



# ZEGU

## STUDENT HANDBOOK



*Developing a Total Person and  
Promoting Entrepreneurship*

**#MyvarsityMypride**



# **ZIMBABWE EZEKIEL GUTI UNIVERSITY**

## **RULES OF CONDUCT AND DISCIPLINE**

### **STUDENT HANDBOOK**

1	PURPOSE OF HANDBOOK.....	7
2	INTERPRETATIONS OF TERMS.....	7
3	ZIMBABWE EZEKIEL GUTI UNIVERSITY PREAMBLE .....	8
4	UNIVERSITY PRAYER AND CONFESSION .....	9
5	THE HISTORY OF ZEGU .....	9
6	VISION, MISSION AND CORE VALUES .....	10
7	ADMISSIONS .....	11
8	SPIRITUAL LIFE AT ZEGU .....	11
9.	THE STUDENT’S EXECUTIVE COUNCIL (SEC).....	12
10	UNDERTAKING AT REGISTRATION .....	13
11	STUDENT SERVICES .....	13
12	FEES AND ACCOMMODATION .....	14
13	HEALTH SERVICES.....	14
14	CAMPUS LIBRARIES .....	15
15	LOST AND FOUND.....	15
16	ORIENTATION OF NEW STUDENTS .....	15
17	RECREATION .....	16
18	STUDENT BANKING.....	16
19	TELEPHONE & INTERNET .....	16
20	ORGANISATIONS AND CLUBS POLICY .....	16
21	GENERAL CLEANLINESS.....	20
22	DRESS STANDARDS/ CODE.....	20
23	SOCIAL PRIVILEGES .....	21
24	STUDENTS’ RIGHTS AND FREEDOM.....	21
25	STUDENT INFORMATION .....	22
26	DRUG FREE POLICY .....	22
27	AIDS EDUCATION AND PREVENTION .....	23

28	PROFICIENCY IN ENGLISH LANGUAGE .....	23
29	POLICY ON SEXUAL HARRASSEMENT .....	23
30	RULES FOR HALLS OF RESIDENCE .....	26
31	ILLNESS .....	28
32	RULES FOR THE USE OF VEHICLES .....	28
33	CAR PARK .....	28
34	HOSTEL COMMITTEE STRUCTURE .....	29
35	CHECK IN PROCEDURE .....	29
36	CHECKOUT PROCEDURE .....	29
37	NOISE IN HALLS OF RESIDENCE .....	30
38	CLEANLINESS IN HALLS .....	30
39	COMMON ROOMS .....	30
40	PRIVATE PARTIES .....	31
41	LAUNDRY .....	31
42	ADHESIVE AND INK .....	31
43	COMPLAINTS .....	31
44	SECURITY IN HALLS .....	31
45	CHANGE OF ROOM/HALL .....	32
46	ROOM KEYS .....	32
47	UNATHORISED POSSESSION, DUPLICATION OR USE OF KEYS .....	32
48	VIOLENCE .....	32
49	FOOD SERVICES .....	33
50	SQUATTING AND COOKING .....	33
51	HALL PROPERTY AND ROOMSHARING .....	34
52	HALL MEETINGS .....	34
53	RULES FOR ALCOHOL IN HALLS OF RESIDENCE .....	34
54	POLITICAL GATHERINGS .....	34

55	HAWKERS.....	34
56	STUDY TIME .....	35
57	HALL OF RESIDENCE RUNNING COSTS .....	35
58	VACATION RESIDENCE .....	35
59	LECTURE ATTENDANCE REGULATION .....	35
60	PROPERTY DAMAGE AND LOSS.....	35
61	ZEGU STUDENT BEHAVIOUR CODE.....	36
62	DISCIPLINE REGULATIONS.....	36
	PART B MISCONDUCTS.....	37
63	ABSENTEEISM.....	38
64	UNAUTHORIZED ENTRY OR USE OF UNIVERSITY FACILITIES.....	38
65	BUSINESS/SOCIAL MEETINGS .....	39
66	BEHAVIOR .....	40
67	LITTERING .....	40
68	ATTIRE .....	40
69	HYGIENE .....	40
70	UNAUTHORIZED BANNER OR NOTICE .....	40
71	INAPPROPRIATE LANGUAGE.....	40
72	OBSTRUCTION OR DISRUPTION OF UNIVERSITY ACTIVITIES .....	40
73	BULLYING .....	41
74	UNAUTHORIZED EXIT FROM THE UNIVERSITY CAMPUS.....	41
75	FOOD.....	41
76	COOKING .....	41
77	SOLICITATION OF FUNDS.....	41
78	CLUBS AND ORGANIZATION .....	41
79	IMMORALITY .....	41
80	FORGERY .....	41

81	FIGHTING OR ASSAULT .....	42
82	THEFT.....	42
83	INSTIGATING DISTURBANCES.....	42
84	OUTLAWED MATERIALS .....	42
85	HOOLIGANISM AND FRATERNITY.....	42
86	DAMAGING PROPERTY .....	42
87	INSUBORDINATION.....	43
88	UNAUTHORIZED ENTRY OR EXIT.....	43
89	DISHONESTY .....	43
90	DISRESPECT .....	43
91	MISAPPROPRIATION/THEFT OF FUNDS.....	43
92	STRIKE AND STAY AWAY .....	44
93	DEFINITIONS .....	44
94	INFORMATION ON GROUP CONDUCT .....	47
95	ROLE OF UNIVERSITY PROCTORS.....	48
96	ROLE OF WARDENS.....	48
97	APPOINTMENT OF STUDENTS DISCIPLINARY COMMITTEE.....	48
98	SUSPENSION .....	49
99	INVESTIGATIONS.....	49
100	CHARGE SHEET.....	49
101	POWERS OF THE STUDENTS DISCIPLINARY COMMITTEE.....	50
102	DISCIPLINARY COMMITTEE PROCEDURES.....	50
103	POSTPONEMENT OF DISCIPLINARY HEARINGS.....	53
104	STUDENT DISCIPLINARY COMMITTEE RECORDS.....	54
105	THE PENALTY.....	54
106	PENALTIES OF PLAGIARISM .....	55



## PART A

# **STUDENT GENERAL GUIDANCE INFORMATION**

## 1 PURPOSE OF HANDBOOK

This handbook guides students in the academic and social life at the Zimbabwe Ezekiel Guti University (ZEGU). It highlights the vision and values of the university and the expectations and limitations within which students are to operate.

## 2 INTERPRETATIONS OF TERMS

In this code, unless the context otherwise indicates:

**'Academic Disciplinary Committee'** means a committee instituted by the Vice Chancellor to hear charges of misconduct relating exclusively to examination matters.

**'Council'** means the Council of the University.

**'Disciplinary Appeals Committee'** means a committee instituted to hear students' appeals and dispose of these on behalf of the Council.

**'Minor Misconduct Disciplinary Committee'** means a committee instituted by the Vice-Chancellor to hear charges of minor misconduct.

**'Vice-Chancellor'** means the Vice-Chancellor or Pro-Vice Chancellor of the University; and a person appointed to act in either of these capacities for the University.

**'Registrar'** means a Registrar or an Acting Registrar of the University.

**'Staff member'** means any employee of the University, including an Examination invigilator.

**'Student'** means any person who at the time of the alleged misconduct is or was registered or enrolled for a study unit or qualification listed in any part of the University's Bulletin, or for tuition or evaluation on or in any University premises by a staff member or by someone appointed or commissioned for that purpose by the University.

**'Student Disciplinary Committee'** means a committee instituted to hear charges of misconduct brought against students, other than misconduct relating to examination matters.

**'University Premises'** means any premises, or any building belonging to the University or used for the purposes of University's activities.

**'Working Day'** means any day other than Saturday, Sunday, or a public holiday.



### **3 ZIMBABWE EZEKIEL GUTI UNIVERSITY PREAMBLE**

This institution called Zimbabwe Ezekiel Guti University was prophesied in the 1960's after the ZOGA Church was started in May 1960 under the gum tree in Bindura by the Archbishop Professor Ezekiel Handinawangu Guti. The disciples sitting under his feet at Highfields Revival Centre receiving sound doctrine and great rich teachings of the word with great revelation from God would raise their voices high saying, "wakuma mwana wevhu" meaning, the son of the soil has spoken, and we are in Ezekiel Guti University while the Apostle and servant of God was preaching.

They were very much proud of their Ezekiel Guti University which physically did not exist then. To them the Ezekiel Guti University was there because of the quality of the outstanding, anointed teachings that they were receiving from the man of God, Ezekiel Guti. Some of them have gone to be with the Lord, and never saw the Ezekiel Guti University in existence as we see today. Like Isaiah, who prophesied about the coming of Messiah but never got to see Him physically, Isaiah 9:6-7 and Hebrews 11:13. From these teachings many leaders have been produced who are working in all sectors in the world. Wherever they are, they are outstanding.

In the very town that the ZOGA Church was begun is the same place that the Zimbabwe Ezekiel Guti University has been built today.

The vision that the Founder/Chancellor Prof. E H Guti received from the Lord states that on one will lead this unique University unless one is born again Spirit filled and God fearing because ZOGA FIF is a Pentecostal Church. Otherwise, it will be no different from other universities. We as ZEGU will observe the regulations of ZIMCHE.

Unholy words of strife or hatred shall not be permitted within this University. Pride or worldliness will not be allowed in this campus.

The scripture says in Gal 5:19-23, The acts of sinful nature are obvious: sexual immorality, impurity, and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambitions, dissensions, factions, and envy; drunkenness, orgies, and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God. But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (NIV)

1 Corinth 5:11 says, "But now I am writing you that you must not associate with anyone who calls himself a brother but is sexually immoral or greedy, an idolater or a slanderer, a drunkard or a swindler. With such a man do not even eat." (NIV)

God's expectations of you as a co-labourer with Him in this Zimbabwe Ezekiel

Guti University places an awesome responsibility of acceptance for maximum productivity and accomplishment. ZEGU is a world class Pentecostal Christian University committed to raising a new generation of leaders of outstanding quality who are born again, spirit-filled, committed, and with integrity in all fields. ZEGU is committed to pursue excellence at the cutting edge of learning. This University is vision-driven in raising a new generation of leaders for all the continents of the whole world, on the Holistic human Development platform, to raise total men/women who will go out to develop their world.

#### **4 UNIVERSITY PRAYER AND CONFESSION**

Heavenly Father help us to fulfil the purpose of this university, to produce quality outstanding leaders who are born again, spirit filled and God fearing, with dignity and integrity.

Help us to produce leadership of high quality in the nation and all over the world. Mayors, doctors, nurses, businessmen, directors of companies, politicians, teachers, lawyers, judges, and many other professionals who are born again, spirit filled and God fearing.

