



**GWANDA
STATE UNIVERSITY**

Excellence through Esprit De Corps

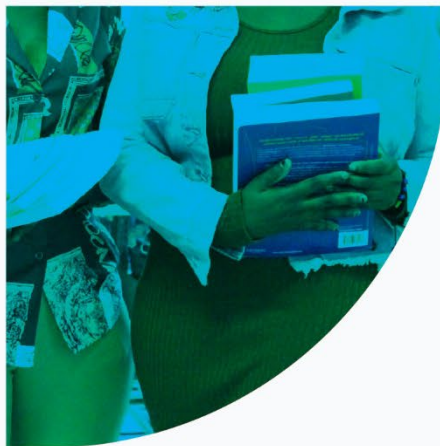
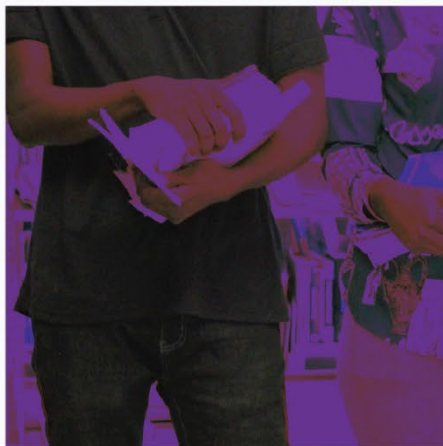
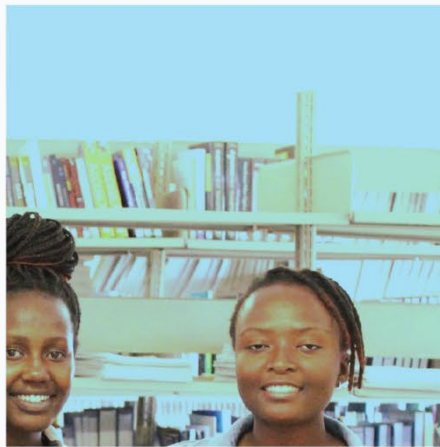
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**UNDERGRADUATE
STUDENT INFORMATION**

HAND

BOOK

2024



ADMISSION | REGISTRATION | EXAMINATIONS | STUDENT CONDUCT

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1. INTRODUCTION

Welcome to Gwanda State University (GSU). We wish you success in all of your endeavors and hope that your studies with us will be engaging and stimulating. Basic details about admission, registration, examination procedures and Student Conduct are provided in this handbook. The primary goal of the student information handbook's design and publication is to provide every GSU student with important and pertinent information right at their doorstep. Students can lack knowledge on "what" to do and when to do it. Therefore, it is believed that the handbook's contents will be beneficial to students. Further details on regulations/policies concerning other matters are available through the University's policies, ordinances, academic and programme regulations. The vision of Gwanda State University (GSU) is to be a globally renowned University driving cutting edge learning, research and innovation for value addition, beneficiation and industrialisation by 2030.

2. ADVERTISING POLICY

The University will accept applications for undergraduate and post graduate programmes at the start of each semester. Advertising shall be done via print or digital media. The requirements for admission to each offered programme will be supplied by the various departments through the Academic Registry Department.

3. ENTRY REQUIREMENTS

Regulations, both general and programme-specific, will be in place. Five "O" levels, including English language, are the minimal prerequisite for admission to undergraduate programmes. Additional requirements are two "A" level or a relevant Diploma. To determine their level of English proficiency, international students from non-English speaking nations must take an oral and written communication skills examination. If a student doesn't pass the examination, they must sign up for a six-month English language bridge course. After finishing the bridge course successfully, students will be able to enroll in other modules.

4. ADMISSION POLICY

Admission at the University shall be at the following levels:

- Certificate
- Diploma
- Undergraduate

PROCEDURE

For applications, visit the University website on www.gsu.ac.zw. The Admissions Office shall communicate through SMS or email with successful applicants, to whom offer letters will be forwarded.

