Human Resource Management
- 13.6.1.10. Bachelor of Science in Procurement and Supply Chain Management.

13.6.2. Postgraduate

- 13.6.2.1. Master of Business Administration – Generic
- 13.6.2.2. Master of Business Studies – Accountancy
- 13.6.2.3. Master of Business Studies – Entrepreneurship
- 13.6.2.4. Master of Business Studies – Information Systems
- 13.6.2.5. Master of Business Studies – Marketing
- 13.6.2.6. Master of Business Studies – Human Resource Management
- 13.6.3. PhD
 - 13.6.3.1. PhD in Business Administration
 - 13.6.3.2. PhD in Management

14.0. SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

14.1. The Board of Studies Members

The following comprises the members; Dean of the School as the Chairperson, Assistant Dean of the School, two student representatives, all Academic members of staff of the School, one Academic member representative from other Schools.

14.2. Departments

The School comprises of five Departments, and these are; Languages and Literature, Geography, History, Religious Studies Education, and Civic Education. It runs one undergraduate degree programme, Bachelor of Arts with Education. This is offered in various combinations involving major and minor courses. Currently the School hosts 29 course combinations of this nature.

The School also hosts Master's degree in various specialisations under the Directorate of Post Graduate Studies. These include Master of Arts in History, Religious Studies Education, Geography, Linguistic Science and Civic Education.

The School offers programmes that are aimed at answering to the needs of the nation in terms of skilled individuals

15.0. SCHOOL OF NATURAL SCIENCES

15.1. The Board of Studies Members

The following comprises the members; Dean of the School as the Chairperson, Assistant Dean of the School, all Academic members of staff of the School, one Academic member representative from other Schools/Directorates.

15.2. History

The School was established in 2017. It offers a variety of undergraduate courses that include;

- 15.2.1. Bachelor of Science with Education – Biology with Chemistry,
- 15.2.2. Bachelor of Science with Education - Chemistry with Biology,
- 15.2.3. Bachelor of Science with Education – Biology and Mathematics.
- 15.2.4. Bachelor of Science with Education – Mathematics and Biology,
- 15.2.5. Bachelor of Science with Education – Chemistry with Mathematics,
- 15.2.6. Bachelor of Science with Education – Mathematics and Chemistry,
- 15.2.7. Bachelor of Science with Education - Chemistry with Physics,
- 15.2.8. Bachelor of Science with Education - Physics with Chemistry,
- 15.2.9. Bachelor of Science with Education - Mathematics with Physics.
- 15.2.10. Bachelor of Science with Education - Physics with Mathematics,
- 15.2.11. Diploma in Agriculture Science Education.
- 15.2.12. It also offers postgraduate courses in Master of Education in Mathematics and Master of Education in Science Education.

16.0. SCHOOL OF EDUCATION

The School offers a variety of undergraduate, masters and postgraduate programmes in the University. The School has four departments namely; Special Education, Education Administration and Policy Studies, Sociology and Psychology of Education, Physical Education and Sports.

It offers teaching courses to prospective students in arts-based subjects. Its mandate is to equip all students in the teaching courses with necessary teaching methodologies and abilities to undertake teaching in learning institutions. Its programmes are offered across the other Schools.

16.1. The Board of Studies Members

The following comprises the members; Director as the Chairperson, Deans of the School, all Academic members of staff from the Schools.

17.0. DIRECTORATE OF POSTGRADUATE STUDIES AND INNOVATION

This is the directorate that, is responsible for the running of various postgraduate courses in the University. It offers postgraduate diploma, Masters and PHD studies to eligible students on full time, distance and by research.

17.1. The Board of Studies Members

The following comprises the members; Director as the Chairperson, Deans of the School, all Academic members of staff from the Schools.

17.2. History

The directorate was established in 2017. It offers programmes that are aimed at answering to the needs of the nation in terms of skilled Human Resource.

18.0. KWAME NKRUMAH UNIVERSITY LIBRARY

Kwame Nkrumah University has a two storey ultra-modern Library. The Library is automated and is comprised of three sections namely:

- a) Short Loan
- b) Open Stacks
- c) Reference

The library system plays an active role in the dissemination of information to the University Community and beyond. It functions as an effective support system to the university and offers a wide range of facilities in support of both traditional services and modern ICT applications, in research and information provision. The collection of the Library includes Books, Journals, Reports, Dissertations and Theses. Apart from its print resources, the Library provides access to a large collection of electronic databases such as e-journals and eBooks.

18.1. Library Internal Services

The Library provides the following services to the users:

- 18.1.1. Reference services
- 18.1.2. Access to library resources in print form
- 18.1.3. Access to electronic resources.

Kwame Nkrumah University library provided books, journals, online resources, study spaces and user education sessions to users make the most of what the library has on offer.