Help us Father God, that these will also re-produce leaders who will transform the lives of people spiritually and physically wherever they will go to lead or work. Leaders who are faithful, not greedy, not corruptive, but committed to serve people in the fear of God, who will transform the world with truth.

God, help us to fulfil the vision and prayer of our Chancellor, Prof. E.H. Guti that brought about the existence of this University.

We pray for all the lecturers to focus on the vision and purpose of this University.

We pray for all the students who are here that their lives will be transformed with the focus on the purpose of this University.

All the staff who are here on this campus, that they will do their work as unto the Lord and not unto men.

We commit this campus into the hands of God.

May the peace of God and love of God be with us all.

In Jesus name, AMEN.

#### **5 THE HISTORY OF ZEGU**

ZEGU is a Zimbabwe Assemblies of God Africa Forward in Faith (ZAOGAFIF) Private Pentecostal Christian University that started at Africa Multination for Christ College (AMFCC) in Harare. The University is situated near the place where

ZAOGAFIF was born on 12th May 1960 under a gum tree. It is no coincidence that ZEGU opened its doors to its first intake in May 2012 on ZAOGA's 52<sup>nd</sup> anniversary. The University is the brainchild of the visionary and Chancellor, who is also the founder and president of ZAOGAFIF, Professor Ezekiel Handinawangu Guti. Professor Guti has a passion for education, which was ignited by the disadvantage he suffered as a young person. As a Private Pentecostal Christian University, ZEGU gives training opportunities to people for the development of their minds, hearts and use of hands in the fear of God for the greater glory of God.

The construction of ZEGU, which started in 2011, has been facilitated by the generous support of members of ZAOGAFIF churches worldwide through what are commonly known in the church as talents. It is, therefore, important for all ZEGU students to appreciate and honor the funders of ZEGU (ZAOGAFIF members) who worked talents, its executive (ZAOGAFIF executive) and the visionary Professor E.H Guti and Dr. Eunor Guti.

## **6 VISION, MISSION AND CORE VALUES**

### **6.1 Vision**

ZEGU aspires to be a leading, research intensive, globally connected Pentecostal Christian University producing solution-driven, innovative and enterprising graduates.

### **6.2 Mission**

ZEGU, as a Christian and research-intensive institution exists to:

- provide a conducive learning environment for the development of entrepreneurial skills
- prepare students to contribute fully to society as globally engaged citizen leaders
- advance outreach, engagement and economic development activities that are innovative, research driven and lead to a better quality of life for individuals and the community

### **6.3 Core Values**

#### **Unhu/Ubuntu**

- Honesty
- Respect
- Integrity

#### **Entrepreneurship**

- Creativity
- Innovation
- Transformation

## **6.4 Our Beliefs**

We believe in:

- The Bible as being overall and sufficient for our salvation and faith in God
- Belief in One True God – Jehovah/ God/Almighty
- Salvation for all men; all mankind needs to be saved
- Baptism in the Holy spirit and with the evidence of speaking in tongues
- Sanctification/ a life lived in total separation from sin
- Divine healing through laying on of hands and word of God
- Water baptism by immersion
- Christ centered gospel followed by signs and wonders.

## **6.5 The Philosophy of ZEGU**

ZEGU was established to provide opportunities for students to develop high qualities of character to enable them to maximize their service to God, the church and society. ZEGU strives to maintain an environment favourable to the spiritual, intellectual, social, vocational, civic, and physical development of its students. In line with this, ZEGU's objectives are to build integrity, self-discipline/ control, responsibility, tolerance, loyalty, and spiritual leadership in its endeavor to develop the mind, the heart and entrepreneurship (kushandisa maoko).

## **7 ADMISSIONS**

ZEGU is committed to equal opportunity and does not discriminate against qualified persons based on religion, handicap, gender, race, color, or ethnic origin in its educational and admission policies. Although the university is sponsored and financed by ZAOGA (FIF), admission into the University is not limited to ZAOGA (FIF) applicants only; although where vacancies are limited, priority may be given to ZAOGAFIF members. Any student meeting the academic and character requirements of ZEGU, who expresses willingness to cooperate with the University values, policies and adjust to and be comfortable with the religious and cultural atmosphere, may be admitted.

Admission is a privilege, not a right and may be withheld or withdrawn by the University when a student's presence is deemed detrimental to the basic values, mission, and functions of the University in general.

## **8 SPIRITUAL LIFE AT ZEGU**

ZEGU is a Pentecostal Christian Institution with high and dynamic spiritual values. ZEGU seeks to foster and maintain an atmosphere conducive to a growing fellowship with Jesus Christ. Prayer, faith, and obedience to the word of God are tools which every student should use to attain his or her goals in life. Therefore, for students to develop their faith, prayer life and knowledge of God, all students are required to attend to all the spiritual activities at ZEGU. These include morning

devotions, services, and prayers. However, students are encouraged to develop a personal relationship with Jesus Christ, by spending time in Bible study, meditation, and prayer.

## **9. THE STUDENT'S EXECUTIVE COUNCIL (SEC)**

The Student Executive Council is an elected students' governing council that serves as the liaison vehicle between university authorities and the students.

ZEGU is a Private Pentecostal University, and we believe in being born again and Spirit filled with the evidence of speaking in tongues as in the Book of Acts. To be eligible to apply and stand for SEC elections the student shall fulfil the following criteria:

- 1) For the positions of President, Vice President, Secretary General and Minister of Religion the candidate must be a member of ZAOGAFIF, born again and Spirit-filled with the evidence of speaking in tongues and active in all the spiritual activities at ZEGU as stated in the University Preamble (attending morning devotions, Wednesday afternoon chapel services and attending Sunday services).
- 2) The student must subscribe to the: Core values of ZEGU (Unhu/Ubuntu, Honesty, Respect, and Integrity) and Entrepreneurship (Creativity, Innovation and Transformation).
- 3) Must be a registered student.
- 4) The candidate must have completed at least one academic year with no carry overs courses.
- 5) Students with repeating courses cannot apply.
- 6) Must be in at least Level 2:1 and 3.1 academic year in the faculty.
- 7) The student should not have been involved in disciplinary hearing or published subversive material/articles or involved in cyberbullying activities on social media that are likely to be harmful to the interests of the university.
- 8) Must understand that elected SEC members will only be allowed to serve for one term only and no more.
- 9) Must attach results of previous semester.
- 10) The student must submit formal application letter with a detailed CV attached to the office of the Dean of Students.
- 11) A select committee from members of the Student Welfare Committee shall sit to interview and shortlist the candidates.

**N.B.** The elected students shall take an oath of office before the Senior Proctor with an undertaking to:

- Refrain from inciting other students to be violent.
- To encourage peaceful and dignified resolution of disputes.
- To abide by the students' handbook.

- To defend the mission and values of ZEGU as a Private Pentecostal Christian University.

**N.B.** Any elected representative who becomes a repeater and or takes fewer modules/courses than normal shall give up office within the first thirty days of the start of the next semester. The vacant post shall be filled as if there was a resignation.

## **10 UNDERTAKING AT REGISTRATION**

When registering as a member of the University a student shall be given an application form with a copy of these rules and shall sign a statement in which he/she acknowledges that he/she had been furnished with the rules, and he/she undertakes to conduct himself/herself while a student at the University in accordance with these rules and with any amendments that can be made to them.

The student therefore undertakes to be bound by the spiritual life principles followed by the University namely attending morning devotions, attending spiritual programs organized by the University from time to time.

It shall be a misconduct for a student to fail to attend the University church/spiritual activities without authorization from the University.

All students are required to display their student registration IDs all the time while on campus. Students who do not display their student IDs will be asked to pay a fine whose amount is determined and reviewed by the University Administration from time to time.

## **11 STUDENT SERVICES**

### **11.1 Tuck-shop**

There is a campus tuck-shop that is operated for the convenience of both students and staff members. It is open daily except on Sundays. Most of the necessities of the campus community can be purchased there.

### **11.2 Campus Security**

There is 24-hour security service on campus. Use of unauthorized entrances and exits on campus is prohibited. Students are not allowed to come into or leave campus after 10 pm and all students are encouraged to cooperate with Campus Security. Prior arrangements with Janitors' and Security office must be made in cases where a student needs to leave campus or come into the campus for any after 10pm.

### **11.3 The Guidance and Counselling Office Centre**

The Centre is there to assist individuals to achieve self-awareness, self acceptance, self-direction, and self-actualization. The office has a full time Chaplain to provide counseling on spiritual matters. On educational matters, Faculty Counselors are there to help. On social matters, peer counsellors, can help and the Nurse provides health related counselling.

## **12 FEES AND ACCOMMODATION**

Students are expected to pay tuition fees and other levies at the beginning of each semester. The tuition fees and levies are determined by the University Council. Students are expected to familiarize and comply with the University's Fees Ordinance supplied by Registry Department. Full tuition fees must be paid first before payment for accommodation is done. The banking details are obtained from the Finance Office. Food and accommodation are charged separately.

### **12.1 Financial Aid/Loans/Scholarship Programme**

ZEGU does not have a scholarship programme but facilitates financial assistance to deserving, less privileged, good mannered and brilliant students. Financial assistance is, however, not guaranteed, as it depends on availability of funds from well-wishers. In recognition of academic excellence, ZEGU recognizes best students through an award system.

## **13 HEALTH SERVICES**

**13.1** There is a campus health clinic with qualified health personnel that provide health services to students in need of such. It is important to note that:

**13.1.1** Emergencies and serious illnesses are assessed on campus and consequently referred to health service providers in the vicinity or beyond, where appropriate.

**13.1.2** In the case of illness, the university endeavors to notify the student's parent immediately through the university clinic personnel and/or the office of the Registrar or Student Affairs.

**13.2** In the process of assisting students with health problems, the university shall not be liable or responsible for any adverse actions, effects or outcomes of whatever nature that may arise while the student is receiving or undergoing medical care, treatment, management, procedures or operations in medical hospitals or facilities. These include, but are not limited to:

**13.2.1** Minor or major surgery.

**13.2.2** Prescribed drugs/medication given.

**13.2.3** General care given by hospital staff.

**13.3** The university is further indemnified from responsibility and liability based on a mandatory indemnity form given to students to fill upon registration and admission.

**13.4** If the student fails, neglects, or for any other reason has been unable to fill such form, the university remains indemnified from liability and responsibility for adverse actions or procedures conducted in the process of providing medical services to students by third parties upon referral from the university.

### **13.5 Medical Aid Cover**

ZEGU requires each student to have medical aid cover during their period of study at the University. Medical aid cover is therefore offered by one service provider for all students. It is mandatory for every student to have this medical aid cover.

## **14 CAMPUS LIBRARIES**

The library is an integral part of the educational programme. Each Faculty has a dedicated Library. There are computers in the library to assist students in their research work; and students are encouraged to have their own gadgets like laptops etc. Students are provided with a separate information sheet on library matters by the Librarian and connectivity issues from the Information Communications Technology Officer.