5. DEGREE PROGRAMMES

The following degree programmes are available at GSU:

Faculty of Engineering and the Environment

- Bachelor of Engineering Honours Degree in Mining Engineering
- Bachelor of Science Honours Degree in Mining Engineering
- Bachelor of Engineering Honours Degree in Metallurgical Engineering

Faculty of Exploration and Earth Sciences

- Bachelor of Engineering Honours Degree in Geomatics and Surveying

Faculty of Natural Resources Management and Agriculture

- Bachelor of Science Honours Degree in Crop Science
- Bachelor of Science Honours Degree in Animal Science
- Bachelor of Science Honours Degree in Agricultural Economics
- Bachelor of Science Honours Degree in Horticulture and Crop Production
- Bachelor of Science Honours Degree in Animal Production and Health
- Bachelor of Science Honours Degree in Geography and Environmental Science

Faculty of Business Sciences and Management

- Bachelor of Commerce Honours Degree in Accounting
- Bachelor of Commerce Honours Degree in Marketing

Faculty of Computational Sciences

- Bachelor of Science Honours Degree in Mathematics and Statistics

6. REGISTRATION POLICY

- a. A candidate is only eligible to register if he/she is enrolled as a GSU students.
- b. Upon payment of the required fees and completing the registration procedures at the start of each semester, a student is deemed registered.
- c. Students agree to abide by university rules by completing the registration process.
- d. Students are limited to registering for the modules that are offered that semester.
- e. Students must register at the allotted time; failing to do so will result in a penalty cost that the University will periodically determine.

PROCEDURE

Once logged in, you will land on your profile page.

To register, click on the Registration tab, which opens a page with two sections:

Registration Section:

Here, you will find a list of modules for registration. Confirm the carryover and repeat modules with your department.

Select the modules by clicking/tapping the respective select boxes.

Click “Confirm Registration” and confirm your intention in the popup window that appears.

Fee Payment:

This section offers an online payment platform (Pay now) for instant remote payments. The platform accepts both ZWG and USD payments through various methods like Zim-switch, Internet/Mobile Banking, One Money, Eco Cash, Tele cash, Inn Bucks and direct bank transfers (bank details provided).

Gwanda State University Bank Accounts

Bank: CBZ

Account Name: Gwanda State University

Account Number (Nostro): 01224790080022

Account Number (ZWG): 01224790080062

Account Number (ZWG): 01224790080012

Branch: 8th Ave Branch

OR**Bank: Agribank**

Account Name: Gwanda State University Fees

Account Number (ZWG): 100008361457

Account Number (Nostro): 100010203206

Branch: Filabusi

6.1. CONCURRENT REGISTRATION POLICY

No student shall be registered in more than one programme with the University at the same time.

6.2. LATE REGISTRATION POLICY

Late registration shall attract a penalty fee as determined by the University and shall accrue as determined by the University from time to time. The maximum allowable time for late registration is fourteen (14) days.

7. EXEMPTIONS POLICY

Candidates who wish to formally apply for Accelerated Industrial Attachment Exemption must do so in accordance with the Accelerated Industrial Attachment (AIA) Policy. Accelerated Industrial Attachment is not an exemption from paying fees for that academic year.

PROCEDURE

- a. The student should apply for consideration by their Department at the beginning of Part II Semester I or Part III semester 1 as the case may be.
- b. Students must successfully explain, through oral interview, to the Departmental Board of Examiners their justification for application for AIA.
- c. After considering applications for AIA, the Department shall either decline the application or offer the student a provisional acceptance letter pending the results for overall Part II or Part III.

8. CREDIT TRANSFER AT THE GWANDA STATE UNIVERSITY

- a. Students registered in Zimbabwean Universities and other approved Institutions may transfer credits to Gwanda State University.
- b. To be eligible for a credit transfer with Gwanda State University, students must meet the following requirements:
 - be admitted to a programme of study at their respective Universities;
 - be in good academic standing.
- c. Transfer credit will be examined once the Admissions and Student Records Section of the Gwanda State University has received a paid application and transcript. Applicants should attach a scanned copy of the official transcript (not result notice), along with module outlines for any module that they are seeking credit for.
- d. Applicants must obtain Faculty approval to register at Gwanda State University.

- e. Credits obtained for modules completed at the respective Universities are converted according to the approved ZIMCHE credit system and will appear on the student's official transcript.
- f. Applicants must comply with the Gwanda State University General Academic Regulations.

9. CHANGING PROGRAMMES POLICY

No student shall be allowed to change from one programme to another, two weeks after the commencement of lectures.

10. ATTENDANCE POLICY

For a student to qualify to write examinations, he/she should attend at least 80% of the lectures.

