

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

Yearbook

2018/19

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

Dean

Mr. S. Chabikwa, MSc in Library and Information Science, (NUST) PG Diploma in Media and Communication, (UZ), BA (Gen), UZ

Professor

(Vacant)

Acting Assistant Registrar

Mrs. M.N. Mandiringa, BA Media Studies (ZOU)

Acting Chief Technician

Mr. M. Ruzive, Msc Information Systems (NUST), Bsc Computer Science (NUST), HND Computer Studies (Byo Poly), ND Computer Studies (Byo Poly)

Chief Secretary

Mrs. S.M. Makgatho, B. Comm Business Management, (MSU), ND Secretarial Studies, Byo Poly NC Secretarial Studies (Byo Poly)

Senior Secretary

Ms. R. Ndlovu, BA English and Communication (ZOU), BA Special Honours in Lit. (ZOU), HND Office Management (Byo Poly), ND Secretarial Studies (Gweru Poly), NC Secretarial Studies (Gweru Poly)

FACULTY REGULATIONS FOR UNDERGRADUATE DEGREE PROGRAMMES

1.0 PREAMBLE

- 1.1 Faculty Regulations complement the General Academic Regulations for undergraduate degrees herein to be referred to as the General Regulations.
- 1.2 Faculty of Communication and Information Science offers the following undergraduate degrees: -
 - Bachelor of Science Honours Degree in Journalism and Media Studies
 - Bachelor of Science Honours Degree in Library and Information Science
 - Bachelor of Science Honours Degree in Publishing Media Studies
 - Bachelor of Science Honours Degree in Records and Archives Management
- 1.3 Undergraduate degrees offered by the Faculty of Communication and Information Science may be studied on a full-time basis over four Academic years, with one-year (at least 30 weeks) ear-marked for industrial attachment. A student placed under an organisation during Industrial Attachment period will be required to submit himself/herself to Rules and Regulations as apply to the employees of that organisation. Should it become necessary for the student under attachment to change the organisation, permission must be granted by the University.

2.0 ENTRY REGULATIONS

- 2.1 Applicants must satisfy conditions for entry to undergraduate degree programmes stipulated in the General Regulations.
- 2.2 For entry into undergraduate degree programmes in the Faculty of Communication and Information Science, applicants must have passed five (5) subjects at Ordinary Level (or its equivalent).
- 2.3 The five (5) subjects should include English Language. Mathematics with at least a C grade is an added advantage.
- 2.4 Apart from five (5) subjects at Ordinary Level, an applicant must have passed at least two (2) subjects at Advanced Level.
- 2.5 Applicants without a pass in Mathematics at Ordinary Level may be considered for admission to an undergraduate degree programme in the Faculty when vacancies are available.
- 2.6 In approved cases a student may be exempted from Part I or Part II modules or

- both on condition that the student does not complete the full-time programme in less than three full academic years.
- 2.7 Holders of the Zimbabwe National Diploma from the Polytechnic colleges or the Technical Colleges (or their equivalent) who have passed the Diploma with merit (credits and distinctions) in half of the programme modules may qualify for entry into Part II of the Faculty of Communication and Information Science Undergraduate Honours Degree Programme.

3.0 EXAMINATIONS

- 3.1 Formal examinations will normally be held at the end of each part of the programme.
- 3.2 Students to be admitted to the examination must have: -
- 3.2.1 Satisfactorily attended approved modules of study including submission of required written assignments.
- 3.2.2 Attended compulsory classes.
- 3.2.3 Participated in prescribed seminars, tutorials and practical classes.
- 3.2.4 Paid required fees in accordance with the General Regulations.
 - 3.3 Formal examinations will normally be by written papers, but in some circumstances the examiner may test the student orally.
 - 3.4 Coursework may account for 30% of the overall assessment, while the formal examination will account for 70% of the overall assessment.
 - 3.5 The pass mark will be 50%.
 - 3.6 When the student is permitted by the Board of Examiners he/she may carry forward into the subsequent academic year not more than two modules which were not satisfactorily completed in the previous year, provided that the course(s) is (are) not pre-requisite(s) for the subsequent part.
 - 3.7 In circumstances, a student may be allowed to re-write an examination without remaining in full-time study at the University or repeating the module of study.

4.0 DEGREE CLASSIFICATION AND NOTIFICATION OF RESULTS

4.1 For purposes of degree classification, the parts of all degree programmes in the Faculty of Communication and Information Science will be weighted as follows: -

 Part
 I
 10%

 Part
 II
 20%

 Part
 III
 20%

 Part
 IV
 50%

4.2 For the purpose of degree classification Part I, Part II, Part III and Part IV results will be taken into consideration.

4.3	Results lists may be published in accordance with the provision of Section 13 of the General Regulations.

FACULTY REGULATIONS FOR POSTGRADUATE STUDIES

1.0 PREAMBLE

The following guidelines refer specifically to Diplomas and Masters Degrees by Coursework. They set the procedure for Postgraduate programmes in the Faculty of Communication and Information Science, addressing issues such as application, admission, registration and examination. These guidelines should be read in conjunction with the University regulations for Higher Degrees.

2.0 POSTGRADUATE PROGRAMME DURATION

2.1 Postgraduate Diplomas

Refer to General Academic Regulations

2.2 Masters Degree Programmes by Coursework

Refer to General Academic Regulations

3.0 ENTRY REQUIREMENTS

3.1 Postgraduate Diplomas

Refer to General Academic Regulations

3.2 Masters Degree

Refer to General Academic Regulations

4.0 SUBMISSION OF APPLICATIONS

4.1 Postgraduate Diplomas and Masters Degrees by Coursework

Refer to General Academic Regulations

5.0 GRADING SCHEME AND CLASSIFICATION

5.1 Postgraduate Diplomas and Masters Degrees by Coursework

Postgraduate Diplomas and Masters Degrees by Coursework shall be awarded in the following categories: Distinction, Merit and Pass

The following Marking Scheme shall be used for the Course and Programmes:

Marks	Description	Grade
80%	Distinction	(D)
70% - 79%	Merit	(M)
60% - 69%	Credit	(C)
50% - 59%	Pass	(P)
Below 50%	Fail	(F)

6.0 ASSESSMENT

Refer to General Academic Regulations

7.0 DETERMINATION OF CANDIDATES' RESULTS

Refer to General Academic Regulations

8.0 FAILURE TO SATISFY EXAMINERS

Refer to General Academic Regulations

9.0 CARRYING OVER

Candidates may be allowed to proceed carrying only two (2) courses to the next Stage or Part.

No candidates may carry over a particular Course for more than two (2) years.

No candidate will be allowed to proceed to Stage 3 (Dissertation) without clearing all Courses in Stage 1 and 2.

10.0 APPEALS AGAINST TERMINATION OF STUDIES

Refer to General Academic Regulations

11.0 AEGROTAT PROVISIONS

Refer to General Academic Regulations

12.0 PLAGIARISM AND MISCONDUCT AT EXAMINATIONS

Refer to General Academic Regulations

DEPARTMENT OF JOURNALISM AND MEDIA STUDIES

Lecturer and Chairperson

T. Mpofu, BA Gen, Postgrad Dip in Media & Comm Studies (UZ). MSc. Journalism & Media Studies (NUST)

Secretary

S. Sibanda, BSc. Entrepreneurship (LSU), HND office Management (Byo Poly)

Technician

M.N. Sibanda, BSc Computer Science (NUST), MSc Computer Science (NUST)

ACADEMIC STAFF

Professor

(Vacant)

Associate Professor

(Vacant)

Senior Lecturers

(Vacant)

Lecturers

Mphathisi Ndlovu, PhD (Stellenbosch), MA, Journalism & Media Studies (Rhodes University), BSc. (Hons) Journalism & Media Studies (NUST)

- S. Mpofu, PhD, (Stellenbosch), MA Journalism, (Westminster London), BA Media Studies (ZOU), ND Mass Comm. (HP)
- B. J. Ncube, PhD (University of Johannesburg), (in progress), MSc Journalism & Media Studies (NUST), PGDHE (NUST), BA Gen, Postgrad Dip in Media & Comm Studies, (UZ), Certificate in Broadcasting Radio (Netherlands Training Centre)
- *N. Ndlovu*, PhD (Rhodes University) (in progress),MA, Journalism & Media Studies (Rhodes University) BSc. (Hons) Journalism & Media Studies (NUST)

- *T. Nkomo*, PhD (UNISA), SA (in progress),MSc Journalism & Media Studies (NUST), BSc. (Hons) Journalism & Media Studies (NUST)
- L. Chidyagwayi, PhD (Rhodes University)(in progress),MSc Journalism & Media Studies (NUST), BSc. (Hons) Journalism & Media Studies (NUST), BA English & Philosophy, (UZ).
- B. T. Jona, MSc Journalism & Media Studies (NUST), BSc. (Hons) Journalism & Media Studies (NUST)
- N. Nyathi, PhD (UNISA) (in progress), MA Journalism, (Westminster London), BA Journalism & Media Studies & English Lit. (Rhodes University)

Mthokozisi Ndhlovu, MSc Journalism & Media Studies (NUST), PGDHE (NUST), BSc. (Hons) Journalism & Media Studies (NUST)

- *N. Dube*, PGDHE (NUST) (in progress),MSc Journalism & Media Studies (NUST), BSc(Hons) Journalism & Media Studies (NUST)
- *L.A. Tshuma*, PhD (University of Johannesburg), (in progress),MSc Journalism & Media Studies (NUST), BSc(Hons) Journalism & Media Studies (NUST)
- C. Moyo, MSc Journalism & Media Studies (NUST), BSc. (Hons) Journalism & Media Studies (NUST) (Temporary Full-time Lecturer)

Staff Development Fellow

(Vacant)

Tutorial Assistants

- S. Mushava, BSc Journalism and Media Studies (NUST)
- N. Boka, BSc Journalism and Media Studies (NUST)
- M. Sibanda, BSc Journalism and Media Studies (NUST)
- T. Moyo, BSc Journalism and Media Studies (NUST)

Research Fellows

(Vacant)

Professional Instructors

B. B. Tshuma, MSc Journalism & Media Studies (NUST), BSc. (Hons) Journalism & Media Studies (NUST)

M. Ndlovu, BSc. (Hons) Journalism & Media Studies (NUST) (Temporary-Full-time Professional Instructor)

Demonstrator

(Vacant)

BACHELOR OF SCIENCE HONOURS DEGREE IN JOURNALISM AND MEDIA STUDIES

1.0 PREAMBLE

The Bachelor of Science Honours Degree in Journalism and Media Studies programme is aimed at students who are keen to pursue careers in the media and communication fields. The programme seeks to equip students with theoretical knowledge and practical skills to work in the media and communication industry that is being constantly transformed by political, economic, social and technological changes.

2.0 REGULATIONS

- 2.1 These regulations should be read in conjunction with the general university regulations for undergraduate studies, and the regulations of the Faculty of Communication and Information Science.
- 2.2 The Degree shall be awarded to students who have successfully completed the programme and passed the examinations in accordance with the regulations set out below.

3.0 ENTRY REQUIREMENTS

3.1 Normal Entry

Applicants must have the following qualifications (or their equivalent):

- 3.1.1 Five 'O' Level passes including English Language. Mathematics with at least a C grade is an added advantage.
- 3.1.2 Applicants with English Literature and/or Ndebele/Shona and any other approved 'A' Level Arts subject may be admitted into the BSc in Journalism and Media Studies.

3.2 **Special Entry**

- 3.2.1 Applicants who have successfully completed a National Diploma in Mass Communication, or have otherwise obtained equivalent qualifications, may apply for direct entry into Part I, depending on the experience acquired at the time of application.
- 3.2.2 Applicants who have a first degree from this or any other recognised institution may be allowed into the BSc (Hons) in Journalism and Media Studies.

4.0 PROGRAMME PROFILE

Degree type	Bachelor of Science Honours
Credit Load	532-534
SADC-QF	8
Level	
Accrediting	Zimbabwe Council for Higher Education
authority	(ZIMCHE)
Date of	
Accreditation	

4.1 **Structure of Programme**

- 4.1.1The degree programme may be studied on a full-time basis over four academic years. At Part I, students shall take modules on media theory, as well as several practical modules on print and broadcast media. At Part II, they shall have a choice of two practical electives.
- 4.1.2One year of the programme (at least 30 weeks) is earmarked for industrial attachment. A student placed under an organisation for attachment shall be required to submit himself/herself to rules and regulations as apply to the employees of that organisation. Should it become necessary for the student under attachment to move to another organisation, permission must be granted by the University.
- 4.1.3In the first semester of Part IV, a student shall take six core modules and one beat elective. The majority of these electives shall be taught at an advanced level in the second semester of Part IV. In the second semester of Part IV, a student shall take three core modules and shall choose two practicals and one beat elective. However, a student who has taken an introductory beat elective in the first semester and does not wish to continue to an advanced level can choose a non-advanced Part IV beat elective, or a Part II practical elective.

4.2 **Purpose of the Programme**

The aim of the Bachelor of Science (Hons) in Journalism and Media Studies is to produce graduates who can work in an industry that is facing various challenges, and which is being transformed by political, economic, and technological changes. The degree, therefore, seeks to equip students with skills that enable them to work in various media fields.

4.3 **Programme Characteristics**

4.3.1 Areas of Study

The programme focuses on several key areas, including:

- Media theories, media ethics and media law.
- News and feature reporting and writing.
- Information technology and online journalism.

• Public relations and advertising.

4.3.2 Specialist Focus

- Print, broadcast and online journalism.
- Public relations.
- Media studies.

4.3.3 **Orientation**

The programme gives equal weight to theory and practice.

4.4 Career Opportunities and Further Education

Graduates can work in several fields, including newspapers, magazines, television, radio, online publications, public relations, advertising, government, non-governmental organisations, and in academia. Graduates of the programme can also proceed to Master's programmes in journalism and media studies, public relations, advertising, and developmental studies, among others.

4.5 **Programme Delivery**

Teaching and learning methods include lectures, tutorials, seminars, laboratory practicals, group work, industrial visits, industrial attachment, research projects and independent study. Students are assessed through essays, tests, oral presentations, practical work (news and feature stories, documentaries, radio programmes, etc), published news and feature stories, industrial attachment assessment, industrial attachment reports and dissertations among other means. Students taking practical modules are expected to produce industry-standard work.

4.6 **Programme Competencies**

4.6.1 Generic Competencies

- Ability to analyse and synthesise information.
- Methodological problem solving.
- Critical thinking.
- Verbal and written communication skills.
- Ability to reason and argue persuasively.
- Commitment to integrity and ethical conduct.

4.6.2 Discipline Specific Competencies

- Multimedia reporting and writing skills.
- Media literacy.
- Multimedia production skills.
- Media critique and analysis.
- Research skills.

• Commitment to integrity and ethical conduct.

4.7 **Exit Level Outcomes**

Graduates of the programme should be able to:

- Report and write news and features for print, broadcast and online media.
- Utilise communication and publicity skills to pursue careers in the communication and public relations fields.
- Produce and understand a wide variety of media products, including films/documentaries, blogs/websites, magazines/newspapers, etc.
- Utilise their knowledge of the media industry and its techniques to analyse and critique its operations.
- Conduct research that identifies problems and suggests solutions that benefit the media industry and society.

5.0 MINIMUM BODY OF KNOWLEDGE IN JOURNALISM AND MEDIA STUDIES

- Skills to write and report news for print, broadcast and online media.
- Communication and publicity skills to pursue careers in the communication and public relations fields.
- Knowledge to produce and understand a wide variety of media products including films/documentaries, blogs/websites, magazines/newspapers etc.
- Knowledge of the media industry and techniques to analyse and critique its operations.
- Media literacy skills to enable students to engage with the society.
- Research skills to identify problems and suggest solutions for the benefit of society.

6.0 SCHEME OF EXAMINATION AND ASSESSMENT

IJM 1114

- 6.1 Faculty Regulations for examinations shall apply.
- 6.1.1 However, in the following modules, coursework shall account for 50% of overall assessment, while formal examination shall account for the other 50%:

Foundation Skills in Journalism

IJM 1121 IJM 1222	Introduction to Radio Production Introduction to Television Production
IJM 1223	News Writing
IJM 2122	Reporting and Writing
IJM 2123	Design and Layout
IJM 2124	Scriptwriting for Television and Radio
IJM 2214	Fundamentals of Film and Video Production
IJM 2220	Feature Writing

6.1.2 The following modules shall be examined entirely through continuous assessment. That is, continuous assessment shall account for 100 percent of the overall mark:

	1
IJM 4220	Advanced Feature Writing
IJM 4221	Print Project
IJM 4222	Advanced Film and Documentary Production Project
IJM 4223	Advanced Radio Production
IJM 4215	New Media: Practical project
IJM 4224	Advanced Photojournalism
IJM 4225	Sports Reporting II

- 6.2 Examination for modules in which continuous assessment accounts for 50 percent or 100 percent of the overall mark must meet the following basic requirements:
- 6.2.1 In modules where students are assessed on news stories, features or other types of articles, students must submit a minimum of five assignments, each of which must be revised at least once before being re-submitted for grading.
- 6.2.2 In broadcasting production modules, students must submit a minimum of four scripts and must also be assessed on production and post-production work.
- 6.2.3 If students opt to produce a class magazine or newspaper for IJM 4221 (Print Project), they shall be assessed on individual pages produced for the publication.
- 6.2.4 A student who fails a module that is examined 100 percent through continuous assessment shall not be able to supplement. That is, the student must repeat the module in the next Academic Year.
- 6.2.5 The following Grading Scheme shall be applied for all modules in the Programme:

75% and above	1	(First Division)
65% - 74%	2.1	(Upper Second Division)
60% - 64%	2.2	(Lower Second Division)
50% - 59%	Pass	
Below 50%	Fail	

6.2.6 The following are the contributions of each Part to the overall assessment:

Part I	10%
Part II	20%
Part III	20%
Part IV	50%

PROGRAMME SUMMARY

Part I (135 Credits)

Module Code	Module Description	Credits
Semester I	(All Core Modules)	72
IJM 1113	Media in Zimbabwe	10
IJM 1114	Foundation Skills for Journalists	11
IJM 1115	Language and Practical Skills for Journalists	10
IJM 1120	Information Technology for Journalists I	11
IJM 1121	Radio Production I	11
IJM 1122	Introduction to Communication Theories	10
CTL 1101	Conflict Transformation and Leadership	9
Semester II	(All Core Modules)	63
IJM 1211	Media Law	10
IJM 1212	Media Ethics	10
IJM 1220	Media and Society	10
IJM 1221	Information Technology for Journalists II	11
IJM 1222	Introduction to Television Production	11
IJM 1223	News Writing	11

Part II (136 Credits)

Semester I		67 Credits
Core Modules		
IJM 2112	Gender, Class, Race and the Media	11
IJM 2116	Communication for Development	10
IJM 2120	Media Economics and Management	11
IJM 2121	Global Media Institutions	11
IJM 2122	Reporting and Writing	12
Practical Electives		
IJM 2123	Design and Layout	12
IJM 2124	Scriptwriting for Television and Radio	12

Semester II		
IJM 2211	Media, Human Rights and Democracy	11
IJM 2212	Applied Media Research Methods	11
IJM 2213	Public Relations I	12
IJM 2215	Media Texts and Reception	11
IJM 2216	Online Journalism	12
Practical Electiv	res	
IJM 2214	Fundamentals of Film and Video Production	12
IJM 2220	Feature Writing I	12
Part III		
IJM 3001	Industrial Attachment	129
Part IV (132-134	l Credits)	
Semester I		
IJM 4111	Media in Africa	10
IJM 4112	Critical Media Theory	10
IJM 4113	Health Communication	11
IJM 4120	Investigative Journalism	12
CBU 4109	Entrepreneurship	12
Beat and Theory	v Electives (Choose One)	
IJM 4121	Economic Reporting I	12
IJM 4122	Eco and Science Journalism I	12
IJM 4123	Public Relations II	12
IJM 4124	Sports Reporting I	12
IJM 4125	Photojournalism I	12
IJM 4126	Entertainment Reporting I	12
IJM 4127	Health Reporting I	13
CBU 2102	Marketing Communications	10
Semester II		
IJM 4010	Final Year Project	11
IJM 4211	Popular Culture: Theories and Perspectives	10
IJM 4214	Politics and the Media	10

Practical Electi	ive Modules (Choose Two)	
IJM 4220	Feature Writing II	12
IJM 4221	Print Project	12
IJM 4222	Film and Documentary Project	12
IJM 4223	Radio Production II	12
Beat and Theor	ry Elective Modules (Choose One)	
IJM 4215	New Media: Practical Project	12
IJM 4224	Photojournalism II	12
IJM 4217	Advertising and the Media	10
IJM 4225	Sports Reporting II	12
IJM 4226	Economic Reporting II	12
IJM 4227	Eco and Science Journalism II	12
IJM 4228	Health Reporting II	12
IJM 4229	Entertainment Reporting II	12
IJM 4230	Public Relations III	12
CBU 1210	Foreign Languages	10

TOTAL CREDITS FOR THE PROGRAMME

 Part I
 135

 Part II
 136

 Part III
 129

 Part IV
 134

Total minimum credits: 534

MODULE SYNOPSES

Semester I

IJM 1113 Media in Zimbabwe

10 Credits

Students shall trace the development of print media, broadcasting and film in Rhodesia. The module shall also show how politics and other factors affected the operation of the media during the colonial period. Students shall also focus on the structure of the media in independent Zimbabwe, and how ownership and control affect the media today.

IJM 1114 Foundation Skills in Journalism

11 Credits

The module introduces students to the basics of news writing. It focuses on the definition of news, the five Ws and H, the inverted pyramid, the different types of basic hard news lead, news values and newsroom job descriptions. Students shall also be introduced to newsgathering, as well as the different types of sources and how they can be cultivated. The module examines methods of researching news stories, as well as journalism theory, including the principles of journalism and the role of the news media. This is a practical module, therefore, students shall be expected to gather and write stories as part of their module work. They are also expected to keep abreast of current affairs and shall be tested on their news awareness.

IJM 1115 Language and Practical Skills for Journalists

10 Credits

The aim of the module is to help students make a smooth transition from high school to university, as well as introduce them to effective communication skills in journalism. It helps students develop essay writing skills. The module pays attention to language and grammar for essay writing, as well as news language and style. The module also focuses on teaching proper referencing and using the Internet for academic research. Students shall also be introduced to shorthand.

IJM 1220 Information Technology for Journalists I

11 Credits

Students shall be introduced to information technology concepts and principles that are critical to the practice of journalism. They shall look at the historical and evolutionary processes that led to the development of personal computers and consider how these have impacted on their profession. They shall be introduced to computer application programs and shown how journalists can utilise these during the gathering, storage and dissemination of news in a multimedia environment. Distributed computing shall also be covered, with a focus on its impact on the journalism field. Students shall study the evolution of the world-wide web, focusing on online journalism applications.

IJM 1121 Radio Production I

11 Credits

In this module, students examine various models of radio broadcasting and radio programming in Zimbabwe and in other countries. This module also equips students with skills to use radio production technology, with particular focus on microphone usage, as well as recording and editing of radio programmes. It also equips them with knowledge about radio programme genres/formats such as radio news, radio dramas, music shows, talk shows, book reviews and radio sport among others. Students are also taught interviewing techniques and they are expected to produce dummy radio programmes as part of coursework. The module also examines critical aspects of gender in radio production, including gender sensitivity in programming and programme content.

IJM 1122 Introduction to Communication Theories

10 Credits

The module introduces students to the basics of communication and mass communication concepts and issues. It considers questions about the nature of communication, its underpinnings and its various forms and levels in society. Students shall be introduced to models and theories of mass communication, as well as to gender, race and class issues. By the end of the module, they should be able to critically appreciate the nature and role of communication in society and be able to see mass communication as inextricably linked to other forms of human communication.

Semester II IJM 1211 Media Law

10 Credits

The module begins by examining definitions of media law and examines the importance of media laws and media regulation in general. It also explores the various Zimbabwean laws governing media practice, taking note of their historical development and how they affect media freedom. Concepts such as freedom of expression and freedom of the media shall be examined in relation to the various laws governing the media in the country.

IJM 1212 Media Ethics 10 Credits

The module entails defining media ethics and identifying the differences between media ethics and media law. It examines the importance of media ethics and the various theories that are key in understanding ethics and morality. Various ethical principles such as objectivity, fairness, balance, and accuracy are explored. These issues shall also be examined in relation to issues of gender, race and ethnicity. In addition, the module focuses on codes of conduct, media councils and self-regulation, paying attention to their strengths and limitations. The module also deals with issues regarding ownership, editorial policy and their relationship to ethics. Students shall be required to undertake case studies on the ethical and professional conduct of the media, as well as on the ethical challenges faced by the media in Zimbabwe.

IJM 1220 Media and Society

10 Credits

The module provides a detailed and critical overview of the normative theories of the media, such as social responsibility, libertarian, authoritarian, development and democratic participant theories. In addition, the functionalist, Marxist and watchdog roles of the media shall be examined. Students shall also explore the relationship between media and culture, media technologies and society and the rise of the information society. In its broad analysis of the relationship between the media and society, the module shall examine power inequalities manifested through gender, race, class and ethnic relations, among others.

IJM 1221 Information Technology for Journalists II

11 Credits

The aim of this module is to equip students with theoretical knowledge and practical skills to enable them to work in a multimedia environment. Students shall be introduced to computer graphics and they shall be required to create, edit, manipulate and present graphics using appropriate presentation techniques. Website design principles are introduced, with students expected to design and maintain their own websites. The major applications covered include MS FrontPage, Macromedia Dreamweaver, Adobe Photoshop and HTML. In addition, students shall study the historical evolution of the Internet, email and the World Wide Web.

IJM 1222 Introduction to Television Production

11 Credits

In this module, students examine various models of television broadcasting and television programming in Zimbabwe and in other countries. They also study the various elements of television production, such as sound, lighting, camera use, set design, scenery, titling and graphics, as well as the use of sound and visual effects. Students are equipped with knowledge about the characteristics of different television programme genres/formats, such as news, dramas, music shows, talk shows, and others. Students are also taught interviewing techniques and they are expected to produce dummy news bulletins, and talk shows as part of coursework. The gender of television production is also examined, with particular focus on balance and equity in technical, and production roles, as well as gender sensitivity in programming and programme content.

IJM 1223 News Writing

11 Credits

The module aims to develop the news writing and gathering skills gained in Foundation Skills for Journalists. That is, it develops skills gained in newsgathering and hard news writing that uses the inverted pyramid format. It also introduces students to the hour-glass, focus, narrative and chronological styles of news writing. Students shall also be introduced to newsgathering and language use that is sensitive to gender, racial and ethnic groups. Students are also expected to keep abreast of current affairs and shall be tested on their news awareness.

Part II (136 Credits)

Semester I

IJM 2112 Gender, Class, Race and the Media

11 Credits

This module critically examines the media's coverage and representation of gender, race, class and ethnic relations in society. Students shall study how the media can be used to advance the interests of specific minority groups in society by monitoring the media's coverage of minority groups in Southern Africa and by analysing case studies.

IJM 2116 Communication for Development

10 Credits

This module explores the relationship between development and communication, new information technologies and the media, focusing on how the media and ICTs can be harnessed to address social, political, economic and technological challenges that stand in the way of community development. It explores the concept of development, participatory models of development and the crafting of strategic communication. There is a practical approach to crafting strategies, with students expected to craft, design, implement and evaluate a communication plan in the context of a given problem. A number of theories on development shall be examined, and their validity and usefulness evaluated. The module shall also examine the roles played by governments, non-governmental organisations and other institutions in community development.

IJM 2120 Media Economics and Management

11 Credits

The module examines theoretical and practical perspectives on the management of media institutions. It aims to help students appreciate key factors (including gender, race and class) in the production, marketing and distribution of media products and also in the management of media institutions. The module focuses on how these factors affect the production, marketing and distribution of media products, as well as the management of media institutions. At the end of the module, students should have a local, regional and international perspective on the performance of media institutions and the factors affecting them.

IJM 2121 Global Media Institutions

11 Credits

This module explores the political economy of global media institutions, examining how these giant cultural industries are historically interlinked with corporate institutions and how this affects the practice of journalism. Students shall examine and critique the implications of concentration of ownership and of the rise of new media. In addition, the module focuses on globalisation in the context of cultural imperialism, exploring the coverage and representation of Third World countries and the implications this has had on the African media landscape.

IJM 2122 Reporting and Writing

12 Credits

This module focuses on advanced news, building on what students have learnt in Foundation Skills in Journalism and News Writing. It shall also introduce editing for news. There is focus on advanced reporting, including advanced interviewing techniques, reporting on speeches, meetings, press conferences, as well as court and parliamentary proceedings, among others. The module also introduces investigative news gathering techniques. Students shall also be introduced to alternative leads, including 'buried' or 'delayed' leads; multi-paragraph leads; suspenseful leads and descriptive leads, among others. They shall also focus on writing effective endings to their news stories. Students are also expected to keep abreast of current affairs and shall be tested on their news awareness.

IJM 2123 Design and Layout

12 Credits

The module is chiefly practical, teaching students how to design and layout newspapers and magazines using the latest design software, such as Adobe In Design CS. Students shall also be exposed to advanced editing and sub-editing skills for both magazines and newspapers so that they can be better copy editors and sub-editors.

IJM 2124 Script Writing For Radio and Television

12 Credits

This is a practical module aimed at developing skills that shall enable students to become versatile television and radio writers. Students are introduced to the linear writing process used in television and radio writing. Emphasis is placed on the relationships and responsibilities of the writer in a collaborative production process, various approaches to television and radio writing, television and radio script terminology, script development processes, and scripts formats for various television and radio genres and roles. The module also focuses on the art of drawing up programme concepts. Students are required to approach radio and television stations with their concepts. Those who successfully do so shall be encouraged to concentrate on perfecting their broadcast writing skills. This module also covers gender, race, ethnic and class sensitive scripting to ensure that scripts do not symbolically annihilate and negatively cover women and minority groups in society.

Semester II

IJM 2211 Media, Human Rights and Democracy

11 Credits

This module explores issues of human rights, democracy and the media within the Zimbabwean, African and global context. It explores human rights and democracy practices in the country as defined by United Nations conventions, as well as regional and other sub-regional treaties and protocols. The module shall examine the issue of human rights and democracy at individual and international levels. It also explores the importance of the media in protecting these rights.

IJM 2212 Applied Media Research Methods

11 Credits

Students learn the historical background to media and communication research. They shall learn how to identify research problems, come up with a research design, differentiate quantitative from qualitative research and how to use statistics to analyse data. They shall study various research methods and sampling techniques used in media research. Apart from general research methods, students shall also learn media specific research methods such as textual analysis, among others.

IJM 2213 Public Relations I

12 Credits

The module introduces students to public relations theory and practice. The primary objective is to enable students to understand the philosophy, detail and mechanics of public relations in order to understand how public relations functions in organisations and in society. The module perspective is that PR is a communication management function through which organisations adapt to, alter, or maintain relationships with others. Students shall learn public relations principles and theory by discussing and analysing current events and by also examining how gender, race and class issues affect the practice of public relations.

IJM 2215 Media Texts and Reception

11 Credits

The module traces the history of reception and audience studies and explores debates about passive audiences and powerful texts. Using well-known studies such as David Morley's nationwide studies, students shall analyse the role of social contexts, ideology, culture and history in people's interpretation of media texts and the meaning they derive from them. The module also examines issues related to commodification, ethnography and technology and how they affect the reception of media texts.