## **15 LOST AND FOUND**

Lost items found on campus are surrendered to the Registry department. Lists of items found are posted on the University notice board. Stealing is prohibited and is a dismissible offence.

## **16 ORIENTATION OF NEW STUDENTS**

This is a mandatory requirement at ZEGU. The orientation programme is designed to assist students to adjust to university life. All new students are expected to participate in the orientation programme, which is conducted at the beginning of the academic year. During Orientation Week, various aspects of campus life such as the academic programme, religious activities on campus, use of the library and personal counseling among others are discussed with students. The University may arrange a tour around Bindura and ZAOGAFIF historical sites for new students. Students must know the history of the University.



## **17 RECREATION**

Students are encouraged to take walks and exercise at appropriate times to keep fit. They are also encouraged to take part in different clubs to encourage socialization.

## **18 STUDENT BANKING**

ZEGU does not take responsibility for students' money. Students are therefore advised to open accounts with the banks of their choice which can be accessed in Bindura. Ecocash services are available on campus and other service providers close to campus.

## **19 TELEPHONE & INTERNET**

There are no telephone facilities offered to students. Students can use cellphones; WIFI services are available through-out the campus. Warden staff telephones will NOT be used for student business.

## **20 ORGANISATIONS AND CLUBS POLICY**

Clubs and non-religious (whether internal or external) organizations are allowed to operate if they are formed or recognized in consultation with the university authorities provided, they are not affiliated to any political party or are involved in party politics (refer to ZEGU Students Associations Club Policy below)

**20.1** All organizations functioning at Zimbabwe Ezekiel Guti University (ZEGU) are required to register with the University. This policy applies to student organizations and any affiliated national organizations wanting to participate and hold activities/events on the ZEGU campus. Clubs and non-religious (whether internal or external) organizations are allowed to operate if they are formed or recognized in consultation with the university authorities provided, they are not affiliated to any political party or are involved in party politics.

**20.2** All proposed student organizations and any affiliated national organizations must establish for legal purposes consistent with the goals and mission of ZEGU University and its Christian principles to qualify for recognition. However, a submission of a proposal does not guarantee an approval. Approval is based on several factors including but not limited to the number of existing similar organizations, the level of student interest and likely sustainability over time, the required use of campus resources, the level of alignment and support to the mission and vision of the University and the Christian principles of its founding church, ZAOGAFIF. In addition, no organization shall support any specific political candidate for any election or have any other political affiliations or links.

**20.3** Should a student organization and any affiliated national organization not follow the university rules, policies, guidelines, or any relevant laws it loses its status as a student organization with the Student Affairs Committee (SACC).

**20.4** Clubs and non-religious (whether internal or external) organizations are allowed to operate if they are formed or recognized in consultation with the university authorities provided, they are not affiliated to any political party or are involved in party politics.

**20.5** A registered organization shall receive official identification as a University affiliated group and can gain access to designated University facilities and services, coordinate and communicate group activities with campus administration and other approved organizations and are eligible to receive funding from the Student Executive Council.

#### **20.6 Student Affairs Committee Club (SACC)**

**20.6.1** SACC shall consist of the following members appointed by the Vice Chancellor: -

- a) The Senior Proctor who shall be Chairperson
- b) The Deputy Dean of Students
- c) Two members of the Academic Staff
- d) The University Chaplain
- e) Sports Director
- f) SEC Minister of Sports/Arts and Entertainment

**N.B.** Six Members of the Student Affairs Committee Club (SACC) shall form a quorum

#### **20.7 Application checklist**

The applicant should consider the following before applying:

**20.7.1** Does your organization's mission overlap with any existing organizations?

**20.7.2** Review other clubs' constitutions on campus. If there is some overlap, what will your organisation give/do for ZEGU that no other organisation does?

**20.7.3** Check the list of student's organizations that have existed in the past, but currently do not have active leadership. If you would like to restart a student organization, contact the Student Affairs Club Committee (SACC)

**20.7.4** Has your organization existed at ZEGU in the past? If you think your group may have once existed at ZEGU and is therefore eligible for re-registration, contact SACC through the Dean of Students.

**20.7.5** All students and student organizations are responsible for knowing and abiding by all University policies. These are listed in the Student Handbook which can be found on the ZEGU website. <http://www.zegu.ac.zw/studentaffairsdepartment>. Find below details of some specific policies and additional SACC policies related to student organizations.

## **20.8 Student Organization Related Policies**

For students' clubs to be regarded as existing and legal they must observe the following:

**20.8.1** Existence. It is illegal to gather students in form of a club or association or any other grouping without permission to do so. For a club to be regarded as existing at ZEGU it must have fulfilled the following:

- Must be registered by the department of the Student Affairs Club Committee (SACC).
- The Dean of Students shall grant certificate of registration and existence. No club is allowed to gather students without registration.
- The Dean of Students shall only issue a recognition certificate upon the recommendations from SACC giving approval for the organization to operate.

## **20.9 Club registration**

**20.9.1** The club must submit its constitution and a list of its Executive Committee members to the office of the Dean of Students. The constitution **must** clearly state the goals and objectives of the club, how it will benefit the students as well as sources of their funding. All members must be bona fide students of ZEGU. Alumni can be included.

**20.9.1** The club must have a Patron who is a full-time employee of ZEGU and a member of academic staff.

**20.9.2** The Patron must sign an agreement form and must be available for any questions concerning the conduct of the club.

**20.9.3** The club must not be a political organization or have any political affiliations. ZEGU remains an apolitical institution hence cannot register any political organizations

**20.9.4** The Executive Committee of the club may be asked to come for an interview before the SACC.

## **20.10 Event Approval**

No student organization is permitted to hold any event without first getting approval from SACC. To obtain approval one needs to submit his/her event in person or through an email directed to the Dean of Students. Our staff will review the event and notify the concerned person of any concerns. Please note that if one changes his/her event after initial approval, that event will need to be reviewed again for additional approval. The Event approval process will happen within 1-2 business days of submission.

## **20.11 Event Scheduling**

Student Organizations are required to reserve any on-campus space prior to advertising their event (including requesting approval for the event from SACC through the dean of students' office). To submit room reservation requests, an organization should visit the University Calendar at [www.zegu.ac.zw](http://www.zegu.ac.zw) to view any forth coming events. Events scheduled on days which are already set aside for existing approved events will not be approved.

## **20.12 Posting Policy**

All student organizations must have all flyers, posters, and handouts approved by SACC prior to distribution. To receive approval, please bring all copies of each design to SACC through the Dean of Students office.

## **20.13 Presentations Policy (Speakers Policy)**

The most important thing to note is that under no circumstances can a performer, speaker, or any other type of presentation be scheduled without first receiving approval from SACC. If you are paying your speaker, you must also have him/her complete the SACC Performance Agreement in advance of their speaking engagement.

## **20.14 Alcohol Policy**

Student organizations are not permitted to have any form of alcohol at any event as is stated in the Student Handbook.

## **20.15 Officer Eligibility**

The University requires that a student who holds a leadership position (i.e.,

President, Vice President, Treasurer, etc.) within a student organization should not be carrying modules/ repeating a module and be in good standing with the University (i.e., have not been involved in disciplinary action). Periodic checks of eligibility will be done in conjunction with the Office of the Dean of Students. A student organization may require a higher academic qualifications standard as part of their constitution if desired.

### **20.16 Student Organization Travel**

Any student organization taking any overnight trips off-campus are required to submit all trip approval forms and indemnity forms to SACC. These submissions should be made through the Dean of Students office at least 2 days prior to the first day of travel. The Indemnity Forms can be obtained from the Registry Department.

### **20.17 Financial Management and Processing**

All student organizations are required to process all financial transactions through the University Finance Department. Student organizations are not permitted to have any outside bank accounts. All deposits of fund-raised money are expected to be made within 3 business days of receipt through the Finance Office. SACC should be notified of such a transaction for recording purposes.

## **21 GENERAL CLEANLINESS**

The university subscribes to the policy of cleanliness. Students are therefore expected to keep the campus clean and tidy. Writing of graffiti on walls and toilets is strictly forbidden. Students are not allowed to throw litter everywhere but should use bins provided.

## **22 DRESS STANDARDS/ CODE**

ZEGU encourages students to develop a lasting philosophy of good dressing and grooming. Acceptable dress code will vary from one occasion to another.

Therefore, take care of the following principle: "Tight clothing (e.g., skin tights, leg-ins) cut offs/miniskirts (anything more than 5cm above the knees), shorts, slippers, tops that reveal breast cleavages, back-outs, crop-tops/stomach-outs, bandeau, see-throughs and other kinds of inappropriate clothing are not allowed on campus (especially classes and church services) and other university related off campus functions". Lecturers can bar students from attending lectures if they are not dressed appropriately.

Select and wear clothing which gives dignity and an expression of our God given ability to appreciate beauty, creativity, harmony, and good taste.

## **23 SOCIAL PRIVILEGES**

Students must conduct themselves socially in such a way as to honor Christ and the message of the cross. It is important that actions, conversations, and relationships be above reproach. Though social interaction of students is allowed on university grounds, however, entering halls or rooms of the opposite sex is strictly prohibited at any time. Students can interact within classrooms and university grounds up to 10pm but not within the hostel grounds of opposite sex. Any appearance of evil might lead to suspension or expulsion. The university therefore forbids unbecoming behaviors between men and women; every student is therefore expected to develop and exhibit self-control.

## **24 STUDENTS' RIGHTS AND FREEDOM**

### **24.1 Freedom of Religion**

While ZEGU acknowledges the existence of other religious beliefs, the student must live within what ZAOGA (FIF) stands for. This implies that when a student voluntarily chooses to enroll at ZEGU, he or she is making a choice to live within a society that has established norms for its beliefs and practices and he or she agrees to conform to those practices.

### **24.2 Freedom of expression**

Political activism by students is not allowed on campus. However, the University encourages students as responsible citizens, to study contemporary issues and to state their convictions through acceptable modes of expression such as public discussion, debate, petition, and voting. All students should be guided by what made them to join the university: academic excellence and to become professionals and not to practice politics on campus.

Students or students' organizations that wish to engage in any public activity or cause, using the name of the university must first seek permission from the Registrar or Dean of Students. Only notices which have been approved by the office of the Dean of Students can be placed on notice boards. Faculty Deans shall first approve notices displayed within their own premises.

### **24.3 Off-campus Responsibility**

ZEGU students are citizens of an academic community, whether on or off campus. Students carry the name and dignity of ZEGU wherever they go. Students are therefore called upon to act responsibly wherever they are and always.

## **25 STUDENT INFORMATION**

The students of ZEGU are to supply the following information: Name, address, telephone/cellphone number (where applicable), gender, marital status, date and place of birth, major field of study, participation in official activities, dates of attendance and awards received.