PROCEDURE

Students shall:

- a. Attend at least 80% of the lectures and participate in all learning activities.
- b. Communicate and give reasons for their absence in writing by completing the Notice of Absence forms obtained from the Admissions Office.

11. DEFERMENT OF STUDIES POLICY

- a. A student may defer studies for one or two semesters if certain circumstances arise which may make it impossible to continue with studies.
- b. Notice should be given in writing by completing Deferment of Studies forms obtained from the Admissions Office.

PROCEDURE

The student shall complete a Deferment of Studies form stating the period of deferment and the reasons for the deferment of studies and submit to the Admissions Office. Admissions Office acknowledges receipt and confirms the deferment in writing.

12. TERMINATION OF CONTRACT BY THE UNIVERSITY POLICY

- a. The University reserves the right to terminate the contract with the student for reasons outlined under the procedure below.
- b. Students who intend to withdraw must advise the University in writing.
- c. Students who withdraw for a period of four or five years as the case may be shall re-apply to rejoin the University.

PROCEDURE

The University may terminate the contract with a student for the following reasons:

- a. Gaining admission into the University based on fraudulent information
- b. Failure to pay fees
- c. Breach of terms and conditions of University Regulations and any other behavior deemed inappropriate by the University.

13. TERMINATION OF STUDIES BY THE STUDENT POLICY

Termination of studies shall be in writing.

PROCEDURE

Termination should not prejudice the University or otherwise. Respondent should acknowledge notification to terminate studies within one month, otherwise failure to do so shall be deemed as acceptance of withdrawal.

14. DECEASED STUDENTS POLICY

The relatives of a deceased student shall advise the office of the Registrar of the death of the student. The deceased's next of kin should submit a certified copy of Death Certificate.

PROCEDURE

A copy of the death certificate should be submitted to the University with notification.

15. FEES AND LEVIES POLICY

- a. The University shall charge competitive fees and levies as approved by the Minister.
- b. Fees and levies should be paid in full by the end of the stipulated period.
- c. Fees may be reviewed if deemed necessary.

15.1 FEES AND LEVIES

Fees are valid for one academic semester and these include;

- a. Tuition
- b. Registration
- c. Examination
- d. Medical Aid Scheme
- e. Practical
- f. Laboratory
- g. Appeal
- h. Field Trips
- i. Graduation
- j. Library
- k. Sports
- l. Attachment
- m. Exemptions
- n. Levies as approved by Council

15.2 PROCEDURES FOR PAYMENT OF FEES

Payments shall only be made to the following Gwanda State University Bank Accounts

Bank: CBZ

Account Name: Gwanda State University

Account Number (Nostro): 01224790080022

Account Number (ZWG): 01224790080062

Account Number (ZWG): 01224790080012

Branch: 8th Ave Branch

OR Bank: Agribank

Account Name: Gwanda State University Fees

Account Number (ZWG): 100008361457

Account Number (Nostro): 100010203206

Branch: Filabusi

16. FAILURE TO PAY FEES POLICY

- a. A student may be registered for the semester upon payment of registration fees.
- b. Where a student has not paid the registration fees within the registration period, he/she shall not be allowed to write examinations until full payment has been made.
- c. Where the University is owed money or otherwise by a student, the University shall take legal action.
- d. No University service shall be offered to unregistered students.

17. FEES REFUND POLICY

There is a non-refundable fee specified in the offer letter for first year students. Students who decide not to join the University after paying their fees may forfeit part of the fees.

18. WORK FOR FEES POLICY

The University will administer the work for fees facility as guided by the Policy.

PROCEDURE

The University shall publicise the policy and students shall respond.

Application to be considered for Work Fees is done in accordance with the GSU Work for Fees Policy.

The Work for Fees Committee shall make its recommendations and recommend the award of the scholarships in accordance with the GSU Work for Fees Policy after approval by the Vice-Chancellor.

19. EXAMINATIONS POLICY

- a. Assessment is both summative and formative and is through work related learning, course work and examinations.
- b. Each course weighting shall be according to General and Programme specific Regulations.
- c. All coursework shall be submitted and signed for by/on the due date.
- d. Failure to meet the coursework deadline requires documentary proof for a waiver e.g. a doctor's report
- e. Students must be given feedback on their coursework before examinations start.
- f. No student shall write examinations without satisfying coursework requirements.
- g. All coursework shall be submitted through the Faculty Office/Departmental Office.
- h. Late submission of coursework shall attract a penalty.
- i. Students who ignore an Academic Board decision and proceed to the next semester, will have results nullified.