IJM 2216 Online Journalism

12 Credits

In this module, students shall learn to use software for online journalism and shall also be equipped with skills to write and report for new media. They shall also learn to create and maintain weblogs and to use photos, video, audio and data on the Internet when presenting multimedia stories. The module also examines the impact of new media on journalism practices.

Practical Electives

IJM 2214 Fundamentals of Film and Television Production

12 Credits

The module directs students' attention to practical aspects of film and video production to help them develop the skills required of a versatile film producer. It builds on the writing and scriptwriting foundation laid in the first semester. Emphasis is placed on film/video production terminology, practical aspects of camera work, and acting/performing for film/video. Students learn the basics of shooting, directing, editing, budgeting and marketing in film production. To apply theory to practice, students are mainly expected to produce 30 minute films and/or

documentaries. The module examines the responsibilities of and the challenges facing an independent film writer and producer in an independent production process. These responsibilities include script development, budgeting, producing, editing and marketing the end product (documentary and film trailer production). Films and documentaries shall focus on gender and political topics, among others.

IJM 2220 Feature Writing I

12 Credits

The module introduces students to writing feature stories. Students shall learn how to select a topic for a feature story and how to distinguish between the different types of features. They shall learn how to write summary, quotation, anecdote, question, action/narrative and descriptive feature leads, among others. The module also examines the different formats that can be used to write the body of a feature story, as well as effective endings for features. It also introduces editing for feature articles. Students are also expected to keep abreast of current affairs and shall be tested on their news awareness. Extra credit shall be given for any published work.

Part III
Semester I & II
IJM 3001 Industrial Attachment
Students go on industrial attachment.

(129 Credits)

Part IV (132 -134 Credits)

Semester I

IJM 4010 Final Year Project

11 CREDITS

Students are expected to submit project proposals in the First Semester and attend prescribed research seminars, which are intended to help them carry out their dissertation projects that are completed and submitted for assessment at the end of the Second Semester. The choice of topics will be subject to the availability of supervisors. All chapters are expected to pass through a supervisor before a final project is compiled. Any dissertation whose chapters are not seen and approved by a supervisor will not be accepted for assessment. Students are expected to follow the Departmental guide on dissertation writing.

IJM 4111 Media in Africa

10 Credits

The module explores the media in Africa, concentrating on selected regions. It shall provide a historical overview of the media, analysing the key issues that define and distinguish the media of one region from another. The regions studied in depth are southern, eastern and western Africa.

The media environment of at least two countries in each region shall be explored. Students shall also examine how the various forms of media have performed during the colonial and post-colonial periods. The module shall also explore emerging media ownership patterns, the factors behind them and their implications for the development of the media in Africa.

IJM 4112 Critical Media Theory

10 Credits

The module briefly introduces classical Marxism before examining the ideas of critical theorists influenced by Karl Marx. Students shall take an in-depth look at the media theories of the Frankfurt School, political economy theory, Anthonio Gramsci and Louis Althussser. They shall also examine the work of theorists working within cultural studies and postmodernism. In addition, the module outlines the history of feminist theory before examining feminist perspectives on the media.

IJM 4113 Health Communication

11 Credits

This module explores various health communication strategies and the role of the media in communicating health issues. It offers a theoretical base for the understanding and promotion of health behaviour. The module outlines models of health behaviour promotion, culminating in the design of a communication strategy. The module also examines how access to health information and services can be affected by gender roles, the different needs and interests of women and men, as well as relations between men and women. Students are expected to monitor the Zimbabwean media's coverage of various health issues, as well as assess how new information and communication technologies have contributed to health communication.

IJM 4120 Investigative Journalism

12 Credits

The module introduces students to the world of investigative reporting, focusing on investigative reporting skills/techniques ranging from hypothesis formulation, planning, researching, interviewing and writing. Students shall also examine the ethics of investigative reporting. They are also expected to keep abreast of current affairs and shall be tested on their news awareness.

Beat and Theory Electives

IJM 4121 Economic Reporting I

12 Credits

The module introduces techniques for researching and writing about the economy and business. Students shall be equipped with the knowledge and skills required to cover economics, financial markets and companies. They shall be introduced to microeconomics and macroeconomics, microeconomic policy and business journalism ethics. They shall also be equipped with the skills to write about financial markets and company accounts. They shall be expected to produce business and financial news stories.

IJM 4122 Eco and Science Journalism I

12 Credits

The purpose of this module is to teach students how to research, report and write about science and the environment. Topics covered shall range from the history of science and environmental journalism to local, national and global laws and policies on the environment. The module also covers ethical issues in science and environmental reporting, the interpretation of scientific jargon and the use of statistics. Students shall write in-depth articles about scientific and environmental issues with the goal of publishing them.

IJM 4123 Public Relations II

12 Credits

The module builds on the knowledge that students have gained from Introduction to Public Relations, as well as on their experiences in industry. Through seminars and group discussions, students shall explore public relations concepts in relation to their experiences in industry. Through case studies of local and international companies, students shall explore the practice of PR and how it affects the performance of companies in both profit and non-profit making industries. As part of continuous assessment, students shall be expected to design and implement a PR programme in partnership with an organisation of their choice.

IJM 4124 Sports Reporting I

12 Credits

The module introduces students to sports reporting as a specialised form of journalism and considers both philosophical and practical issues about the field. It also interrogates the relationship between the sports industry and the media and how it affects the practice of professional sports journalism, with reference to both local and international cases studies. Gender, race and class issues and how they affect sports reporting shall be considered to enable students to understand their impact on the mediation of sport in general. In practice, students shall be expected to attend and report on sporting events.

IJM 4125 Photojournalism I

12 Credits

The primary goal of this module is to equip students with skills beyond the technical aspects of photography. Students shall learn the theory and practice of manual and auto focus cameras and the principles of composition. They shall be trained to process digital images using modern software packages. They shall also be expected to critique the use of pictures in the print media in Zimbabwe. At the end of the module, students should be able to think critically about content and composition.

IJM 4126 Entertainment Reporting I

12 Credits

The module explores different types of entertainment reporting for print and online media. These include film and television programme reviews, book reviews, music album or song reviews, celebrity news and gossip, fashion, modelling and entertainment features. The module also

introduces students to the entertainment industry so that they can effectively report entertainment issues.

IJM 4127 Health Reporting I

13 Credits

This module introduces students to the practice of health reporting. It considers the history of health reporting and the factors that have led to it being a significant part of the media industry. Students shall be introduced to the language of health reporting, sources and markets for health stories, health reporting ethics and contemporary issues dominating health reporting. At the end of the module, students should be able to identify and develop health stories for both print and electronic media.

Semester II

IJM 4010 Final Year Project

11 Credits

Students are expected to submit project proposals in the First Semester and attend prescribed research seminars, which are intended to help them carry out their dissertation projects that are completed and submitted for assessment at the end of the Second Semester. The choice of topics will be subject to the availability of supervisors. All chapters are expected to pass through a supervisor before a final project is compiled. Any dissertation whose chapters are not seen and approved by a supervisor will not be accepted for assessment. Students are expected to follow the Departmental guide on dissertation writing.

IJM 4211 Popular Culture: Theories and Perspectives

10 Credits

The module explores the various definitions of popular culture and its relationship to the media. Students shall also examine several theoretical perspectives on popular culture, including the Frankfurt School, political economy theory, neo-Gramscian hegemonic theory, cultural studies, feminism and postmodernism. The module also focuses on popular music, soap operas, film, advertising, fashion and reality television as forms of popular culture.

IJM 4212 Politics And The Media

10 Credits

The module aims to provide a deeper understanding of the role of the media in modern democracies by examining normative and critical perspectives on political media. Students shall study the construction of political news and examine the forces that shape news stories. They shall also examine the use of photography and political cartoons in the news media. In addition, the module focuses on the media's political effects and the impact of new media on political news. Students are expected to monitor local, regional and international political news and shall be required to critically analyse news stories. The module also pays attention to political news management, the marketisation of political news, election coverage and war/crisis reporting.

Practical Electives

IJM 4220 Feature Writing II

12 Credits

The module builds on the skills obtained in Feature Writing and also introduces students to column writing. It focuses on researching, writing and editing several types of feature stories. Students shall be equipped with skills to research, write and edit news features, news analyses, profiles and narrative features, among others. The module shall highlight the differences between informational, expressive, descriptive, persuasive and narrative writing that uses fictional techniques to tell nonfiction stories. It also takes an in-depth look at persuasive and expressive feature writing. It shall introduce students to leader/editorial writing, writing opinion columns, reviews as well as political and lifestyle columns. Areas of focus shall include adopting the right tone to gain readers' confidence, developing a credible argument, choosing the appropriate language, as well as using dramatic emphasis for lively and engaging pieces. Extra credit shall be given for any published work.

IJM 4221 Print Project

12 Credits

The module is the culmination of all practical print journalism modules. Students are expected to show their understanding of these practical modules through producing either a newspaper or a magazine. They are expected to show understating of writing stories, design and layout.

IJM 4222 Film and Documentary Production Project

12 Credits

This module draws on knowledge gained by students in year one and two modules on television production. Students are expected to develop a film script that focuses on gender, HIV/AIDS, culture and power problems in society. The script should indicate the problem, the struggle, the climax and lastly the resolution of the problem. Narrative theories are also be used as a point of reference in crafting and shaping the theme of the film in the script. Student are then required to use production aesthetics, shot sizes, scenery, costumes, light, sound, and so forth, to convert the script into a film that can change attitudes, stimulate tolerance, and unite audiences to adopt the theme. The module tests students' competencies in initiating and completing pre –production, production, and post production stages in film production. It empowers students with the skills to become independent film producers who can come up with best-selling films. The module also focuses on the production of trailers for marketing produced films.

IJM 4223 Radio Production II

12 Credits

This module focuses on radio news, magazine and current affairs programmes. It focuses on the use of conventions of news bulletin, magazine, phone-in and radio discussion and radio current affairs formats to produce these programmes. Students shall be assigned to produce various radio programmes.

Beat and Theory Electives

IJM 4215 New Media: Practical Project

12 Credits

Students shall establish their own new media projects and manage them during the module of the semester. They shall design websites for specific communities or organisations and regularly upload information during the module of the semester. They are expected to produce projects with visual appeal and with content that is easy to use and access.

IJM 4224 Photojournalism II

12 Credits

Photojournalism students shall receive practical training in photographing, editing and presenting news and feature stories in which the essential information is photographic. The program prepares photojournalists who are fully aware of the power of photography, are well grounded in the legal and ethical traditions of the profession and are practically prepared to make a significant contribution to contemporary journalism. Technical skills development in Photoshop and the advanced use of professional digital cameras is combined with an academic understanding of the historical debates and critical theories of photojournalistic practice.

IJM 4217 Advertising and the Media

10 Credits

The module introduces students to advertising and how it relates to the media industry. This shall entail tracing the history of advertising, understanding the relationship between advertising and culture, as well as its influences on commercial media. Students shall explore the development and operations of advertising agencies as a key component of advertising. They shall also evaluate the Zimbabwean advertising industry. The module also explores ethical issues in advertising. Students shall also focus on practical aspects such as media planning, the creative process in advertising and the actual production of advertisements.

IJM 4225 Sports Reporting II

12 Credits

The module is tailored for students who have experience in sports reporting and who want to further develop their knowledge and skill as sports journalists. It shall build on knowledge and skill gained in the introductory module, with emphasis on specialised reporting and feature writing. Conceptually, students shall explore the history, nature and market for specialised sports reporting. In practice, students shall be expected to choose a sports discipline to specialise in, and, as part of continuous assessment, develop a portfolio of critical, in-depth and analytical feature articles on that discipline. Extra credit shall be given for any published work.

IJM 4226 Economic Reporting II

12 Credits

The module builds on Introduction to Economic Report and equips students with other skills required to effectively cover the economy and business. Students shall continue to examine microeconomics and macroeconomics, financial markets, economic policy and company accounts.

They shall also be introduced to covering business finance, debt markets and poverty. They shall be expected to produce business news stories, features and analyses. Extra credit shall be given for any published work.

IJM 4227 Eco and Science Journalism II

12 Credits

This module examines important issues that journalists need to know in order to cover science and the environment. Students shall pay special attention to the story of the century: the climate change that shall affect every aspect of our society. The module shall examine the current debates on global warming and the journalists who report on it. They shall also examine notable scientific discoveries, inventions, adaptations and other developments, looking at both their positive and negative effects. Students shall learn how to recognise and find good stories, how to approach environmental and scientific issues, how to deal with scientists, as well as how to research, report and write from the field. They shall learn to use a variety of tools, including qualitative research, in environmental and science news gathering. The module shall deal with current, controversial topics and students shall strive to have their individual work published or broadcast. Extra credit shall be given for any published work.

IJM 4228 Health Reporting II

12 Credits

Advanced health reporting builds on the knowledge and skills gained in Introduction to Health reporting. At this stage, students are introduced to specialised health reporting, paying attention to why and how it developed. Case studies of the coverage of particular health issues shall be examined as part of continuous assessment so as to critically evaluate the role and importance of health reporting in society. Students shall also be expected to write health features on areas of their choice. Extra credit shall be given for any published work.

IJM 4229 Entertainment Reporting II

12 Credits

This module builds up on the introductory module but pays particular attention to entertainment reporting in the broadcast media. The module focuses on different kinds of programmes on television and radio that are fact-based but are also meant to be artistic and entertaining. This module allows students to focus on these types of programmes, learning to create unique, interesting personal stories, and specific styles of writing and interviewing for radio and television entertainment. Students shall choose an entertainment/feature program, do an extensive deconstruction of it and create their own original half hour entertainment/feature program that includes a 'backgrounder', an interview and a profile.

IJM 4230 Public Relations III

12 Credits

The module builds on the knowledge and skills gained in Advanced Public Relations I, and provides students with an opportunity to demonstrate their mastery of those skills. The primary aim of the module is to prepare students to work in the public relations industry. The module shall focus on crisis, corporate and online communication. It shall also examine events management and

international public relations. Working in groups, students shall tackle two public relations campaign projects.

MASTERS DEGREE PROGRAMME

1.0 PREAMBLE

The Master of Science in Journalism and Media Studies programme is aimed at students who are keen to have an advanced understanding of contemporary journalism practices, the role of the media in society and the philosophy that informs journalism practices, particularly in developing contexts. Through the critical examination of the media as institutions, which act and are acted upon by various social forces, the module enables students to have an understanding of media institutions and journalism practices as informed by economic, political, cultural and ideological foundations. Emphasis shall also be placed on the understanding of journalism's potential contributions to sustainable development, conflict transformation and generally the well-being of society.

2.0 REGULATIONS

The regulations for the Master of Science degree, hereinafter referred to as the Master of Science in Journalism and Media Studies, complement, and are subordinate to, University General Regulations for Masters degree by module work and Faculty of Communication and Information Science Regulations.

3.0 ENTRY REQUIREMENTS

- 3.1 Communication Studies, Public Relations and Advertising.
- 3.2 Candidates with at least a Second Class Honours degree in the above areas shall be required to have at least three years post-qualification practical experience in a recognized media house.

3.3 Candidates with any good first degree and a postgraduate diploma in Journalism and/or Media Studies or related field may be admitted into the Masters programme.

4.0 PROGRAMME PROFILE

Degree type	Master of Science
Credit Load	291-306
SADC-QF Level	9
Accrediting authority	Zimbabwe Council for Higher Education (ZIMCHE)
Date of Accreditation	

5.0 STRUCTURE OF PROGRAMME AND SELECTION OF COURSES

On a full-time basis, the programme shall be studied over a period of 18 months, of which a minimum of six months shall be for the dissertation. On a Block release basis, the MSc programme shall be studied over a period of 24 months. A full-time MSc student may, for good reason and subject to approval by Senate on the recommendation of the Faculty Board, transfer to the part-time programme or vice-versa, provided the student meets the requirements of the part of the programme he/she is transferring to.

6.0 Purpose of the Programme

The aim of the Master of Science in Journalism and Media Studies is to impart an advanced understanding of contemporary journalism practice, the role of the media in society as well as the philosophies that inform journalism practice.

7.0 Programme Characteristics

7.1 Areas of Study

The programme focuses on several key areas, including:

- Media theories, film theory, and journalism debates and trends.
- Advanced news and feature reporting and writing.
- Advanced television and online journalism, as well as advanced documentary and magazine production.
- Advanced investigative journalism and editing practices.

7.2 **Specialist Focus**

- Print, broadcast and online journalism
- Media studies.
- Science and environmental journalism.
- Media management.

7.3 **Orientation**

The programme gives equal weight to theory and practice.

7.4 Career Opportunities and Further Education

Graduates can work in several fields, including newspapers, magazines, television, radio, online publications, public relations, advertising, government, non-governmental organisations, and in academia. Graduates of the programme can also proceed to doctoral studies in journalism and media studies, public relations, advertising, and developmental studies, among others.

7.5 **Programme Delivery**

Teaching and learning methods include lectures, tutorials, seminars, laboratory practical, group work, research projects, and independent study. Students are assessed through essays, tests, oral presentations, practical work (news and feature stories, documentaries, radio programmes, etc), published news and feature stories, and dissertations, among other means. Students taking practical modules are expected to produce industry-standard work.

7.6 **Programme Competencies**

7.6.1 Generic Competencies

- Ability to analyse and synthesise information.
- Methodological problem solving.
- Critical thinking.
- Verbal and written communication skills.
- Ability to reason and argue persuasively.
- Commitment to integrity and ethical conduct.

7.6.2 Discipline Specific Competencies

- Multimedia reporting and writing skills.
- Media literacy.
- Multimedia production skills.
- Media critique and analysis.
- Research skills.
- Commitment to integrity and ethical conduct.

8.0 EXIT LEVEL OUTCOMES

Graduates of the programme should be able to:

- Report and write news and features for print, broadcast and online media.
- Produce television programmes.
- Utilise communication and publicity skills to pursue careers in the communication and public relations fields.

- Produce and understand a wide variety of media products, including films/documentaries, blogs/websites, magazines/newspapers, etc.
- Utilise their knowledge of the media industry and its techniques to analyse and critique its operations.
- Conduct research that identifies problems and suggests solutions that benefit the media industry and society.

9.0 DETERMINATION OF RESULTS OF COURSES

9.1 Scheme of Examination and Assessment

9.1.1 **Examination**

A formal three-hour examination shall be conducted in all modules at the end of each semester, except for the dissertation and IJM 6104 and IJM 6105, which shall require the submission of a final practical project and a final paper respectively.

9.1.2 Coursework shall account for 40% of overall assessment, while the formal examination shall account for 60% of the overall assessment.

9.2 **Carrying Over**

- 9.2.1 Candidates may be allowed to proceed carrying only two (2) courses to the next Stage or Part.
- 9.2.2 No candidate may carry over a particular Course for more than two (2) years.
- 9.2.3 No candidate will be allowed to proceed to Stage 3 (Dissertation) without clearing all Courses in Stages 1 and 2.

9.3 **Repeating Courses**

No candidate shall be allowed to repeat a module or stage for more than once.

Credit calculations on the Masters programme

Note that our MSc has electives hence the final credits per student depend on the choice of electives.

10.0 DISSERTATION

- 10.1 A dissertation shall carry the overall weight of 30% of the entire programme.
- 10.2 The dissertation should have approximately 20 000 words.

- 10.3 After the dissertation has been submitted, a student shall be required to defend it before the Departmental Board of Examiners. Oral defence of the dissertation shall constitute 25% of the total dissertation marks.
- 10.4 A student must submit four copies of the dissertation, bound according to departmental specifications.

11.0 AWARDING OF A DEGREE AND CLASSIFICATION OF THAT DEGREE

In order to be awarded the Master of Science degree in Journalism and Media studies, a student shall be required to pass all modules taken in the programme.

11.1 Grading Scheme

The following classification shall be used for the programme:

Marks	Description	Grade
80% and above	Distinction	(D)
70% - 79%	Merit	(M)
60% - 69%	Credit	(C)
50% - 59%	Pass	(P)
49% and below	Fail	(F)

PROGRAMME SUMMARY

Year One (160-169 Credits)

Semester I

Core Modules		
Module Code	Module Description	Credits
IJM 5101	Media and Society: Theories and Perspectives	24
IJM 5102	Contemporary issues in Journalism	30
Electives (Choose	One)	
IJM 5103	Science, Health and the Environment Journalism	30
IJM 5104	Advanced Investigative Journalism	30
IJM 5105	Electronic Publishing	26

Semester II

Core Modules		
IJM 5201	Research Methodology in Journalism and Media Studies	25
IJM 5202	Journalism, Development and Democracy	30
Electives (Choo	ose One)	
IJM 5203	Advanced News Writing and Editing	30
IJM 5204	Advanced Television Journalism	30
IJM 5205	Film Theory and Practices	30
IJM 5206	Conflict Transformation, Management and Journalism	25
Year Two	(160-	169 Credits)
Semester I		
Core Modules		
IJM 6100	Dissertation	26
IJM 6101	Strategic Media Management	24
IJM 6102	Media Texts and Audiences	30
Electives (Choo	ose One)	
IJM 6103	Advertising and Corporate Communications	24
IJM 6104	Journalism Production Project	30
IJM 6105	Special Topics in Journalism	30
Semester II		
IJM 6200	Dissertation	27

TOTAL CREDITS FOR THE PROGRAMME

YEAR I 200

YEAR II 200

Total minimum credits: 400

MODULE SYNOPSES

Year I

Semester I

IJM 5101 Media and Society: Theories and Perspectives

24 Credits

The module examines the philosophical foundations of journalism practice and the sociological nature of media institutions. As such, issues related to the professionalisation of journalism, the sociology of news, objectivity and fairness shall be examined in detail. The module shall also apply the instrumental and advanced critical perspectives to the understanding of the role of the media in society.

IJM 5102 Contemporary Issues In Journalism

30 Credits

The module shall explore global trends in journalism emanating from how different news media organizations are structured and the resultant implications on practice and professionalism. Issues related to the role of journalism in a world characterized by many changes shall be looked at in relation to the impact of global trends on journalism and also on whether journalism influences

these trends. The module shall also look into developments in new information and communication technologies and how they have given birth to concepts such as blogging, 'citizen journalism', advocacy journalism and many other issues related to the role of journalism in society.

Electives

IJM 5103: Science, Health and the Environment Journalism 30 Credits

The module is aimed at equipping students with knowledge that is needed to become outstanding science, environment and health journalists. In the first instance, students learn the importance of the three areas to achieving sustainable development and also examine key topics in the philosophies of the practice of science, toxicology, environmental law, risk assessment, epidemiology, science and environmental databases. Students shall learn to research and write incisive stories from scientific journals, papers and conferences. Prominent guest speakers in the above areas shall also be invited to make presentations and interact with students. Special attention shall also be given to topical issues of relevance to Zimbabwe.

IJM 5104: Advanced Investigative Journalism

This module is aimed at equipping students with the skills required for them to become effective investigative journalists. Key aspects of the module include sourcing of story ideas, research, interviewing and building sources for effective investigative journalism. Students also undertake investigative journalism case studies and also trace the history, challenges and the potential of investigative journalism practice in Zimbabwe.

IJM 5105 Electronic Publishing

26 Credits

30 Credits

The module critically examines the history and practice of journalism in new media, with special reference to Southern Africa. Aspects to be covered shall include study of the Web as a communication medium, online research and referencing, user centered—designs, lear navigation, general information architecture, graphics and the various online storytelling techniques. The module shall also explore the reception of online content and examine the implications of this to the practice of online journalism in Zimbabwe.

Semester II

Core Modules

IJM 5201 Research Methodology in Journalism and Media Studies

25 Credits

The module aims at equipping students with both the theoretical and practical knowledge of conducting research in journalism and media studies. Students explore the history of research in journalism and media studies, the philosophy informing major research approaches, various key data gathering and analysis techniques commonly used in the field. Emphasis shall also be given to

research ethics, report writing and the general state of journalism and media studies research in Africa.

IJM 5202 Journalism, Development and Democracy 30 Credits

This module provides students with an understanding of the role of journalism in development and democracy. Students problematise the concepts of development and democracy and also critique the various journalism understandings, such as the public sphere, watchdog and advocacy understandings, as well as the implications of these understandings to development and democracy. Special focus shall be given to the practice of journalism in Africa and its implications to development and democracy on the continent.

Electives

IJM 5203 Advanced News Writing and Editing

30 Credits

This module explores the international trends in news writing and editing, with special attention given to advanced narrative storytelling techniques and recent editing practices. This module shall be mainly practical and students shall also be expected to undertake practical critiques and reviews of news writing and editing practices locally.

IJM 5204 Advanced Television Journalism

30 Credits

This module equips students with skills to produce non-fiction television content and to report on air, on location and in the studio. Other issues to be covered include mechanical and aesthetic editing of news clips, knowledge of various news writing formats, newsroom organisation and other key aspects. Students shall be expected to produce news clips and demonstrate news judgment by organizing news stories into 20-minute newscasts.

IJM 5205 Film Theory and Practices

30 Credits

In this module, students study the history and contemporary film production practices in Africa. Film production practices in successful African countries like Nigeria shall also be studied in greater depth. Students shall also learn the practical aspects related to film production and, as part of module work, students shall be expected to produce a 20-30 minute short film. Experienced film producers in the country shall also be invited to give seminars on film production.

IJM 5206 Conflict Transformation, Management and Journalism 25 Credits

The module explores the role of journalism in conflict transformation and management, with specific focus on the African continent. Using the theoretical knowledge gained in other modules, students examine the role that can be played by the media to prevent, manage and resolve conflicts. Case studies of the media's coverage of conflicts shall be undertaken.

Year II

Semester II

IJM 6100 Dissertation

26 Credits

Students are expected to initially attend prescribed research seminars and then identify a research topic of their choice, submit a research proposal, review relevant literature and identify the theoretical framework. The choice of topics shall be subject to the availability of supervisors.

IJM 6101 Strategic Media Management

24 Credits

The module is aimed at equipping students with the skills of developing long term strategies of improving business performance through improved advertising, circulation and general resources utilization. This subject introduces students to concepts and practical issues concerned with strategic management. Topics to be examined include strategy formulation and planning, business environment analysis, strategy implementation, strategy and competitive advantage, dynamics of strategy, among others.

IJM 6102 Media Texts and Audiences

30 Credits

In this module students shall study the history of audience studies and explore how different theoretical perspectives on active and inactive media audiences and the nature of texts impact on our understanding of everyday media audiences. Students further explore the practical challenges related to textual analysis beyond the common representation and stereotyping dimensions. Specific attention shall also be given to the study of 'rural' audience analysis, persuasion, public opinion and the public use of different media and media content.

Electives

IJM 6103 Advertising and Corporate Communications

24 Credits

The advertising aspect of the module examines the managerial, economic, legal and cultural implications of the advertising industry, as well as practical aspects such as advertising planning, creative strategies and media planning. In corporate communications, students examine issues related to internal communications, media relations as well as reputation and image management. The module shall provide students with an insight into the contemporary advertising and corporate communications practices worldwide.

IJM 6104 Journalism Production Project

30 Credits

This is a production-based module that shall allow students to produce a sustained and sizable piece of work to demonstrate their theoretical understanding and practical print, television and/or film production skills. Production proposals must be accepted by the department in advance and shall be allocated to individual supervisors.

IJM 6105 Special Topics in Journalism

30 Credits

In this module, students may select individual topics in journalism and, with the assistance of their lecturers, delve into them in detail and submit detailed critical papers of at least 25 double spaced pages. Students must show both exhaustive depth and a high level of analysis in covering contemporary understanding in their chosen areas.

Semester II

6200 Dissertation 27 Credits

During this semester, students shall continue working on their dissertations by conducting field research, analyzing findings and writing up their research project reports.

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Lecturer and Acting Chairperson

T. Matingwina, PhD LIS (University of Cape Town) MSc LIS (NUST), BSc. (Hons) LIS, (NUST)

Secretary

V. Kuzipa, ND Secretarial Studies (Byo Poly)

Technician

(Vacant)

ACADEMIC STAFF

Professor

(Vacant)

Associate Professor

(Vacant)

Senior Lecturers

(Vacant)

Lecturers

- T. Machimbidza, PhD Information Studies (University of KwaZulu-Natal), South Africa, BSc. (Hons) LIS, (NUST)
- N. Pasipamire, PhD LIS (University of KwaZulu-Natal), MPhil LIS (NUST), BSc. (Hons) LIS, (NUST)
- E. Maisiri, MSc LIS, (NUST), PGDHE (NUST), PGDLIS (UB), BSc (Hons). Soc (UZ)
- N. Guvava MSc LIS (NUST), BSc. (Hons) LIS, (NUST)
- D. B. Mupambwa, MSc LIS (NUST), BSc. (Hons) LIS, (NUST), PGDHE (NUST)
- A. R. Nyaku, MSc LIS (NUST), BSc.Comp Science & Maths (UZ)
- P. Ngwenya Tizora, MA Applied Linguistics (UZ), BA UZ, PGDLIS (NUST)
- *Dr T. Mugwisi*, PhD LIS, MA LIS, (University of Zululand), South Africa, BLS, (Loughborough University) UK(Temporary Full-Time Lecturer)

- E. Mupaikwa, MSc LIS (NUST), BSc. (Hons) Computer Science (NUST), HND Computer Science (Byo Poly)
- S. S.M. Tizora, MA English (UZ), Dip in Teaching English as a Foreign Language (UZ), BA, (UZ)
- E. Mackina, MSc LIS (NUST), BSc. (Hons) LIS, (NUST)

Staff Development Fellows

(Vacant)

Tutorial Assistants

- P. Sibanda, BSc. (Hons) Library and Information Science (NUST)
- P. Matshozi, BSc. (Hons) Library and Information Science (NUST)
- M. Chereni, BSc. (Hons) Library and Information Science (NUST)
- T. A.B. Man'ozho, BSc. (Hons) Library and Information Science (NUST)

Research Fellow

S. Ngwenya, MPhil in STS, (Stellenbosch South Africa), MSc LIS (NUST), BA (Hons) History and Development Studies, (MSU)

Professional Instructor

Takawira T. D, BSc. (Hons) LIS,(NUST)

Demonstrator

(Vacant)

BACHELOR OF SCIENCE HONOURS DEGREE IN LIBRARY AND INFORMATION SCIENCE

1.0 PREAMBLE

To develop competent students in the field of librarianship and information science to enable them to be able to operate in highly technological libraries and information centre specializing in the storage and provision of information in a wide range of media as well as manage such institutions.

2.0 REGULATIONS

- 2.1 These regulations should be read in conjunction with the general university regulations for undergraduate studies, and the regulations of the Faculty of Communication and Information Science.
- 2.2 The Degree will be awarded to candidates who have successfully completed the programme and passed the examinations in accordance with the regulations set out below.

3.0 ENTRY REQUIREMENTS

- 3.1 Applicants must have the following qualifications (or their equivalent):
- 3.1.1 Five 'O' Level passes including English Language (Mathematics with at least a C grade is an added advantage).
- 3.1.2 Applicants with any two 'A' Level subject passes can be admitted into the BSc in Library and Information Science.
- 3.1.3 Applicants with at least a National Diploma or its equivalent may apply but will be required to start at Part I level.
- 3.1.4 Applicants with a Higher National Diploma or its equivalent will be exempted Part I and credits for Part I courses will be credited to them.