Students have the responsibility to ensure that this information is correct and that it is not disseminated indiscriminately in a manner inimical to their interests.

The Registrar's office urges each student to report to it any changes to students' details that may occur or any inaccuracies that may arise so that the information is always current and accurate. The information will be kept securely. The information may only be released to prospective employers regarding a student's character and his or her competence and fitness for a given task. A student's sponsor is also entitled to regularly receive grade reports and other information regarding that student's activities and accomplishments. There will be a special reliable form to be signed by the students. The reproduction costs of such copies will be borne by the student.

## **26 DRUG FREE POLICY**

This is a very critical area which must be observed by all students. This is in recognition of what ZEGU stands for- that is a development of a total human being. The unlawful use, possession, distribution, dispensing or manufacture of controlled substances by students is prohibited. Choosing to adhere to this Drug free policy has many advantages.

- A clear well-functioning mind for your studies
- Developing solid personal relationships without chemical crutches.
- Ability to maintain and control your life
- Protection of your physical and mental health
- Freedom from anxiety about the law or with campus authorities
- A positive example to others
- A sensitive and responsive spirituality (Hosea 4:6)

The Bible teaches us not to be drunk with wine but with the Holy Spirit' (Ephesians 5:18). Study to find out the risks involved in the consumption and use of drugs e.g., tobacco contains the drug nicotine which constrains blood vessels, impairs breathing, stimulates the central nervous system, and damages the heart and the lungs. Use of drugs can lead to heart diseases, heart attacks, cancer, bronchitis, and emphysema. Addiction is rapid and quitting is difficult. Prohibited drugs include alcohol, marijuana, cocaine, inhalants, stimulants, depressants, tranquilizers, hallucinogens, and narcotics.

Failure to comply with this policy will result in disciplinary measures taken, including expulsion. A drug free lifestyle is essential to academic endeavors and

the university maintains policies that seek to provide a campus environment that is free of these substances.

## **27 AIDS EDUCATION AND PREVENTION**

HIV and AIDS is a disease which has wreaked havoc among many people and continues to cause untold suffering to the people of the world. ZEGU agrees with most general statements made by the Zimbabwe Government and World Health Organization. There is no discrimination or condemnation to those already infected by the disease. They are encouraged to take appropriate medication. Students are encouraged to know their HIV status. If negative, keep the status, if positive, live positively. The Practice speaking in English at devotions and preaching sessions.

Chaplaincy and Clinic will avail more information.

## **28 PROFICIENCY IN ENGLISH LANGUAGE**

English is the language of instruction at ZEGU. For that reason, all students are expected to demonstrate proficiency in English to pursue their studies at the University. All students are encouraged to continue improving their level of the use of English verbally and in written form.

## **29 POLICY ON SEXUAL HARRASSMENT**

It is a matter of policy that ZEGU has zero tolerance to any form of sexual harassment among students, and among staff members by staff to students or students to staff members and among the ZEGU community members at large. No member of the academic community may sexually harass another and students. Sexual Harassment of another, whether on campus or Outside Campus as defined in the University Sexual Harassment Policy is prohibited.

### **29.1 Types of Sexual Harassment**

#### **29.1.1 Physical**

Unwelcome physical or sexual touching and following a person around against their wishes. This may also include violating one's personal space by apparently nonsexual touching or standing too close without one's consent.

#### **29.1.2 Verbal**

Sexual comments jokes or propositions, pressure for social or sexual activities, requests or demands for sexual favors tied to schoolwork or employment promises.



### **29.1.3 Nonverbal**

Whistling in a suggestive manner or when someone shows you pictures or videos of naked people or pornography.

### **29.1.4 Hostile Environment**

Sexual comments or behavior in certain places such as school, or office space, which makes one feel uncomfortable.

**NB:** Perpetrators of sexual harassment often show disregard for the feelings of their victims, even when attempts are made to end the inappropriate behavior.

## **29.2 List of sexual harassment gestures**

- 29.2.1** Asking female students to visit personal offices of their supervisors/authorities in-charge after office hours to discuss their grades and assignments.
- 29.2.2** Asking female students to meet supervisors/authorities in-charge out of the Institute premises with the promise of improvement in grades.
- 29.2.3** Financial and sexual gratification from graduate students (PhD, MPhil, Masters) by their supervisors.
- 29.2.4** Intimidation of faculty/staff by students/colleagues to tarnish the reputation (character assassination) of faculty/staff.
- 29.2.5** Harassment by senior students of the junior students, female students, or minority students. Unwelcome sexual advances -whether they involve physical touching or not.
- 29.2.6** Discussion of one's sexual activities (even if males are discussing this, it is done deliberately in front of female students or colleagues).
- 29.2.7** Using derogatory abuses which refer to mother or sister bodies.
- 29.2.8** Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life.
- 29.2.9** Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.
- 29.2.10** Displaying sexually suggestive objects, pictures, or cartoons.

**29.2.11** Unwelcome staring, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments. Inquiries into one's sexual experiences.

**29.2.12** Acts of sexual connotation relating to the same, as a common usage in conversation.

**29.2.13** Forcing students to publish their research work in Supervisor's name.

### **29.3 Specific types of sexual harassment**

#### **29.3.1 By Staff**

- Asking for sexual favors in exchange of better grades/ extension of contracts.
- Deliberately touching or hitting the body of employee or student by file or pen/pencil.
- Males making constant reference to female bodies and reproductive cycles to embarrass female students during class lectures.
- Complaints of staff inappropriately staring at female students' bodies.
- Making vulgar jokes during classes which have sexual innuendos.
- Male supervisors/lecturers spending long hours locked away in office with female colleague or student.

#### **29.3.2 By Students**

- Female student dressing or behaving provocatively while in a meeting or in the presence of the male faculty or supervisor in a one-to-one situation.
- Making sexual advances towards staff in attempt to gain favors (unnecessary visits to the male lecturer's offices, initiating intimacy, sending written notes, texts, or emails requests for intimacy)
- Inappropriate dressing.

### **29.4 GENERAL PRINCIPLES FOR PROCEDURES**

Anyone who alleges gender discrimination or sexual harassment under the provisions of this policy is advised to contact the relevant authorities in the university as described here:

#### **29.4.1 Students' complaints**

- Aggrieved party must report the case to the Dean of Students /University Proctors who will deal with the matter according to laid down procedures of the Student Disciplinary Code of Conduct.
- Aggrieved part may come through the Chaplaincy office or Nurse-in-Charge who in turn will escalate the matter to Dean of Students/Proctor.

#### **29.4.2 Staff members**

- The concerned staff member will raise it to the Human Resources Office which shall escalate to the Registrar instead of approaching the PVC directly.

### **30 RULES FOR HALLS OF RESIDENCE**

A resident student shall obey all rules made and instructions given by the Warden Deputy and Sub-warden of the Residence and shall refrain from conduct which may bring discredit upon his/her Hall of Residence or may be prejudicial to the welfare of other residents of the Hall.

#### **30.1 Powers of Hall Committee Members**

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

#### **30.2 Damage to Hall Property**

A resident shall be liable to compensate the university in full for any damage caused by him/her to university property. Damage caused to a study-bedroom shall be presumed to have been caused by the resident to whom such a room has been allocated unless the contrary is proved.

#### **30.3 Fire**

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

- Inform the Warden, or Sub warden who in turn must inform the Chief Security Officer.
- The Chief Security Officer shall summon the Municipal Fire Brigade.
- Inform the Director of Works and Estates/Campus Manager.

#### **30.4 Vacation Residence**

A resident shall not occupy a study bedroom during university vacation or semester breaks save with the prior written authority of the accommodation officer on the recommendation of the Dean/Chairman of appropriate Faculty/Department and the Warden. A resident granted permission to reside in a hall of residence during vacation and semester break who no longer wishes to avail himself/herself of this privilege shall furnish the Director of Campus Life and Student Development Programmes with at least 3 (three) days written notice of such a fact. Omission to comply with this requirement will render such a resident liable to monetary penalty.

Though social interaction of students is allowed on university grounds, however, entering students hostel halls or student rooms by members of opposite sex is strictly prohibited at any time. Students can interact within classrooms and university grounds up to 10pm but not within the hostel grounds of opposite sex.

### **30.5 Visiting Hours / Time**

Though social interaction of students is allowed on university grounds, however, entering students hostel halls or student rooms by members of opposite sex is strictly prohibited at any time. Students can interact within classrooms and university grounds up to 10pm but not within the hostel grounds of opposite sex.

### **30.6 Suspension, Expulsion and Withdrawal from Residence**

**30.6.1** If a student should be suspended expelled leave the university or withdrawal from residence before the end of the session he or she has been admitted feed for the session not yet paid become immediately payable, except that a student (who is not suspended or expelled) gives proper notice before the end of semester that he or she wishes to freely vacate residence for the remainder of the session may be refunded the balance of residence fees in respect of the remaining portion of the whole term of the session.

**30.6.2** Further should a student who has been suspended and or expelled, be readmitted to repeat a semester on an academic year in respect of which fees had already been paid before the said suspension and or expulsion the same shall pay the current requisite fees for all that semester or academic year de novo (afresh).

### **30.7 Loss of Valuables**

A resident shall report as soon as possible to the Chief Security Officer, Warden, Deputy or Sub warden the loss of any article from Hall premises in circumstance raising any suspicion of theft.

### **30.8 Relationships of Residents and Staff**

**30.8.1.** A resident shall not require a member of the accommodation and catering services staff to perform a service outside the scope of his/her normal employment duties.

**30.8.2.** Students must not loiter around staff quarters during or after hours.

## **31 ILLNESS**

- 31.1.** A resident who is confined to bed shall, so far as he/she is able, ensure that his/her illness is reported to the University Student Health Services.
- 31.2.** Residents who become ill should report to the clinic, even after receiving treatment at the hospital, because clinic records are very important.
- 31.3.** Those who fall ill after clinic hours should report to the warden on duty.

## **32 RULES FOR THE USE OF VEHICLES**

- 32.1.** A student wishing to keep or use a vehicle including a motorcycle, motor scooter or motorized bicycle within the boundaries of the University site shall previously notify the Registrar in writing on the form prescribed.
- 32.2.** Save with the prior written permission of the registrar, a student shall not within university grounds: -
  - 32.2.1.** Park a vehicle in a parking place marked "for staff and visitors" only.
  - 32.2.2.** Park a vehicle in any place at which parking by any persons has been prohibited.
  - 32.2.3.** Bring a vehicle within any University building.
  - 32.2.4.** Ride or drive a vehicle on any part other than roads, tracks, or parking places.
  - 32.2.5.** Leave a vehicle in an unusable condition for period longer than is reasonably required to effect necessary repairs.
  - 32.2.6.** Whenever a vehicle registered within the University is driven, hidden, or parked in contravention of the rules set out in these ordinances it shall be presumed that it was so driven, hidden or parked by the person in whose name the vehicle has been registered with the University unless the contrary is proved.