PROCEDURE

Students shall submit all coursework to the Faculty Office/Departmental Office which shall keep records thereof.

19.1 GRADING SYSTEM

The grading system is as follows;

Mark (%)	Grade	Remark
75 - 100	1	First Class Division
65 - 74	2.1	Upper Second Division
55 – 64	2.2	Lower Second Division
50 - 54	P	Pass
0 - 49	F	Fail

19.2 EXAMINATION RESULTS POLICY

Examination results shall be published by the Registrar at the end of each semester.

19.2.1 PROVISIONS FOR PASSING A MODULE OR PART, AND PROCEEDING IN A PROGRAMME

- a. A candidate shall be deemed to have passed a Part of a Programme if he/she has satisfied the Examiners in terms of the Scheme of Examination as prescribed in the relevant Faculty Regulations.
- b. Each Scheme of Examination may indicate which modules must be passed before a candidate may be allowed to proceed to a subsequent part of the Programme (or portion thereof).

19.2.2 FAILURE TO SATISFY THE EXAMINERS

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

- Retake
- Proceed to the next part of the Programme carrying modules from the preceding Parts (Carry Over)
- Repeat
- Discontinue
- Withdraw

19.2.2.1 RETAKE

Means redo module(s) failed in a previous semester within the same level.

19.2.2.2 CARRY OVER

- The number of carry-over modules are limited to 25% of the modules.
- Students carrying over modules will be re-examined at the next regularly scheduled examinations for those modules, normally taken one year later.
- Students may be required by the Senate to undertake continuous assessment with their carry-over modules. This assessment will then be taken into account in the usual way in determining the overall assessment.
- The maximum allowable overall mark for a carry-over module without Continuous Assessment is the pass mark of 50%.
- No candidate may carry over a particular module for more than two years. If a candidate fails a carry-over module twice, they would have to repeat the failed module.

19.2.2.3 REPEAT

- 'Repeat' means that the student may apply for re-admission into the Programme and his/her application will be considered through the normal procedures.
- A candidate who is not allowed to proceed to the subsequent Part of the Programme, but has passed at least 50% of the modules in that Part of the Programme, may be allowed to apply to repeat.
- If a student is repeating a module(s) he/she shall only be credited with the marks obtained during the 'repeat' examination. Nevertheless, a repeat student may be exempted from re-attendance and re-examination in any module(s) in which he/she previously passed.

19.2.2.4 DISCONTINUE

- A candidate who qualifies to discontinue:
 - (a) Has failed more than half of the modules up to a maximum of 75% should discontinue the programme.
 - (b) Has failed the same Part of the Programme twice, or
- 'Discontinue' means that the student must discontinue the programme in which he/she failed. Such student will be free to apply for admission/transfer into a different programme and his/her application will be considered through the normal admission procedures.

19.2.2.5 WITHDRAW

- A candidate who is not allowed to proceed to the subsequent Part of the Programme, and
 - (a) Has passed less than 25% of the modules in that Part of the Programme
or
 - (b) Has failed the same Part of the Programme twice,
or
 - (c) Has failed two different Programmes, will be required to withdraw.
- 'Withdraw' means that the student must withdraw from the University.

Once 'withdrawn' the student may not apply for admission until after a period of a minimum of one academic year.

19.2.2.6 SUPPLEMENTARY EXAMINATIONS

19.2.2.6.1 Senate may allow a candidate (second level second semester or final level second semester students only) to write a supplementary examination to enable him/her to pass a module of a programme in terms of the Faculty Regulations.

19.2.2.6.2 Normally supplementary examinations shall be written at the end of the programme by a student who fails with a supplementable mark during the last semester of the programme in line with the Faculty Regulations.

19.2.2.6.3 To be eligible for supplementary examination in a module a student must obtain a supplementable mark of at least 40% in the overall assessment.

19.2.2.6.4 Where supplementary examinations have been allowed the examiners will not incorporate continuous assessment in the determination of the result for the supplementary examination.

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

19.2.2.6.6 If a student is required to write a supplementary examination this fact and the results obtained in the supplementary examination in terms of "Pass" or "Fail" should be recorded on the official transcript of his/her academic results.