4.0 PROGRAMME PROFILE

	110011111111111111111111111111111111111		
Degree type		Bachelor of Science Honours	
Credit Load		535	
SADC-QF Level		8	
Accrediting		Zimbabwe Council for Higher Education (ZIMCHE)	
authority			
Date	of		
Accreditation			

4.1 **Structure of Programme**

- 4.1.1 The degree programme may be studied on a full-time basis over four academic years.
- 4.1.2 One year of the programme (at least 30 weeks) is earmarked for industrial attachment. A student placed under an organisation for attachment will be required to submit

himself/herself to rules and regulations as apply to the employees of that organisation. Should it become necessary for the student under attachment to move to another organisation, permission must be granted by the University.

4.1.3 In semester I of Part Four, students will take six core modules. In the second semester of Part Four, students will take five (5) core modules including a dissertation which is done for the whole academic year and one (1) elective module amongst electives which will be offered that particular year.

4.2 Electives

Availability of electives will depend on there being adequate staff and resources to deliver modules, as well as enough students to form a viable class. Therefore, some electives might not be offered during some semesters.

4.3 **Purpose of the Programme**

The aim of the Bachelor of Science Honours Degree in Library and Information Science is to produce graduates who can work in an information industry which is dynamic in nature and is faced with constant technological developments and ever changing information needs. The degree equips students with relevant skills that enable them to work and transform libraries and information centres to client expectations.

4.4 **Programme Characteristics**

4.4.1 Areas of Study

The programme focuses on several key areas including:

- Information storage, retrieval and dissemination
- Knowledge organisation
- Technological access to information
- Knowledge management
- Management of all types of libraries and information centres.

4.4.2 **Orientation**

The programme gives equal weight to theory and practice.

4.5 Career Opportunities and Further Education

Graduates may work in different types of libraries and information centres such as public libraries, academic and school libraries, special libraries and other information centres. Graduates can work at middle management or top management levels in various capacities which include: reference librarians, information officers, subject specialists, classifiers, cataloguers, information specialists, bibliographers, indexers and in academia. Graduates of

the programme may also proceed to Masters' programmes in Library and Information Science, Knowledge Management, or Records Management programmes among others

4.6 **Programme Delivery**

Teaching and learning methods include lectures, tutorials, seminars, laboratory practicals, group work, industrial visits, industrial attachment, research projects, and independent study. Students are assessed through essays, tests, oral presentations, practical work, industrial attachment assessment, industrial attachment reports and dissertations among other methods.

4.7 **Programme Competencies**

4.7.1 Generic Competencies

- Ability to analyse and synthesise information.
- Organise and systematise information.
- Develop and use suitable storage, retrieval and dissemination systems
- Manage knowledge in a most effective way.
- Develop and use suitable technological tools for knowledge processing.

4.8 Exit Level Outcomes

Graduates of the programme should be able to:

- Create and use most suitable methods of organising information.
- Manage and develop relevant library and information centre collections which satisfies user needs.
- Develop and use suitable technological tools in information storage, retrieval and dissemination.
- Use appropriate management techniques in different types of libraries and information centres
- Conduct research that identifies problems and suggests solutions the benefit the information industry and the general society.

5.0 MINIMUM BODY OF KNOWLEDGE IN LIBRARY AND INFORMATION SCIENCE

- Knowledge of Information technology in information communication
- Organisation of knowledge classification, cataloguing, indexing abstracting
- Information retrieval and dissemination

- Management and development of library collections
- Information and media literacies essential to 21st century global economy
- Information ethics
- Communication, marketing and publicity skills
- Digital Librarianship
- Knowledge management
- Comparative librarianship
- Instructional methods for Information literacy
- Research methods
- Production and publishing of information media.

6.0 SCHEME OF EXAMINATION AND ASSESSMENT

6.1 In determining the overall degree programme aggregate, the following weightings will be used:

Part I 10% minimum 139 credits Part II 20% minimum 132 credits Part III 20% minimum 130 credits Part IV 50% minimum 134 credits

- 6.2 Candidates for this programme must satisfy the examiners in all the prescribed modules and in all requirements of the programme.
- 6.3 For the degree to be awarded, the minimum number of 555 credits must be satisfied.

7.0 Examinations

7.1 Faculty regulations for examinations will apply.

PROGRAMME SUMMARY

Part I	(13	39 Credits)
Semester I (All Core Modules)		
Module Code	Module Description	Credits
ILI 1103	Introduction to Information Technology	10
ILI 1104	Collection Development Management	10
ILI 1107	Theory and Practise of Classification	14
ILI 1108	Communication Theory and Practice	10
ILI 1109	Information and Knowledge Society	10
ILI 1110	Instructional Methods for Information Literacy	10
CTL 1101	Conflict Transformation and Leadership	10
Semester II (All Core Modules)		
ILI 1202	Information Sources and Services	10
ILI 1208	Application of Information Technology Tools	
	in Information Centres	12
ILI 1209	Theory and Practice of Cataloguing	14
ILI 1210	Information Ethics	10
ILI 1211	Information Systems Management	10
IILI 1212	Information and Development	10
Part II(132 Credits)		
Semester I (All Core Modules)		
ILI 2106	Indexing and Abstracting	12
ILI 2108	Production and Publishing of Information	
	Media	10
ILI 2109	Database Design and Management in	
	Information Centres	12
ILI 2110	Information Storage and Retrieval	12
ILI 2111	Metadata Description and Access	12
ILI 2112	Research Methods and Statistics I	10
Semester II (All Core Modules)		
ILI 2207	Web Design and Content Management	10
ILI 2208	Management of Information Centres	12

ILI 2209	Research Methods and Statistics II	10
ILI 2210	Digital Libraries	10
ILI 2211	Library Management Systems	12
ILI 2212	Informatics	10
Part III		120
ILI 3000 Industrial Attachment		130
Part IV		134
Semester I (All Core Modules)		
ILI 4005	Dissertation	26
ILI 4102	Marketing of Information Products and Services	10
ILI 4106	Comparative Librarianship	12
ILI 4108	Human Resources Management in Information	
	Services	10
IRA 4104	Infoprenuership	10
ILI 4109	Knowledge Management Strategies	12
Semester II (All Core Modules)		
ILI 4205	Children's Libraries	10
ILI 4210	Project Management	10
ILI 4211	Copyright and legal Issues	12
ILI 4212	Disaster Risk and Communication	12
Electives (Choose One)		
ILI 4201	Academic Libraries	10
ILI 4202	Public Libraries	10
ILI 4207	School Library Media Centres	10
ILI 4209	Special Libraries	10
ILI 4213	Medical Librarianship	10
ILI 4214	Law Librarianship	10
ILI 4215	GIS and Map Librarianship	10
BSc Programme Credits		
Part I	139	
Part II	132	
Part III	130	
Part IV	134	
TOTAL MINIMUM CREDITS	535	

MODULE SYNOPSES

PART I (139 CREDITS)

Semester I

ILI 1103 Introduction to Information Technology

10 Credits

This module introduces information technology and the use of commercially available computing hardware, software and communications. It includes accessing geographically distributed Internet Information, electronic communication, word processing and document design, data modelling with spreadsheets, database design and maintenance for information storage, retrieval and presentation.

ILI 1104 Collection Development and Management

10 Credits

This module covers the establishment of policies and criteria for the selection, evaluation, acquisition, processing and circulation of information media. It provides familiarity with basic bibliographic tools, including reviewing media.

ILI 1107 Theory and Practice of Classification

14 Credits

The module looks at theories and practices which underpin classification of resources in a library or information centre. Distinction between classificatory structures such as the deductive and the inductive approaches will be analysed. It tackles features and use of different types of classification systems. Practical exposure to classification using popular established classification schemes will be given. Ability to put classification into context and to create suitable classificatory systems to particular environments such as manual and electronic environments will be dealt with.

ILI 1108 Communication Theory and Practice

10 Credits

This module covers basic communication theories through to practical skills employed in interpersonal communication within a working environment. Group dynamics and aspects of non-verbal communication models are also examined.

ILI 1109 Information and Knowledge Society

10 Credits

The module is introductory in nature. It highlights the importance of information and communication to the individual, family, socialising agencies and social organisations with a variety of purposes, nation states, regional groupings and the global society. The institutionalisation and professionalization of information provision through libraries, archives and media organisations are given prominence. Students are sensitised on the impact of information and communication technologies on information and knowledge handling and society. The study of this module should enable students to appreciate the value of information and knowledge in a wide and varied range of human circumstances and endeavours. This appreciation should embrace

not only the intrinsic value but also the economic value which views information and knowledge as resources that benefit individuals, organisations and society.

ILI 1110 Instructional Methods for Information Literacy

10 Credits

The module aims to provide students with the basic knowledge and skills necessary to provide instructional services in user education programmes. It fosters an understanding and appreciation of the nature and function of learning theory, instructional design and delivery methods and how informational needs relate to instruction. The module will enable students to articulate the various theories that underpin practice in information literacy instruction as well as identify information literacy instruction models suitable to the learning needs of clients in various information environments.

CTL 1101 Conflict Transformation and Leadership

10 Credits

(Offered from the Department of Business Management)

The module will examine concepts of conflict and peace, theories of conflict, and classical social structural theories of conflict. Modern structural theories of conflict, resource, cultural, religious and ethnic and identity based conflicts will be reviewed. Gender and conflict and conflict resolution processes will be discussed and critiqued.

SEMESTER II

ILI 1202 Information Sources and Services

10 Credits

This module examines theories and practices in information services provision with particular emphasis on reference work and interpersonal skills and information sources required for answering users queries. It includes factors to consider in setting up user education programmes.

ILI 1208 Application of Information Technology Tools in Information Centres 12 Credits

The module focuses on building skills on a variety of networked computer applications for a varied range of information centre types. Emphasis is placed on Internet tools as useful information technology tools applied in information centres. The applications are studied within the framework of how they enable users to structure, store, process, access and present information. The topics will vary from semester to semester, but will typically include networking and Internet application, web coding such as HTML and XML, designing and building websites and working with CGL.

ILI 1209 Theory and Practice of Cataloguing

14 Credits

The module deals with the theory and practice of cataloguing in a library or information centre context. It enables the student to understand the concept of cataloguing and its application to libraries and information centres as a basis for information retrieval. Basic principles and standards

as provided by the International Standard Bibliographic Description (ISBD) and the Anglo-American Cataloguing Rules II will be presented and applied through practical sessions. Subject cataloguing will also be dealt with and exposure to the use of standard Lists of Subject Headings will be given.

ILI 1210 Information Ethics

10 Credits

The module provides grounding on the ethical implications of accessing and disseminating information through various means. Areas of study include moral questions relating to the life cycle of information as it pertains to its generation, gathering, organisation, storage, retrieval and use. The course broadly examines issues related to information privacy, security and access, intellectual freedom, quality and integrity of information as well as intellectual property rights. It will help students to make professional decisions when confronted with legal and ethical dilemmas in the workplace.

ILI 1211 Information Systems Management

10 Credits

This module explores information system building blocks, the impact and benefits of information systems to organisations particularly libraries and information centres. It covers transaction processing systems, knowledge work systems, management information systems, decision support systems and executive information systems. It also covers different system development approaches and security controls and documentation standards necessary during information systems development and operation.

ILI 1212 Information and Development

10 Credits

The module aims to provide a theoretical, empirical and methodological understanding of the role that information plays in development processes. The areas covered include key concepts, approaches, theories and practices associated with development; evolution of issues current in development; and the role and function of information organisations and agencies involved in development. The student will be provided with an insight into the communication methods used in development. Particular information types and communication media are addressed in the context of development processes.

PART II (132 CREDITS)

SEMESTER I

ILI 2106 Indexing and Abstracting

12 Credits

The module is a survey of the impact of information and use in the health science disciplines and professions. The organisation of sources, current techniques and tools for its control, including online databases are analysed.

ILI 2108 Production and Publishing of Information Media

10 Credits

The module enables students to identify the physical composition of information media and to understand the different stages in the creation, production and distribution of book and non-book materials, to identify producers and suppliers and to be aware of the functions and use of different types of information media. The module further explores the capturing of text and its handling through reprography, desktop and other computer-aided printing and publishing systems. The study and evaluation of Internet information sources and evaluation is also included.

ILI 2109 Database Design and Management in Information Centres 12 Credits

The module provides a solid introduction to the terminology, concepts and practice of information storage and retrieval systems design. Special emphasis will be placed on user needs assessment, data integrity, data models and record structure and data manipulation. Other topics include current awareness of the relational database model, hierarchical model, network model, object-oriented model, query languages, data normalisation techniques, client-server systems, database warehousing and data mining. Practice in developing a small database shall be done.

ILI 2110 Information Storage and Retrieval

12 Credits

The module examines principles of information storage and retrieval and how the principles apply to information systems and services. It covers components of information storage and retrieval systems, information representation, storage and retrieval models and techniques (including human information processing), retrieval evaluation and evaluation of information retrieval systems.

ILI 2111 Metadata Description and Access

12 Credits

The module covers issues on the application of standards and rules to the construction of tools for information retrieval, primary web resources and catalogues in library and information environments; an overview of concepts of knowledge organisation and metadata applications (Dublin Core, Encoded Archival Description [EAD], Anglo-American Cataloguing Rules and Machine readable Cataloguing [AACR2 and MARC21]; functional requirements for Bibliographic Records [FRBR], RDF and XML]) as well as special problems in the organisation of resources: archival and library materials, in various forms including Internet resources. It also includes metadata formats, descriptive detail for different forms of material, choice and form of entry for names and uniform titles, provision of authority control for names and titles.

ILI 2112 Research Methods and Statistics I

10 Credits

This module provides an introduction to qualitative research methods and designs for academic and professional investigation of information practices. Students will practically learn how to identify problem to study, develop research objectives and research questions and conduct literature review for a study. The module will also expose students to various qualitative strategies of inquiry such as case study, ethnography and phenomenology which are used in understanding the social world.

Semester II

ILI 2207 Web Design and Content Management

12 Credits

This module provides a basic understanding of the methods and techniques of developing simple to complex websites. It seeks to equip students with skills to build creative, interactive and dynamic well designed websites. It covers web page layout techniques, simple, html, cascading style sheets, java scripting and emerging web technologies like blogs, listserv and events. Main module content includes a continuation of Web designing from ILI 1208, including HTMLs CSS, Java scripting, Active Server Pages (ASP), the concept, context and content of a web site.

ILI 2208 Management of Information Centres

10 Credits

The module introduces management theories and their application in the information services sector. The relationship between information centres and their parent organisations will be stressed. Aspects on service quality including the underlying theories like SERVQUAL, LibQUAL and others will be studied. Special attention will be given to clientele types and their needs in planning, organising, budgeting, staffing and marketing of services. Students will be encouraged to focus on current trends.

ILI 2209 Research Methods and Statistics II

10 Credits

This module is a continuation of ILI 2112 Research Methods and Statistics I. In this module, broad methodological approaches and tools in quantitative research are explored. It provides an understanding of basic statistics including terminology and common statistical methods employed in quantitative research. Focus will be on quantitative data collection, data presentation and data analysis techniques. Students are also exposed to the use of SPSS in analysing data files.

ILI 2210 Digital Libraries

12 Credits

The digital library is a blend of old and new information management techniques. It brings new formats, technologies and techniques to the global dissemination of information, drawn on knowledge and experience in areas such as organisation of information, digital preservation, information retrieval, interface design and networking. This course will provide an overview of principles and practices in digital libraries. The module will address theoretical, technological, social and practical issues regarding building, organising and providing access to digital libraries. Topics covered include all aspects of project management including collection development and assessment, formatting standards and practices, metadata and mark-up standards, technical infrastructure and end user experience.

ILI 2211 Library Management Systems

10 Credits

This module introduces students to a variety of software for managing routine library operations such as circulation, cataloguing, serials control and acquisitions among other library functions. It aims to provide a practical orientation to library management systems such as, but not limited to,

Innovative Millennium and Koha. By the end of the course, students will be expected to carry out administrative, end-user support and end-user responsibilities. In addition to this students will be equipped with analytical skills on evaluating library management systems to enable them to make appropriate decision on acquiring library management system.

ILI 2212: Informatics 10 Credits

The module will introduce students to fundamental topics in Informatics while developing a basic understanding of Information Theory. It will cover foundational Informatics concepts such as Information, Knowledge, Modelling and Uncertainty. The module introduces all the conceptual building blocks necessary to understand the basics of Information Theory. Those building blocks are introduced hand in hand with the practical dimension of Informatics, which focuses on solving real problems with information technology. There is presentation of informatics tools in the field of information sciences and discussion of their implications for the practice in the field of information sciences.

PART III

Semesters I and II

ILI 3000 Industrial Attachment

130 Credits

The third year is an internship period in which students undertake an industrial placement for a minimum of eight months. At the place of attachment, students generally have a supervisor who assigns them specific tasks and evaluates their work. The internship is a compulsory part of the degree programme. It is formally assessed. Assessments include the writing of a reflective log and an evaluative report by students and a performance evaluation report by the industrial supervisor. The internship is expected to give students an insight into the world of work and to allow the students to build on the theory they would have learnt at university as well as explore their career options. At times, employers use internships as a trial period for prospective employees, thus students get an opportunity for an offer of a full-time job. After the internship, students would gain practical skills that help strengthen their curriculum vitae, increasing their chances of being employed.

PART IV (134 Credits)

SEMESTER I

ILI 4005 Project Seminars

This module introduces methods of formulating a research project proposal, information gathering, project design and literature reviewing. It prepares students for an in-depth research project to be completed during the second semester in Part IV.

ILI 4102 Marketing Of Information Products and Services

10 Credits

Application of marketing theory to libraries and other information settings is examined. It includes consumer behaviour, market research, segmentation, targeting and positioning, public relations, product design and sales promotion.

ILI 4106 Comparative Librarianship

12 Credits

A comparative study of selected archives and library systems within the Southern African region and other cultural regions will be done. The study will focus on legislation, budget, staffing, accommodation, training, areas of specialization, future plans and any particular problems.

ILI 4108 Human Resources Management In Information Services 10 Credits

Students are introduced to the fundamentals aspects of human resources management in various information centres. The module covers different systems for obtaining, mobilising and managing an organisation's human assets. Emphasis will be placed on skills and knowledge in recruitment, selection, training, development and retention of staff necessary for the efficient and effective management of an organisation. Other detailed aspects include organisation structure, motivational theories and time management policies and practices.

IRA 4104 Infoprenuership

10 Credits

(Module is offered by the Department of Records and Archives Management)

The module aims to develop students' understanding of the challenges of selling information goods. The module will also focus on developing students' skills on setting up an information business and designing product lines for information goods that are competitive, setting prices for different customer groups and how to manage one's intellectual property as well as deal with ethical and legal issues of running an information business. Students will learn how to protect themselves from "lock-in" and how to take advantage of it when possible, procure software for an information business. Lastly, the students will be introduced to the information business planning, marketing and management processes.

ILI 4111 Knowledge Management Strategies

12 Credits

The module introduces students to the concept of knowledge management, its tools and techniques and to the concept of a learning organisation. It then surveys various knowledge management strategies, highlighting the major differences between the various strategies by emphasizing different aspects of knowledge management that include focusing on the knowledge, the business processes/areas, or on the end results.

SEMESTER II Five (5) Core Courses

ILI 4005 Dissertation

PREREQUISITE ILI 4005 Research Seminars

26 Credits

Students are required to undertake a research project that culminates in the production of a project report, under the guidance of a supervisor.

ILI 4205 Children's Libraries

10 Credits

The module is an introduction to the development of children's literature. It discusses specific genre, the reading interests and needs of children and young people. It looks at the role of the home, the school and public information organisations. It also includes the art of storytelling, special displays for children and information technology appropriate for this level of readership. By the end of the module, students would have been exposed to a wide range of literature for children such that they would develop an in-depth knowledge of literature appropriate for today's children.

ILI 4210 Project Management

10 Credits

The module introduces students to the theory and practice of project management. Project life cycle aspects like identification, purpose, planning, implementation, managing, utilising resources in the environment as well as feasibility assessment of a project will be stressed. After completing this module, students would understand the dynamics of project management theory and practice and would gain knowledge on project management methodology.

ILI 4211 Copyright and Legal Issues

12 Credits

This module covers the basics of copyright law, including determinations of what is copyrightable, formalities for obtaining protection, and copyright registration practices and procedures and intellectual property rights. The importance of legislation in creating an enabling environment for information professionals is examined by assessing information related legislation. Major contemporary issues within the provision of information services, such as censorship and the need for a national information policy are covered. At the end of the module, students would gain an understanding of copyright laws for different types of information media.

ILI 4212 Disaster Risk and Communication

12 Credits

The module looks at disaster risk communication as that communication type that seeks to inform different communities about the risks that they are exposed to, the source of their vulnerability and acts as a platform for identifying possible solutions. The module covers an examination of risk communication media and methodologies; gives an overview of the communication theory and its scope; addresses the various interactions that may be required between emergency management officials and a full spectrum of relevant stakeholders, including internal management, emergency

services, the press as well as the impacted public; procedures for planning, conducting and measuring success for preparedness campaigns and the role of ICTs and the most common types of technologies used in disaster communication. Students will gain an appreciation of disaster risk communication issues and would be able to develop risk communication strategies and public preparedness campaigns.

ELECTIVES

Choose One (1) Elective Module

ILI 4201 Academic Libraries

10 Credits

The overall goal of this course is to enable students to contribute to the economic, social and cultural progress of the community by preparing the students for positions of responsibility and leadership in academic libraries. Attention is given to problems of organisation and management of university, college and community college libraries; their resources, functions and services. The course also gives students an opportunity to individually investigate major issues and topics related to academic library management. On completion of the module, students would be able to describe missions and values of academic libraries, the environmental changes affecting those missions and how those changes affect the current and future management of academic libraries.

ILI 4202 Public Libraries

10 Credits

The module outlines the emergence of public libraries and the development of public libraries in developed and developing countries, with special reference to Zimbabwe. The role of public libraries in the development of civilised societies is emphasised. The role played by professionals in public libraries is also highlighted. The various functions of public libraries in their communities will be assessed. Students would become cognisant of the mandate and the various services offered by public libraries upon successfully completing the course.

ILI 4207 School Library Media Centres

10 Credits

The module examines the role of School Library Media Centres beginning with their development and placement in the school system. It explores the role of the school library media programme in promoting information literacy and other educational objectives. Emphasis is placed on the exploration of available resources and the creative use of these resources in problem solving within the school library media centres. The role of the library media specialist as collaborator, partner, teacher and resource within the school community is addressed. Students who undertake the course would gain knowledge of school library programme management including policy and procedures, collection development, finance, facilities and personnel.

ILI 4209 Special Libraries

10 Credits

The module evaluates the role that parastatal, corporate, non-governmental and government departmental libraries, among others, play in supporting their parent organisations. Focus is given

to subject domain specific information seeking behaviour, challenges and opportunities of special libraries and the value of networking for special librarians. At the end of the module, students would understand the scope and function of special libraries as well as the information needs of specialised categories of users; and would also understand the range of skills sets that are necessary for information personnel in a special information centre.

ILI 4213 Medical Librarianship

10 Credits

The module aims to introduce students to basic medical information resources, services and medical librarianship. It includes a study of the management of primary, secondary and tertiary resources of a medical library as well as the specialised research methods used in medical research. Other topics include the history of medical libraries, their organisation and administration and the role of medical librarians in medical schools and hospitals. The students would gain an appreciation of the specialised medical literature and an understanding of roles of the different stakeholders in medical education which affects the administration of medical libraries.

ILI 4214 Law Librarianship

10 Credits

The module is an introduction to basic legal information resources and law librarianship. It includes a study of the management of primary, secondary and tertiary resources of a law library as well as the specialised research methods used in legal research. Other topics include the history of law libraries, their organisation and administration and the role of law librarians in law schools and law firms. After the study, students would gain knowledge on the nature of literature in law libraries and how to run a law library.

ILI 4215 GIS and Map Librarianship

10 Credits

The module is an introduction to the management and preservation of geographic information created using a wide range of geospatial tools. Topics will include management of geographic and cartographic resources, that is, collection development, records appraisal, collection maintenance, reference work including bibliographic instruction. At the end of the module, students would understand map interpretation using physical map resources, map creation applying GIS and would gain skills necessary to run a specialised GIS and map library.

POST-GRADUATE DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

1.0 PREAMBLE

The Post Graduate Diploma in Library and Information Science (PDLIS) is a basic qualification designed to impart information management skills to any graduate pursuing a professional career in Library and Information Science. It is a part-time programme. Successful PDLIS graduates may proceed to the Masters LIS programme.

2.0 REGULATIONS

- 2.1 These regulations should be read in conjunction with the General Regulations for Post-Graduate Studies and the Faculty of Communication and Information Science regulations.
- 2.2 The degree shall be awarded to students who have successfully completed the programme and passed the examinations in accordance with the regulations set out below.

3.0 ENTRY REQUIREMENTS

Normally applicants should hold a first degree in any discipline from a recognised university. A teaching diploma or relevant post qualification work experience would be an added advantage.

4.0 PROGRAMME DURATION AND CONTENT

- 4.1 Normally the programme shall be completed in not less than 15 months on a part-time block release basis.
- 4.2 Stages I and II will consist of 5 courses each and Stage III will consist of 4 courses, 3 of which are compulsory and 1 will be an elective.
- 4.3 Electives offered in any academic year will be determined by the availability of lecturers and demand.

5.0 STRUCTURE OF THE PROGRAMME

- 5.1 The programme shall consist of 3 stages and each stage is equivalent to a semester.
- 5.2 The programme shall normally commence at the beginning of each calendar year.

6.0 MODE OF INSTRUCTION

- 6.1 Each module will be formally presented through lectures, seminars and workshops.
- 6.2 Students will be requested to submit a maximum of 3 written assignments for each course.

6.3 Interaction between students and course lecturers may be extended to outside the prescribed contact hours on an individual or small group basis through a mentor system.

7.0 ASSESSMENT

- 7.1. A formal 3 hour written examination shall be conducted in all taught courses.
- 7.2. Examinations will be subject to external assessment.
- 7.3. Students shall submit a written research paper.
- 7.4. The pass mark is 50%. Candidates may be allowed to proceed carrying only two (2) courses to the next Stage or Part.
- 7.5. No candidate may carry over a particular Course for more than two (2) years.
- 7.6. No candidate will be allowed to proceed to Stage 3 (Dissertation) without clearing all Courses in Stages 1 and 2.

8.0 PROGRAMME PROFILE

Degree type		Post-Graduate Diploma
Credit Load		144
SADC-QF Level		8/9
Accrediting		Zimbabwe Council for Higher Education (ZIMCHE)
authority		
Date	of	
Accreditation		

8.1 Structure of the Programme

- 8.1.1 The programme shall consist of 3 Stages and each Stage is equivalent to a semester.
- 8.1.2 The programme shall normally commence at the beginning of each calendar year.
- 8.1.3 Normally the programme shall be completed in not less than 15 months on a part-time block release basis.
- 8.1.4 Stages I and II will consist of 5 courses each and Stage III will consist of 4 courses, 3 of which are compulsory and 1 elective.
- 8.1.5 Electives offered in any academic year will be determined by the availability of lecturers and demand.

8.2 Purpose of the Programme

- 8.2.1 To provide opportunity to graduates from various disciplines involved in information-related work to acquire information management skills.
- 8.2.2 To produce professionals that display simultaneously mastery of both indigenous and global knowledge systems.

8.3 Programme Characteristics

8.3.1 Areas of Study

The programme focuses on several key areas including:

- Management of school library media centres
- Processing and organisation of knowledge
- Developing and managing school library collections
- Recognition of indigenous knowledge systems in school library media centres
- Development and use of modern technologies in school library media centres
- Integration of school library media centres with the school curriculum

8.3.2 **Orientation**

The programme gives equal weight to theory and practice.

8.4 Career Opportunities and Further Education

Graduates will work in school libraries as school librarians or teacher-librarians and other types of libraries or information centres where opportunity arises. They will be able to work as managers or middle managers or at decision-making levels. Graduates of the programme qualify to proceed to Masters Programmes in library and information science, records and archives management, teacher training institutions, among others.

8.5 **Programme Delivery**

Teaching and learning methods include lectures, tutorials, seminars, laboratory practicals, group work, industrial visits, industrial attachment, research projects, and independent study. Students are assessed through essays, tests, oral presentations, practical work, and an in-depth research paper among other methods.

8.6 **Programme Competencies**

- Ability to analyse and synthesise information.
- Methodological problem solving.
- Critical thinking.
- Verbal and written skills
- Ability to reason and argue persuasively.
- Commitment to integrity and ethical conduct.

8.6.2 **Discipline Specific Competencies**

- Managing school library media centres
- Developing and managing collections of various formats

- Supporting the school curriculum with relevant library materials
- Integrating the school library media centre with the school curriculum

9.0 MINIMUM BODY OF KNOWLEDGE

- Application of information technology skills in information communication ranging from using technology tools to web technology tools
- Organisation of knowledge classification, cataloguing, indexing abstracting.
- Management and development of library collections.
- Information and media literacies essential to 21st century global economy bound by information ethics
- Information database creation, maintenance and management as well as information systems management
- Content management through web design and use of contemporary ICT tools such as blogs, wikis, cloud computing, online learning
- Communication and publicity skills to pursue careers in the communication and public relations fields.
- Digital Librarianship
- Practical skills in user orientation and education, knowledge management
- Information literacy skills to enable students to engage with the society.
- Research skills to identify problems and suggest solutions for the benefit of society.
- Information retrieval and dissemination.

10.0 SCHEME OF EXAMINATION AND ASSESSMENT

- 10.1 Faculty regulations for examinations shall apply.
- 10.2 Candidates must pass all courses in one Stage before proceeding to the next.
- 10.3 **Research paper**
- 10.3.1 Each candidate is required to submit a Mini Dissertation of approximately 5 000 words on a topic of his/her choice, which is approved by the Department.
- 10.3.2 The paper shall be submitted not later than 2 months before date of publication of results. The student must submit two loose bound copies for marking and two hard bound copies for presenting one each to his/her supervisor and to the Library.
- 10.3.3 The format of the research paper shall be as provided for in the General Regulations for Post-Graduate Studies.

11.0 GRADING

11.1 The Grading scheme is as follows:

C		
Marks	Description	Grade
80 - 100%	Distinction	(D)
70 - 79%	Merit	(M)
60 - 69%	Credit	(C)
50 - 59%	Pass	(P)
0 - 49 %	Fail	(F)

11.2 Grading scheme and weighting of the degree

- 11.2.1 Examinations will constitute sixty percent (60%) of the marks whilst forty percent (40%) of the marks will come from the continuous assessment.
- 11.2.2 Taught courses will contribute seventy percent (70%) of the overall mark whilst thirty percent (30%) of the marks will come from the research paper.

12.0 AWARD OF THE PDLIS

- 12.1 The PDLIS shall be awarded in accordance with the General Regulations on Marking Scheme and Degree Classification.
- 12.2 In order to be awarded the diploma, a candidate must have passed all taught courses and must have satisfactorily completed the research paper.