## **33 CAR PARK**

- 33.1.** Vehicles must be parked in the proper parking space provided for them
- 33.2.** Motorcycle and bicycles will not be allowed in the corridors of residence
- 33.3.** There will be a fine any breach of this regulation.

## **34 HOSTEL COMMITTEE STRUCTURE**

The following shall be the structure for the Hostel Hall Committees:  
Hostel Warden, Janitors and Sub warden

- **Hostel Committee Executive**  
Chairperson  
Secretary  
Treasurer
- **Hostel Committee Secretaries for:**  
Community Service and Fundraising  
Sports and Recreation  
Properties and Maintenance  
Information and Entertainment  
Health and Counseling  
Food  
Security

## **35 CHECK IN PROCEDURE**

All Students shall:

- 35.1.** Complete a room condition and inventory report of the room and report any missing items and or damage to the room (e.g., walls, lights etc.) to the residence office immediately. While checking in the student should provide his/her medical condition, if such a student has medical condition which may require attention of the authorities.
- 35.2.** Sign a commitment form to acknowledge receipt of residence rules and regulations to abide by the rules and regulations.
- 35.3.** Checking in times are between 0800 hrs. and 1930 hrs.
- 35.4.** When offered accommodation the student should take it up within three days.

## **36 CHECKOUT PROCEDURE**

At the end of a semester all students shall:

- 36.1.** Return room key to the Sub warden.
- 36.2.** Request that an authorized member of the residence staff check the condition of the room.
- 36.3.** Complete a room condition and inventory report prior to the student leaving the residence.

- 36.4.** Remove all personal belongings from the room and clean the room.
- 36.5.** Sign a checkout form on leaving the residence.
- 36.6.** A fine of US\$10-00 a day may be charged for not checking out after the stipulated date.

## **37 NOISE IN HALLS OF RESIDENCE**

All forms of noise are prohibited on campus.

- 37.1.** Any residents who are inconvenienced by the noise from neighbors should bring it to the notice of the members of the hall committee. Since most noise is caused by drinking, residents are advised against drinking intoxicating beverages in the halls of residence.
- 37.2.** Radios etc. which make noise, will be confiscated for safe keeping with the Security Department for a whole semester and a set fine shall be paid on collection.
- 37.3.** Penalties for causing noise are as follows; first offender. will be fined US\$5 and repeating the offence, US\$10 or any amount as may be reviewed from time to time.

## **38 CLEANLINESS IN HALLS**

- 38.1.** It is each resident's obligation to maintain general cleanliness of the hall and its surroundings. Residents should leave baths, showers, basins, and toilets clean for other users.
- 38.2.** Floor representatives' members must watch for offenders who should be reported to the hall committee immediately to avoid inconveniencing others.
- 38.3.** A resident who leaves vomit or filth around will be required to clean the place before sweepers come on duty.

## **39 COMMON ROOMS**

- 39.1.** These rooms should be used for social activities formal or informal.
- 39.2.** Study bedrooms should not be used for any form of social gatherings.
- 39.3.** Please note that before the common room(s) can be used you should make a formal booking for the use of the room through the hall committee members responsibility for the hall property.

## **40 PRIVATE PARTIES**

- 40.1.** Private parties shall be authorized by the Warden of the hall provided the notice has been given of two weeks.
- 40.2.** All parties are expected to end no later than 10pm.
- 40.3.** The organizer(s) of the party must be presented always for the duration of the party and is (are) responsible for the cleaning up of the area of the function. The organizer(s) shall be responsible for any damage which may be caused to the hall because of the party.

## **41 LAUNDRY**

- 41.1.** Laundry in the hall should be done outside the bathrooms at sink designated for this purpose.
- 41.2.** Maintain cleanliness in the washing areas and try to conserve water.
- 41.3.** Dry all your laundry on lines provided for this specific use outside.

## **42 ADHESIVE AND INK**

- 42.1.** Use of adhesive and ink on walls is strictly prohibited. Adhesives may be used on cupboards and doors.
- 42.2.** Residents will be charged for spoiling the walls.
- 42.3.** Residents are encouraged to display their names outside the doors for their own convenience.
- 42.4.** Graffiti on walls in all buildings on campus is prohibited.

## **43 COMPLAINTS**

- 43.1.** All complaints must be formally made in writing and submitted to the Janitors to be attended to.
- 43.2.** Report any damage, fault etc. immediately.
- 43.3.** Improper use of electrical equipment will be penalized e.g., pushing naked wires into sockets.

## **44 SECURITY IN HALLS**

- 44.1** Please keep your rooms and cupboards locked always.



**44.2** Keeping large sums of money in your room is a big temptation even to your best friend. Residents are advised to open savings accounts with the Campus ZB bank or any other bank or building society.

**44.3** Keeping laundry on lines after dark is very risky because there have been thefts in the past.

**44.4** Report all cases of theft to the Janitors.

**44.5 N.B. No measure of security is better than keeping all your valuables locked away safely.**

## **45 CHANGE OF ROOM/HALL**

**45.1.** No resident can leave the room/hall for another without first consulting the warden or any other authority and getting permission from the residence office.

**45.2.** Before vacating a residence, please complete an appropriate form obtainable from the accommodation office.

**45.3.** Students with permission to change rooms, must personally return their old keys and pick up their new keys from the residence office.

## **46 ROOM KEYS**

**46.1.** Room keys are not transferable, and it is an offence to allow a friend to enter your room during your absence.

**46.2.** Any key loss should be reported to residence office and be replaced by the student responsible for the loss.

**46.3.** Duplication of keys is an offense.

## **47 UNATHORISED POSSESSION, DUPLICATION OR USE OF KEYS**

**47.1.** Always return keys to residence office before going home on holiday.

**47.2.** Students who fail to surrender (sign out) their room keys at the end of each semester will be fined at daily rate of US\$10 equal to number of days the keys were not returned.

**47.3.** Locksets should not be removed from doors. This is an act of misconduct and vandalism.

## **48 VIOLENCE**

**48.1.** Violence\harassment of any description will not be tolerated on the campus

**48.2.** Violence will result in the student being suspended or expelled.

## **49 FOOD SERVICES**

### **49.1 Dining Hall Regulations**

**49.1.1** All students in residence are expected to have their meals in the dining hall. Therefore, food preparation in the halls of residence is not permitted.

**49.1.2** All meals obtained from the kitchen are to be consumed in the dining hall. No student is permitted to bring food from outside into the dining room or to take food from the dining hall to consume in the halls of residence.

**49.1.3** Meals are only served at the scheduled times. Loitering, making noise and running in the dining hall is not allowed.

**49.1.4** The following are not allowed in the dining hall: hats, shorts and slippers, lab coats, dust coats and work suits. Always use cutlery provided during meals as use of hands is prohibited. Rowdy behavior is not allowed. Any complaints about services provided should be directed to the Student Affairs office. After eating, ensure the space is clean for the next student to use.

**49.1.5** Meals for the sick are supplied upon permission from the Warden subject to recommendations from the Nurse.

**49.1.6** It is the duty of all students eating in the dining hall to take their dishes to the dish room window after every meal.

**49.1.7** No student or visitor is allowed into the kitchen areas without permission of the kitchen staff. Any breakages or emergencies should be reported to the kitchen staff immediately.

## **50 SQUATTING AND COOKING**

**50.1** These two are capital offences, which result in immediate eviction from halls of residence. Regular checks will be conducted by hall wardens to ensure healthy and safety conditions of living.

**50.2** Sewer systems blockages are caused by sadza being flashed in toilets by those who cook in their rooms.

**50.3** Overloading of electric system can cause fire in the hostel especially if everyone uses a hot plate to cook.

**50.4** No food commodities are to be allowed in study bedrooms.

## **51 HALL PROPERTY AND ROOMSHARING**

- 51.1** Students in a hall are strictly forbidden from making any changes to or work on electrical equipment or fitting in the residences.
- 51.2** A resident is responsible for the furniture which he/she signs for when being admitted into a room.
- 51.3** No furniture (chairs, beds, mattresses etc.) shall be moved from one room to the other for any reason without the knowledge and authority of the Warden.
- 51.4** Residents are expected to share rooms facilities sensibly e.g., wardrobes.
- 51.5** Avoid receiving friends frequently as this will disturb your roommate.
- 51.6** Residents are encouraged to report any inconvenience caused by their roommates; endeavor to live in peace and harmony.

## **52 HALL MEETINGS**

- 52.1** It is wise to attend all advertised hall meetings because some urgent and important hall issues are discussed.
- 52.2** Any announcements made at such meetings will be binding to all residents without exception.
- 52.3** Hall meetings afford an opportunity to residents to seek clarification on any hall matters.

## **53 RULES FOR ALCOHOL IN HALLS OF RESIDENCE**

- 53.1** No student shall within the premises of the university use, transfer, distribute, deal, or sell illegal drugs.
- 53.2** No alcohol is permitted on campus nor in the halls of residence.
- 53.3** Alcohol containers like bottles and cans are not allowed into the campus and bedrooms.

## **54 POLITICAL GATHERINGS**

Political gatherings are prohibited on campus.

## **55 HAWKERS**

These are not allowed into Halls of Residence and on campus

## **56 STUDY TIME**

- 56.1** The tone to be maintained in the Halls of Residence should always encourage a culture of reading/studying.
- 56.2** Hall members are thus requested to refrain from grouping in the reception foyer especially in the evening to enable residents of adjacent corridors to study with minimum of noise.

## **57 HALL OF RESIDENCE RUNNING COSTS**

- 57.1** Hall members are encouraged to use electricity and water prudently and to ensure that there are no breakages to reduce costs of running their halls. This will help to keep residence fees paid by members as low as possible.
- 57.2** Members should avoid transferring furniture and property into or out of their hall of residence without permission.

## **58 VACATION RESIDENCE**

- 58.1** Residence is only offered upon payment of an amount to be determined from time to time by the University.
- 58.2** Students who are offered vacation residence shall be required to move out of their usual residence and be accommodated in Halls of Residences specifically set aside for vacation accommodation.

## **59 LECTURE ATTENDANCE REGULATION**

### **59.1 Academic dishonesty**


It is the responsibility of students to avoid dishonest practice and the appearance of dishonesty. Students should make the necessary effort that their work is not used by other students. They have the responsibility to protect integrity of their academic work by doing all they can to stop dishonest practices of others.

### **59.2 Plagiarism**

Plagiarism has been defined as, 'to use the ideas or writings of another as one's own' and this should be avoided at all costs. Plagiarism results in a failing grade for the assignment in question. For more details on this refer to General and Faculty Regulations.