18.2. Astria Digital Library Service

The Library subscribes to Astria Digital library as well as e-resources through Zambian Library Consortium (ZALICO). Our e-resources can be accessed on the website www.nkrumah.edu.zm. They are available on both the remote (off campus) as well as on campus access.

18.3. Library Automation Facilities

The University Library has been using **KOHA**, an Integrated Library Management System for its functions such as Acquisition, Cataloguing, Serials Control, and Circulation. The Library's Online Public Access Catalogue (OPAC) provides access to the services and collections of a library, on which users can browse and search.

18.4 Library Operating Hours

- Monday – Friday - 09:00 – 21:45 hours
- Saturday - 09:00 – 15:00 hours
- Sunday - Closed
- Public holidays - Closed
- Vacation - 09:00 -17:00 hours

18.5. Library Security Service

18.5.1. Library gates

The library has installed an automated security system to ensure that, only authorised items leave the Library. This is in an effort to provide an efficient and effective service to all users throughout their studies.

18.6. Library Rules and Regulations

18.6.1. Membership to the library is open to University students and members of staff.

18.6.2. Any member borrowing books is solely responsible for their safekeeping.

18.6.3. Members are not allowed to borrow books for non-members.

18.6.4. Book Loans and Reservations

- 18.6.4.1. Users are expected to use the official Kwame Nkrumah Identity Card to borrow books from the Library.
- 18.6.4.2. Users can borrow up to the maximum of four (4) books from the open shelves for a period of two (2) weeks and one (1) book from the reserve section for overnight use or to be used within the library for two (2) hours.
- 18.6.4.3. Books marked **REFERENCE ONLY** may not be borrowed.
- 18.6.4.4. Members of staff will borrow books for one (1) month without renewal.

18.6.5. Returning of Books

- 18.6.5.1 All books borrowed from the library must be return on or before the date due.
- 18.6.5.2 The library reserves the right to recall any book at any time.

18.6.6. Library Fines

- 18.6.6.1. A fine is charged for overdue books from the general stacks and short loan. The charges are effective from the date and/or time after the book is due.
- 18.6.6.2. A Library user who loses or damages a book will be required to replace the book by buying a new copy or pay an equivalent amount for its replacement.
- 18.6.6.3. A book borrowed on Over Night Loan from Short Loan Section will be returned by 10:30hrs the following day. A book brought after 10:30hrs will attract a fine.

18.6.7. General Regulations

- 18.6.7.1. No brief cases or bags may be taken into the Library. These if brought into the Library will be left at the foyer **at owner's risk.**
- 18.6.7.2. The security reserves the right to check Library users at exit from the Library.
- 18.6.7.3. When in the Library, a Library user must either turn his/her cell/mobile phone off or mute it.
- 18.6.7.4. A Library user may be suspended from use of the Library for wrong conduct.
- 18.6.7.5. Eating and smoking is not allowed in the library.

19.0. DIRECTORATE OF DISTANCE AND OPEN EDUCATION

The Directorate is responsible for providing distance education to interested students. Programmes offered under distance modes, cut across all the Schools in the University. The Directorate coordinates the provision of distance programs through various platforms. They make reading materials available to registered students. Under distance mode of study, students are required to report for residential school twice in a

year to have physical contact with their lecturers and make necessary academic consultations to cement on the reading materials availed to them.

Distance learning is being enhanced and so far, Moodle and E-learning platform to students have since been rolled out. Under this mode of studies, lecturers are able to conduct virtual classes and upload reading materials to students from the University website at any place in Zambia.

There is also provision of Astria learning facility where students are able to access e-learning materials. These innovations are aimed at enhancing and improving quality of studies for students undertaking studies with the University.

20.0. UNIVERSITY POLICIES

The University has several policies that are in place that guide in the operations of the University. Students are encouraged to read these policies and understand them for use in their various day to day activities in the University. The following are some of the policies available in the University:

20.1. Student Funeral and Death Policy: This is the policy that gives guidance to both management and students during student bereavements. It stipulates what takes place when a student passes away and the burial provisions.

20.2. Academic Policy: This is the policy that gives guidance to both management and students on all academic matters. It stipulates issues of admissions, examinations, assessments and withdraw from studies.

20.3. Sports and Recreation Policy: This is the policy that gives guidance to both management and students on all sports and recreation related matters. It stipulates issues of sporting participation, recreation, cultural and other related matters. It is available at the Dean of Students department through the sports officer.

20.4. Accommodation Policy: This is the policy that gives guidance to both management and students on all accommodation and related matters. It stipulates issues of admissions, examinations, assessments and withdraw from studies. It is available at the Dean of Students department through the Administrative Officer.