PROGRAMME SUMMARY

Stage 1		
Module Code	Module Description	Credits
PDL 5301	Communication skills	10
PDL 5302	Information behaviour	10
PDL 5303	Organisation of knowledge	10
PDL 5304	Collection development and management	10
PDL 5305	Information and society	10
Stage II		
PDL 5306	Research methods in information science	10
PDL 5307	Application of information technology tools in information c	entres 10
PDL 5308	Reference services and retrieval systems	10
PDL 5309	Web applications and design	12
PDL 5310	Indigenous knowledge systems	10
Stage III		
Core modules		
PDL 5311	Management of information centres	12
PDL 5312	Project management	10
PDL 5300	In-depth research paper (minimum 5 000 words)	10
Electives (Choose	e one)	
PDL 5313	Integration of libraries in education	10
PDL 5314	Records and archives administration	10
PDL 5315	Information and knowledge management	10
PDL 5316	Information and rural development	10
PDL 5317	Publishing management: advanced theory and practice	10

MODULE SYNOPSES

Stage I

PDL 5301 Communication Skills

10 Credits

The module seeks to introduce students to communication theories through to practical skills employed in interpersonal communication within a working environment. Group dynamics and aspects of non-verbal communication models are also examined. It consists of 10 units all modelled for delivery through lectures, class discussion, practical exercises and written work.

PDL 5302 Information Behaviour

10 Credits

The module focuses on the theory and practice of information seeking and retrieval. It surveys different classes of information resources to establish characteristics of the resources and the information seeking behaviour employed by the users of the resources. Focus will also be on contemporary issues and trends in the production, publication and the dissemination of the resources. Bibliographical sources and other guides to the different classes of the resources are emphasised. Local examples will be stressed upon.

PDL 5303 Organisation of Knowledge

10 Credits

Focus shall be on subject analysis and control, indexing theory as well as the structure, compilation and application of indexing languages including thesauri, subject lists and classification schemes. The module also covers theories and practices of the organisation of knowledge and information in monographic, electronic, realia and serial formats. Central issues include principles and methods of descriptive cataloguing (AACR2), catalogue maintenance and MARC coding.

PDL 5304 Collection Development and Management

10 Credits

The module covers purposes, policies and criteria for the selection, evaluation, acquisition and circulation of information resources including special materials, online and web-based resources. Issues on interlibrary lending and resource sharing, use of basic bibliographic tools as well as reviewing media will be covered.

PDL 5305 Information and Society

10 Credits

The module highlights the importance of information and communication to the individual, family, socialising agencies and social organisations for a variety of purposes within nation-states, regional groupings and the global society. The institutionalisation and professionalisation of information provision through various kinds of institutions like libraries, archives and media organisations is given prominence. Students are sensitised to the impact of information and communication technologies (ICTS) on information handling and in society.

Stage II

PDL 5306 Research Methods in Information Science

10 Credits

Focus is on developing an understanding of the nature of scientific research. Formulation of the research problem, research questions, hypotheses, research design, sampling, data collection and analysis and writing of research reports are covered. Techniques on reviewing literature will also be imparted to students. Both quantitative and qualitative methods for research in information science are included.

PDL 5307 Application of Information Technology Tools in Information Centres 10 Credits

The module introduces students to information technology tools and the use of commercially available computing hardware and software. Emphasis is placed on the educational and administrative value of information technology. Topics covered include accessing geographically distributed Internet information, electronic communication, word processing and document design, data modelling with spreadsheets, database design and maintenance for information storage, retrieval and presentation.

PDL 5308 Reference Services and Retrieval Systems

10 Credits

Students study the functions and types of reference and information services. Reference tools, both print and electronic are examined with emphasis on the evaluation of the various types of materials (e.g. bibliographies, indexes, dictionaries and encyclopaedias). The module also involves the design of information literacy programmes, study of question-answering techniques in a reference interview and use of feedback. An advanced study of major online information retrieval systems is included.

PDL 5309 Web Applications and Design

12 Credits

The module has a practical focus. Emerging Internet-based applications and technologies like Web 2.0 are making it imperative to move beyond traditional GUI applications to deliver interactive applications that provide the best of the web and the best of the desktop experience. The course will therefore seek to acquaint students with best practices in designing websites. The thrust is to get the student to appreciate the use of web-based applications in a library environment.

PDL 5310 Indigenous Knowledge Systems

10 Credits

The module explores the features and the significance of indigenous knowledge systems from cultural, historical, spiritual and development perspectives; and its relationship with imported knowledge systems. It is expected to develop an appreciation of issues involved in the perpetual debate concerning the constituents of knowledge as well as the various approaches of validating knowledge such as positivism, testimony, tacit understanding, experience, and faith, for example. More specifically, students would appreciate the features, status, value, weaknesses and challenges of organising indigenous knowledge systems in modern society. Consideration will be given to the question of how library and information services can embrace all forms of knowledge systems.

Stage III

PDL 5311 Management of Information Centres

12 Credits

The module covers the purposes, philosophy, policy, principles and practices associated with a variety of libraries: public, school, academic, special, digital and their hybrids. The relationship between information centres and their parent organisations will be stressed. Aspects on service quality including the underlying theories like SERVQUAL, LibQUAL and others will be studied. Special attention will be given to clientele types and their needs in planning, organising, budgeting, staffing and marketing of services. Students will be encouraged to focus on current trends.

PDL 5312 Project Management

10 Credits

The purpose of the module is to enable students to design and implement information related projects in various work settings. The project life cycle aspects like identification, purpose, planning, implementation, managing, utilising resources in the environment as well as feasibility assessment of a project will be stressed. Emphasis will be on relevance to local people and needs.

PDL 5300 Mini Dissertation

10 Credits

Students will engage in self directed study, under the supervision of a member of staff, on a topic of their choice in information science. The investigation may involve original research or the compilation of a bibliography, the synthesis and evaluation of literature. Concepts and methodologies from other disciplines may be applied where appropriate.

Electives

PDL 5313 The Integration Of Libraries In Education

10 Credits

The focus of this module is to show the role of libraries in supporting education from the cradle to the grave. Special stress will be given to those libraries that support formal education at all levels. The contribution of libraries to life-long learning will also be covered.

PDL 5314 Records and Archives Administration

10 Credits

The module focuses on the importance of current documents and archival materials, their management and storage. Included is the nature of current documents and archival materials, the principles of their creation, acquisition, arrangement and bibliographic control. The course also looks at the role of document management and archival service for researchers.

PDL 5315 Information and Knowledge Management

10 Credits

This module provides an overview of the scope and complexities of information and knowledge management relating to organisational records and information, irrespective of format. It is intended to impart an understanding of the theory and practices that underpin information and knowledge management and to introduce students to the concepts and applications of

information and knowledge management techniques. It also explores the various areas related to organisational information management which include archival management, electronic record management, information preservation, and information resources management.

PDL 5316 Information and Rural Development

10 Credits

Based on the unique and somewhat complicated nature of rural communities, the module emphasises the importance of information as an empowering tool in such communities. Issues covered include the importance of information and information centres in literacy development, poverty alleviation and national development, at large. The interests and roles of stakeholders in rural development, including non-governmental organisations, local leadership, central and local government as well as aspects on community profiling for setting-up information infrastructure like information and communication technologies will also be included.

PDL 5317 Publishing Management: Theory and Practice

10 Credits

This module sets out the basics of efficient, economical and prudent management of time and money in publishing. It is intended to equip students with techniques that contribute to success, whether they are doing school books, readers, trade books and journals or magazines. The course critiques open tenders and contracts as well as the private sector open competitive markets. The role of astute tactics of managing and motivating teams, use of resources and time to market issues are considered using evidence and the experiences of various stakeholders. The principles espoused will be based on textbook publishing, but attention will be given to other types of publishing. The role of managers to ask the right questions regarding application of resources and use of information in programme planning and project development will be stressed.

MASTERS OF SCIENCE IN LIBRARY AND INFORMATION SCIENCE

1.0 PREAMBLE

The Master of Science Degree in Library and Information Science programme is aimed at applicants who have passed their first degrees in Library and Information Science or other related disciplines who want to pursue further studies at Masters level. Students in this programme will go through a rigorous learning process which enables them to develop critical thinking on managerial and technological developments in the information field. Knowledge of current trends and their applicability to given environments and situations will be emphasised. Innovative thinking and problem-solving techniques will be encouraged.

2.0 REGULATIONS

These regulations should be read in conjunction with the general university regulations for Masters studies, and the regulations of the Faculty of Communication and Information Science. The Degree will be awarded to candidates who have successfully completed the programme and passed the examinations in accordance with the regulations set out below.

3.0 ENTRY REQUIREMENTS

- 3.1 Candidates must have the following qualifications (or their equivalent):
- 3.1.1 At least a Lower Second Class Honours Degree in Library and Information Science or in any other Information Science field, for instance, Information and Communication Technology, Archives, Records Management, Information Systems Management, Publishing, Archaeology, Cultural Heritage and Musicology Studies.
- 3.1.2 At least a Lower Second Class Degree in any other subject field plus a postgraduate qualification in library and information studies
- 3.1.3 Applicants who have obtained a Pass Degree in any information science field and at least five (5) years relevant experience in information related sciences may be considered for admission and on special entry basis.

4.0 REGISTRATION

Registration of students shall be at the beginning of the academic year.

4.1 Examinations

- 4.1.1 Formal examinations shall take place at the end of each semester.
- 4.1.2 Examinations will be subject to external assessment.
- 4.1.3 The students shall make an oral presentation of their proposed research at the end of Semester I of the year, submit a written dissertation and attend a viva voce at the end of Semester II.

- 4.1.4 In order to proceed to the writing of the dissertation the student must have passed all taught courses.
- 4.1.5 The pass mark is 50%.
- 4.1.6 A student who fails any of the taught courses and is allowed to repeat the course may be exempted by Senate, on the recommendation of the Departmental Panel of Examiners, from those courses which he/she has passed.
- 4.1.7 Candidates must pass all examinations before proceeding to the next academic year.
- 4.1.8 No student shall be allowed to repeat a module more than once. Candidates may be allowed to proceed carrying only two (2) courses to the next Stage or Part.
- 4.1.9 No candidate may carry over a particular Course for more than two (2) years.
- 4.1.10 No candidate will be allowed to proceed to Stage 4 (Dissertation) without clearing all Courses in Stages 1, 2 and 3.

5.0 PROGRAMME PROFILE

Degree type	Master of Science
Credit Load	121
SADC-QF Level	9
Accrediting	Zimbabwe Council for Higher Education (ZIMCHE)
authority	
Date	
Accreditation	

5.1 **Structure of Programme**

The programme, consisting of eight (8) taught modules and examinations plus a dissertation, shall last a minimum of 15 months and a maximum of 24 months on a full-time basis. On a part-time basis, the programme will be studied over a minimum period of 24 months and a maximum period of 36 months. There may be bridging courses between registration and commencement of the academic year.

- 5.1.1 **Full-time programme:** In Semester I six (6) core modules will be taught and examined. In Semester II students will take one core module and one elective module and research seminars which are compulsory though not examinable. After examination of the modules, they will concentrate on the writing of the dissertation.
- 5.1.2 **Part-time programme:** On a part-time basis the delivery of taught modules will be by block release. A total of six (6) core modules will be offered during Semesters I and II of the first year. In Semester I of the second year, students must do one core module and select one (1) elective from a complement of six (6) and research

`seminars which are compulsory though not examinable.

5.1.3 In Semester II of the second year candidates will concentrate on the writing of the dissertation. The research project leading to the dissertation may commence any time after Semester II of the first year. But the writing of the dissertation will be after examination of the taught courses.

5.2 **Purpose of the Programme**

The aim of the Master in Library and Information Science programme is to impart an advanced understanding of contemporary theory and practice in the field of library and information science, the role of information in society as well as the philosophies that inform practice in library and information science.

5.3 **Programme Characteristics**

5.3.1 Areas of Study

- Contemporary issues in the library and information science discipline.
- Modern technology and its application to provision of access to information.
- Formulation and implementation of information policies.
- Digital curatorship
- Research techniques suitable for the information discipline.
- Management of libraries and information centres
- Theories and practices of knowledge management.
- Database development, utilisation, and management.

5.3.2 **Specialist Focus**

- Role of indigenous knowledge systems in a knowledge society
- Knowledge in agricultural, health, and developmental studies.
- Advanced records and archives management.
- Project management.

5.3.3 **Orientation**

The programme gives equal weight to theory and practice.

5.4 Career Opportunities and Further Education

Graduates of this programme may work in a variety of libraries and information centres as middle or top level managers and information specialists and in academia. Graduates may proceed to doctoral studies in library and information science fields, among others.

5.5 **Programme Delivery**

Teaching and learning methods include, lectures, tutorials, seminars, laboratory practical work, group work, e-learning, research projects, and independent study. Students are assessed through essays, tests, oral presentations, practical work and dissertations among other means. Students taking practical modules are expected to produce industry-standard work.

5.6 **Programme Competencies**

5.6.1 Generic Competencies

- Ability to analyse and synthesise information.
- Methodological problem solving.
- Critical thinking.
- Verbal and written communication skills
- Ability to reason and argue constructively.
- Commitment to integrity and ethical conduct.

5.6.2 **Discipline Specific Competencies**

- Database creation, development and utilisation
- Management Information Systems creation, development and utilisation
- Application of Knowledge management skills
- Development of state-of-the-art libraries and information centres
- Digital curation
- Information policy planning and implementation

5.7 Exit Level Outcomes

- Apply contemporary issues in the library and information science discipline.
- Develop modern technology applications to provision of access to information.
- Formulate and implement information policies needed in given environments.
- Apply digital curatorship where needed.
- Use suitable research techniques suitable for the information discipline.
- Manage of libraries and information centres
- Apply theories and practices of knowledge management.
- Develop, maintain, and use databases where necessary.

6.0 MINIMUM BODY OF KNOWLEDGE IN LIBRARY AND INFORMATION SCIENCE

- Adaptation skills and competencies in new technologies in fields of telecommunications, electronic commerce and publishing, digitization, cloud computing.
- Creation, maintenance and management of digital institutional repositories, online databases.
- Management of library and information centres in ICT environments
- Problem solving, critical thinking, time management, literature synthesis and data analysis through academic research
- Knowledge management in principle and practice
- Management Information Systems and strategic thinking application in information services
- Knowledge in contemporary information policy issues in and outside Zimbabwe as well as policy crafting and assessment skills
- Information based solutions to Indigenous Knowledge Systems
- Specialised expertise in agricultural, health and geographic information systems
- Patent legislation and intellectual property rights
- Project management skills
- Instructional methods for information literacy
- Data management and digital curatorship
- Bibliometrics, altmetrics and webometrics.

7.0 SCHEME OF EXAMINATION AND ASSESSMENT

- 7.1 Faculty regulations for examinations shall apply.
- 7.2 A formal 3 hour written examination shall be conducted in all taught courses.
- 7.3 Examinations will be subject to external assessment.
- 7.4 Students shall submit a written research paper.
- 7.5 The pass mark is 50%.
- 7.6 If a candidate fails a research paper, he/she may re-submit it within three months after publication of Results, or repeat as provided for in the General Regulations.
- 7.7 Students shall not be allowed to repeat a course more than once.
- 7.8 Candidates may not carry more than two courses to the next Stage.

PROGRAMME SUMMARY

Module Code	Module Description	Credits
Part I		(36 credits)
ILI 5101	Advanced Information Technology Applications	12
ILI 5102	Research Methods and Data Analysis Techniques	12
ILI 5112	Knowledge Management	12
Part II		(26 anodita)
_ **- *		(36 credits)
ILI 5201	Information and Communication Theory	12
ILI 5202	Management Information Systems	12
ILI 5203	Strategic Management and Leadership in	
	the Information Services	12
Part III		(24 credits)
Core Modules		
ILI 5000	Research Seminars	
ILI 5301	Information Policy Studies	12

Elective Courses (3)

These electives will be offered provided a minimum of five students sign up for the course and are also subject to the availability of resources and teaching staff.

ILI 5302	Indigenous Knowledge Systems	12
ILI 5303	Specialised Information Systems in Agriculture, Health,	12
	Development Studies	
ILI 5304	Sociology of Information	12
ILI 5305	Intellectual Property Rights	12
ILI 5306	Project Management	12
ILI 5307	Instructional Methods for Information Literacy	12
ILI 5308	Data Management and Digital Curatorship	12
ILI 5309	Informetrics	12
IRA 6101	Advanced Records Management	12

Part IV (25 credits)

ILI 5000 Dissertation 25

MODULE SYNOPSES

YEAR I

PART I (36 credits)

ILI 5101 Advanced Information Technology Applications

12 Credits

This module seeks to provide senior library managers with skills and competencies that enable them to adopt new technologies and adapt to new technological trends in the use of ICTs in libraries and information resource centres. These technologies include telecommunications, cloud computing, electronic publishing, text digitization and ecommerce. The module thus seeks to enable professionals in information centres to appreciate the changing role of librarianship in an ICT environment and to gain the ability to manage the creation and management of digital repositories, institutional repositories and online databases as well as Web OPACs, Portals. Upon completing the module successfully, students would be able to manage library operations in an ICT environment.

ILI 5102 Research Methods and Data Analysis Techniques Prerequisite for ILI 5000

12 Credits

This module provides fundamental knowledge and skills necessary for conducting quality research in library and information science. It includes in great depth the different methods used in research, covering the whole breath of conducting a research project, proposal creation, data collection, data processing and data presentation techniques. Upon successful completion of the module, students would be able to formulate research questions, design and carry out research studies and critically evaluate and analyse findings and conclusions from other research studies.

ILI 5112 Knowledge Management

12 Credits

The module introduces the concept of knowledge management, definitions and perspectives of knowledge management, outlines the history of knowledge management, knowledge management elements, knowledge management cycle, knowledge management models, knowledge management tools and how knowledge management can be implemented in organisations. The importance of knowledge management for individuals, communities of practice and organisations is described together with the emerging knowledge management strategies, roles and responsibilities needed to ensure successful implementation. At the end of the module, students would have gained an understanding the concept of knowledge management and the different views on the concept, describe different methods and techniques for managing knowledge,

describe different types of knowledge support systems and will also understand the need for effective knowledge and information management in the knowledge society.

YEAR I

PART II (36 credits)

ILI 5201 Information and Communication Theory

12 Credits

This module examines theoretical and practical aspects of communication and information. It includes a contextualised study of knowledge and information, the media of information storage and transmission, control and exchange of information in society and the social organisation of knowledge. Upon completion of the module, students would gain an appreciation of the concepts of information and knowledge, the various communication theories, particularly those that the student is likely to encounter later in their graduate programme and the dynamics of information and knowledge management in society.

ILI 5202 Management Information Systems

12 Credits

The module is a study of concepts and techniques for applying computer technology to functional areas of a work environment in an information centre. Emphasis is placed on the advantages, limitations, general characteristics and potential contributions of computerised information systems to sound decision making. At the end of the module, the students would be able to generate and use data from various computer systems in decision making through report generation features.

ILI 5203 Strategic Management and Leadership in the Information Services 12 Credits

This module is an introduction to the field of strategic management. It looks at the art and science of strategic planning and implementation of the plans, the key concepts and theories in the field and how they can be applied to institutions in the information services sector. The module also highlights the role of leadership in effective strategy implementation. Illustrations with case studies about real scenarios in various types of information services institutions shall be used during classes. At the end of the module, students would gain an appreciation of the importance of building competitive advantage, an understanding of leadership strategies and their impact on organisational direction and the relationship between strategic management and leadership. Students would also be able to set performance targets of teams to meet strategic objectives and to apply influencing and persuading skills in the workplace.

YEAR II

PART III (24 credits)

Core Modules

ILI 5000 Research Seminars

Prerequisite ILI 5102 Research Methods and Data Analysis Techniques 12 Credits

Seminars are offered to students in preparation for undertaking a dissertation. The purpose of the seminars is to enable students to select a research topic and thereafter write a research proposal. The essence of the seminars is to enable students to design their own research curricula which are finally refined with the help of dissertation supervisors.

ILI 5301 Information Policy Studies

12 Credits

The module in an examination of aspects of policy through a critical analysis and comparison of key policy initiatives and policy documents in the field of Library and Information Services in Zimbabwe, in the region and internationally. It also examines and analyses policies occurring in coextensive areas such as mass media and the publishing industry. At the end of the module, students would be able to demonstrate familiarity with current information policy issues in Zimbabwe, assess recent information policy initiatives in other countries, propose policy approaches in response to an information issue such as freedom of information, information access and distribution, copyright, or privacy and also design their own sector-specific policies.

One (1) Elective Module to be Chosen

ILI 5302 Indigenous Knowledge Systems

12 Credits

The module explores the significance of indigenous knowledge systems from historical and developmental perspectives, placing the systems in the context of modern knowledge systems. It concludes by demonstrating how library and information services can embrace all forms of knowledge systems. Students will gain an appreciation of the importance of indigenous knowledge in modern society and its application from different perspectives. It is anticipated that students would advance knowledge on the subject area by undertaking research on the subject matter in their dissertations.

ILI 5303 Specialised Information Systems in Agriculture, Health, Development Studies, Etc 12 Credits

The module focuses on the design, development and management of specialised information systems in agriculture, health and environmental issues in the context of contemporary trends. Topics include expert systems for specialised information systems, diagnostic problem solving for information systems in the agriculture, health and environmental sectors. Students would gain both theoretical and practical exposure in the use of a selection of specialised information systems in agriculture, health and the environment upon successfully completing the course.

IRA 6101 Advanced Records Management

12 Credits

(Module offered from the Department of Records and Archives Management)

The module discusses the various theories and approaches used in records and archives management. A critique of the major approaches including the records life-cycle, records continuum, integrated recordkeeping models is done with special reference to selected case studies. Contemporary recordkeeping approaches and application of records management policies and programmes in situational contexts is also examined. Students would gain an ability to appraise records.

ILI 5304 Sociology of Information

12 Credits

The module is an in-depth study of the relationship between particular users and user communities and the delivery of information services in specific contexts. It focuses on society and societal information needs in both retrospective and current contexts, and how these needs, particularly current ones, can be strategically met. It also looks at social change and how this impacts on information requirements and delivery to various segments of society. Students would gain an appreciation of the information needs, use and seeking behaviours in different social institutions at the end of the module.

ILI 5305 Intellectual Property Rights

12 Credits

This module focuses on the protection of proprietary rights in inventions, writings, creative expression, software, trade secrets, trade designations, and other intangible intellectual products, copyright, trademarks and unfair competition law. Consideration will be given to the challenges posed for traditional intellectual property paradigms by new technologies and the shift to a knowledge-based economy. The module covers some of the salient controversies in intellectual property law, including patent protection for software and business methods, the challenges to copyright law posed by file sharing technology, the role and difficulties of protecting trademarks on the Internet, and the application of common law doctrines to the Internet. Emphasis is given to Zimbabwean patent laws. Upon completing the module, students would gain an understanding of intellectual property rights issues.

ILI 5306 Project Management

12 Credits

The purpose of the module is to enable students to design and implement information related projects in various work settings. The project life cycle aspects like identification, purpose,

planning, implementation, managing, utilising resources in the environment as well as feasibility assessment of a project will be stressed. Emphasis will be on relevance to local people and needs, and the role of leadership skills in capitalising on 'soft skills' for successful project management. On completion of the module, students would know what project management involves, how to efficiently organise project work towards a goal, understand what work motivation, leadership and teamwork entail as well as learn how to communicate, influence and act in a crisis.

ILI 5307 Instructional Methods for Information Literacy

12 Credits

The module aims to develop in students, proficiencies to plan, coordinate and implement information literacy programmes in a variety of information institutions. The students would gain an understanding of learning theories, information seeking behaviour models and instructional design and delivery methods. Proficiencies include: administrative skills, assessment and evaluation skills, communication skills, curriculum knowledge, presentation skills, among others.

ILI 5308 Data Management and Digital Curatorship

12 Credits

The module prepares students and practicing information professionals with the competencies (i.e., knowledge, skills, and abilities) for the emerging digital curation and data management environment. It also prepares students to qualify for and excel in the evolving opportunities in digital curation and data management. Students will learn both fundamental concepts and practical skills needed to perform essential job functions that are relevant to digital curation and data management. Students would gain practical experiences with technologies and applications in a virtual laboratory setting to develop the necessary technical competencies needed to facilitate continued access to digital information resources.

ILI 5309 Informetrics 12 Credits

The module covers the study of quantitative aspects of information, including the production, dissemination and use of all forms of information. Areas of focus include bibliometrics, altmetrics, scientometrics and webometrics. At the end of the module, students would gain fundamental theoretical and practical knowledge and skills in informetrics.

YEAR II

PART IV (25 Credits)

ILI 5000 Dissertation 25 Credits

Working under the guidance of a supervisor, students will be required to undertake an independent investigation on a topic of their choice that is subject to approval. The exercise will enhance the students' proficiency in undertaking research in order to solve organisational/institutional and societal problems. The dissertation must be at least 20 000 words. Marking and moderation of the dissertation must be done by a moderator and an external examiner, respectively.

DEPARTMENT OF PUBLISHING STUDIES

Lecturer and Chairperson

S. Jele, PhD (UNISA) (in progress); MSc L.I.S. (NUST); PGDHE, NUST; BSc (Hon) in L.I.S. (NUST)

Secretary

Hlongwane, M.B, BA (Gen) in English and Communication (ZOU), ND Secretarial Studies (Byo Poly)

Technician

M. Ruzive, MSc Information Systems, (NUST); BSc (Hons) Computer Science, (NUST) HND Computer Studies, (Byo Poly)

ACADEMIC STAFF

Professor

(Vacant)

Associate Professor

(Vacant)

Senior Lecturers

(Vacant)

Lecturers

N. L. Dlodlo, D.D. (AIHT), M.P.A. (UZ), BSc. (Hons) (Brunel), P.T.H.

M. M. Tapfuma, PhD. Information Studies, UKZN, MSc. (NUST), PGDHE, (NUST); B. Ed. (ZOU), F.Ed. Dip. HP, ND (HP)

- S. Nkomo, PhD (UNISA) (in progress); MSc, L.I.S. (NUST); PGDHE, NUST; BSc (Hons) in L.I.S.(NUST)
- S. Mpofu, PhD (UNISA) (in progress); MSc, L.I.S. (NUST); PGDHE, NUST, BSc (Hons) in Pub..(NUST)

E. C. Chiware, MSc Information Science (Publishing), (Moi University, Kenya), PGDHE, (NUST), BSc (Hons) in Pub. (NUST)

A. Ndlovu, PhD (UNISA) (in progress); MSc Information Science (Publishing), (Moi University, Kenya), PGDHE, (NUST), BSc (Hons) in Pub.(NUST)

Staff Development Fellows

(Vacant)

Tutorial Assistants

(Vacant)

Research Fellows

(Vacant)

Professional Instructor

K. K. O. Shiri, B.Ed. (UZ), NC Computer Studies, (Hre. Poly), Cert. Ed. (UCE)

Demonstrator

(Vacant)

BACHELOR OF SCIENCE HONOURS DEGREE IN PUBLISHING MEDIA STUDIES

1.0 PREAMBLE

This programme proposal is rebranding from the Bachelor of Science Honours Degree in Publishing to the Bachelor of Science Honours Degree in Publishing Media Studies. It is a programme aimed at producing graduates with knowledge and professional skills required in a variety of publishing media sectors which include book, magazine, newspaper, film and music. The primary objective of the programme is to equip students with skills that shall make them function effectively in a range of situations from the editorial, design, production, marketing, promotion as well as distribution of published information products and/or services. Students undertaking this degree programme shall occupy company management functions from middle to senior levels and also become media practitioners as they shall be able to write and design various publishing media products.

2.0 REGULATIONS

- 2.1 These regulations should be read in conjunction with the general university regulations for undergraduate studies and the regulations of the Faculty of Communication and Information Science.
- 2.2 The Degree shall be awarded to students who have successfully completed the programme and passed the examinations in accordance with the regulations set out below.

3.0 ENTRY REQUIREMENTS

3.1 Normal Entry

For entry into the Bachelor of Science Honours Degree in Publishing Media Studies, applicants must have passed at least two (2) subjects at Advanced Level and 5 subjects at Ordinary Level including English Language. Mathematics with at least a C Grade is an added advantage.

3.2 Special Entry

Applicants may apply for Special Entry if they have successfully completed a National Diploma in Education or Information or Communication or an equivalent qualification in the subject or skills related to Publishing.

3.3 Mature Entry

Applicants who are at least 25 years of age and who are not eligible for entry under the normal or special regulations may apply for mature entry, provided that they have passed at least 5 O' Level subjects including English language and Mathematics and have completed their full time

school or college education at least five years before the start of the academic year in which admission is sought.

4.0 PROGRAMME PROFILE

Degree type	Bachelor of Science Honours
Credit Load	534
SADC-QF	8
Level	
Accrediting	Zimbabwe Council for Higher Education
authority	(ZIMCHE)
Date of	
Accreditation	

4.1 **Structure of Programme**

- 4.1 On a full-time basis, the programme shall be studied over four (4) years with the third year being spent on work attachment in industry for training experience.
- 4.2 A minimum period of thirty (30) weeks shall be required for industrial attachment. A candidate placed under an organisation shall be required to submit himself/herself to Rules and Regulations as may apply to employees of that organisation. Should it become necessary for a student to change the organisation, permission must be granted by the University.
- 4.3 In the fourth year candidates must undertake a research project. Candidates must satisfy the examiners in all the prescribed modules and in all requirements for the programme.
- 4.4 A candidate must attain a total of 534 credits to qualify for the award of the degree.

4.2 **Purpose of the Programme**

The programme aims at producing graduates who can work effectively within publishing houses of various media including books, magazines, newspapers, journals and corporate publications. The core skills shall make them able to work in a range of units from the editorial, design, production, marketing, promotion as well as distribution of published information products and/or services, and all company management functions from middle to senior levels.

4.3 **Programme Characteristics**

4.3.1 Areas of Study

The programme focuses on several key areas, including:

Acquisitions and commissioning of publishing projects

- Digital applications of publishing media
- Fundamentals of production: editing, proofreading, design,
- Marketing and distribution of information products/ services
- Copyright and other Intellectual Property Rights
- Communication skills, leadership and management
- Creative writing, report writing, copywriting
- Types of Publishing: Journal, Educational, Magazine, Corporate, Trade, Music, Newspaper and Film Publishing

4.3.2 Orientation

The programme gives equal weight to theory and practice.

4.4 Career Opportunities and Further Education

Graduates in the Programme may work in the publishing industry, creative industry, copyright industry, media institutions and academia as:

- Publisher/ Publishing manager
- Editorial manager
- Editor (books, journals, magazines or newspapers)
- Creative designer/ Graphic designer
- Artwork controller
- Proofreader
- Digital marketer/ web developer/ Information marketing officer
- Content manager/ developer
- Copywriter
- Production manager
- Social media publisher
- Online publisher
- Music publisher
- Film publisher

Graduates of the programme can also proceed to Master's programmes in publishing or any related field.

4.5 **Programme Delivery**

Teaching and learning methods include lectures, tutorials, seminars, laboratory practicals, group work, industrial visits, industrial attachment, research projects, and independent study.

Students are assessed through essays, tests, oral presentations, practical among others. Students taking practical modules are expected to produce industry-standard work.

4.6 **Programme Competencies**

4.6.1 Generic Competencies

- Ability to analyse and synthesise information.
- Methodological problem solving.
- Critical thinking.
- Verbal and written communication skills.
- Ability to reason and argue persuasively.
- Commitment to integrity and ethical conduct.

4.6.2 Discipline Specific Competencies

- Ability to edit, design, typeset, and proofread content for publication.
- Ability to adopt new publishing technologies in the production and delivery of publications.
- Ability to solve a wide range of problems in the book sector by identifying their fundamental aspects and using both theoretical and practical methods.
- Research skills.
- Commitment to integrity and ethical conduct.