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

SPECIAL EXAMINATIONS

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

Exceptionally, such Special examination may be permitted by the Senate on the recommendation of the Board of Examiners for candidates in respect of their performance in a Supplementary examination must be treated in the same way as in accordance with Regulation 11.2.6.

19.3 PUBLICATION OF EXAMINATION RESULTS POLICY

The Registrar shall be responsible for the publication of the results of University Examinations as approved by the Senate.

PROCEDURE

- a. Examination results shall be accessed online through the University Website's Student Portals.
- b. Any queries on examination results should be channeled to the Examinations Office through the Faculty Office.
- c. Results published on the portal are provisional.
- d. The examination results of a student who owes any outstanding money to the University shall be withheld from publication.

19.4 APPEALS AGAINST TERMINATION OF STUDIES POLICY

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

PROCEDURE

- a. A Committee shall be established by the Senate to consider such an appeal.
- b. Any candidate who wishes to lodge an appeal against withdrawal or discontinuation must do so in writing to the Registrar within 21 days after the publication of the Examination results.
- c. On appeal, the candidate must state clearly the grounds of the appeal. Medical grounds must be put in writing by a medical practitioner registered in terms of the Health Professions Act. Any other evidence which the candidate wishes to submit in support of his/her case must also be lodged with the written appeal.
- d. The Registrar will refer all timeous appeals to the Appeals Committee for consideration.
- e. This Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the examiners. Extenuating circumstances of a 'force majeure' nature, which he/she could not reasonably have been expected to have foreseen or avoided, will be considered.
- f. The Committee shall be empowered to hear an appellant orally and to seek such information or evidence, as it considers pertinent.
- g. No right to automatic oral hearing is conferred upon appeals and the University will not reimburse any expenses incurred by an appellant in making a personal appearance before the Committee.
- h. The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to the Senate for approval, or to the Academic Board or the Vice-Chancellor on behalf of the Senate for consideration.

19.5 STUDENT APPEALS AGAINST PUBLISHED RESULTS POLICY

The Senate shall establish an Appeals Committee to consider student appeals against published results. Any student has a right to appeal against his/her results.

PROCEDURE

- a.** A student who wishes to lodge an appeal against his/her published results must do so in writing to the Deputy Registrar (Academic) within 21 working days of the University after the publication of the examination results.
- b.** Each appellant shall be levied a prescribed fee for the appeal. A schedule of the levies can be obtained from the Deputy Registrar (Academic). No appeal shall be considered until such levies have been paid.
- c.** On appeal the student must state clearly the grounds of the appeal. A Medical Practitioner registered in terms of the Health Professions Act must substantiate medical grounds in writing. Any other evidence that the candidate wishes to submit in support of his/her case must also be lodged with the written appeal.
- d.** The Deputy Registrar (Academic) shall obtain comments and recommendations from the relevant Faculty which, together with the appeals, may be referred to the Appeals Committee for consideration.
- e.** The Appeals Committee will consider as legitimate grounds for appeal:
New evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the examiners; and
- f.** Extenuating circumstances of a 'force majeure' nature which explain and are directly relevant to the student's unsatisfactory academic performance, such as serious illness or other disability or circumstances which he/she could not reasonably have been expected to have foreseen or avoided.
- g.** The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence, as it may consider pertinent. No right to oral hearing is conferred upon an appellant and the University will not reimburse any expenses incurred by an appellant in making a personal appearance before the Committee.
- h.** The Committee shall make a decision in each case, as it deems appropriate. Its decision shall be submitted to the Academic Board for noting.
- i.** The Deputy Registrar (Academic) shall notify in writing each appellant of the results of his/her appeal, which result shall be final.

19.6 RE-MARKING OF EXAMINATION SCRIPTS POLICY

If a student is not satisfied with the marking of his/her examination script, he/she may apply for a re-mark of such a script, subject to the completion of the relevant application format the Examination Office and payment of the prescribed fees.

PROCEDURE

- a. Unless Senate decides otherwise, the application process for the remarking of an examination script shall commence one week after the publication of the examination results and two weeks after the commencement of the following academic semester as indicated in the University Calendar.
- b. Applications for re-marking apply exclusively to written examinations. The prescribed fee is not refundable, unless the re-mark results in a pass or a distinction in the final mark.
- c. The Head of the Department concerned shall appoint a person other than the original examiner/moderator to re-mark the script.
- d. The outcome of the re-mark of an examination script, once approved by the relevant Head of Department, will become the official examination mark for that script.