## **60 PROPERTY DAMAGE AND LOSS**

The student is liable for the cost of university property damaged or lost. The administration will determine in individual cases the extent of the liability. A



refundable deposit for damage or loss will be collected at the time of enrollment and any unused portion will be refunded at the end of the programme when a student terminates his or her studies at ZEGU. However, students are expected to take care of university property all the time.

## **61 ZEGU STUDENT BEHAVIOUR CODE**

The University is a society in which high standards of communal life must be established and maintained for the benefit of both present and future members of the University.

A high level of personal integrity and a developed sense of responsibility towards others are as important to the University as outstanding scholastic achievement. A proper concern for the reputation of the University and what it ought to stand for makes it incumbent upon its members to live decent and orderly lives.

Also, it is the goal of any educational institution to graduate students with sterling character and excellent behavior. The University's aim is to provide an education that prepares students to be law abiding citizens. This process involves a lot of time and discipline.

Behavior, in relation to development of quality citizenry, is a perpetual concern in public and private universities. ZEGU recognizes this as its special concern, if misbehavior is minimized on the campus, lecturers can spend much of their time in promoting student growth and development instead of settling problems. In view of this, a behavior code is introduced to help improve student behavior and create a university climate that is conducive to learning. Students are expected to observe this behavior code which is the basis for discipline.

In harmony with the democratic ideals practiced, no student is forced to enroll at ZEGU. Students accepted are those who choose to abide by university regulations and conform to the standard of conduct and ethical norms of this institution.

Individual or collective action by members of the University student's body, which constitutes a breach of these rules, may require to be punished notwithstanding that the motive or goal of such action was commendable in the belief of such members. The University hereby delegates to the officials referred herein the power to investigate and exercising disciplinary measures.

## **62 DISCIPLINE REGULATIONS**

Every student is expected to abide by all university rules and regulations. Every student, therefore, shall be bound to abide by all rules set and any violation, omission, or act in contravention of any of these rules shall be an offense punishable in terms of these rules or other policies of ZEGU.



## **PART B MISCONDUCTS**

The following shall be deemed misconducts and students will be liable to discipline in the event of breach:

## **63 ABSENTEEISM**

- 63.1** Absenting oneself from attending morning devotions, church services and Wednesday services hour without seeking approval from management.
- 63.2** Failure to be punctual or being absent without authority from lecturers and tutors.

## **64 UNAUTHORIZED ENTRY OR USE OF UNIVERSITY FACILITIES**

- 64.1** Disorderly conduct, lewd, indecent, or obscene conduct or expression as well as drunkenness of any kind on university premises or during a university sponsored or supervised activity.
- 64.2** Committing any criminal offense in contravention of the statutory and common laws of Zimbabwe whilst on university property.
- 64.3** Treating disciplinary officers and disciplinary committee with contempt and this shall include but not limited to:
- 64.4** Disruption or attempted disruption of any disciplinary hearing.
- 64.5** Failure without just cause to attend the proceedings of any disciplinary committee hearing or other disciplinary officer.
- 64.6** Giving false or inaccurate evidence at or in connection with any inquiry.
- 64.7** Refusal to cooperate or withhold information requested by a disciplinary officer or other officer of the university in connection with any disciplinary proceedings.
- 64.8** Interference with, threatening or intimidating any person who is or may be a witness at a disciplinary hearing.
- 64.9** Refusal, failure, or negligence to comply with order or directive made by any disciplinary committee or its appointed officer.
- 64.10** Knowingly contravening, ignoring, or defying a duly enacted regulation of a duly authorized student representative council that imposes a duty of compliance upon any student or student organization or member of such organization.
- 64.11** Refusal or failure to produce student identity card upon lawful request by anyone in authority.
- 64.12** Improper or unauthorized use of the name of the university in any way whatsoever, use of the university logo without permission of the Registrar or any other senior officer of the university.

- 64.13** Behaving in any manner as does or is likely to bring discredit and put into disrepute the name of ZEGU thereby tarnishing the image of the University, whether at university or outside.
- 64.14** Harassing, bullying or any form of persecution of any student or staff member and subjecting anyone to ridicule, insult, or mocks.
- 64.15** Wondering about in lecture rooms, halls of residence of opposite sex and admin buildings.
- 64.16** Entering the hostel sleeping rooms, bathrooms, and toilets of students of the opposite sex at any time.
- 64.17** Music
- 64.18** Singing or playing secular music with offensive and obscene lyrics in the Halls of Residence, Offices, Classrooms, Faculties, and anywhere on Campus.
- 64.19** Jumping Queue
- 64.20** Jumping queue is prohibited during registration or meals.
- 64.21** Harassing and attacking staff at the DH.
- 64.22** Aiding and Abetting - urging another student to violate the law.
- 64.23** Information Form
- 64.24** Leaving the Campus without completing the Campus leave form.
- 64.25** Withholding information - Refusal to furnish one's name, identity or tender signature when requested to do so.
- 64.26** Violating University Values
- 64.27** Use of cell phones during devotions and classes, noisemaking in church and or belittling the Chancellor. Misrepresenting the University in meetings or newspapers or any press media.

## **65 BUSINESS/SOCIAL MEETINGS**

- 65.1** Holding meetings for any reason, including parties, rehearsals, and dramas, without approval from the Dean of Students.



## **66 BEHAVIOR**

- 66.1** Behaving in a noisy or riotous manner or in such a way as to be a nuisance to other students or any member of staff, any guest, or any part of the university community whilst on university owned or controlled premises or during university sponsored activity; this includes playing loud music. **Noise**-sounds that are above the acceptable standards in a given place which distract others.

## **67 LITTERING**

- 67.1** Dropping, leaving, or throwing garbage anywhere.

## **68 ATTIRE**

- 68.1** Wearing slippers and inappropriate attire (e.g., short, tight, or revealing clothing, tongue, and navel rings) in lecture halls, office, cafeteria, library, church, and other places.
- 68.2 Dress/Appearance**-wearing dressing that is contrary to dressing prescribed by the university authorities.

## **69 HYGIENE**

- 69.1** Failing to maintain good standards of personal and general hygiene or being untidy and scruffy.

## **70 UNAUTHORIZED BANNER OR NOTICE**

- 70.1** Displaying banners, notices, or circulars without prior written permission.
- 70.2** Publishing subversive material/articles or involved in cyberbullying activities on social media that are likely to be harmful to the interests of the university

## **71 INAPPROPRIATE LANGUAGE**

- 71.1** Swearing or using crude language against or about others. Insulting the Chancellor, the university authorities, and the church (ZAOGA FIF).

## **72 OBSTRUCTION OR DISRUPTION OF UNIVERSITY ACTIVITIES**

- 72.1** Obstruction or disruption destruction of teaching, administration, university activities or other authorized activities on university premises.
- 72.2** Disrupt teaching, study, research, or administrative work, or prevent any members 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.

**72.3** Disrupting or seeking to disrupt any proper function of the University whether it is 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 in Halls of Residence, dining hall, inclusive of sports and entertainment/events.

**72.4** Seeking to prevent a speaker invited by any section of the University Community from lawfully expressing his/her views,

### **73 BULLYING**

**73.1** Any attempt to violate another student's rights. This can be cyberbullying through social networks, physical or spoken harassment or mishandling another student's property.

### **74 UNAUTHORIZED EXIT FROM THE UNIVERSITY CAMPUS**

**74.1** Leaving the campus without completing the campus leave form

### **75 FOOD**

**75.1** Taking food from the dining to consume in the halls of residence

### **76 COOKING**

**76.1** Cooking in the rooms in the Halls of Residence.

### **77 SOLICITATION OF FUNDS**

**77.1** Solicitation of funds of any kind, from lecturers, students, or visitors, not sanctioned by the University.

### **78 CLUBS AND ORGANIZATION**

**78.1** Organizing a club, tournament or an organization including recognition of an external organization without clearance from the university through the Dean of Students' Office.

### **79 IMMORALITY**

**79.1** Inappropriate physical contact such as kissing, petting, necking and sex.

### **80 FORGERY**

**80.1** Forging, altering, or tampering with university documents, such as official records, credentials, and transfer forms, and illegal use of tickets and ID cards.

## **81 FIGHTING OR ASSAULT**

- 81.1** Physically abusing, or assaulting or harassing anyone on university campus, or at university sponsored functions.

## **82 THEFT**

- 82.1** Removing, hiding, or using property that belongs to the University, a fellow student, or any other person without permission from its owner.
- 82.2** Engage in any act of theft, fraud and / or act of misconduct in respect of or against the University any other student or other member of the University community.

## **83 INSTIGATING DISTURBANCES**

- 83.1** Instigating, leading, or participating in concerted activities leading to a stoppage of lectures, and/or preventing students or University authorities from discharging their duties.
- 83.2** Organizing and promoting student activism in politics or any form of social unrest and campaigning for political party affiliations is allowed. ZEGU is a nonpolitical leaning environment and should be kept as such.

## **84 OUTLAWED MATERIALS**

- 84.1** Bringing or using materials that are dangerous such as firearms and deadly explosives. Possessing or being found in possession of firecrackers or bringing fuel not intended for motor vehicles.

## **85 HOOLIGANISM AND FRATERNITY**

- 85.1** Students are not allowed to convene an assembly or meeting on or in university premises without obtaining the prior consent of the Vice-Chancellor or a person authorized by him or her, or attends a gathering prohibited by the Vice-Chancellor. This includes organizing, recruiting, hazing, or maintaining active membership in fraternities, and other secret societies or organizing subversive groups.

## **86 DAMAGING PROPERTY**

- 86.1** Damaging or defacing the property of the University, property that belongs to any member of staff or any other student.
- 86.2** Damage or deface any property of the University or do any act reasonably likely to cause damage or defacement thereto,
- 86.3** Damage or deface any property of the University or do any act reasonably likely to cause damage or defacement thereto,

## **87 INSUBORDINATION**

- 87.1** Belligerent or abusive act or statement directed at any employee of the university.

## **88 UNAUTHORIZED ENTRY OR EXIT**

- 88.1** Entering the hostel sleeping rooms, bathrooms, and toilets of students of the opposite sex is strictly unacceptable and prohibited always.
- 88.2** Though social interaction of students is allowed on university grounds, however entering students hostel halls or student rooms by members of opposite sex is strictly prohibited at any time. Students can interact within classrooms and University grounds up to 10:00 pm but not within the hostel grounds of opposite sex.
- 88.3** Wondering about in lecturer rooms, admin buildings and around halls of residence of opposite sex after 10:00pm is prohibited. Students are supposed to continue with their studies or any other activities in their respective halls of residence.