4.7 Exit Level Outcomes

Graduates of the programme should be able to:

- Identify, analyse and solve problems in the publishing media industry creatively and innovatively.
- Apply knowledge of publishing, management, production and marketing to solve the publishing industry problems.
- Produce creative and artistic designs.
- Demonstrate competences in developing proposals and conducting research.
- Display capabilities to use appropriate publishing software.
- Exhibit ability to communicate effectively, both orally and in writing, with readers and the community at large.
- Express critical awareness of the sustainability and impact of Publishing on the social and educational settings.
- Demonstrate ability to work effectively as an individual, in teams and in multidisciplinary environments.
- Show aptitude to engage in independent learning through well-developed learning skills.
- Reveal ability to act professionally and ethically and to exercise judgment and take responsibility of actions taken.

- Demonstrate knowledge and understanding of the principles of publishing management and economic decision making.
- Produce and understand a wide variety of publishing products, including books, films, blogs/websites, magazines/newspapers, journals etc.
- Utilise their knowledge of the publishing industry and its techniques to analyse and critique its operations.
- Conduct research that identifies problems and suggests solutions that benefit the publishing industry and society.

5.0 MINIMUM BODY OF KNOWLEDGE IN PUBLISHING MEDIA STUDIES

- Skills in content acquisition and commissioning for publishing projects.
- Ability to write, read, edit written texts and make appropriate decisions about aspects of language such as grammar, punctuation and tone, style and logic so that the intended message is clearly transmitted.
- Skill of combining text and graphics and communicating messages effectively.
- Ability to review literary works and critique them with a view to understanding the history and cultures of publishing.
- Knowledge of and ability to interpret the copyright law and other Intellectual Property laws and their application.
- Communication skills to enable students to engage with all players in the creative industry.

6.0 SCHEME OF EXAMINATION AND ASSESSMENT

- 6.1 Faculty regulations for examinations shall apply.
- 6.1.1 Unless specified otherwise in the module synopses, all taught theory modules shall be assessed through continuous assessment in the form of assignments, tests, quizzes, short projects or oral and other presentations, and a formal 3-hour written examination. The weighting of written examinations and continuous assessment shall be 70% and 30%, respectively. The final year project shall be carried out over two semesters and shall be weighted as two modules.
- 6.1.2 The following Grading Scheme shall be applied for all modules in the Programme:

75% and above	1	(First Division)
65% - 74%	2.1	(Upper Second Division)
60% - 64%	2.2	(Lower Second Division)
50% - 59%	Pass	

Below 50% Fail

6.1.3 The following are the contributions of each Part to the overall assessment:

 Part I
 10%

 Part II
 20%

 Part III
 20%

 Part IV
 50%

PROGRAMME SUMMARY

Part I		134 Credits
Module Code	Module Description	Credits
Semester I (All C	ore Modules)	
IPU 1111	Introduction to Publishing	10
IPU 1120	Publishing in Africa	10
IPU 1121	Fundamentals of Publishing Technologies	10
IPU 1122	Elementary Writing Skills for Editors	12
IPU 1123	Design for Print Media	12
CTL 1101	Conflict Transformation and Leadership	10
Semester II (All 0	Core Modules)	
IPU 1204	Copy Editing: Theory and Practice	12
IPU 1220	Marketing of Publications	12
IPU 1221	Copywriting	10
IPU 1222	Creative Writing I: Fiction	12
IPU 1223	Electronic Publishing	12
IPU 1224	Content Commissioning and Acquisition	12
PART II		134 Credits
Semester I (Core	Modules)	
IPU 2120	Electronic Editing: Theory and Practice	12
IPU 2121	Digital Marketing	12
	ε	

IPU 2122	Creative Writing II: Non-Fiction	12
IPU 2123	Online Publishing: Graphics for the Web	10
CBU 2103	Human Resources Management	10
Electives (Choo	ose One)	
IPU 2124	Fundamentals of Educational Publishing	10
IPU 2125	Magazine and Newspaper Publishing	10
IPU 2126	Music Publishing	10
Semester II (Co	ore Modules)	
IPU 2220	Copyright and Publishing Agreements	12
IPU 2221	Research Methods in Publishing	12
IPU 2222	Logistics and Distribution of Information Products	12
IPU 2223	Web and Animation	12
IPU 2224	Social Media Publishing	10
Electives (Choo	ose One)	
IPU 2225	Educational Book Evaluation, Approval and	
	Selection Criteria	10
IPU 2226	Costing and Pricing Publications	10
IPU 2227	Film Publishing	10
PART III		
IPU 3000	Industrial Attachment	130 Credits
PART IV		136 Credits
Semester I (Con	re Modules)	
IPU 4000	Research Project	12
IPU 4120	Publishing Management, Organisation and Strategy	12
IPU 4121	Sustainable Media Development	10
IPU 4122	Creative Writing III: Magazines and Newspapers	12
IPU 4123	Self-Publishing and Freelancing	10
Electives (Choo	ose One)	
IPU 4124	Scholarly Publishing	10
IPU 4125	Corporate Publishing	10
IPU 4126	Publishing for Children	10

Semester II (C	ore Modules)	
IPU 4000	Research Project	12
IPU 4220	New Media Publishing Project	12
IPU 4221	Policy Frameworks in Publishing	12
IPU 4222	Legal and Ethical Issues in Digital Publishing	12
IPU 4223	Digital Skills for Editors	12
Electives (Choo	ose One)	
IPU 4224	The Future of Publishing: Global Developments and	d Trends10
IPU 4225	Principles of Education for Publishers	10
IPU 4226	Translations and Adaptations	10

TOTAL CREDITS FOR THE PROGRAMME

 Part I
 134

 Part II
 134

 Part III
 130

 Part IV
 136

Total minimum credits: 534

MODULE SYNOPSES

PART I 134 CREDITS

Semester I (All Core Modules)

IPU 1111 Introduction to Publishing

10 Credits

The module covers the overall introduction to the basic principles of publishing for trade, education, magazine, journal, professional and children. It is an overview of how publications are discovered, contracted, developed, financed, edited, designed, produced, marketed and sold in a changing marketplace. It gives students a general perspective and understanding of the publishing processes and industries. Students will explore the structure and functions of the publishing enterprise, as well as the unique attributes of the segments of the book, magazine and newspaper publishing industries: editorial principles and practices, marketing and publicity, production, sales and distribution. The impact of technology on these segments of the industry, current trends and issues will also be covered.

IPU 1120 Publishing in Africa

10 Credits

The module takes students through a tour of Africa's current developments, strengths and weaknesses in book funding and resource mobilization for sustainable development in the publishing sector. Entry barriers and funding limitations are evaluated against post monopolistic policies in the publishing sector. The roles of various sector members in content development and distribution in Africa South of the Sahara are also discussed. The role of policies in various countries as well as the attempts to trading in books and other publications within the continent are examined to identify similarities and differences.

IPU 1121 Fundamentals of Publishing Technologies

12 Credits

This module introduces students to basic information technological skills and desktop publishing skills with focus on how to use Microsoft Office, as well as design software like Adobe, In Design, Photoshop, Illustrator etc. to create visual communications. It enables students to harness the power of these packages to develop different types of publications from simple greeting cards to newsletters. At the end of the module students will have good knowledge and skills of various information technological tools, features and their applications in a publishing setup. Students will learn how to package their documents for print to get the most from the final design.

IPU 1122 Elementary Writing Skills for Editors 12 Credits

This module is aimed at helping students strengthen their writing skills. It focuses on language, including variations in grammar, usage and punctuation and linguistic approaches to writing style, module development and readability. It examines features of different text types, both spoken and written. It discusses communicative approaches to writing and helps students develop their knowledge of English for both business and study. It also aims at familiarising students with the myriad forms of communication; both online and offline so that they become critical receivers and effective producers of content for any media.

IPU 1123 Design for Print Media: Theory and Practice 12 Credits

This module equips students with the principles of design and their application for print media. It gives a brief historical perspective of book, magazine and newspaper design and discusses the fundamental principles on which designs are founded. It introduces students to the design process, and its relationship to the editorial, production, and marketing functions. The components of design and printing: typography, composition, page layout, illustrations, photo-editing, colour process & theory, prepress (both traditional and electronic) paper basics, printing processes, binding operations, will be covered, including the use of templates, grid systems, and current layout programs. This module allows for further analysis of the design aspects covering costs and cost effectiveness of uses of design, colour and paper choices. The new technology online linkages, print on demand, computer to plate technologies and investment costs in hardware and programs for maximum effectiveness are also examined.

CTL 1101 Conflict Transformation and Leadership 10 Credits

(Offered by the Department of Business Management)

The thrust of the module is understanding peace and conflict; theories of conflict; conflict analysis and tools; economic roots of conflict; gender and conflict; leadership; leadership and conflict handling mechanisms; women in leadership; leadership ethics; interplay: leadership, conflict and development.

Semester II (All Core Modules)

IPU 1204 Copy Editing: Theory and Practice 12 Credits

The module lays a theoretical and practical introduction to copyediting and proofreading. It covers the aspects of copy editing such as; the types and styles of copy editing, the roles and responsibilities of editors as well as skills of editors. The legal and ethical aspects of copy editing and text mark-up are also discussed. The module also examines the different requirements for copy editing on hardcopy and on screen and the tools and resources used by editors.

IPU 1220 Marketing of Publications

12 Credits

The module provides a market oriented conceptual framework of marketing and captures market dynamism by discussing current trends in marketing. It analyses marketing methods specifically related to books, periodicals, newspapers, magazines, newsletters and other products. It aims to provide an effective working knowledge of the business and marketing principles and practices of the publishing industry across different marketplaces and sectors, and how they apply in different types of publishing organisations in both domestic and global markets. It includes offline and online marketing campaigns and strategies. The module also shows students how to identify and understand a target audience and the most effective ways to reach it.

IPU 1221 Copywriting

10 Credits

This module aims at equipping students with the fundamental copywriting skills. It will enable students to write effective copy for web pages, blogs, social media, brochures, advertisements among others. It is a practical module which gives students a chance to tackle the real-world copywriting tasks. Students will also learn how to craft a copy that engages readers and persuades them to act, adapt to writing for different formats and markets. The module will also cover the importance of following a brief and the copywriter's legal and moral obligations.

IPU 1222 Creative Writing I: Fiction

12 Credits

The module focuses on the basic vocabulary, techniques and transitions in fiction and includes discussion of published fiction works. The module's goal is to give students practice and criticism in the writing, analysis, and composition of fiction writing. It also aims to broaden students' literary scope and help them to read with a critical eye and expose them to constructive criticism and discussion. Students also practice writing, reading and reviewing a variety of short fictional works by a variety of authors (from classic to contemporary). A treatment of comparative literature contrasting African Literature and World Literature mainly in the English Language will be covered. The module is portfolio driven, therefore, at the semester students should have written, read and reviewed a variety of fictional works.

IPU 1223 Electronic Publishing

12 Credits

This module gives students applied and theoretical knowledge of professional electronic publishing which is a key digital technology that has transformed society in many ways. It sets the foundation for the development of skills necessary to create well designed publications using the latest desktop publishing technology. It also equips students with basic layout, design principles, visual communication, using colour effectively, creative typography and image editing. Students

will also learn to work with the latest versions of application programs such as In Design, Corel draw, Illustrator, Photoshop etc. Successful completion of this module is a prerequisite for IPU 2123 Online Publishing: Graphics for the Web.

IPU 1224 Content Commissioning And Acquisition

This module provides a basic introduction to commissioning and acquisition of content for different publications. It equips students with the necessary knowledge and skills to acquire or commission content from suitable authors according to a publisher's requirement and curate it by ensuring that the content meets the publisher's standards. The module also discusses how students can identify books or media products to publish and how they can commission work by finding authors or responding to proposals. It also covers the evaluation and assessment of non-solicited content.

PART II (134 Credits)

Semester I (Core Modules)

IPU 2120 Electronic Editing: Theory and Practice

12 Credits

10 Credits

This is a practical module with minimal theory that looks at the professional responsibility of the editorial team to authors, artists, readers and the profit drivers; the role of the market research and information management and application to editorial decisions. The module reviews the reader as well as the core aspects of design and presentation of knowledge electronically. Readability measures, word count are also examined. Practical electronic editing is the order of the day.

IPU 2121 Digital Marketing

12 Credits

This module is designed to meet the expanding needs for marketers who are skilled in utilisation of a unique blend of technology, social media channels and business. It enables students to develop skills to assess and evaluate an organization's digital strategy, the ability to map the customer journey to key consumer touch points and to maximize the effectiveness of an organization's digital footprint. It also aids students with the knowledge to develop, execute, monitor, and maintain digital advertising campaigns in order to attract, activate, and retain customers. This has made digital marketing channels and social media the most widespread, interactive and essential of all modern marketing tools. Digital Marketing is now the most important part of the marketing mix. It has grown rapidly in the past few years as more and more businesses are realizing the importance of a good online presence.

IPU 2122 Creative Writing II: Non-Fiction

12 Credits

The module focuses on the basic vocabulary, techniques and traditions of non-fiction and includes the discussion of published works. This module aims to develop students' awareness of the possibilities of non-fiction writing. Original non-fiction work is written and presented for criticism and discussion. Students will gain an understanding of the historical origins and precursors of contemporary writings in this mode and gain experience in exploring and expanding the accepted limits of different genres as practicing writers. Students will also write, read, interpret, and review a variety of non-fiction works by a variety of authors (classic to contemporary). The module is portfolio driven, therefore, at the end of the semester students should have written, read and reviewed a variety of non-fictional works.

IPU 2123 Online Publishing: Graphics for the Web

12 Credits

This module provides a hands-on experience to the skills needed to plan, design and render visual layouts for interactive content particularly on the web. Students are encouraged to apply the skills and knowledge they gained on Electronic Publishing (IPU 1223) to their own professional development. Students will focus on issues relating to writing and integrating texts, graphics and sound (multimedia) to create websites, social media and online publications. Students will also gain a practical experience in multimedia, online, and mobile publishing.

CBU 2103 Human Resources Management

10 Credits

Offered from the Department of Business Management)

A review of Human Resources Management; operative functions of human resources management; practical aspects of human resources management; current trends in human resources management in Zimbabwe.

ELECTIVES (Choose One)

IPU 2124 Fundamentals of Educational Publishing

10 Credits

This module focuses on the basic requirements of educational publishing. It also examines the role of a publisher in curriculum and syllabus development process as well as aspirations for change. The module also reviews the origins and rationale for educational materials evaluation, and selection. The module also aims to help students understand the role of the textbook in teaching and the role played by the publisher in production and publishing of educational materials.

IPU 2125 Magazine and Newspaper Publishing

10 Credits

This module explores the major aspects of magazine and newspaper publishing; from editing, layout and design to new models of distribution and revenue generation. It deals with the transformation of the editorial copy and photography into a professional work of art. Students will use software packages to edit and prepare magazines and newspapers including incorporating graphics such as pictures, photos and other illustrations. Focus goes beyond print into the digital environment.

IPU 2126 Music Publishing

10 Credits

The module covers the structures of music publishing and how they are changing with particular reference to the process of record release and contracts, music licensing, performance rights, catalogue development and acquisition, sub publishing, internet revenues, new technologies relating to songs and other activities conducted by music publishers. Students will be introduced to key players and institutions (music publishers and record label companies) to gain insights into the music production trends.

Semester II (Core Modules)

IPU 2220 Copyright and Publishing Agreements

12 Credits

The module introduces students to the laws relating to copyright and related rights. It examines the international systems for the protection of copyright, it identifies works which are eligible for copyright protection and it discusses how copyright is infringed. The module also discusses the rationale and objectives of establishing Collective Management Organisations (CMOs) and provides an independent examination of Reproduction Rights Organisations (RROs). The module is designed for those who wish to appreciate the role of collective management in enforcing copyright to promote creativity and growth of culture. The goal is for students to develop an understanding of copyright law to resolve problems.

IPU 2221 Research Methods in Publishing

12 Credits

The module theoretically introduces students to research methodologies used in social sciences and especially those used in the field of publishing. It provides an understanding of research approaches, methods and skills to students and importantly, an ability to deploy them in their studies. It also aids students to conduct research as part of their studies. Students will also learn how to write a research proposal, methods of designing, collecting, analyzing, and interpreting data using examples from a variety of special areas in publishing.

IPU 2222 Logistics and Distribution of Information Products

12 Credits

This module covers the place element of the marketing mix in the context of marketing publications. It aims to introduce current theories and practices in logistics and distribution to students. Distribution and logistics is a critical business function that every publisher has to pay attention to. By learning the relevant theoretical frameworks, students will understand the motivations and behaviours of channel members. Students will also learn how to make informed decisions in logistics and distribution. More important, this module is not a standalone marketing module. It integrates concepts and ideas from other marketing modules so that students can fully comprehend the linkage of distribution with other core marketing activities.

IPU 2223 Web and Animation

10 Credits

The module covers the design and creation of motion graphics. It equips student with knowledge and tools used to create animations on the web such as CSS, HTML and Java Script. It is a

practical module that will assist students to improve their design and illustration skills. Students will also learn how to incorporate various multimedia into a document or web page.

IPU 2224 Social Media Publishing

10 Credits

This module gives students practical and theoretical knowledge on preparing content for publishing in social media. It equips students with the new or emerging forms of online content creation. Students will examine professional and consumer trends in digital content creation and social media publishing, following both the technological and theoretical advances that have disrupted the print medium. Students will also learn how to develop, execute, manage and publish compelling social media content through social media publishing strategies like Hootsuite, HubSpot, TweetDeck and others.

ELECTIVES (Choose One)

IPU 2225 Educational Book Evaluation, Approval and Selection Criteria 10 Credits

The module reviews the origins and rationale for educational materials evaluation, approval and the need for selection criteria in open/liberalized book industry markets/countries. Models of successful book development experiences in Sub-Sahara countries are reviewed and discussed with a view to appreciating the process of book development. The values of transparency and openness in a participatory process are critiqued by the module. The module also prepares students for professional adjudication over disputes between evaluators and publishing companies in systems that are less transparent and use Tenders to offer publishing projects and award modules for printing and distribution.

IPU 2226 Costing and Pricing of Publications

10 Credits

The module prepares the student for professional and astute pricing of products and services within a competitive environment. It discusses the elements of costs that should inform pricing decisions and delves into each element to clarify stage by stage accumulation of costs up to identification of unit costs, discounts, quantities, royalties, overheads, completion and subsidies for price setting. Emphasis is applied to key competencies of networking within and outside the company to determine the right price before spending starts. The module also prepares students for professional negotiations with suppliers- printers and origination houses as well as authors and illustrators. The logical and systematic consultative process with marketing staff and customers in the effort to determine opportunities and threats to profitable pricing is emphasized.

IPU 2227 Film Publishing

10 Credits

This module is intended to develop student's film production skills. It addresses both theory and real-life applications while introducing students to professional camerawork, lighting sound for location recording as well as editing and post-production skills. The module also documents and analyses the major developments in the evolution of cinema in a socio-historical context. It

explores the key theoretical tools used to understand film and demonstrates how to apply these in film production and publishing. Students will be introduced to key players and institutions (film industries) to gain insights into the film production trends in Zimbabwe.

PART III

IPU 3000 Industrial Attachment

130 Credits

The third year is an internship period in which students undertake an industrial placement for a minimum of eight months. At the place of attachment, students generally have a supervisor who assigns them specific tasks and evaluates their work. The internship is a compulsory part of the degree programme. It is formally assessed. Assessments include the writing of a reflective log and an evaluative report by students and a performance evaluation report by the industrial supervisor. The internship is expected to give students an insight into the world of work and to allow the students to build on the theory they would have learnt at university as well as explore their career options. At times, employers use internships as a trial period for prospective employees, thus students get an opportunity for an offer of a full-time job. After the internship, students would gain practical skills that help strengthen their curriculum vitae, increasing their chances of being employed.

Part IV 136 CREDITS

Semester I (Core Modules)

IPU 4000 Research 12 Credits

The module covers the essential issues in writing a research project. It deals with issues of developing a research proposal, including literature review, research methodology, data presentation and analysis, conclusion, citation and the final document layout and presentation. Students are encouraged to apply the knowledge and skills they gained in IPU 2221 Research Methods in Publishing for their own professional development. By the end of this module students should have developed a complete research proposal in preparation for IPU 4000 in their second semester.

IPU 4120 Publishing Management, Organisation and Strategy 12 Credits

This module focuses on the concepts and methods for strategically and effectively managing a publishing organisation. Publishing has its own distinct terminology which carries through to business strategies and organisational structure. It also reviews strategic plans and budgets for a publishing firm. Special attention is given to the managerial ethics, and the importance of publishing in a multinational environment.

IPU 4121 Sustainable Media Development

10 Credits

The module will be focused on both print and digital media in various areas such as educational, general, trade, scholarly and magazine publishing. It will examine and evaluate funding; market; development, production and distribution issues in selected countries. It examines media development models and the role of various players and stakeholders in media development and funding in order to achieve the ideal sustainability in each genre.

IPU 4122 Creative Writing III: Magazines and Newspapers

12 Credits

The module extends the creative writing theory and practice to magazines and newspapers. Students will read, critique and review various magazines and newspaper articles. It also examines the creation of a magazine and a newspaper from concept to realisation. In these volatile economic times, the magazine and newspaper industry face unprecedented challenges. The module will also discuss the magazine and newspaper industry as businesses that work in concert to attract readers and advertisers. The module will broaden students' literary scope and help them to read with a critical eye and expose them to constructive criticism and discussion. The module is portfolio driven, therefore, at the end of the semester students should have written, read and reviewed a variety of magazine and newspaper articles.

IPU 4123 Self -Publishing and Freelancing

10 Credits

This is an entrepreneurial module which seeks to equip students with creative and innovative managerial practices of becoming successful self-publishers. The module reviews the publishing process and explains the process from creation of an idea to successful launch of a new venture. Students also review and evaluate the business models of the world's best self-publishers. The module also explores how to identify and develop solutions to the most common leadership and personal challenges faced by self-publishers when starting new ventures or launching new products. It also promotes a deeper understanding of what is required to be a self-publisher and highlights the skills and tools necessary to become a self-publisher and explores alternatives to common pitfalls.

ELECTIVES (Choose One)

IPU 4124 Scholarly Publishing

10 Credits

This module consolidates knowledge and techniques that are specific to production and publishing of academic monographs, journals and research output. It introduces students to the field of scholarly publishing, the processes of peer review and editorial of typescripts. It also explores the journal production chain, the business models in scholarly publishing as well as the changing landscape of scholarly publishing.

IPU 4125 Corporate Publishing

10 Credits

This module provides basic knowledge on corporate publishing. The module material covers publishing requirements and computer applications for publishing company materials. It focuses on several publishing formats, periodicals (newsletters, magazines etc), company reports and promotional materials. The module is portfolio driven, therefore, at the end of the semester students should have designed various corporate publications.

IPU 4126 Publishing For Children

10 Credits

This module provides an overview of children's literature and how it differs from mainstream adult trade publishing. It covers the history of children's books and examines the ways in which videos, magazines, picture books, novelty books, translations, both hardcover and paperback are evaluated, acquired and produced. Every essential element of the children's book publishing industry is assessed from acquisition, design and production to marketing strategies and distribution methods in both print and digital media. It also covers selected texts from the 19th to the 21st century. The module is portfolio driven, therefore, at the end of the semester students should have written, read and reviewed a variety of children's literature.

Semester II (Core Modules)

IPU 4000 Research 12 Credits

The module covers the essential issues in writing a research project. It deals with issues of developing a research proposal, including literature review, research methodology, data presentation and analysis, conclusion, citation and the final document layout and presentation. Students are encouraged to apply the knowledge and skills they gained in IPU 2215 Introduction to Research Methods for their own professional development and they build up on the proposal produced in IPU 4000 in first semester.

IPU 4220 New Media Publishing Project

12 Credits

This is a practical module in which students exploit their creativity and technological skills acquired during the module of their studies. Students will design websites to demonstrate their web design skills and the ability to edit multi-media from the internet. Students will use their practical skills in web design, social media publishing, magazine publishing and web animation to produce digital content. The module will assist students to develop the expertise needed in the editorial and production of digital content. By the end of the semester students will submit a project they would have produced which will contribute towards their final Part 4 assessment.

IPU 4221 Policy Frameworks in Publishing

12 Credits

The goal of this module is to provide students with the expertise needed to locate, interpret, evaluate, create and adapt policies relating to publishing issues. In particular, students will be able to recognize how different national and regional policies affect the publishing industry and their significance for the growth of the industry. The policy environment is discussed scrutinising how various policies even outside the book industry, affect and implicate policies in the publishing industry.

IPU 4222 Legal and Ethical Issues In Digital Publishing

12 Credits

The module will introduce students to the major legal and ethical issues that affect the publishing industry in the digital environment. Thus, students will be able to identify and review these issues as well as propose how to solve problems that can arise from them. Beyond copyright, students have to appreciate other legal issues such as open access licences, Digital Rights Management, Creative Commons and so forth. Students will also examine cases of questionable ethics (and criminal offenses) in the publishing industry dealing with fraud, plagiarism, and copyright infringement using both general and specific examples.

IPU 4223 Digital Skills for Editors

12 Credits

This module will enable students to create, edit and publish content on the web and other digital platforms. Students should have familiarity with software like Photoshop or Dreamweaver as well as knowledge of editing videos, photos and text for the web, writing keyword-rich content and coding using HTML. As more and more print publications go online, it is vital to understand the ins and outs of emerging media and technology.

ELECTIVES (Choose One)

IPU 4224 The Future Of Publishing: Global Developments and Trends 10 Credits

This is a research based module which focuses on global developments and trends impacting the future of publishing as an industry. As the world of publishing becomes integrated with other forms of entertainment and information distribution, classic publishing skill sets will find new opportunities; curation, editorial process, management and marketing will be needed for reaching wider audiences.

IPU 4225 Principles of Education for Publishers

10 Credits

The module gives an analysis of key principles of education and their impact on the book development process. It emphasizes the learning theories and the role of the book in learning, learning styles and instructional needs, teaching principles and the book as a teaching tool. Students will be able to incorporate these principles of education in publishing of educational materials.

IPU 4226 Translations and Adaptations

10 Credits

This module aims to engage students in the study of translations and adaptations in diverse forms, genres and styles across music, film, radio, television, books, newspapers, magazine and new media. These translations and adaptations are analysed in the light of theories of text, authorship, genre and cross-cultural exchange. Upon completion of the module students will have an understanding of the creative processes and the working of creative industries in shaping, visualizing and circulating literary narratives and cultural forms. Students will compare and contrast different translations and adaptations will be able to produce their own versions to suit their culture or country.

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

Lecturer and Chairperson

O. Wutete, PhD in L.I.S, (University of Fort Hare), MSc in L.I.S, (NUST), Diploma in Records Management, (HP), FETE, (Masvingo Tech)., BA (Gen), (UZ)

Secretary

H.H. Dube, HND in Office Management (Byo Poly), BSc (Hons) in Marketing (ZOU), MSc in Marketing (NUST)

Technician

C. T. Mutare, MSc in Information Systems (NUST), BTech (Hon) I.T, (HIT); HND in I.T., (KP)

ACADEMIC STAFF

Professor

(Vacant)

Associate Professor

(Vacant)

Senior Lecturers

(Vacant)

Lecturers

- P. Dewah, PhD in Knowledge Management, (University of Fort Hare), MSc in LIS, (NUST), BA (Gen), UZ
- A. Dube, PhD in Records & Archives Mgt, (Moi University), MSc in LIS (NUST), BSc in LIS, (NUST), ND LIS, (BP)
- *F. Chaterera-Zambuko*, DLitt & Phil in Information Science, (UNISA), MPhil Information Science, (UNISA), MA Museum Studies, (MSU), BA Archaeology, (MSU), PGDTE, (MSU) *N. L.S. Makoni*, MSc in LIS, (NUST), Grad CE, (UZ), BA General, (UZ)
- M. Masuku, MPhil in RAM, (NUST), PGDHE, (NUST), BSc (Hon) in RAM, (NUST)
- H. Ndlovu, MSc LIS, NUST, PGDHE, (NUST), BSc (Hon) RAM, (NUST)
- D. T. Sigauke, MPhil in Records & Archives Mgt, (NUST), BSc (Hon) in Records & Archives Mgt, (NUST)

R David, MSc in Health Informatics, (University of Leeds), BSc in Records & Archives Mgt, (NUST)

Staff Development Fellows

(Vacant)

Tutorial Assistants

- C. Muzamba, BSc (Hons) in Records and Archives Management (NUST)
- A.A.M. Ndlovu, BSc (Hons) in Records and Archives Management (NUST)
- D. Jakata, BSc (Hons) in Records and Archives Management (NUST)

Research Fellow

A. Chirume, MSc LIS, (NUST); BSc (Hon) in L.I.S.(NUST)

Professional Instructor

(Vacant)

Demonstrator

(Vacant)

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

1.0 PREAMBLE

The Bachelor of Science Honours Degree in Records and Archives Management is aimed at students who are keen to pursue a career in the information and records management field. The programme seeks to equip students with the theoretical knowledge and practical skills to work in the information management industry which us continuously transformed by the information and communication technology changes.

2.0 REGULATIONS

These regulations should be read in conjunction with the general university regulations for undergraduate studies, and the regulations of the Faculty of Communication and Information Science. The Degree shall be awarded to students who have successfully completed the programme and passed the examinations in accordance with the regulations set out below.

3.0 ENTRY QUALIFICATIONS

3.1 **Normal Entry**

- 3.1.1 Applicants must satisfy conditions for entry to undergraduate degree programmes stipulated in the General Regulations. Applicants must have the following qualifications (or their equivalent):
- 3.1.2 Five 'O' Level passes including English Language. The 5 subjects should include English. Mathematics with at least a C grade will be an added advantage. Apart from five (5) subjects at Ordinary Level a student must have passed at least two subjects at the Advanced Level.

3.2 Special Entry

- 3.2.1 In approved cases a student may be exempted from Part I or Part II courses or both on condition the student does not complete the full-time programme in less than three full academic years.
- 3.2.2 Holders of the Zimbabwe National Diploma from the Polytechnic colleges or the Technical Colleges (or their equivalent) who have passed the Diploma with merit (credits and distinctions) in half of the programme courses may qualify for entry into Part II of the Faculty of Communication and Information Science Undergraduate Honours Degree Programme.
- 3.2.3 Among Part I students' credit should not be given in excess of the number of courses offered in that part.

3.3 Mature Entry

- 3.3.1 Persons who are at least 25 years of age on the first day of the academic year in which admission is sought and who are not eligible for entry under the Normal or Special Entry Regulations may apply for Mature Entry provided that:
- 3.3.2 Applicants must have passed at least five approved 'O' level subjects including English Language. Mathematics is an added advantage. Must have demonstrated potential suitability for university studies by virtue of their attainments and/or relevant work experience.
- 3.3.3 Normally, applicants should have completed their full-time school or college education at least five years before the start of the academic year in which admission is sought.
- 3.3.4 Applicants who wish to be considered under the Mature Entry provisions may be required to attend interviews and/or special tests at the University designed to assess their command of the English Language, numeracy and reasoning ability and general suitability for admission to Bachelor's degree studies. Applicants who have previously attended
- 3.3.5 Mature Entry tests and/or interviews without success will not be considered for admission under this form of entry unless in the intervening period they have acquired additional qualifications and/or experience.