19.7 ACADEMIC TRANSCRIPT POLICY

Each graduate of the University shall receive ONE copy of a formal transcript of his/her complete academic record at the University.

PROCEDURE

- a. A prescribed fee shall be charged for a duplicate (subsequent to the issue of the original transcript) or for a transcript requested before completion of studies.
- b. An Academic Transcript of Gwanda State University is issued without any alterations and carries a signed official stamp of the Deputy Registrar (Academic).

19.8 AWARDING OF A DEGREE CERTIFICATE OF GWANDA STATE UNIVERSITY POLICY

The award of Degrees of the University shall be subject to approval by the University Council.

PROCEDURE

- a. Candidates completing the requirements for such award will be entitled to a formal certificate of the University bearing the University seal and signed by the Vice-Chancellor and the Registrar confirming the award.
- b. If subsequent to the award of a degree to a student, it is discovered that there were gross irregularities and impropriety involved in the award, the University Council, on the recommendation of the Senate, reserves the right to withdraw the award and cancel the certificate.

19.9 PLAGIARISM, FALSIFICATION OR FABRICATION OF INFORMATION

Gwanda State University is a research-oriented institution that aspires to excellence in teaching, research, and academic services, among other areas of intellectual activity. Knowledge is intrinsically linked to comprehension and the pursuit of truth, even though it is not the central idea of study. Therefore, in this university, plagiarism, falsification, and knowledge fabrication are crimes that carry consequences.

19.9.1 PLAGIARISM

Definition: Plagiarism is the unacknowledged use of another person's material or ideas. As such, plagiarism is an academic offence in the sense that theft is in ordinary daily life.

19.9.2 Cases of plagiarism shall be handled in the following manner:

19.9.2.1 Minor cases of Plagiarism

- **FIRST OFFENCE:** in the case of plagiarism being discovered in a piece of work such as an essay or laboratory report or dissertation the student shall get a Chairman's warning but shall be given an opportunity to re-do and re-submit an acceptable piece of work after one week and shall be awarded a maximum mark of 50%.
- **SECOND OFFENCE:** The student shall get a Dean's warning and shall be awarded a mark of zero for the submitted work.
- **THIRD OFFENCE:** The Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.

19.9.2.2 Major cases of Plagiarism

- In the case of plagiarism being discovered in a project at the end of the year the candidate shall be denied the opportunity to repeat the year and submit a new project.
- The new project will be awarded a maximum mark of 50%.
- In the case of plagiarism being discovered in a project for the second time and after re- submission, a mark of zero shall be awarded and recorded, and the Senate shall take disciplinary action either to suspend or expel the student.

19.9.2 FALSIFICATION OF INFORMATION

Falsification refers to the act of intentionally altering, misrepresenting, or manipulating information, data, or documents to deceive or mislead others. This can involve:

- Fabrication: Creating false information or data.
- Alteration: Changing existing information or data to distort its meaning.
- Omission: Withholding or concealing relevant information.

19.9.3 FABRICATION OF INFORMATION

Fabrication refers to the act of creating or inventing false information, data, or stories with the intention to deceive or mislead others. It involves:

- Making up information or facts
- Inventing events or experiences
- Altering true events to create a false narrative
- Presenting fiction as fact

19.10 EXAMINATION MALPRACTICE AND DISHONESTY BY STUDENTS POLICY

- a. Any students suspected of malpractices and dishonesty shall be brought before the Student Disciplinary Committee for disciplinary action.
- b. A written report of the decisions of the Disciplinary Committee shall be relayed to the relevant Department, Faculty, Academic Registry, and the student.

PROCEDURE

On discovery of any malpractice, a University assigned staff shall compile a report for the attention of the Academic Board. A student suspected of such malpractice is expected to provide full cooperation.

20. INTERNATIONAL STUDENTS POLICY

- a. The University shall accept students from any country provided they meet the general entry programme requirements as stated in the General and Faculty Regulations.
- b. International students are those students who are non-Zimbabwean citizens
- c. All international students (non-Zimbabwean citizens) shall pay their tuition fees as determined by the University from time to time.