## **89 DISHONESTY**

- 89.1** This includes lying; cheating in tests; or copying other students' work; completing an ID card and handing it on behalf of someone else who is absent and providing materially false information to anyone including the media.
- 89.2** **Cheating**-Cheating in examinations and tests represents an attack on the academic integrity of the University. Cheating includes obtaining advance knowledge of the content of an examination or getting illegal access to information about the examination, copying from the examination script of another candidate, helping and assisting another candidate, impersonating another candidate or allowing yourself to be impersonated in an examination, having notes or text or programmable calculators or any other information during the examination, having in the examination room any mobile telephone.

## **90 DISRESPECT**

- 90.1** Acting or speaking to student, staff, lecturer, and administrator or in ways that show lack of respect for them as persons.

## **91 MISAPPROPRIATION/THEFT OF FUNDS**

- 91.1** Misuse, theft, or embezzlement of funds raised for specified activities within the campus or clubs.

## **92 STRIKE AND STAY AWAY**

- 92.1** Failure to follow proper channels of raising grievances and engaging in strike, boycott or stay away of any part including demonstration, violence or threatening any student to induce his/her fear into participation and writing or causing to be written and published threats, insults, or any other material which will or is likely to cause or fuel unrest or disturbances at the university or among university students.
- 92.2** Use the University premises contrary to university regulations/School/ Institute or Departmental rules or do any act reasonably likely to cause such misuse.
- 92.3** **Use the University premises contrary to** university regulations/School/ Institute or Departmental rules or do any act reasonably likely to cause such misuse.
- 92.4** **Damage or deface** any property of the University or do any act reasonably likely to cause damage or defacement thereto,
- 92.5** **Disrupt** teaching, study, research, or administrative work, or prevent any members 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.
- 92.6** Engage in any conduct whether on or off campus which is or is reasonably likely to be harmful to the interests of the University, members of the university staff or students,
- 92.7** Engage in any act of theft, fraud and / or act of misconduct in respect of or as against the University any other student or other member of the University community.

## **93 DEFINITIONS**

- 93.1** **Displaying violence** by word or act towards any members 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 a member, guest, or visitor.
- 93.2** **Disrupting** or seeking to disrupt any proper function of the University whether it is 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 in Halls of Residence, dining hall, inclusive of sports and entertainment/events.
- 93.3** Seeking to prevent or preventing a speaker invited by any section of the University Community from lawfully expressing his/her views or generally proceeding with her speech.

- 93.4 Violence**-that is the intentional use of physical force or power, threatened or actual, against oneself, another person, or group or community that either results in or has a high likelihood of resulting in injury, death, physiological harm, maldevelopment or deprivation of oneself or another person.
- 93.5 Pornography**-printed or visual material containing the explicit description or display of sexual organs or activity intended to stimulate sexual excitement is prohibited.
- 93.6 Prostitution**-practice or occupation of engaging in sexual activity with someone for payment is prohibited.
- 93.7 Sexual Harassment**-harassment of any person within the university or other professional or social situation involving the making of unwanted sexual advances obscene remarks.
- 93.8 Gambling**-play games of chance for money or for any other reason.
- 93.9 Alcohol and Drug**-The manufacture, sale, distribution, consumption, possession and dealing in intoxicating substances, controlled substances and dangerous drugs whether on or off campus is prohibited. Further, the sale, distribution or use of alcoholic beverages on campus is prohibited.
- 93.10 Dangerous objects and Weapon**- carrying or keeping on campus weapons which are dangerous as laid down in terms of the laws of Zimbabwe.
- 93.11 Cyber Crimes**-doing illegal activities on internet platforms and tempering with campus network.
- 93.12 Dangerous driving**- driving any vehicle contrary to the rules of ZEGU or national laws of Zimbabwe.
- 93.13 Noise**-sounds that are above the generally acceptable standards in each place which distract others.
- 93.14 Hawkers**-selling wares without approval of the university.
- 93.15 Smoking**-taking cigarettes, snuff, or unlawful drugs at campus.
- 93.16 Dress/Appearance**-dressing that is contrary to dressing code as prescribed by the university authorities.

**93.17 Cheating-**Cheating in assignments, examinations and tests and any academic work represents an attack on the academic integrity of the University. Cheating includes but is not limited to; obtaining advance knowledge of the content of an examination or getting illegal access to information about the examination, copying from the examination script or assignment of another candidate, helping and assisting another candidate, impersonating another candidate or allowing yourself to be impersonated in an examination, having notes or text or programmable calculators or any other information during the examination, having in the examination room any mobile phone.

**93.18 Plagiarism-** using someone's work as if own without acknowledging that person. A student must not knowingly assist any other student in cheating or plagiarism. This includes working together on a single draft of a piece of work unless expressly required to do so in group work or passing a partly or fully completed piece of work to a fellow student.

**93.19 Misrepresenting of facts-** Misrepresenting facts to lecturers, members of the administrative and any other person of authority is a serious offence which will result in the student being brought before a student disciplinary hearing committee.

**93.20 Acts of misconduct under the students' clubs policy**

**93.21** Gathering students in the form of a club, association, or any grouping without permission to do so.

**93.21** Supplying false information to the relevant authorities when making an application for registration or recognition of an organization or club.

**93.22** Intentionally or negligently dealing with an organization on campus that has not been formally recognized by the university in terms of relevant policies.

**93.23** Recruiting members into a club or organization who are not registered students of ZEGU.

**93.24** Intentionally or negligently forming or joining a club or organization that is affiliated to a political party or is involved in politics.

**93.25** Circulating flyers, posters, and handouts within campus without the approval of the relevant authorities.

**93.26** Making a presentation, speech, or any kind of performance on campus without the approval of the relevant authorities.

**93.27** Taking an overnight trip off-campus by club or organization without the necessary clearance in accordance with the university policies.

## **94 INFORMATION ON GROUP CONDUCT**

- 94.1** Students are informed that if a group of students form a common intention to commit certain acts and to assist each other in their commission, and in due course a breach of these rules is committed by one or some of the group, then each member of the group may be held to have committed that breach of rules, who foresaw that the breach would occur, or who must, in the view of the Student Disciplinary Committee.
- 94.2** A member of such a group can avoid this by taking clear and unequivocal steps before such a breach is committed to show that he/she dissociate himself/herself from the acts of the group with whom he/she has so far been associating.
- 94.3** Where several students have committed a breach of these rules and only one or more of these students can be identified, the University will not hesitate to take disciplinary action against those students who can be identified and against whom there is sufficient evidence to warrant investigation and disciplinary proceedings.
- 94.4** 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.
- 94.5** 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.
- 94.6** Any Dean, Deputy Dean, Chairman of Department, Librarian, Deputy Librarian or member of the Senior Administrative Staff may order any member of gathering students which is committing or whose activities are likely to lead to a breach of these rules above to disperse and may further order any such member to furnish his/her full name or to accompany the member of staff to an interview by the vice chancellor or a proctor or give both such orders. For this section, Senior administrative staff shall include the Registrar, the Deputy Registrar (Academic), The Bursar, the Deputy Bursar, the Senior Assistant Registrar, Deputy Registrar (Administration), Chief Security Officer, Director on and off Campus Life and Student Development Programmes and Wardens.
- 94.7** 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 may order the student to leave or to cease such interference. Failing to comply with any order given as above constitutes a serious offence.



## **95 ROLE OF UNIVERSITY PROCTORS**

- 95.1** The Vice Chancellor shall from time to time appoint as many Proctors as he/she deems necessary from among the University staff who shall be members of the student disciplinary panel.
- 95.2** One Proctor shall be known as the Senior Proctor with responsibility for organizing overseeing and chairing all students' disciplinary hearings and lay ground rules for hearings.
- 95.3** A Second Proctor shall be known as the Legal Proctor with a particular responsibility for the presentation of cases on behalf of the University before the Student Disciplinary Committee.
- 95.4** A Proctor shall be charged with ensuring the proper observance of these rules by students on or after the university site and to this end shall, in addition to his/her power under these rules have the following powers:
  - 95.4.1** To receive and investigate reports of student misconduct.
  - 95.4.2** To summon any student to appear before him/her either to answer a charge or complaint against him/her or to answer questions about any matter under investigation by him/her: to proceed with inquiry proceeding in the absence of a student who in the opinion of the proctor has been duly summoned but has failed to appear.
  - 95.4.3** To recommend to the Registrar that a student be summoned to appear before the student disciplinary committee to answer a charge or complaint against him/her or to answer questions about any matter under investigation by the student disciplinary committee or proctors.

## **96 ROLE OF WARDENS**

- 96.1** A Warden shall have the power to investigate any breach of rules of halls of residence by a student and suspend him/her for period not exceeding 10 days pending a disciplinary hearing by the disciplinary committee.

## **97 APPOINTMENT OF STUDENTS DISCIPLINARY COMMITTEE**

- 97.1** The Students Disciplinary Committee shall be constituted by the Vice Chancellor or any of his/her assignee.
- 97.2** The members of the students' disciplinary committee shall be not less than five for each hearing at not more than nine.
- 97.3** The students Council shall appoint one student to be a member for all hearings but if they do not appoint such a student that shall not invalidate the hearing.

- 97.4** The Vice Chancellor may at any time reappoint a Student Disciplinary Committee at any time.

## **98 SUSPENSION**

- 98.1** The Vice Chancellor shall have powers to suspend a student for not more than 21 working days to allow investigations into the alleged misconduct.
- 98.2** The Wardens or Senior Proctor in consultation with the Vice Chancellor shall also have powers to suspend a student for not more than 21 workings days to allow investigations into alleged misconducts.
- 98.3** In the event of suspension, the students' rights and privileges as a student will be automatically suspended until the suspension is uplifted.
- 98.4** No student shall allege prejudice for being on suspension and no student shall be compensated for being on suspension.
- 98.5** The letter suspending a student shall contain the reason/s and grounds for suspension and further failure to provide a reason shall not invalidate a suspension letter but if a party so requests for the reason, it should be furnished with the reason/reasons thereto.

## **99 INVESTIGATIONS**

- 99.1** The Vice Chancellor or the Registrar in consultation with the Vice Chancellor shall appoint any person or security to be the investigating officer.
- 99.2** A person investigating may take written reports from witnesses.
- 99.3** No witness shall be barred because their testimony is not writing.
- 99.4** The University shall institute investigations within 21 working days from the date when a student has been suspended.
- 99.5** A disciplinary hearing may be held after the expiry of the 21 working days.

## **100 CHARGE SHEET**

- 100.1** The Legal Proctor shall be responsible to draft a charge sheet based on reports and any evidence available.
- 100.2** The notice of disciplinary hearing shall:
- 100.2.1** Specify the charge(s) Student is facing and a summary of facts constituting such charge(s).