4.0 PROGRAMME PROFILE

Degree type		Bachelor of Science Honours
Credit Load		498
SADC-QF Level		8
Accrediting		Zimbabwe Council for Higher Education (ZIMCHE)
authority		
Date	of	

Accreditation	

4.1 Structure of the Programme

The degree programme may be studied on a full-time basis over four academic years. One year of the programme (at least 30 weeks) is earmarked for industrial attachment. A student placed under an organisation for attachment shall be required to submit himself/herself to rules and regulations as apply to the employees of that organisation. Should it become necessary for the student under attachment to move to another organisation, permission must be granted by the University. A research project will also be undertaken at Part IV as part of the degree requirements.

4.2 **Purpose of the Programme**

The aim is to produce graduates that meet the needs of today's information centres and all industries by providing a thorough understanding of the subject, technical competence, and transferable skills. The programme also aims to prepare records and archives management students for rapidly changing technological environments with the core knowledge central to multidisciplinary development and personal improvement throughout their professional careers.

4.3 **Programme Characteristics**

4.3.1 Areas of Study

The programme focuses on several key areas including:

- Records management.
- Archives management.
- Knowledge management.
- Conservation and preservation.
- Documentation.

4.3.2 Specialist Focus

- Records management
- Archives management
- Knowledge management

4.3.3 **Orientation**

Research and innovation oriented. Teaching and learning are professionally oriented and focused on practical aspects.

4.4 Career Opportunities and Further Education

Graduates may work in several fields under various job descriptions. The list includes but is not limited to being employed as archivists, records managers, information managers,

document controllers, conservators, preservationists, e-records managers, digital-archivists and knowledge managers.

4.5 **Programme Delivery**

Teaching and learning methods include lectures, tutorials, practical, seminars, group work, industrial visits, industrial attachment, research project and individual independent study. Students are assessed through written examinations, tests, assignments, oral presentations, seminar presentations, industrial attachment report, third year report, final year research project report and continuous assessments.

4.6 **Programme Competences**

4.6.1 Generic Competencies

- Ability to draw appropriately from multiple academic disciplines to define and solve problems based on understanding of complex phenomena
- Capability to draw on big data and use analytics for informed decision making and strive to seek new ways of doing things
- Ability to communicate effectively and to present information orally and in writing and using ICTs to both expert and non-expert audiences
- Capacity for analysis and synthesis using logical arguments and proven facts.
- Professional integrity and awareness of impact of science and technology on society and the environment
- Capability to identify and create new business ventures based on knowledge and new thinking paradigms.

4.6.2 Discipline specific Competencies

- Ability to manage and optimize institutional operations with regards to timely information access, management and availability.
- Ability to develop new technologies to aid process improvement with a view to enhance production efficiencies and outputs in any organisation.
- Ability to solve a wide range of problems in information management by identifying their fundamental aspects and using both theoretical and practical methods.
- Ability to use data to analyse process performance and technological issues using appropriate IT packages.

4.7 Exit Level Outcomes

Graduates of the programme should be able to:

- Identify, formulate, analyse and solve information management related problems creatively and innovatively.
- Apply knowledge of information technology, user needs, organisational needs and information management requirements to solve institutional problems faced on a daily basis.
- Perform creative, procedural and non-procedural design and synthesis of components, systems, products and processes which affect information management and flow with basic understanding of systems design taught within the programme.
- Demonstrate competence to use appropriate research methods, skills and tools, to conduct research which leads to innovative ideas as well as being problem solving within institutions to allow for effective business process re-engineering.
- Demonstrate competence to communicate effectively, both orally and in writing, with engineering audiences and the community at large.
- Demonstrate competence to work effectively as an individual, in teams and in multidisciplinary environments.
- Demonstrate competence to engage in independent learning through well-developed learning skills.
- Demonstrate critical awareness of the need to act professionally and ethically and to exercise judgment and take responsibility within own limits of competence.
- Demonstrate knowledge and understanding of information management principles and economic decision making.

5.0 MINIMUM BODY OF KNOWLEDGE IN RECORDS AND ARCHIVES MANAGEMENT

- Classification, arrangement, description and indexing of documents and records.
- Information technology competency skills
- Capable of adhering to legal and professional requirements to handle and manage records and archives.
- Inforpreneurial skills for creating jobs and wealth
- Research skills for undertaking research to solve information related problems
- Knowledge management skills capable of leveraging organisational tacit and explicit knowledge
- Appraisal and disposition skills for all records in all formats.
- Conservation and preservation skills for all formats of records and archives.
- Documentation skills

6.0 SCHEME OF EXAMINATION AND ASSESSMENT

Faculty regulations for examinations will apply.

6.1 In determining the overall degree programme aggregate, the following part weightings shall be used:

Part I 10% minimum 126 credits
Part II 20% minimum 120 credits
Part III 20% minimum 130 credits
Part IV 50% minimum 122 credits

6.2 Final degree results will be classified as follows: First Division, Upper Second Division, Lower Second Division, Pass and Fail. The following Marking Scheme shall be applied for all modules in the Programme:

75% and above 1 (First Division) 65% - 74% 2.1 (Upper Second Division) 60% - 64% 2.2 (Lower Second Division) 50% - 59% Pass Below 50% Fail

PROGRAMME SUMMARY

Part I	1	26 Credits
Semester I (All C	Core Modules)	
Module Code	Module Description	Credits
IRA1101	Knowledge Management	10
IRA1102	Archives and Manuscripts Management I	10
IRA1103	Collection Development & Management of Archives	10
IRA1104	Records Management 1	10
ILI1103	Introduction to Information Technology	9
ILI1108	Communication Theory and Practice	8
CTL1101	Conflict Transformation and Leadership	9
Semester II (All 0	Core Modules)	
IRA 1201	Archives and Manuscripts Management II	10
IRA1202	Access and Reference Services	10
IRA1203	Principles & Tools for Information Storage, Retrieval and Ac	cess 10
IRA1204	Archives, History and Society	10
IRA1205	Records Management II	10
ILI 1208	Applications of Information Technology Tools in	
	Information Centres	10

Part II		120 Credits
Semester I (All Core	e Modules)	
IRA 2103	Management of Electronic Records	10
IRA 2104	Management of Registries	10
IRA 2106	Oral History and Indigenous Knowledge Systems	10
IRA 2107	Legal & Professional Issues in RAM	10
IRA2109	Audio Visual Archives Management	10
CBU1108	Principles of Management	10
Semester II (All Con	re Modules)	
IRA2203	Research Methods in Information Science	10
IRA2204	Archival Informatics	10
IRA2205	Web Content Management	10
IRA2206	Computer Applications in RAM	10
IRA2207	Management of Electronic Records II	10
IRA2211	Archives, Government and Other Information Centres	10
Part III		130 Credits
IRA 3001	Industrial Attachment	130
Credits		
Part IV		122 Credits
Semester I (All Core	e Modules)	
IRA4101	Management of Record Centres	10
IRA 4102	Information Economics	10
IRA 4103	Information Management in the Health Services	10
IRA 4104	Infoprenuership	10
IRA 4105	Marketing of Records and Archives	10
	Information Products & Services	
Semester II (All Con	re Modules)	
IRA4005	Research Project	20
IRA 4201	Conservation and Preservation Management	11

IRA4203	Comparative Archives Systems	10
IRA4207	Reprographics	10
IRA4211	Virtual Archives Systems	10
IRA4212	Public Sector Records Management	11

TOTAL CREDITS FOR BSC RAM

Part I	126
Part II	120
Part III	130
Part IV	122

TOTAL CREDITS498

MODULE SYNOPSES

PART I 126 CREDITS

SEMESTER I

IRA 1101 Knowledge Management

10 Credits

The module defines knowledge management; Objectives of knowledge management; Principles of knowledge; Evolution of knowledge Management; Organisation learning: Types, Levels, features; Relationship of IT, IM and KM; knowledge sharing; Organisational Culture, change management and communities of Practice; knowledge Management Frameworks and Processes.

IRA 1102 Archives and Manuscripts Management I

10 Credits

The module is an introduction to the theory and practice of managing archival documents. Topics covered include acquisition, arrangement and description of archives and manuscripts. Emphasis is also on the key aspects of provenance and respect for original order. It also includes differences between public and private archives and the legislation applicable to them.

ILI 1103 Introduction to Information Technology

9 Credits

The module introduces information technology and the use of commercially available computing hardware, software and communications. It also includes accessing geographically distributed Internet information, electronic communication, word processing and document design, data modelling with spreadsheets, database design and maintenance for information storage, retrieval, and presentation.

IRA 1103 Collection Development and Management In Archives

10 Credits

The module covers the establishment of archiving missions and policies, and the criteria for the acquisition, selection, processing, appraisal and storage of archives. It provides familiarity with records centres and archiving institutions mandates and public services.

IRA 1104 Records Management I

10 Credits

The module is an introduction to the management of records in both private and public organisations. Theories, methodologies and technologies applied in managing institutional information and records are introduced. Topics include the records of life cycle, the history and development of records management, records inventory and analysis, classification, retention and scheduling.

ILI 1105 Communication Skills

8 Credits

The module covers basic communication theories through to practical skills employed in interpersonal communication within a working environment. Group dynamics and aspects of non-verbal communication models are also examined.

Semester II

IRA 1201 Archives and Manuscripts Management 11

10 Credits

The module is about the application of the practice of appraisal of archives and manuscripts. A study of the different values attached to archives and how this affects their retention periods. Preparation of disposal schedules, standing instructions and composition of disposal authorities also examined. Provision of facilities and equipment and the management of archives offices is also included.

IRA 1202 Access and Reference Services

10 Credits

The aim of the module is to introduce students to a wide range of operations that lead to an effective use of the archival service. Based on practical exposure, students should analyse and assist search room operations; identify records needed by researchers, apply search room regulations; plan and organise basic outreach programmes; and design and implement access policies.

IRA 1203 Principles and Tools for Information Storage, Retrieval and Access 10 Credits

The module examines principles of information retrieval and their application to information systems and services. It also emphasizes models of user information seeking behaviour, human information processing and their relationship to retrieval models in information systems.

IRA 1204 Archives, History and Society

10 Credits

The module examines the histology of records and archives management in society. The changing nature of records and recordkeeping systems, particularly those changes influenced by technology are also looked into. It also includes the study of information needs of different categories of archives users and the political, economic, social and cultural environment which conjures the public interest for national archives.

ILI 1204 Application of Information Technology Tools In Libraries and Archives

10 Credits

The module focuses on building practical skills on a variety of networked computer applications as used in Library and Archive centres today. The applications are studied within the framework of how they enable Library Professionals, Archivists to structure, store, process, access and present information. The topics will vary from semester to semester but will typically include networking and Internet application, web-coding languages such as HTML and XML, designing and building web sites for different types of Libraries, and working with CGI.

IRA 1205 Records Management II

10 Credits

The module offers an appraisal of records including the preparation of disposal schedules, standing instructions and disposal authorities. Disposal records including transfers to archives are covered and records management in business and use of information technology in records management are examined.

IRA 1206 Computer Applications in Records and Archives Management 10 Credits

This is an introductory module to records and archives management computer terminology concepts and tools. It includes computer systems in records and archives management and the utilisation of such packages as the Computerised Documentation Systems/ Information Systems for Information Services (CDS/ISIS), eRecords Readiness Tool, Hummingbird Enterprise RM software systems and other contemporary products in the field.

CTL 1101: Conflict Transformation and Leadership

10 Credits

(Offered by the Department of Business Management)

The module will examine concepts of conflict and peace, theories of conflict, and classical social structural theories of conflict. Modern structural theories of conflict, resource, cultural, religious and ethnic and identity based conflicts will be reviewed. Gender and conflict and conflict resolution processes will be discussed and critiqued.

PART II 120 Credits

Semester I

IRA 2103 Management of Electronic Records 1

10 Credits

The module is an introduction to theories, methodologies and technologies used in managing electronic records. Topics include identification, management preservation and ongoing access to various kinds of electronic records proliferating in formats, quantities, media instability and system obsolescence.

IRA 2104 Management of Registries

10 Credits

The module is an in-depth of the study of the importance of registries in records management. Topics include types of registries, the role of registries in the creation, use and maintenance and retirement of files. Focus is on setting up and equipment requirements, security and staffing. Filing systems, index systems and registry manuals, registry designs and other documentation in the registries is also examined.

IRA 2106 Oral History and Indigenous Knowledge Systems

10 Credits

An introductory module to theories, methodologies and practices used in oral history and indigenous knowledge systems. Purpose of module is to enable students to appreciate and utilise tacit knowledge, skills and experiences that have not been tapped from the local people for educational and development purposes. Methods and skills of tapping the knowledge are dealt with, including techniques of infusing that into formally acquired knowledge and skills.

IRA 2107 Legal and Professional Issues In Records and Archives Management 10 Credits

The module examines legislative impacts on Records and Archives Management and on information professionals in the field. Also examines a study of constitutional, administrative and organisational changes in the Records and Archives systems. Major contemporary legal and professional issues in the records and archives management field are also examined.

IRA 2109 Audio – Visual Archives Management

10 Credits

The module covers the nature, uses and format of audio – visual materials; selection, acquisition and storage of audio-visual materials. Also evaluates audio-visual programmes, access and copyright issues.

CBU 2105 Principles of Management

10 Credits

The module is an introduction to management and the organisation. Emphasis is placed on managerial processes and functions and the interface of the manager with supervisors, subordinates and the work environment. History and development of management thought, functions of management, organisational structures, decision-making, communication, centralisation and decentralisation, delegation, leadership and motivation, controlling, budgeting and non-budgetary controls.

Semester II

IRA 2203 Research Methods in Information Science

10 Credits

The module aims to create prerequisites for the formation of knowledge and skills necessary for research work in information science, archives and records management. Data collection in various types of research, survey, observation, interviews and documentary research is also examined together with an analysis and interpretation of data in quantitative and qualitative researchers.

IRA 2204 Archival Informatics

10 Credits

The module studies the representation and description of recorded information objects in an archival environment. The module examines the representation of archival information content, digitising technology and the methods by which records are archived within organisations, networks, cultures and society. Conveys basic knowledge on the application of archival description and authority standards to archival holdings (ISAD), (G), ISARR (CPF), UNESCO thesaurus etc.

IRA 2205 Web Content Management

10 Credits

Introductory techniques and concepts in the representation organisation, presentation and development of website content with the eXtensible Markup Language (XML) and other related technologies. Aspects of online records standards, policy, management and implementation of online networking strategies surrounding the World Wide Web examined.

IRA 2206 Archives, Government and Other Information Centres 10 Credits

The module is a study of archives and other information centres in the country, their publications, databases, bibliographic organizations and use. It also looks at their methods of acquiring information from various sources, and conditions of access as well as their positions regarding storage.

IRA 2207 Management of Electronic Records 11

10 Credits

The module is an advanced study of the management of electronic records including e-government, e-administration and other electronic records management systems. It also has an application of the practice of the appraisal of electronic records. A study of different values attached to electronic records (ER) in various eras e.g. ICA guide on managing ER. Also examines appropriate electronic recorded management systems for various information centres.

IRA 2211 Archives, Government and Other Information Centres

10 Credits

A study of records and archives created and maintained by public and private organisations. The module studies Zimbabwe's documentary heritage at the National Archives and other

information centres such as the National Library and National Museum, their publications, databases, bibliographic organisation and use. The legislative framework and policies, scope for collaboration in facilitating conditions of access, storage and preservation of historical records also is examined.

PART III 130 CREDITS

IRA 3000 Industrial Attachment 130

PART IV 122 Credits

Semester I

IRA 4005 Research Project

20 Credits

The module introduces methods of formulation of a research project proposal, information gathering, project scheme and literature reviewing. It also prepares students for an in-depth research project to be completed during the second semester in Part IV.

IRA 4101 Management of Record Centres

10 Credits

The module explores the role of records centres in the storage of inactive records through low cost and efficient utilization of space as well as an analysis of the activities carried out in records centres including storage, retrieval, control, security and systematic legal disposal. It also includes an examination of commercial records centres and their contribution to the management of records of different organizations.

IRA 4102 Information Economics

10 Credits

The module gives students an in-depth coverage of the micro and micro economic theories and their application in a records and archives information environment. The measure and analysis of the role information as a resource and its vital value to the economy in an information society is examined. An examination of the issues and strategies surrounding the devotion of resources to the production, distribution and consumption of information in records and archives as a means for development is covered.

IRA 4103 Information Management in the Health Services

10 Credits

The critical role of records and information management in health services is examined in this module. Focus is on key records in Health Services, especially patient's case files and use of disposal schedules and standing instructions to determine retention periods. The role of

information technology in the management of vast quantities of information in the Health Services is analysed.

IRA 4104 Inforpreneurship

10 Credits

The module aims to develop student's understanding of the challenges of selling information goods. The module will also focus on developing student's skills on setting up an information business and designing product lines for information goods that are competitive, setting prices for different customer groups and how to manage one's intellectual property as well as to deal with ethical and legal issues of running an information business. Students will learn how to protect themselves from "lock-in" and how to take advantage of it when possible, procure software for an information business. Lastly, the students will be introduced to the information business planning, marketing and management processes.

IRA 4105 Marketing of Records and Archives Information Products and Services

10 Credits

This module focuses on the application of marketing theory to archives and records management institutions. The module also examines consumer behaviour, market research, segmentation, targeting and positioning, public relations, product design and sales promotion in the field.

Semester II

IRA 4005 Research Project

The module introduces methods of formulation of a research project, information gathering, project scheme and literature reviewing. It also prepares students for an in-depth research project to be completed during the second semester in Part IV.

IRA 4201 Conservation and Preservation Management

11 Credits

The module is an in-depth study of the main threats to the survival of different types of information media. It includes general protection and preventative measures against hazards like fire, flooding and protection units. Strategies to resume operations following disasters, including temporary or alternative facilities are also examined.

IRA 4203 Comparative Archives Systems

10 Credits

The module is a comparative study of selected archives systems and institutions within the Southern African region. Hence the module focuses on legislation, staffing, accommodation, training, and areas of specialisation and problems characteristic to the systems.

IRA 4207 Reprographics

10 Credits

This module examines principles of printing, photography, microphotography, hardware systems, COM and electronic typesetting. It also looks at the selection and acquisition of reprographic equipment, maintenance, design and control of microfilming services.

IRA 4211 Virtual Archives Systems

10 Credits

The module has a study of virtual archival collections as distinct sub-entities of digital information collections and digital archives as well as the role of archivists and the contending issues in their professional capacities to construct virtual collections and enable virtual archival access through the application of encoded archival description and other metadata standards. Issues to harness the potential of virtual archives lie primarily in the ability to describe and store these records and objects, and to search and access them globally across domains and over time are discussed.

IRA 4212 Public Sector Records Management

11 Credits

The module covers the management of public sector records. The functions and activities of public sector institutions, departments and the records they create are discussed. An appreciation of the importance of sound records management systems in the public sector as a measure of ensuring transparency of state enterprises, public accountability, protection of citizen rights and a vision of corporate and responsible government are examined.

MASTER OF SCIENCE DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

1.0 PREAMBLE

The Master of Science Degree in Records and Archives Management is aimed at students who are keen to pursue a career in management within the information and records management field. The programme seeks to equip students with the theoretical knowledge and practical skills to manage information management industry which is continuously transformed by the information and communication technology changes.

2.0 REGULATIONS

These regulations should be read in conjunction with the general university regulations for postgraduate studies, and the regulations of the Faculty of Communication and Information Science. The Degree shall be awarded to students who have successfully completed the programme and passed the examinations in accordance with the regulations set out below.

3.0 ENTRY REQUIREMENTS

Students must have the following qualifications (or their equivalent):

- 3.1 Students with a Lower Second 2.2 Class Honours Degree in the above areas will be required to have at least two years' post-qualification experience.
- 3.2 Hold an Upper Second 2.1 Class Honours Degree in Records and Archives Management; Records Management; Archival Science; Information Studies; History or Heritage Studies from an accredited University or higher education institution.
- 3.3 Students with any other good first degree in the field other than those listed in section in the first requirement above will be required to have at least two years' post-qualification

practical experience in a records and archives establishment for consideration to be admitted into the Master of Science Degree programme.

4.0 PROGRAMME PROFILE

Degree type		Master of Science
Credit Load		272
SADC-QF Level		9
Accrediting		Zimbabwe Council for Higher Education (ZIMCHE)
authority		
Date	of	
Accreditation		

4.1 **Structure of the Programme**

The two-year block release or part time programme is composed of prescribed core and elective modules as well as a research project culminating in a mini-dissertation of at least 10 000 words. All taught modules will be assessed through module work and examination, unless specified otherwise in the appropriate module synopsis. To be awarded the degree, students must complete a minimum of 272 credits.

4.2 **Purpose of the Programme**

The aim of the programme is to produce graduates that meet the needs of today's information centres and all industries by providing a thorough understanding of the subject, technical competence, and transferable skills. It also aims to prepare records and archives management students for rapidly changing technological environments with the core knowledge central to multidisciplinary development and personal improvement throughout their professional careers.

4.3 **Programme Characteristics**

4.3.1 Areas of Study

- Infopreneurial skills for creating jobs and wealth
- Research skills for undertaking research to solve information related problems
- Knowledge management skills capable of leveraging organisational tacit and explicit knowledge
- Documentation skills
- Project management skills
- Managing records and archives institutions

- Systems development and design within the Records and Archives management field
- Strategic planning skills
- Critical thinking skills

4.3.2 **Specialist Focus**

- Records management
- Archives management
- Knowledge management
- Information technology application in information management.

4.3.3 Orientation

Research and innovation oriented. Teaching and learning are professionally oriented and focused on practical aspects.

4.4 Career Opportunities and Further Education

These include: Information Strategy Architect, Information and Records Manager, Corporate Records Manager, Corporate Information Director and Knowledge Managers. There are opportunities for further Studies in Master's and doctoral studies in records and archives management, information science, informatics or in interdisciplinary programmes related to information management.

4.5 Programme Delivery

Teaching and learning methods include lectures, tutorials, practical, seminars, group work, industrial visits, industrial attachment, research project and individual independent study. Students are assessed through written examinations, tests, assignments, oral presentations, seminar presentations, industrial attachment report, third year report, final year research project report and continuous assessments.

4.6 Programme Competences

4.6.1 Generic Competencies

- Ability to draw appropriately from multiple academic disciplines to define and solve problems based on understanding of complex phenomena
- Capability to draw on big data and use analytics for informed decision making and strive to seek new ways of doing things

- Ability to communicate effectively and to present information orally and in writing and using ICTs to both expert and non-expert audiences
- Capacity for analysis and synthesis using logical arguments and proven facts.
- Professional integrity and awareness of impact of science and technology on society and the environment
- Capability to identify and create new business ventures based on knowledge and new thinking paradigms.

4.6.2 **Discipline specific**

- Ability to manage and optimize institutional operations with regards to timely information access, management and availability.
- Ability to develop new technologies to aid process improvement with a view to enhance production efficiencies and outputs in any organisation.
- Ability to solve a wide range of problems in information management by identifying their fundamental aspects and using both theoretical and practical methods.
- Ability to use data to analyse process performance and technological issues using appropriate IT packages

4.7 Exit Level Outcomes

- Identify, formulate, analyse and solve information management related problems creatively and innovatively.
- Apply knowledge of information technology, user needs, organisational needs and information management requirements to solve institutional problems faced on a daily basis.
- Perform creative, procedural and non-procedural design and synthesis of components, systems, products and processes which affect information management and flow with basic understanding of systems design taught within the programme.
- Demonstrate competence to use appropriate research methods, skills and tools, to conduct research which leads to innovative ideas as well as being problem solving within institutions to allow for effective business process re-engineering.
- Demonstrate competence to communicate effectively, both orally and in writing, with engineering audiences and the community at large.

5.0 DEGREE PROGRAMME ASSESSMENT

5.1 Overall Assessment for the Degree Programme

- 5.1.1 Taught courses will collectively account for an overall weight of 70% in the overall assessment of the Master of Science Degree.
- 5.1.2 The dissertation will carry an overall weight of 30% in the overall assessment of the Master of Science Degree.

5.2 Overall Assessment for Taught Courses

- 5.2.1 The overall assessment for each taught course is constituted by the completed continuous assessment and a minimum Pass mark obtained from the formal examination registered for by a student enrolled in the Master of Science Degree programme.
- 5.2.2 For the overall assessment of each taught course, the continuous assessment shall account for 40% while the formal examination will account for 60%.

5.3 Continuous Assessment

- 5.3.1 Continuous assessment in each taught course will require students to compulsorily attend lectures, seminars and enrichment programmes.
- 5.3.2 Continuous assessment of coursework may include essays, tests, fieldwork and practical projects.
- 5.3.3 Failure to meet deadlines and carry out assigned work may result in students not writing examinations.

5.4 Examination

- 5.4.1 A formal three hour examination will be conducted for each taught course at the end of each Stage, except for the dissertation which is studied over two Stages.
- 5.4.2 Examination of dissertations will require candidates to submit two copies of the final project, bound according to Departmental specifications.
- 5.4.3 For candidates to be admitted into the formal examination for each course, they must have:
 - i) Paid the required fees for student registration in accordance with the University General Regulations.
 - ii) Participated in prescribed lectures, seminars and enrichment programmes.
 - iii) Completed and submitted all the required coursework for continuous assessment of the courses and have been awarded a mark for such work.
 - 5.4.4 The following University grading scheme shall apply for the formal examination of candidates in each course:

Marks	Description	Grade
80 - 100	Distinction	(D)
70 - 79	Merit	(M)
60 - 69	Credit	(C)
50 - 59	Pass	(P)

- 5.4.5 Candidates must pass all the taught course examinations for the Stage before proceeding to the next.
- 5.4.6 Subject to the University and Faculty regulations, candidates who fail the formal examination for specific course(s) in a Stage will be required to apply to repeat the course(s).

5.5 Carrying Over

- 5.5.1 Candidates may be allowed to proceed carrying only two (2) courses to the next Stage or Part.
- 5.5.2 No candidate may carry over a particular Course for more than two (2) years.
 - 5.5.3 No candidate will be allowed to proceed to Stage 3 (Dissertation) without clearing all Courses in Stages 1 and 2.

5.6 **Dissertation**

- 5.6.1 The dissertation will carry an overall weight of 30% for the overall assessment of the Master of Science Degree.
- 5.6.2 The dissertation should have a maximum of 20 000 words (Chapters 1-7) excluding references and appendices.
- 5.6.3 Candidates will be required to submit two copies of the dissertation for examination, bound according to Departmental specifications.
- 5.6.4 Candidates may be required to present an oral defence of their dissertation before a panel of academic assessors.
- 5.6.5 The following University marking scheme shall apply for the examination of the dissertation:

Marks	Description	Grade
80 - 100	Distinction	(D)
70 - 79	Merit	(M)
60 - 69	Credit	(C)
50 - 59	Pass	(P)
0 - 49	Fail	(F)

Candidates who obtain between 40% and 49% in the examination of their dissertations may, subject to University and Faculty regulations, supplement the examination of the dissertation.

- 5.6.6 A dissertation that is approved for supplementary examination may be re-submitted upon revision by the candidate after three months.
- 5.6.7 Dissertations re-submitted for supplementary examination shall be marked as 'Pass' or 'Fail'.
- 5.6.8 The overall maximum mark awarded in a supplementary examination of the resubmitted dissertation shall be 50%.

6.0 DEGREE CLASSIFICATION

The following classification shall be used for the overall classification of candidates who complete the Master of Science Degree programme:

Distinction	80 - 100%
Merit	70 - 79%
Credit	60 - 69%
Pass	50 - 59%
Fail	Below 50%

7.0 AWARD OF THE MASTER OF SCIENCE DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

In order to be awarded the Master of Science Degree in Records and Archives Management, a candidate will be required to pass all the taught courses taken and the dissertation submitted in the programme to the satisfaction of all Departmental Panels of Examiners, Faculty Boards of Examiners, the University Academic Board and the approval of the University Council.

PROGRAMME SUMMARY

PART I (108 Credits)

Module Code	Module Description	Credits
Semester I (All C	fore Modules)	
IRA 6101	Advanced Records Management	18
IRA 6102	Advanced Archives Management	18
IRA 6103	Information Policy & Governance	18
Semester II (All (Core Modules)	
IRA 6201	Research Methods in Records and Archives Management	18
IRA 6202	Advanced Information and Communication Technologies in R	2AM 18
ELECTIVES (CI	noose One)	
IRA6203	Management of Financial Records	18
IRA 6204	Management of Personnel Records	18
IRA 6205	Management of Health Records	18
IRA6206	Management of Legal Records	18
IRA 6207	Management of Local Government Records	18

PART II		164 CREDITS
Semester I (All Core	e Modules)	
IRA 6301	Process Modelling in Information Management	18
IRA 6302	Project Management in Records and Archives Management	18
ELECTIVES (Choo	ose One)	
IRA 6303	Indigenous Knowledge Systems	18
IRA 6304	Knowledge Management	18
IRA 6305	Advanced Conservation and Preservation Management	18
IRA 6306	Management of Audio-Visual Records	18
Semester II (All Con	re Modules)	
IRA6000	Dissertation	110
CREDITS FOR MS	C RAM	
PART I	108 Credits	
PART II	164 Credits	
Total Credits for M	SC DAM 272 Credits	

MODULE SYNOPSES

PART I 108 CREDITS

Semester I

IRA 6101 Advanced Records Management

18 Credits

The module examines the various theories and approaches used in records and archives management. Critique of the major approaches including the records life-cycle, records continuum, integrated recordkeeping models is discussed with special reference to selected case studies. Contemporary recordkeeping approaches and application of records management policies and programmes in situational contexts is also examined.

IRA 6102 Advanced Information and Communication Technologies in Records and Archives Management 18 Credits

The module explores the range of enabling information and communication technologies including hardware, software and networking for the modern records office to the archival facility. Students will be trained with recommended computer applications used in records and archives management environment, such as Archivists Toolkit, Alfresco, DSpace, XENA, DROID and MS Sharepoint.

IRA 6103 Advanced Archives Management

18 Credits

The module examines the scope of strategic management of archival establishments as repositories serving the research needs of academics and scholars; serving the preservation and restoration of public records and archives; providing for the information needs and competitive advantage of corporate organisations in the private sector and the documentation of society memory and history. Further examination of archival systems, types of archive repositories and the contemporary challenges and opportunities in records and archives institutions in southern Africa and beyond is made.

Semester II

IRA 6201 Research Methods in Records and Archives Management 18 Credits

The module aims at equipping students with both the theoretical and practical knowledge of conducting research in records and archives management. Students explore the philosophies in research approaches, research designs and the various data collection and data analysis techniques used in research studies in the field of records and archives management. Students will also study and apply basic statistics for the summarisation of data, the importance of ethics in research and aspects of dissertation writing at a postgraduate level.

IRA 6202 Advanced Electronic Records Management

18 Credits

The module explores advanced digital archiving approaches and preservation processes for the management of electronic records. Students will appreciate the contemporary challenges associated with electronic records and the measures to address these. Examination of global initiatives for electronic records preservation by InterPARES, review of electronic records standards such as Open Archival Information System (OAIS) standard, METS and MoReq is also made. Issues of e-readiness and the e-government is also examined.

ELECTIVES

IRA 6203 Indigenous Knowledge Systems

18 Credits

An insightful module that examines theories, methodologies and practices used in the identification, capture, use, access to of indigenous knowledge. Students gain insight into the total archives concept and societal memory issues that appreciate and recognise indigenous knowledge, the skills and life experiences in the local people for educational and development purposes.