REQUIREMENTS

- a. Residence permit application form duly completed and attested by a Commissioner of oaths.
- b. Letter of acceptance from the University.
- c. Undertaking by Institution to provide accommodation.
- d. Proof of payment of fees.
- e. Copy of birth certificate and passport biodata page.
- f. Home Country Police Clearance.
- g. Chest X-ray report.
- h. Passport Size Photos (2).
- i. Residence Permit fees as per Zimbabwean immigration requirements.

21. GRADUATION CEREMONY POLICY

The University shall hold a Graduation Ceremony for students who have successfully completed their studies.

22. STUDENT CONDUCT

- 22.1.1** No student of the University shall:
- 22.1.2** Use the University premises contrary to University Regulations, Residence, Faculty or Departmental Rules or do any act reasonably likely to cause such miss-use;
- 22.1.3** Damage or deface any property of the University or do any act reasonably likely to cause damage or defacement thereto;
- 22.1.4** Disrupt teaching, study, research or administrative work, or prevent any member of the University or its staff from carrying on his/her study or work, or do any act reasonably likely to cause disruption or prevention;
- 22.1.5** Engage in any conduct whether on or off the campus which is or is reasonably likely to be harmful to the interests of the University, members of the University staff or students.
- 22.1.6** The following would be regarded by the University as instances of breaches of the Rule contained in 22.1 (above):
- 22.1.7** Displaying violence by word or act towards any member of the University, whether academic or administrative staff or student, or a guest of the University, or any visitor to the University or in any way intimidating or obstructing the free movement of such member, guest or visitor.
- 22.1.8** Disrupting or seeking to disrupt any proper function of the University whether it be an official function, Council Meeting, Senate Meeting, Faculty or Committee Meeting, lecture, teaching session, the function of any University society or day to day administrative activity;
- 22.1.9** Seeking to prevent a speaker invited by any section of the University community from lawfully expressing his/her views

22.3 Students are informed that:-

- If a group of students forms a common intention to commit certain acts and to assist each other in their commission, and in due course a breach of these Rules is committed by one or some of the group, then each member of the group members who foresaw that the breach would occur, or who must, in the view of the Student Disciplinary Committee, have foreseen that it would occur, may be held to have committed that breach of the Rules. A member of such a group can avoid this happening to him/her by taking clear and unequivocal steps, before such a breach is committed, to show that he/she dissociates himself/herself from the acts of the group with whom he/she has so far been associating;
- Where a number of students have committed a breach of these Rules and only one or more of these students can be identified, the University will not hesitate to take disciplinary action against those students who can be identified and against whom there is sufficient evidence to warrant such a disciplinary action;
- Where a student commits an act which is both an offence according to the laws of the country and one which after investigation appears to be a breach of the disciplinary rules of the University, the University may punish such a student notwithstanding that he/she is prosecuted and/or punished by the courts of the country;
- A Student Identity Card is solely for the legitimate use by the person to whom it has been issued.

22.5 A student shall obey any rules made from time to time by the Vice-Chancellor and shall further obey all instructions given by the Vice-Chancellor, the Proctors, and all those persons whom the Vice-Chancellor has charged to assist him/her in the maintenance of discipline, and in this regard:-

- Academic staff and Senior Administrative staff may order any member of a gathering of students which is committing an offence, or whose activities are likely to lead to a breach of Rule 3 (above), to disperse, and may further order any such member to furnish his/her full name or to accompany the member of staff for an interview with the Vice-Chancellor or a Proctor, or give both such orders. For the purposes of this section 'Senior administrative staff' shall include the Registrar, Deputy Registrars, the Bursar, Deputy Bursars, Librarian, Deputy Librarian, Sub-Librarians, Directors, Dean of Students, Deputy Dean of Students, Assistant/Senior Assistant Registrars, Assistant/Senior Assistant Librarians, Chief Security Officer, Accountants, Principal Accountants, and Wardens of University Residence.
- If a student misbehaves in a lecture or teaching session or interferes with the conduct of a lecture or teaching session the member of staff conducting such a lecture or teaching section may order the student to leave or to cease such interference.
- Failing to comply with any order given as above constitutes a serious offence.

Declaration by the student

I have read, understood and will abide by the set regulations in the student handbook.

Student's Name.....

Student Number.....

Programme.....

Signature.....

Date.....



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