- 100.2.2** Advise the Student of his right to file a written defense outline or to present oral evidence before Disciplinary Committee on the hearing date.
- 100.3** Explain the Student's rights to representation and the University
- 100.4** The charge sheet may be served by any person the legal proctor may so appoint or the messenger of court or the sheriff.
- 100.5** Any notice for a disciplinary hearing shall not be less than 3 days.
- 100.6** A charge sheet may be amended at any time provided the other party is given opportunity to respond thereto.

## **101 POWERS OF THE STUDENTS DISCIPLINARY COMMITTEE**

- 101.1** If a hearing has commenced and either party decides to walk out, the hearing shall proceed with those present.
- 101.2** In the case of the Students Disciplinary Committee failing to reach a unanimous verdict or decision, members may proceed by way of passing deliberative votes. In the event of a stalemate, the Chairperson shall pass a casting vote.
- 101.3** All questions or points proposed for decision by the Students Disciplinary committee shall be determined by a majority vote by the members present unless done so unanimously. In the event of stalemate, the Chairperson shall cast a vote.
- 101.4** It is hereby expressly declared that Students Disciplinary Committee will not investigate alleged misconduct referred to them and shall only entertain or adjudicate on cases referred to them based on the evidence before them. However, a request for a postponement by either party based on the need to bring forth further evidence may be granted by the committee.

## **102 DISCIPLINARY COMMITTEE PROCEDURES**

- 102.1** Where the Legal Proctor is satisfied that a Student has committed an offence, he/she should refer the matter to the Student Senior Proctor's office which shall in turn arrange for the matter to be heard before a Disciplinary Committee following the procedures herein.
- 102.2** Hearings shall generally be conducted in an orderly manner without strict adherence to criminal or civil procedures, but the Chairperson shall ensure that substantial justice is done, and rules of natural justice are observed, and all proper procedures are followed.

- 
- 102.3** A Student should advise the University if he/she is going to be represented by a lawyer two days before a hearing.
- 102.4** Members of the students' disciplinary committee shall not disclose information to unauthorized persons before hearing proceedings are finalized.
- 102.5** The Student Disciplinary Committee shall be impartial.
- 102.6** The Chairperson shall communicate the results of the Students Disciplinary Committee and attach relevant documents and minutes to the Vice Chancellor's office in writing within five working (5) days.
- 102.7** The Chairperson may verbally pronounce the verdict and if the student is found guilty, he shall record both mitigating and aggravating factors, before transmitting the record to the Vice Chancellor's office in terms of paragraph 2.6 above.
- 102.8** In the event of a Student requiring witnesses or documents pertaining to the hearing he or she shall notify the Chairperson in writing at least two (2) days before the hearing giving names of witnesses and details of the documents.
- 102.9** A hearing may be held in the absence of the student if after being notified of the date, time, and place of hearing (there should be proof thereto) and the student fails to attend without giving reasonable excuse. The fact that proceedings were held in his absence shall be placed on record.
- 102.10** If a student facing a disciplinary action withdraws from university before a hearing is convened, the University may or may not proceed with such hearing.
- 102.11** If the University chooses not to proceed the student's record shall be endorsed, "withdrawn pending disciplinary hearing" in accordance with the University's references policy.
- 102.12** The alleged offender and the complainant or University shall be entitled to:
- 102.12.1** To present case in person, through own University/ Student representative or a legal practitioner hired at own expense.
  - 102.12.2** To call his/her witnesses and cross-examine witnesses of other party.
  - 102.12.3** To have access to or be supplied with any documents or exhibits relevant to the case.

- 102.12.4** The Chairperson and members of the committee shall be entitled to question the witnesses including the student on any material issue for the purposes of ascertaining the truth regardless of in whose favor that may be. For avoidance of doubt the Chairperson and members have right to ask any question relevant to the case at hand.
- 102.12.5** Witnesses shall be entitled to full protection by the Students Disciplinary Committee when giving their evidence freely and without being unduly harassed or humiliated in any manner during or after the hearing.
- 102.13** The Student Disciplinary Committee in the prescribed form, may convene a formal hearing on giving three (3) working days written notice to the student of the proposed date, time, and venue of the hearing.
- 102.14** The Student Disciplinary Committee shall be given resources and supported by the Registrar Department required for serving disciplinary papers and conducting hearing.
- 102.15** When conducting a hearing, the Chairperson shall: -
- 102.15.1** Explain disciplinary procedure to the student and the parties present.
- 102.15.2** Inform and read to the student the alleged misconduct and ensure that the student understands the misconduct, and
- 102.15.3** Allow the Student to respond to the allegation of misconduct and be permitted to make further pertinent comments he/she may wish to make, even though he/she may have already submitted a written statement, where applicable.
- 102.16** If an accused Student admits that he is guilty of the misconduct the committee shall:
- 102.16.1** Enter a guilty plea,
- 102.16.2** Consider any mitigatory, extenuating circumstances or aggravating factors, and
- 102.17** After the hearing, the Chairperson shall advise the alleged offender that the committee shall remain and deliberate on the findings of the hearing.
- 102.18** The minutes shall be made available within seven days from the date of finalization of the disciplinary hearing and further that he/she will receive the verdict and penalty in writing from the Vice Chancellor's office within seven days from the date of completion of hearing.

- 102.19** If the accused Student admits some but not all the charges the committee shall find him/her guilty of the charges which he/she admits and enter a plea of not guilty to those charges he is denying and proceed to hear the charges in dispute.
- 102.20** If the accused Student denies all the charges of misconduct the disciplinary committee shall:
- 102.20.1** Enter a not guilty plea.
  - 102.20.2** Call upon the accused Student to present the defense outline.
  - 102.20.3** The complainant / University shall present his/her case, witnesses, and evidence through its representative.
  - 102.20.4** The student or defendant will then present his/her case, witnesses, and evidence.
  - 102.20.5** after all evidence has been heard, cause the accused Student, his representative, and witnesses if any to leave whilst the committee remains behind to deliberate on the matter and deliberate the determination and may call parties for verbal hand down of the determination.
- 102.21** If the Student is acquitted, the case shall be dismissed and the finding “case dismissed” shall be entered on appendix attached and the student advised accordingly as per the prescribed form in this code. If the Student was on suspension, the suspension shall be uplifted. The forms shall be kept in the student’s personal record file for twelve (12) months.
- 102.22** If the Student is found guilty of the charge(s) of misconduct, the committee shall be guided by the penalties specified herein.
- 102.23** Should the Student (or either party) be unhappy with decision made by the Disciplinary Committee, may apply for review to the High Court within 21 days of the decision.

### **103 POSTPONEMENT OF DISCIPLINARY HEARINGS**

- 103.1** If for any reason an accused Student will not be able to attend the hearing, he shall inform the Chairperson of the hearing.
- 103.2** If a student requests for the postponement of a hearing, he or she waives a right to be tried within prescribed timeframes.
- 103.3** The Chairperson of the Disciplinary Committee may on good cause postpone the hearing for a period he/she deem reasonable.

- 103.4** Where a Student Disciplinary Committee fails to conclude a hearing on the first day of proceedings the Chairperson will ensure that the committee reconvenes within the next two working days to finalize the case. After the first two sittings the hearing, may be reconvened on the following successive working days until a decision is reached.

## **104 STUDENT DISCIPLINARY COMMITTEE RECORDS**

- 104.1** A written record of all proceedings and decisions taken in terms of these rules shall be signed by the Chairperson.
- 104.2** The Chairperson shall ensure that disciplinary records are made in respect of every Student. At the end of a disciplinary meeting, the Chairperson must send all the documentation to the Registrar's department so that these can be put onto the student's electronic file.
- 104.3** The student representative may be furnished with the full record of proceedings if so requested.
- 104.4** Before the record of proceedings is confirmed, members of the committee and the chair shall within a day of receipt of typed minutes go through and edit the minutes, if there are omissions of things said and sign them. New additions are not allowed. The version of recorded minutes shall be the record that should be used to correct the minutes.
- 104.5** All minutes should be recorded by recorder and the recording deleted after confirmation of the minutes. The Registrar's department shall keep the recorders, and no recorder shall be given to a Student.

## **105 THE PENALTY**

- 105.1** If the student is found guilty, the Disciplinary Committee shall recommend an appropriate penalty to the Vice Chancellor. The Vice Chancellor shall communicate the appropriate penalty to the student. He/she shall be guided by the recommendations of the Disciplinary Committee as well as sections 17 and 35 of the University Charter.
- 105.2** The following are among other penalties which may be recommended to the Vice Chancellor:
- 105.2.1** To reprimand a student and keep record.
- 105.2.2** To impose a fine on a student as prescribed by the university from time to time.
- 105.2.3** Bar a student from university accommodation or withdraw an existing privilege.
- 105.2.4** Suspension from the University for a certain Period.

**105.2.5** To order a student to pay a fine as compensation for any financial loss caused to university by such student

**105.2.6** Expulsion from the university.

## **106 PENALTIES OF PLAGIARISM**

The cases are handled in the following manner:

### **106.1 Minor cases of plagiarism**

**106.1.1 FIRST OFFENCE:** In the case of plagiarism being discovered in a piece of work such as an essay or a laboratory report or dissertation the student shall get a Chairperson's warning but shall be given an opportunity to re-do and submit an acceptable piece of work after one week and shall be a mark of 50%.

**106.1.2 SECOND OFFENCE:** The student shall get the Dean/Director's warning and shall be awarded a mark of 0%.

**106.1.3 THIRD OFFENCE:** The Senate shall take disciplinary measures such as suspension or expulsion of the student who would have been awarded a mark of 0% for the offence.

### **106.2 Major Cases of Plagiarism**

**106.2.1** In the case of 25% plagiarism being discovered in a project at the end of the semester that candidate shall be denied the opportunity to resubmit the project.

**106.2.2** The new project shall be submitted not later than two consecutive semesters after discovery of the offence.

**106.2.3** The new project shall be awarded a maximum mark of 50%.

**106.2.4** 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 matter shall be referred to the Disciplinary Committee which shall suspend or expel the student if he/she is found guilty.







ZIMBABWE EZEKIEL GUTI UNIVERSITY  
( A ZAOGA FIFMI INSTITUTION )

For more information in regard to entry requirements contact us on:



**ZIMBABWE EZEKIEL GUTI UNIVERSITY  
( A ZAOGA FIFMI INSTITUTION )**

**For more information in regard to entry requirements contact us on:**

**PHYSICAL ADDRESSES: STAND No. 1901 BARRASSIE ROAD, OFF SHAMVA ROAD, BINDURA  
HARARE TEACHING & LEARNING CENTRE No. 18836 HAMPDEN ROAD, BELVEDERE, HARARE**

**CONTACTS: +263 867 700 7113, +263 867 700 6136, +263 779 279 912**

**P.O BOX 350, BINDURA, ZIMBABWE**

**[www.zegu.ac.zw](http://www.zegu.ac.zw) | [admin@zegu.ac.zw](mailto:admin@zegu.ac.zw)**