IRA 6204 Knowledge Management

18 Credits

The module focuses on knowledge creation, capture, retention, transfers, representations and sharing so as to fully leverage the intellectual assets of the organisation. An examination of the tools and techniques for knowledge acquisition, assessment, evaluation, management, organization and dissemination are applied to business situations. Topics include knowledge generation, knowledge coordination and codification, knowledge transfer and reuse, technologies and knowledge management and knowledge management strategies.

IRA 6205 Management of Health Records

18 Credits

The module addresses the specific issues involved in managing clinical records within a typical health delivery institution. An outline the management of a variety of other hospital records, including X-rays, specimens, patient registers, administrative and policy files, financial and personnel records, nursing records, pharmacy records and educational records is made. Students engage in a practicum exercise within an identified health institution for hands-on experience with health records.

IRA 6205 Management of Legal Records

18 Credits

The module addresses the issues involved in managing legal records created by public and private legal institutions. Particular consideration is given to management of records created by courts of law, the police and security forces and public prosecutors. Issues and particular requirements of a

records service within a legal or judicial environment is discussed. Students engage in a practicum exercise within an identified legal institution for hands-on experience with legal records.

IRA 6205 Management of Local Government Records

18 Credits

The module addresses the issues involved in managing local government records generated by rural district councils, urban councils and provincial government. Particular attention is given to the types of records generated, impacting legislation such as the Urban Councils Act and importance of these records for public accountability. Students engage in a practicum exercise within an identified local government institution for hands-on experience with their registry office responsible for local government records.

PART II 164 CREDITS

Semester I

IRA 6000 Dissertation

18 Credits

Students set out to develop research proposals for a final dissertation. The students will craft research topics of their choice and submit a research proposal. The research proposal shall among other sections review relevant literature, identify the theoretical framework and present an outline of the research methodology. The choice of topics will be subject to the availability of supervisors. Students may also be asked to make formal presentations of their research proposals before a panel of academic and invited research experts on records and archives management.

IRA 6301 Information Policy, Security and Risk Management 18 Credits

This module explores the information legislation in Zimbabwe, associated statutes and policies that impact on the management of records and archives in both private and public organisations. Students gain an in-depth analysis of the National Archives of Zimbabwe Act, the Electronic Communications Act and Official Secrets Act that particularly impact records management in Zimbabwe. In addition, the module examines the use of policy and other approaches for securing information and information systems in e-government. Students learn how to prepare risk assessments, vital records programmes and disaster preparedness proposals or reports for selected organisations.

IRA 6302 Project Management in Records and Archives Management 18 Credits

The module examines the application of project management approaches in the planning and undertaking of long-term records and archives projects. Topics covered include project initiation, risk, estimating and contracts, planning, human factors, project execution, and standard methods. Students will learn to prepare project proposals and work plans. Further, they will learn to design

and select appropriate project plan schedules and tools to carry out a mini-records and archives management related project.

ELECTIVES

IRA 6303 Advanced Conservation and Preservation Management 18 Credits

The module presents and examines modern approaches to the conservation and preservation of various archival material and restoration methods for deteriorated materials. Students will be expected to practically use microphotography, dehumidifying and binding equipment for various preservation and restoration tasks under the guidance of an expert conservator.

IRA 6304 Management of Audio-Visual Records

18 Credits

The module explores the innovative technologies applied to the restoration, digitisation, preservation and use of audio-visual media archives. Students will appreciate the history, philosophy and ethics of audio-visual archiving, practices underlying collection development, describe the structures, strategies and skills by which audio-visual management activities are pursued and implement appropriate preservation and storage methods to minimise deterioration in the audio-visual environment. Students will engage in a practicum exercise with an audio-visual archivist for hands-on experience with audio-visual records.

IRA 6305 Management of Financial Records

18 Credits

The module covers the business functions and processes of financial management, in relation to the financial records generated. Students will appreciate the information systems and records created by financial management and know how to manage financial records in a mixed paper/electronic records environment. Students engage in a practicum exercise within an identified commercial institution for hands-on experience with financial records.

IRA 6306 Management of Personnel Records

18 Credits

The module presents an overview of the human resources function and analyses the personal information systems and the records they generate and use in support of personnel management. Students will appreciate the strategic and accountability issues that demand for an effective security of, regulated access to and retention of personnel records. Students engage in a practicum exercise within the human resources department within an identified institution for hands-on experience with personnel records.

Semester II

IRA 6000 Dissertation

110 Credits

During this final stage, students will continue working on their dissertations by conducting their research, analysing the findings and writing up their research project reports. The research project is examined at the conclusion of the stage.



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

Yearbook

2018/19

THE MISSION STATEMENT

To lead in human capital development for industrial and socio-economic transformation, with a bias towards science, technology, engineering and mathematics (STEM) based solutions.

THE VISION

To be a world class University in science, technology, innovation, entrepreneurship and business development, spearheading industrialisation locally and beyond.

CORE VALUES

In the delivery of value to our clients, we pursue academic excellence with integrity,
honesty and ethical behaviour.
We are committed to responsible research and innovation that drives commercialisation
and industrialisation.
We thrive on mutual respect, teamwork and effective partnerships.
We are driven by a passion to fulfil your dream.



Interpretation of Logo

Colours	Symbols
❖ White − Facts and Figures	❖ Star – Rising
❖ Red – Intuition/ Gut Feeling	❖ Bird − Zimbabwe
❖ Green − Creative Thinking	❖ Scroll – Programmes/ Qualifications
❖ Yellow − Positive Assessment	❖ Cap − Knowledge
❖ Blue − Control of the thought Processes	❖ Telescope − Looking
❖ Black − Negative Assessment	❖ Wall – Industry
	❖ Shield – Protection

ADDRESSES

Main Campus:

Cnr Gwanda Road and Cecil Avenue, Bulawayo Postal Address: P. O. Box AC 939, Ascot **Bulawayo** + 263 292 282842| www.nust.ac.zw

OTHER LOCATIONS

School of Medicine

Mpilo Central Hospital **Bulawayo**

Institute of Development Studies (IDS)

Surburbs **Bulawayo**

Centre for Continuing Education

55 Jason Moyo Bulawayo +263 292 88 75 48 +263 292 88 74 88

NUST Guest House

12 Kerr Road Kumalo **Bulawayo**

Harare Office

Zimdef House 18572 Off Mother Patrick Avenue Rotten Row **Harare**

+263 242 251534/ Fax +263 242 794848

FACULTIES AND TEACHING DEPARTMENTS

Faculty of Applied Science

Department of Applied Biology and Biochemistry

Department of Applied Chemistry

Department of Applied Mathematics

Department of Applied Physics

Department of Computer Science

Department of Environmental Science and Health

Department of Forest Resources and Wildlife Management

Department of Radiography

Department of Statistics and Operations Research

Department of Sports Science and Coaching

Faculty of Commerce

Department of Accounting

Department of Banking

Department of Finance

Department of Business Management

Department of Marketing

Department of Insurance and Actuarial Science

Graduate School of Business

Institute of Development Studies

Faculty of Communication and Information Science

Department of Journalism and Media Studies

Department of Library and Information Science

Department of Records and Archives Management

Department of Publishing Studies

Faculty of Engineering

Department of Chemical Engineering

Department of Civil and Water Engineering

Department of Electronic Engineering

Department of Industrial and Manufacturing Engineering

Department of Fibre and Polymer Materials Engineering

Faculty of Medicine

Department of Anatomy & Physiology

Department of Pharmacology and Biochemistry

Department of Pathology

Department of Psychiatry and Social Behavioural Sciences

Department of Nursing and Midwifery Sciences

Department of Surgery and Anaesthestics

Department of Obstetrics and Gynaecology

Department of Paediatrics

Department of Medicine

Faculty of The Built Environment

Department of Architecture

Department of Quantity Surveying

Department of Landscape Architecture and Urban Design (LAUD)

Faculty of Science and Technology Education

Department of Art, Design and Technology Education

Department of Science, Mathematics and Technology Education Department of Technical and Engineering Education and Training		

PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor

The President of the Republic of Zimbabwe, His Excellency Cde Emmerson DambudzoMnangagwa LLB, London; Hon. LLD, MSU; Hon. LLD, UZ; Hon. DPIR, GZU; LLB, LPI, UNZA

Vice-Chancellor

Professor Mqhele E. Dlodlo; PhD (Delft University of Technology, The Netherlands); MSEE (Kansas State University, USA); BSEE, BS- Mathematics and Engineering Management (Geneva College, USA)

Pro Vice-Chancellor (Acting): Academic, Research and Consultancy

Dr Nduduzo Phuthi; PhD (Ass & Quality Ass in HE & Training); Pretoria, (2012),MScEd (Science Education); Curtin, Australia (1998), PGradDip (Educational Technology) UZ; 1992,BEd (Biol); University of Zimbabwe(1988)

Pro Vice-Chancellor: Innovation and Business Development

Dr Gatsha Mazithulela; PhD (Genetic Engineering); University of East Anglia, John Innes Centre Norwich, UK (1998); MBA, Middlesex University Business School, London, UK (2002); B.ApSc Hons Biology and Biochemistry (1994)

Registrar

Mr Fidelis Mhlanga; TI Science, Z'bwe; Bed, Msc, UZ; MBA NUST, Z'bwe

Librarian

Ms Katherine Matsika; BA (Hons) Rhodesia, Dip.AdEd.Z'bwe, HDip. LibSci (UNISA)

Bursar

Dr F S Nkomo; B.B.S Z'bwe, MBA Finance, Stirling, C.I.S, Ex DBA (PSB)

Senior Proctor

Professor S. Dube; BSc, MSc Benin, (Nigeria); Grad CE (UZ)

UNIVERSITY COUNCIL

(As constituted in terms of Section 10 of the National University of Science and Technology ActChapter 25..13 (Formerly Act, 1990)

a) Ex officio:

Vice-Chancellor

Professor Mqhele E. Dlodlo; PhD (Delft University of Technology, The Netherlands); MSEE (Kansas State University, USA); BSEE, BS- Mathematics and Engineering Management (Geneva College, USA)

Pro-Vice-Chancellor: Innovation and Business Development

Dr Gatsha Mazithulela;PhD (Genetic Engineering); University of East Anglia, John Innes Centre Norwich, UK (1998); MBA, Middlesex University Business School, London, UK (2002); B.ApSc Hons Biology and Biochemistry NUST (1994)

Pro-Vice-Chancellor (Acting): Academic, Research and Consultancy

*Dr Nduduzo Phuthi;*PhD (Ass & Quality Ass in HE & Training); Pretoria, (2012),MSc Ed (Science Education); Curtin, Australia, (1998), PGradDip (Educational Technology) UZ; 1992,BEd (Biol); University of Zimbabwe (1988)

b) Appointed by the Minister of Higher and Tertiary Education, Science and Technology Development:

Ambassador Zenzo Nsimbi; Msc Industrial Metallurgy and Management, Aston University, Higher National Diploma in Metallurgy, Certificate in Metallurgy, Professional Manager's Program, Professional Manager's Workshop, Mineral Project Management in Developing Countries, Finance for Non-Financial

Mrs Nomathemba Ndlovu; MSc Marketing NUST, BCom

Mr Job Sibanda; Bachelor of Laws Honours Degree

Mr Japhet Gwante Ndabeni-Ncube; M.A Economics, Post graduate Diploma, Financial Economics, B. A Economics

Mr Israel Ndlovu; Chartered Management Accountant (CIMA); B.Acc (UZ)

Mrs Sithembinkosi Nyathi; Bachelor of Philosophy Honours in Marketing; Masters in Business Administration, Post Graduate Diploma in Management, Diploma in General Management, Diploma in Marketing Management

Ms Elizabeth Chikwanda; Master of Business Administration (MBA)

Mr Obert Sibanda; Masters of Business Administration, Executive Development Programme, HND Marketing Management, ND Marketing Management, NID in Business Studies, Diploma in Salesmanship, Diploma in SMEs Management & Development

Mr Stephen Nyambuya; Bachelor of Architecture

Engineer Simela Dube; Bachelor of Science Honours (Civic)

Mr Casper Ronney; Master of Business Administration Degree, Bachelor of Science Honours Degree In Accounting, Post graduate diploma in Management, Grad ICSA, Advanced diploma in Accounting and Business, Diploma in Secondary Education

Rev. Dr Rudo Lois Moyo; PhD in Theology, Master of Theology, Honours Bachelor of Theology in Biblical Studies, Certificate in Education

Engineer Todd G Nkiwane; Master of Science in Electrical Engineering, Programmable logic Controller and Mechano-electronics, Wiring Regulations, Portable Appliance Testing Engineer Gratitude Charis; M Eng. Manufacturing Systems and Operations Management, Bachelor of Engineering Honours Degree in Chemical engineering

Mrs Kezinet Ndhlovu; Master of Business Administration Degree in Banking, Bachelor of Commerce Honours

Degree in banking, Diploma in Credit Management & Advanced Bank Credit Management, Business Systems & Training, Relationship Management, Selling Skills

Mr Chrispen Mugova; Bachelor of Commerce in Accounting

Pastor (Dr) Jefrety Sibanda; Doctor of Ministry in Leadership, Master of Arts in Theology, Bachelor of Education in Educational Administration and Policy Studies, Certificate in Education

Engineer Josephine Makuvara; BSc in Electrical Engineering

Dr Mbongeni Ndlovu; MB ChB, Mmed,

Mr Alois Muzvuwe; Master of Science in Finance and Actuaries, Bachelor of Commerce Honours Degree in Actuarial Science

Ms Bridget Chipungu; Master of Science in Telecommunication Engineering, Bachelor of science in Electrical Engineering, Certificate in Project Management

Engineer E Gwaze; Master of Business Administration, Bachelor of Science Honours Degree in Metallurgy

Ms Fiona Gandiwa Magaya; Certificate in Public Policy, Governance and Leadership, Post Graduate Diploma in law Conciliation and Arbitration, Certificate in Globalisation and Labour Rights, Certificate – Educators development Training, Certificate in Paralegal Training, Diploma in Business Studies accounting

Mr Godwin Zarura Manyonganise; Certificate in Management of Development Programme, Certificate in Post Harvesting and Processing of Certificate in Monitoring and Evaluation, Horticultural Crops, LCCI Diploma In Marketing, Diploma in Project Planning and Management; National Diploma in Agriculture

Mrs Mildred Mkandla; MSc Health Education, (University of London), BA Hons Applied Social Studies; Certificate in Health Visiting, Certificate in Neonatal Intensive Care, State Certified Neonatal Intensive Care, State certified Midwife's Certificate, State Registered Nurse, Primary Teacher's Certificate

c) Appointed by the Senate:

Engineer Dr A Chinyama
Dr D J Hlatywayo
Ms V Madiro
Mr H Tshuma
Dr P Nkala
Professor P J Mundy
Mr T Nyamande
Mrs A Chivore
Professor L Nkiwane
Professor E O Enwerem
Dr N Phuthi
Dr C Mabhena
Ambassador M Ngulani
Mr M Mukawa

- d) President of the Student' Union (Ex officio):
 Mr D Mwashita
- e) A distinguished Academic Appointed by the Council on the recommendation of Senate: Professor P J Mundy

- f) A woman appointed by the Minister to represent women's interests: (Vacant)
- g) Elected by the Non-Senate Members of the Academic Staff and approved by the Vice-Chancellor: Mr Alois Muzyuwe
- h) Elected by the Administrative Staff and approved by the Vice-Chancellor: Mr Lawrence Ncube
- *Appointed by the Workers Committee and approved by the Vice-Chancellor: Mr R Dube*
- j) Appointed by the Minister from the Zimbabwe Congress of Trade Union (ZCTU): (Vacant)
- k) Appointed by the Minister from a list of Associations or Organisations representing Lecturers/Teachers Associations:
 (Vacant)
- l) Appointed by the Minister from a list of the Zimbabwe National Chamber of Commerce (ZNCC):

 (Vacant)
- m) Appointed by the Minister from a list of the Confederation of Zimbabwe Industries (CZI):

 (Vacant)
- n) Appointed by the Minister from a list of the Council of Zimbabwe Institution of Engineers:
 (Vacant)
- o) Appointed by the Minister from a list of names of the Chamber of Mines of Zimbabwe: (Vacant)
- p) Appointed by the Minister from a list of names of Farmers' Union: (Vacant)
- q) Appointed by the Minister from a list of Church Organisations: (Vacant)
- r) Appointed by the Minister from a list of Organisations representing the Youth Secretary:
 The Registrar

ADMINISTRATIVE STAFF

Vice-Chancellor

Professor Mqhele E. Dlodlo; PhD (Delft University of Technology, The Netherlands); MSEE (Kansas State University, USA); BSEE, BS- Mathematics and Engineering Management (Geneva College, USA)

Communication and Marketing

Director –*Mr Felix F. Moyo*; MSc Marketing, BA Comm & Ind.Psy **Marketing**-*Lindiwe Nyoni*; MSc Journalism & Media Studies, BSc Journalism & Media Studies

Pro-Vice-Chancellor (Acting): Academic, Research and Consultancy

Dr Nduduzo Phuthi; PhD (Ass & Quality Ass in HE & Training); Pretoria, (2012),MSc Ed (Science Education); Curtin, Australia, (1998), PGradDip (Educational Technology) UZ; 1992,BEd (Biol); University of Zimbabwe (1988)

Research and Innovation Office

Director- *Y S Naik;* BSc (Univ of Bombay), MSc (Univ of Bombay), PhD (Univ Zim) **Chief Research Officer-** *P Makoni*; BSc (Hons) (UZ), MSc (UZ), PhD (Univ of Copenhagen) **Research Administrator-** *Cinderella Dube*; Cert in Education, (UZ), Cert in Env. Edu., (Rhodes), B.A., (UNISA), M.ED. (EAPPS), (ZOU), MBA, (NUST)

Centre for Continuing Education

Professor S Mpofu; B Admin, MSc RUP (Rhodesia), PhD Michigan State

Senior Assistant Registrar/AVU Learning Centre Manager

Mr V A Mkandla; BA GRAD C.E MPhil, UZ. Diploma Personnel Mgt and Industrial Relation CTC, UK

Administrative Assistant

Buhlebenkosi Bumhira; B.Com (UNISA)

Pro-Vice-Chancellor: Innovation and Business Development

Dr Gatsha Mazithulela; PhD (Genetic Engineering); University of East Anglia, John Innes Centre Norwich, UK (1998); MBA, Middlesex University Business School, London, UK (2002); B.ApSc Hons Biology and Biochemistry NUST (1994)

Innovation and Business Development Operations Manager (Acting)

Arnold Moyo; Bachelor of Textile Technology, Master of Science in Marketing

Alumni Affairs Officer

Concillia Mpofu; Bsc Hons. Journalism and Media Studies – NUST, PGDIP - Management in Marketing – University of Cape Town

Innovation, Product and Service Development Acting Director

Mr A Ncube; BA, Media Studies, MSc. Information Science, MIP. (Masters in Intellectual Property)

Physical Planning Works and Estate

Acting Director

Mr. M. Maphosa; BQS (Hons) in Quantity Surveying, NUST

Administrative Officer

Mr R. Moyo; BA (Gen), PGDE, UZ; MBA, MSc Mktng, NUST

Information and Communications Technology Services

Director

CC L Sibanda; BSc (Hons) Comp Science NUST Z'bwe; MSc Elect Eng (Telecoms), UCT

Managers

Mr Z E Ndlovu; BSC Computer Science, MSc Information Systems *Ms Novuyo N T Bobo*; BBA Computer and Management Information Systems, MSc Computer Science, Diploma in ICT and Pedagogical Development.

H Tsokodayi, BSc (Hons) Comp. Science NUST Z'bwe

Engineers

Mr Alan Ntini; BSc (Hons) Computer Science, MBA Ndlovu Thulani; BEng (Hons) Electronic Engineering (NUST) Reading MSc in Communication Engineering (UZ)

Webmaster

Ngqabutho B Nhlabano; BSc Computer Science, MSc Information Systems

Chief Technician

Tiese D Maseko; BSc (Hons) Computer Science (NUST)

Registrar

Mr Fidelis Mhlanga; TI Science, Z'bwe; Bed, Msc, UZ; MBA NUST, Z'bwe

Deputy Registrar, Academic

Mr E Phiri; BSc (Hons) Pol Admin, UZ, MBA NUST Z'bwe

Senior Assistant Registrar: Admissions and Student Records

Mr L J Hadebe; Med (ZOU), BEd (UZ), Cert in Edn (Gwanda Zintec)

Administrative Assistant: Admissions and Student Records

Mrs Shorayi Manjeru; MBA (Executive) (NUST), B Mgt Human Resources, ND Secretarial Studies

Administrative Assistant: Admissions and Student Records

Mrs D Dengu; BEd, Bristol, Dip Ed, MED, UZ, IPMZ fellow

Senior Assistant Registrar: Examinations

Mrs J Nyathi; JEB TIP Diploma in Typing, Pitman UK, BA English and Communication ZOU, MBA NUST Z'bwe

Administrative Assistant - Examinations

Ms Ndlelenhle Mpala; MSc RAM, BSc(Hons) RAM NUST

Deputy Registrar, Administration

Ms V R Dube; Cert Tng & Dev. (IPMZ), Dip. Pers. Mgt (IPMZ) BSc Home Economics Messiah USA, MBA NUST

Senior Assistant Registrar: Human Resources – Academic Section

Mr T Moyo; BA, Grad CE (UZ); MBA NUST; Dip Training Mgt; Higher Dip HR

Senior Assistant Registrar: Human Resources-Non -Academic Section

(Vacant)

Senior Assistant Registrar: Human Resources – Training and Staff Development Section

Mrs Nonsikelelo Ndlovu; BBA, Solusi; MBA, NUST

Administrative Assistant: Human Resources

Mrs Faith Ndlovu; B Com (Hons) HR, HND in Secretarial

Central Services: Acting Assistant Registrar

Mrs Monicah Matema; B. Management Human Resources (ZOU), MSc Marketing (NUST)

Security

Chief Security Officer

Mr C C Banda; MSc Aeronautical Eng, Hellenic Academy-Greece, City and Guilds, QA Psc. SqnLdr (rtd)

Administrative Assistant

Mr L Mazhanyuro; EMBA (NUST), B Ad Edu (UZ), Dip in Ad Edu (UZ), Dip in Dev and Disaster Management (NUST), Soccer Referees' Certificate (ZiFA), InterAction Leadership

Programme (British Council), Police Driving School Instructor's Certificate (Z R Police Driving School), Certificate of Achievement, Manager's Toolkit (Aura Factor), Certificate of Attendance (Human Rights and the Law) (Legal R/Foundation), Human Rights and the Law (ZiPAM), Basic Counselling and Communication (ZOU), Certificate in Internal Controls and Fraud detection (NUST), Certificate of Attendance, Communication (Rowa), Certificate in Basic Counselling Skills (ZOU), Certificate in Security, Human Rights and the Law (NUST CCE)

Security Officer

Abednico Dube; MSc Disaster Management, BSc (Hons) degree in Police and Security Studies (BUSE), Diploma in General Management (CACC), Certificate in Training Methods (UZ), Certificate in Basic Police Training, Certificate in Investigations

Student Affairs Division

Dean of Students

Sibongile Kamusoko; Doctorate in Educational Leadership (Ed.D) (Higher Education Administration)

Assistant Dean of Students

Stylish Magida; CE, (UCE); STC (Hillside); Dip Adult Edn, Bed, Med, MAdult Edn, UZ

Student Health Services- Medical Doctor

(Vacant)

Chief Nursing Sister

(Vacant)

Student Employment and Career Guidance

C. Ncube; Dip in Edn (Hillside Teachers College), Dip in French (University of Tampon, Reunion), BSc Hons Sociology (UZ), MA UNISA

Director Residences, Campus Life and Catering

Mr P Z Khumalo; Bachelor of Education (Bed) (Chem) (UZ)University Certificate in Education (CEd-Sc) UR, Master in Business Administration (MBA) (UZ)

Chaplain

Mr T Dube; BA Hons (UZ), Grad CE (UZ), Dip in Church Ministry (Calgary University, CA), MIIM (SIT, USA)

Senior Administrative Assistant

(Vacant)

Sports Administrator

Judith Siziba; BSc (Hons) in Sports Science and Coaching (NUST), Master of Sports Science and Coaching (University of KwaZulu Natal)

Administrative Assistant (Sports)-

Sibonile Madhodha; Dip, Edu, UZ. BSc. Sports, ZOU

Student Counselor

Sibongile Munzara; Bsc (Hons) Counseling, MBA Racheal Ndebele; MSc in Counseling, BSc (Hons) Psychology; Dip in Edn

Librarian

Ms Katherine Matsika; BA (Hons) Rhodesia, Dip.AdEd.Z'bwe, HDip. LibSci (UNISA)

Bursar

Dr F S Nkomo; Ex DBA (PSB), B.B.S Z'bwe, MBA Finance, Stirling, C.I.S

Deputy Bursar Accountancy & Systems Management

Ms T. Ncube; B Sc Economics(UR), ACMA (CIMA)

Deputy BursarFinance and Administration

R Noko; BCom(Hons) Accounting, MCom Accounting, CPA (Zim), RPAcc (Zim)

Principal Accountant

Mr Lawrence Ncube; Msc - Banking and Financial Services (NUST-Zimbabwe), Bcom (Honors) in Banking (NUST-Zimbabwe), Cert.in basics of Business University of South Africa (UNISA), Cert.in Retirement Funds Trusteeship Insurance Intitute of Zimbabwe (IIZ)

Mr C Ncube; B Com Accounting (ZOU), MBA (Banking and Finance) (UZ)

Nomathemba Moyo; MBA Banking and Finance (NUST), BCom Hon in Accounting (MSU), HND Higher National Diploma in Accountancy (Byo Poly)

Procurement Manager(Acting)

Mrs T Ngwenya; BCom Hons Purchasing and Supply, HND Purchasing and Supply Mgt, PGDM in Mgt

Assistant Accountants

Ms T Karikoga; HND (Bulawayo Polytechnic), B.Com Accounting (NUST) Master of Science in Finance and Investments (Nust)

Phendlinhlalo Nkomo; BBA -Accounting degree

HISTORICAL PERSPECTIVE

The idea of a Second University in Zimbabwe was first mooted in June 1982 in the Report of the University of Zimbabwe, Vice Chancellor's committee of Inquiry into the high failure rates which that University experienced in the years 1980 and 1981. The report observed that:

"It is estimated that the maximum number of students which the present campus can carry is about 6 000. From existing projections there will be about 5 000 students by 1985 and 6 000 in 1986 or 1987. This fact together with the already existing problem of applicants with minimum requirements failing to gain admission makes it imperative that plans should begin to be made for the establishment of a Second University Campus in Zimbabwe. The committee considered that the best and most cost effective way to do this is to set up another campus of the University of Zimbabwe which will grow towards specialisation in certain fields of study such as Education/and orScience and Technology. The campus could eventually grow into a College of the University of Zimbabwe and perhaps, into a Second University in the long run".

Unfortunately, this recommendation was not taken seriously at the time. Government seemed to have considered the matter to be premature while the University of Zimbabwe thought it was largely a matter for the Government to decide upon.

It was not until late 1987, that the Vice Chancellor of the University of Zimbabwe, Professor W. J. Kamba, discussed with his colleagues the necessity of approaching Government about setting up a feasibility study of a second university/campus. As a result of this discussion a recommendation was made to the Minister of Education, Dr Dzingai Mutumbuka, that a Commission be set up to look into the question of a second institution of higher education in Zimbabwe.

On the 15th of April 1988, His Excellency the President, Cde R. G. Mugabe appointed a Commission under Statutory Instrument 59A. Seven Commissioners were sworn in on April 25, 1988, by the Acting President, Cde S. V. Muzenda. The three remaining commissioners were sworn in by His Excellency the President himself on June 15, 1988.

The membership of the commission was as follows:

Mr P. R. Williams: (Chairman) Dr S. Mahlahla Professor R. J. Amonoo Mr S. R. S. Dangarembwa Mr M. F. Haddon
Professor Z. Krajina
Rev. G. Malaba
Mr S. C. Mumbengegwi
Professor E. A. Ngara
Dr G. G. Sikipa
Mr S. Q. Mphisa served as Commission Secretary

The commission was given comprehensive terms of reference, among which were:

- To investigate the need for and assess the feasibility of setting up a Second University/Campus bearing in mind the manpower requirements and development objectives of Zimbabwe.
- To make recommendations on whether the Second University/Campus should have a Science and Technology bias and or other alternative bias, taking into account the need for rapid technological and industrial development in Zimbabwe.

The Commission presented its report to His Excellency the President on the 1st of February 1989. Its major conclusion was that, on the basis of manpower requirements for economic growth as well as the increasing number of well qualified `A' level school leavers, University expansion *"is not only justified: it is also a necessity"*.

After considering the argument put to it for different possibilities in which University education could be expanded, such as: the creation of a new autonomous University; the establishment of a second major campus of the University of Zimbabwe; or starting several University Colleges or satellites in different parts of the country, the Commission opted for a new autonomous University.

It recommended that a "Second University should be established with a Science and Technology bias", and that the University "be located in Bulawayo and should admit its first students in 1993".

After considering the report of the Commission, the Government of Zimbabwe decided to accept all the recommendations contained therein, except the one relating to the timing of the first intake of students. Instead of 1993, the government decided that the University should open its "doors" to the first intake of students in May 1991.

However, there was a delay in taking steps for the actual implementation of the commission's report. It was not until late 1989 that a committee was formed by the Ministry of Higher Education to make a first draft of the new University's enabling legislation. The final draft Bill was presented to the Zimbabwe Parliament by the then Minister of Higher Education, Cde David Karimanzira on the 24th of October, 1990.

It was piloted through Parliament together with a Bill amending the 1982 University of Zimbabwe Act. The effect was to make the Acts of the two universities virtually identical. Some of the provisions of the two Bills were considered controversial by the University community. Students and staff demonstrations were held at the University of Zimbabwe against these provisions which were

considered as significantly reducing the University's academic freedom and autonomy by shifting the power base towards the Government.

In spite of the demonstrations, protests and protracted discussions which followed the publication of the Bills, they sailed through Parliament and have now become laws of Zimbabwe. The name "National University of Science and Technology (NUST)" was adopted for the New University in Bulawayo.

Meanwhile, even before the new University Bill was presented to Parliament the Minister of Higher Education had constituted the Foundation Committee of the then proposed National University of Science and Technology.

The membership of the Foundation Committee was as follows:-

Professor P. M. Makhurane (Chairman)

Professor C. J. Chetsanga (Vice-Chairman)

Dr F. Takawira

Professor G. L. Chavunduka

Dr E. J. Chanakira

Dr M. N. Mambo

Dr S. C. Mumbengegwi

Mr M. M. Ndubiwa

Mr A. Maboyi-Ncube

Mr W. Bako

Dr J. B. Dube

Mr F. Munezvenyu

Mr V. R. M. Nyathi

Dr S. Muchena

Mr N. Kudenga

Mr P. M. Kodzwa

Mrs S. D. Nyoni

Mr A. Read

Mr A. Movo

Mr R. Chitrin

Mr P. S. Mahlangu

Eng. M. Grant

Mr N. Mabodoko

Mr E. W. Sansole

Mr Justice G. Chinengundu

The Foundation Committee was officially launched by the Minister of Higher Education in the Large City Hall in Bulawayo on the 17th of August 1990. It became a legal entity on the 21st of December 1990 when the National University of Science and Technology Act was published in the Government Gazette.

By the time it was dissolved the Foundation Committee had met nine times. Most of its work was carried out by the Chairman who operated on a semi-full time basis having been kindly and informally seconded to NUST by the University of Zimbabwe.

In order to expedite its work, the Foundation Committee established several Sub-Committees including the following:-

the Executive Sub-Committee

the Academic Sub-Committee

the Planning/Building Sub-Committee

the Senior Non-Academic Staff Sub-Committee

the Staff Development Sub-Committee

Like the Foundation Committee, these Sub-Committees operated until the proper Council of the University had been constituted. The terms of reference of the Foundation Committee were set out in Section 30 of the Act (See Part VI).

In spite of numerous rather frustrating delays resulting from the launching of the Foundation Committee before the enabling Act had been promulgated, the long gap between the presentation of the Bill to Parliament in October 1990 and its Publication in December 1990, the lack of financial and budgetary provisions for the work of the Committee and the protracted negotiations with Treasury emanating from this, the Foundation Committee managed to meet the deadline set by the Minister of Higher Education at the launching ceremony. The Committee managed to arrange for the first intake of students into NUST to take place in April 1991.

The Committee further decided that for the 1991 academic year the University should offer first year teaching in the Faculties of Commerce, Industrial Technology and Applied Sciences. These were chosen mainly by virtue of the fact that they offered courses which were closest to those which were being offered by the University of Zimbabwe through its Bachelor of Technology (B. Tech.) programme at the Bulawayo Polytechnic. This made it possible for NUST to make use of the facilities at the Bulawayo Polytechnic for the benefit of its first year students. B. Tech. staff in Bulawayo were appointed by NUST and the transitional arrangements were satisfactory.

Meanwhile, the University of Zimbabwe decided to phase away the B. Tech. programme in the wake of the establishment of NUST. Thus there was no intake into the B. Tech. Programme in 1991.

However, the 2nd, 3rd and 4th year students on the B. Tech programme continued to be taught at both the Harare and Bulawayo Polytechnics. The academic staff were fully consulted on this and

they were aware of the fact that for the next few years they would serve the interests of both Universities. A special honorarium was to be paid to them in recognition of this arrangement.

In appreciation, the Chairman of the Foundation Committee, Professor P.M. Makhurane, wrote,

"As former Chairman of the Foundation Committee I wish to express my great appreciation to all members of the Committee for their co-operation and assistance at all times. Although some of the meetings were called at very short notice we managed to achieve good attendance so that decisions could be taken. I also wish to extend my gratitude to all the people who were so ready to render their services either as members of the Sub-Committees or in other capacities. The then Permanent Secretary of Higher Education, Dr E. J. Chanakira, deserves special mention for his willingness to bend some of the rules in order to place facilities, equipment and personnel at the Foundation Committee's and my disposal. The principal of the Bulawayo Polytechnic, Mr A. Maboyi-Ncube, apart from being a member of the Foundation Committee also assisted the Committee tremendously in willingly allowing us to use his Board Room for all our meetings and for providing tea and some lavish meals. The then Acting Principal of the United College of Education, the late Mr G. T. Msengezi and the Principal Miss S. Chakanyuka were of invaluable service to me in that they provided the two offices and their Guest House to the National University of Science and Technology. After providing the offices and the Guest House, they continued to be very valued "neighbours" and they were untiring in offering help in all sorts of ways including some meals, teas and the collection of very heavy mail. I must express my appreciation for the services of Miss Ketiwe Dhliwayo who will go down in history as the first Secretary of the National University of Science and Technology. She was kindly seconded to me by the Secretary for Higher Education to assist with all the secretarial work. She discharged her duties with distinction and much patience. Later on she was joined briefly by Miss Thembinkosi Dube as a Temporary Clerical Assistant and more permanently by Miss Eureka Dube in the same capacity. I wish to express my personal hope that the National University of Science and Technology will grow to become a flourishing and reputable institution not only in Zimbabwe and in Southern Africa but also among the international fraternity of Universities. I hope and pray that it will achieve its Mission of, among other things, 'encouraging in all its members and in society those attitudes of fair mindedness, understanding, tolerance and respect for people and views which are essential for the attainment and maintenance of justice, peace and harmony at all times".

On the 8th of April 1991, NUST opened for the very first time with 270 students in the three Faculties mentioned above. The number of academic staff was 28.

On the 19th of May 1991, Professor P. M. Makhurane was appointed as the inaugural Vice-Chancellor of the University and soon after that Mr Lameck Sithole and Mr Michael Kariwo were

appointed as the first Bursar and first Registrar respectively. Other staff followed and by the 1st of October 1991, the total number of people involved on a full-time basis with what was going on at NUST was as follows:-

270 students

28 academic staff

41 administrators

11 support staff

On the 28th of October 1991, the University organised a large public ceremony to install its first Chancellor, His Excellency Cde R. G. Mugabe, President of Zimbabwe and its first Vice-Chancellor, Professor Phinias Makhurane, as well as to lay the institution's Foundation stone. The ceremony was held at the University site where a large and colourful camp had been constructed for the purpose. A separate report on the installation and Foundation laying ceremony wasprepared and all the speeches delivered on that day are included in the report.

For the 1992/93 academic year the University admitted an additional 300 students into the first year in the three existing faculties viz. Commerce, Applied Science and Industrial Technology. Student numbers grew to over 1200 by 1995. During the same period Academic Staff in post grew to 85.

On Saturday 27 May 1995 the University held its first Graduation Ceremony at which the Doctor of Technology honorary degree was conferred upon the President and Chancellor, Cde R.G. Mugabe. Some 163 graduates from the Faculties of Commerce and Applied Sciences were capped. This was indeed a historical event.

On the 20th of July, 1996 the University held its second graduation ceremony, where 281 graduands were capped. The first cohort of graduates from the Faculty of Industrial Technology and the Department of Computer Science were conferred with degrees on that occasion.

The generous donation by the Bulawayo City Council of a site 160 hectares in size and provision of a capital budget by Government enabled the first construction phase to begin.

The Building programme was initially delayed by the shortage of water in Bulawayo. Work started in March 1992 when the first contract valued at Z\$4,6m was awarded to A. P. Glendenning for the bulk earth works and civil engineering construction for roads. Briefs for the building were completed in May 1992. In July 1993 the construction programme started with the award of our first contract to Belmont Construction for the Administration Block. A year later, in September 1994 the second contractor, International Construction Zimbabwe started work on the Faculty of Commerce block. In November and December 1994 work also started on the departments of Chemistry and Chemical Engineering respectively. Construction of the first student hostel began a year later, in September, 1995. However, progress on the construction of this building has been hampered by cash flow

problems. Work on the Library began in April 1998, followed by the Ceremonial Hall and the Student Services Centre in November of the same year.
The University moved to campus on the 1st of August, 1998, to occupy the Faculty of Commerce and Administration Buildings. The first lectures on campus took place in the Faculty of Commerce Building on the 17th of August, 1998.

THE NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY ACT, 1990 ARRANGEMENT OF SECTIONS

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY ACT CHAPTER 25.13 (FORMELY ACT, 1990)

ARRANGEMENT OF SECTIONS

Section

- 1. Short title and the date of commencement.
- 2. Interpretation.
- 3. Establishment of University.
- 4. Objects and Powers of University
- 5. Membership of University
- 6. Prohibition against discrimination in membership of University.
- 7. Chancellor.
- 8. Vice-Chancellor.
- 9. Pro-Vice-Chancellors.
- 10. Council.
- 11. Functions of Council.
- 12. Chairman and Vice-Chairman of Council.
- 13. Executive Committee of the Council.
- 14. Senate.
- 15. Functions of Senate.
- 16. Academic Board.
- 17. Registrar.
- 18. Bursar.
- 19. Librarian.
- 20. Convocation.
- 21. Terms and Conditions of Service.
- 22. Appointment and Grading of Staff.
- 23. Promotion of Staff.
- 24. Staff Disciplinary Committee.
- 25. Student Disciplinary Committee
- 26. Finance Committee.
- 27. Statutes.
- 28. Regulations.
- 29. Validity of Decisions of Council, Senate, Convocation and Boards and Committees.

SCHEDULE: Statutes of the University

To establish the National University of Science and Technology and also to provide for matters connected therewith or incidental thereto.

ENACTED by the President and the Parliament of Zimbabwe.

1.

2.

Short title and Da	te
of Commencemen	nt

- (1) This Act may be cited as National University of Science and Technology Act Chapter 25..13 (formerly Act 1990).
- (2) Sections two to twenty-nine shall come into operation on a date to be fixed by the President by statutory instrument.
- (3) This section and section thirty shall come into effect on the date of publication of this Act.

Interpretation

- (a) In this Act:-
 - "Academic Staff" means all persons employed, whether full-time or part-time, by the University as –
 - (a) professors, lecturers of any class or persons engaged in research; or
 - (b) holders of posts declared by the Senate to be academic posts:
 - "Administrative Staff" means all persons employed by the University who are categorized in terms of the Statutes as members of the administrative staff;
 - "Bursar" means the person holding office as Bursar of the University in terms of Section Eighteen;
 - "Chairman of Department" means a person appointed in terms of the Statutes to be chairman of a Teaching Department or head of an Institute or Centre controlled by the University;
 - "Chairman of the Council" means the person elected to be chairman of the Council in terms of Section Twelve;
 - "Chancellor" means the President in his capacity as Chancellor of the University in terms of Section Seven;
 - "Council" means the University Council established in terms of Section Ten;
 - "Faculty" means a Faculty of the University established in terms of the Statutes;
 - "Institute" means an Institute established in terms of the Statutes;

- "Librarian" means the person holding the office of Librarian of the University in terms of Section Nineteen;
- "Minister" means the Minister of Higher and Tertiary Education,
 Science and Technology Development or any other Minister
 to whom the President; may from time to time assign the
 administration of this Act:
- "Non-academic staff" means all persons employed by the University who are not members of the academic staff;
- "Pro-Vice-Chancellor" means a person holding office as Pro-Vice-Chancellor in terms of Section Nine;
- "Professor" means a professor of the University;
- "Registrar" means the person holding office as Registrar of the University in terms of Section Seventeen;
- "Regulations" means regulations made by the Senate under Section Twenty-eight;
- "Senate" means the Senate established in terms of Section Fourteen;
- "Senior," in relation to the staff of the University, means the Registrar, the Bursar and such other members of staff as the Council may determine from time to time;
- "Statutes" means the Statutes of the University set out in the Schedule as amended from time to time or replaced in terms of Section Twenty-seven;
- "Students' Union" means any association of students recognized by the Council as the Students Union;
- "University" means the National University of Science and Technology constituted in terms of this Act;
- "Vice-Chancellor" means the person holding the office of Vice-Chancellor in terms of Section Eight;
- "Workers" means all persons employed by the University who are categorised in terms of the Statutes as workers.

Establishment of the University

3.

(1) There is hereby constituted a university to be known as the National University of Science and Technology.

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

Objects and Powers of the University

4.

- (1) The objects of the University are the advancement of knowledge with a special bias towards the diffusion and extension of science and technology through teaching, research and, so far as is consistent with these objects, the nurturing of the intellectual, aesthetic, social and moral growth of the students of the University.
- (2) For the achievement of its objects, the University shall, subject to this Act, have the following powers:-
 - (a) to provide for research and courses of instruction, whether on a full-time or part-time basis, by correspondence or extramurally, and to take such other steps as may appear necessary and desirable for the advancement and dissemination of knowledge;
 - (b) to hold examinations and to confer degrees, including honorary degrees, diplomas, certificates and other awards, upon persons who have followed courses of study approved by the Senate and additionally, or alternatively, have satisfied such other requirements as may be determined by the Senate:
 - (c) to provide courses not leading to degrees, diplomas or certificates, including training for persons wishing to enter the University;
 - (d) to provide opportunities for staff and students and such other persons as the University may approve to engage in productive activity in the fields of science and technology and any other fields in which the University may from time to time be engaged;
 - (e) to promote research with emphasis on scientific, technological, industrial and developmental projects, with particular reference to the developmental needs of Zimbabwe;
 - (f) to institute professorships, lectureships, research fellowships, staff development fellowships and other posts and offices and to make appointments thereto;

- (g) to institute and award fellowships, bursaries, prize medals, exhibitions and other distinctions, awards and forms of assistance consistent with its objects;
- (h) to erect, equip and maintain laboratories, offices, halls of residence, lecture halls, libraries, museums and other buildings and structures required for the promotion of its objects;
- to regulate and provide for the residence of its students and members of staff;
- (j) to provide and maintain sports fields and other recreational facilities for its students and members of staff;
- (k) to demand and receive such fees as may from time to time be prescribed by or in terms of the Statutes;
- (I) to enter into such contracts and to establish such trusts and to appoint such staff as the University may require;
- (m) to establish pension, superannuation or provident or other credit fund schemes for the benefit of its staff or any section thereof and to enter into arrangements with the Government or any organization or person for the operation of such schemes:
- (n) to acquire any property, movable or immovable, and to take, accept and hold any property which may become vested in it by way of purchase, exchange, grant, donation, lease, testamentary disposition or otherwise;
- (o) to sell, mortgage, let on hire, exchange, donate or otherwise dispose of any property held by it;
- (p) to invest in land or securities such funds as may be vested in it for the purpose of endowment, whether for general or specific purposes, or such other funds as may not be immediately required for current expenditure;
- (q) to borrow money for any purpose which the Council thinks fit;
- (r) to lend money in the form of short-term loans to its staff on terms and conditions approved by the Council;
- (s) to do all such acts and things, whether or not incidental to the powers specified in this subsection and whether inside Or outside Zimbabwe, as may be requisite in order to further its objects or any of them.

Membership of the University	5.	The U (a) (b) (c) (d) (e) (f) (g) (h)	niversity shall consist of:- a Chancellor, and a Vice-Chancellor, and one or more Pro-Vice-Chancellors, and members of the Council, and members of the Senate, and members of staff, and students, and the Convocation
Prohibition against discrimination in membership of University	6.	(1)	No test of religious or political belief, race, ethnic origin, nationality or sex shall be imposed upon or required of any person in order to entitle him to be admitted as a member of staff or student of the University or to hold any office therein or privilege thereof.
		(2)	Nothing in subsection (1) shall be constructed as preventing the University from giving preference to citizens or residents of Zimbabwe when making appointments or promotions or when admitting students.
Chancellor	7.	(1) (2) (3)	 The President of Zimbabwe shall be Chancellor of the University. The Chancellor shall be the Head of the University. The Chancellor shall have the right:- (a) to preside over any assembly or meeting held by or under the authority of the University, and (b) upon the recommendation of the Council and the Senate, to confer degrees, diplomas, certificates and other awards and distinctions of the University and to withdraw or restore such awards.
Vice-Chancellor	8.	(1) (2) (3)	The Vice-Chancellor shall be appointed by the Chancellor after consultation with the Minister and Council and shall hold office for such period as is provided in his contract of employment. Subject to the general control of the Council, the Vice-Chancellor shall be the chief academic, administrative and disciplinary officer of the University, with general responsibility for maintaining and promoting the efficiency, effectiveness and good order of the University. Subject to sub-sections (4) and (5), the Vice-Chancellor may:-
		•	(a) suspend from duty any member of staff of the University;

- (b) subject to section six, prohibit the admission of a student or any person to the University;
- (c) prohibit, indefinitely or for such period as he may specify, any student or groups of students from attending any class or classes;
- (d) prohibit any student or group of students or person or group of persons from entering or remaining on such part or parts of the University campus as he may specify;
- (e) expel or suspend, indefinitely or for such a period as he may specify, any student or group of students;
- (f) dissolve or suspend, indefinitely or for such period as he may specify, the Students Union or any of its committees or organs, or prohibit or suspend, indefinitely or for such period as he may specify, any activity or function of the Students' Union or any of its committees or organs;
- (g) impose any other or give any other order in respect of:-
 - a member of staff, which is recommended by the Disciplinary Committee in terms of subsection (6) of section twenty-four;
 - (ii) a student, which is recommended by the Student Disciplinary Committee in terms of subsection (6) of section twenty-five.
- (4) The Vice-Chancellor shall not expel a student for misconduct unless the student has been found guilty of that misconduct by the Student Disciplinary Committee in terms of section *twenty-five*.
- (5) Any action taken by the Vice-Chancellor in terms of subsection (3) shall be subject to ratification by the Council.

Pro-Vice Chancellors

9.

- (1) One or more Pro-Vice Chancellors may be appointed by the Council with the Approval of the Minister in accordance with the Statutes.
 - (2) A Pro-Vice Chancellor shall assist the Vice-Chancellor in the performance of his functions and, in addition, shall have such functions as may be specified in the Statutes.
 - (3) The Vice-Chancellor may delegate to a Pro-Vice Chancellor, either absolutely or subject to conditions, any of his functions in

terms of this Act and may at any time amend or withdraw any such delegation;

Provided that the delegation of a function in terms of this subsection shall not prevent the Vice-Chancellor from himself exercising that function.

Council

- Subject to this Act any general directions as to policy given by the Minister, the government and executive authority of the University Shall be vested in the Council, which shall consist of:-
 - (a) the Chancellor, the Vice-Chancellor and the Pro-Vice Chancellors, who shall be ex-officio members; and
 - (b) sixteen persons appointed by the Minister; and
 - (c) nine persons who are members of the of the academic staff appointed by the Senate, other than the Vice-Chancellor and the Pro-Vice Chancellors; and
 - (d) the President of the Students' Union, who shall be an exofficio member; and
 - (e) one person who is a distinguished academic appointed by the Council on the recommendations of the Senate; and
 - (f) one woman appointed by the Minister to represent women's interests; and
 - (g) one person approved by the Vice-Chancellor and elected by the non-Senate members of the academic staff from among themselves; and
 - (h) one person approved by the Vice-Chancellor and elected by the administrative staff from among themselves; and
 - (i) one person approved by the Vice-Chancellor and elected by the workers' committee of the University; and
 - (j) one person appointed by the Minister from a list of names submitted by the Zimbabwe Congress of Trade Unions or, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister to whom the administration of the Labour Relations Act, 1985 (No.16 of 1985) has been assigned, recognizes as its successor for the purposes of this paragraph; and
 - (k) one person appointed by the Minister from a list of names submitted by such organization representing teachers and additionally, or alternatively, lecturers, as the Minister recognizes for the purposes of this paragraph; and

- (I) one person appointed by the Minister from a list of names submitted by the Zimbabwe National Chamber of Commerce, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for commerce, recognizes as its successor for the purposes of this paragraph; and
- (m) one person appointed by the Minister from a list of names submitted by the Confederation of Zimbabwe Industries or, if that organization ceases to exist, by such organization after consultation with the Minister responsible for industry, recognizes as its successor for the purposes of this paragraph; and
- (n) one person appointed by the Minister from a list of names submitted by the Council of the Zimbabwe Institution of Engineers (Private) Act (Chapter 226) or if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for public construction, recognizes as its successor for the purposes of this paragraph; and
- (o) one person appointed by the Minister from a list of names submitted by the Chamber of Mines of Zimbabwe Incorporation (Private) Act (Chapter 162) or, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for mines, recognizes as its successor for the purposes of this paragraph; and
- (p) one person appointed by the Minister from a list of names submitted by such farmers unions as the Minister, after consultation with the Minister responsible for agriculture, recognizes for the purposes of this paragraph; and
- (q) one person appointed by the Minister from a list of names submitted by such organization representing churches or organizes religion as the Minister recognizes for the purposes of this paragraph; and
- (r) one person appointed by the Minister from a list of names submitted by such organization representing youths or the interests of youths as the Minister recognizes for the purposes of this paragraph.

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

Functions of Council 11. (1) Subject to this Act and the Statutes, the Council shall:-

- (a) appoint -
 - (i) with the approval of the Minister, the Pro-Vice-Chancellors and the Registrar;
 - (ii) the Bursar, the Librarian and academic staff; and
 - (iii) the administrative staff and other employees of the University.

Provided that the Council may delegate its duties under this paragraph to such committee as may be prescribed in the Statutes:

- (b) on the recommendation of the Senate, institute professorships, associate professorships and other academic offices, and abolish or hold in abeyance any such offices;
- (c) receive and, if the Council considers it proper to do so, give effect to report and recommendations from the Senate on those matters upon which the Senate is authorized or required by this Act or the Statutes to make reports and recommendations;
- (d) cause to be prepared annually a statement of expenditure of the University during the previous financial year, and of the assets and liabilities of the University on the last day of that previous financial year;
- (e) submit statements of income and expenditure referred to in paragraph (d) to audit by an auditor appointed by the Council, and shall publish such statements and the auditor's reports thereon;
- (f) cause to be prepared annually estimates of income and expenditure for the following financial year;

- (g) cause to be prepared and made available to the public a report on the activities of the University during each year.
- (2) Without limitation on any other powers conferred on Council by this Act, the Council shall have the following powers:-
 - (a) to receive recommendations from the Senate for conferment, withdrawal or restoration of degrees, including honorary degrees, and diplomas, certificates and other awards and distinctions of the University and, if approved, to submit them to the Chancellor;
 - (b) to administer the property of the University and to control its affairs and functions:
 - (c) to exercise on behalf of the University such of the powers set out in subsection (2) of section *four* as are not exercisable in terms of this Act by any other authority;
 - (d) to do such other acts as it considers to be necessary for the proper administration of the University and the achievement of its objects.

Chairman and Vice-Chairman of Council

12.

13.

- (1) The Council shall elect a chairman and a vice-chairman from amongst its members to hold office for such period and subject to such terms and conditions as are prescribed in the Statutes.
- (2) At all meetings of Council at which the Chancellor is not present the chairman of the Council or, in his absence, the vice-chairman shall preside.
- (3) If at any meeting of the Council the Chancellor and the chairman and vice-chairman of Council are all absent, the members of the Council who are present shall elect a person from amongst their number to preside at the meeting.

Executive Committee of Council

- (1) There shall be a principal committee of the Council to be known as the Executive Committee.
- (2) The Executive Committee shall consist of:-
 - (a) the chairman and vice-chairman of the Council and
 - (b) the Vice-Chancellor and every Pro-Vice-Chancellor; and
 - (c) ten members of the Council, of whom:-
 - (i) five shall be appointed by the Minister; and
 - (ii) three shall be appointed by the Senate; and
 - (iii) two shall be appointed by the Council.
- (3) The Chairman and Vice-Chairman of the Council shall be the chairman and vice-chairman of the Executive Committee.

- (4) the Executive Committee shall exercise such of the functions of the Council as the Council may delegate to it.
- (5) Any delegation of functions by the Council in terms of subsection(4) may be made absolutely or subject to conditions and may be amended or withdrawn at any time.
- (6) A delegation of any function by the Council in terms of subsection(4) shall not prevent the Council from itself exercising that function.

Senate

- (1) Subject to this Act, the Academic Authority of the University shall be vested in the Senate, which shall consist of:-
 - (a) the Vice-Chancellor, the Pro-Vice-Chancellors, the Deans, the Full Professors, the Chairmen of Departments and the Librarian, who shall be ex-officio members; and
 - (b) one member of the permanent academic staff from each Faculty elected annually by such staff; and
 - (c) six students elected annually by the Students' Union: Provided that such students shall not be entitled to attend deliberations of the Senate on matters which are considered by the chairman of the Senate to be confidential.
- (2) If the full-time academic staff or the Students' Union fails or declines to elect a person in terms of paragraph (g) or (h) of subsection (1), the council may appoint a suitably-qualified person to fill the vacancy.

Function of Senate

15. The Senate shall have the following functions:-

- (a) to promote the advancement of knowledge through research;
- (b) to formulate and carry out the academic policy of the University;
- (c) to regulate the programmes, subjects and courses of study and the examinations held by the University;
- (d) to regulate the admission of students to the University;
- (e) to recommend to the Chancellor, through the Council, the conferment of degrees, including honorary degrees, diplomas, certificates and other awards and distinctions of the University and the withdrawal and restoration of such awards;
- (f) to fix, subject to the consultation with any sponsors and subject to the approval of the Council, the times, modes and conditions of competitions for fellowships, scholarships and prizes;

14.

- (g) to appoint examiners for examinations conducted by the University;
- (h) to cause to be prepared estimates of expenditure required to carry out the academic work of the University and to submit them to the Council;
- (i) subject to the approval and direction of the Council, to formulate, modify and revise the organization of Faculties, Departments, Institutes, Centres and units of the University and to assign to them their various subjects or functions, and to advise the Council on the establishment of the Faculties, Departments, Institutes, Centres or units;
- (j) to recommend to the Council the institution, abolition or holding in abeyance of professorial chairs and other academic offices;
- (k) without derogation from the powers of the Council, to propose changes to the Statutes;
- (I) to make any regulations it is authorized to make by or in terms of this Act;
- (m) to appoint committees, which may include persons who are not members of the Senate, to exercise any of the functions of the Senate, other than the power to make regulations;
- (n) to report on any matter referred to it by Council;
- (o) to do such other acts as the Council may authorize or direct it to do.

Academic Board

- 16. (1) There shall be a principal committee of Senate to be known as the Academic Board.
 - (2) The Academic Board shall consist of:-
 - (a) the Vice-Chancellor, who shall be chairman; and
 - (b) every Pro-Vice-Chancellor; and
 - (c) *four* full professors of the University, elected annually by the Senate; and
 - (d) all the Deans of Faculties; and
 - (e) the Librarian; and
 - (f) two members of the Senate elected annually by the persons referred in paragraphs (a) and (b) of subsection (1) of Section Fourteen.
 - (3) The Academic Board shall exercise such of the functions of the Senate as the Senate, with the approval of the Council, may delegate to it.

		(4)	Any delegation of functions by the Senate in terms of sub-section (3) may be made absolutely or subject to conditions and may be amended or withdrawn at any time.
		(5)	A delegation of any function by the Senate in terms of sub-section (3) shall not prevent the Senate from its exercising that function.
Registrar	17.	(1)	There shall be a Registrar of the University who shall be appointed by the Council with the approval of the Minister in the manner provided in the Statutes.
		(2)	Subject to the directions of the Council, the Registrar shall be responsible for the general administration of the University, and shall perform such other functions as may be specified in the Statutes.
		(3)	The Registrar, or a member of his staff whom he may authorize to act for him, shall be secretary of the Council and the Senate.
Bursar	18.	(1)	There shall be a Bursar of the University who shall be appointed by the Council in the manner provided in the Statutes.
		(2)	Subject to the directions of the Council, the Bursar shall act as the accountant of the University and shall be responsible for the safe-guarding of its funds and, in accordance with the general directions of the Vice-Chancellor, for authorizing its investments and expenditure.
		(3)	The Bursar shall perform such additional functions as may be specified in the Statutes.
Librarian	19.	(1)	There shall be a Librarian of the University who shall be appointed by the Council in the manner provided by the Statutes.
		(2)	Subject to the directions of the Senate and the Vice-Chancellor, the Librarian shall be responsible for the administration and safeguarding of the libraries of the University.
Convocation	20.	(1)	The Convocation of the University shall consist of all persons whose names appear on the Convocation roll maintained by the Registrar.
		(2)	The Vice-Chancellor and all Pro-Vice-Chancellors, lecturers, Chairman of Departments, the registrar, the Librarian and the Bursar shall be <i>ex-officio</i> members of the Convocation.
		(3)	All graduates of the University who signify in writing addressed to the Registrar that they desire to be members of the Convocation and who inform the Registrar of their address shall be entitled to have their names entered on the Convocations roll.
		(4)	Subject to section seven, the Vice-chancellor or such other person as he may appoint shall be chairman of meetings of the

- Convocation.
- (5) Meetings of the Convocation shall be held at such time and places as the Council shall direct.
- (6) The convocation may deal with any matter relating to the University which may be referred to it by the Council.

Terms and Conditions 21. of Service of Staff

The terms and conditions of service for each category of staff employed by the University, including the Vice-Chancellor and every Pro-Vice-Chancellor, shall be determined by the Council in terms of this Act, and such terms and conditions shall provide that:-

- (a) any person so employed shall be entitled to resign from his employment on giving such notice in writing to the Registrar as may be fixed such terms and conditions;
- (b) any person so employed shall, subject to any exception that may be provided, retire from his office at such time or in such circumstances as may be fixed in such terms and conditions;
- (c) no summary termination of the employment of any person so employed shall take place except for good cause and, in the event of any such termination, the person concerned shall have a right of appeal to the Council, whose decisions shall be final.

Appointment and Grading of Staff

22.

- (1) Every appointment to the academic staff shall be made by an Academic Appointments Board consisting of :-
 - (a) the Vice-Chancellor or his nominee, who shall be chairman; and
 - (b) two members appointed by the Council from amongst those of its members who are not members of staff of the University; and
 - (c) the Chairman of the Department to which the appointment is made; and
 - (d) one other member approved by the Vice-Chancellor, of the Department to which the appointment is made; and
 - (e) the Dean of the Faculty to which the appointment is made; and
 - (f) the Chairman of a Department approved by the Council as being related to the Department referred to in paragraph (c).
- (2) Subject to this Act and the Statutes, the Council shall appoint Boards of Selection for the purpose of appointing members of staff other than the Vice-Chancellor, a Pro-Vice-Chancellor, the Registrar, the Bursar, the Librarian and academic staff.
- (3) The Council shall appoint a Grading Committee for the purpose of

Think in other terms

Promotion of Staff	23.	(1)	Every promotion of a person to a post or grade within the academic staff shall be effected by an Academic Staff Promotions Committee consisting of:- (a) the Vice-Chancellor or his nominee, who shall be Chairman; and (b) every Pro-Vice-Chancellor; and
			(c) four members of the Council who are not members of staff of the University, appointed by the Council; and(d) all Deans of Faculties; and
			(e) at least three full professors of the University appointed by the Senate once every three years.
		(2)	Every promotion of a person to a post or grade within the non-academic staff shall be effected by a Non-Academic Staff Promotions Committee appointed by the Council and consisting of:-
			(a) a Pro-Vice-Chancellor, who shall be chairman; and(b) the Registrar; and(c) the Bursar; and(d) the Librarian; and
			(e) two members of the Council who are not members of staff of the University; and
			(f) one representative of each category of the non-academic staff prescribed in the Statutes; and
Staff Disciplinary Committee	24.	(1)	 (g) one representative of each Faculty. There shall be a Staff Disciplinary Committee which shall consist of the following members appointed by the Vice-Chancellor:- (a) a Pro-Vice-Chancellor, who shall be chairman; and (b) a senior member of the academic or administrative staff; and
			(c) a member of the academic or administrative staff of similar status to the person charged.
		(2)	Two members of the Staff Disciplinary Committee shall form a quorum.
		(3)	All matters to be decided at any meeting of the Staff Disciplinary Committee shall be decided by a simple majority and, in the event of an equality of votes, the chairman or person presiding shall have a casting vote in addition to his deliberative vote.
		(4)	The functions of the Staff Disciplinary Committee shall be to

determining all matters relating to the grades and points of entry

upon salary scales by members of staff of the University.

- investigate any breach of a Statute, regulation, ordinance or other misconduct on the part of any member of the academic or administrative and general staff and, subject to subsection (6), to recommend to the vice-Chancellor the punishment to be imposed on or order to be made in respect of the member if it finds him guilty of such misconduct.
- (5) A person charged with misconduct referred to in subsection (4) shall have a right of audience before the Staff Disciplinary Committee.
- (6) Where the Staff Disciplinary Committee has found a person guilty of misconduct referred to in subsection (4), the Committee shall recommend to the Vice-chancellor any one or more of the following:-
 - (a) that the person's employment be terminated;
 - (b) that the person pay a fine to the University not exceeding one thousand dollars:
 - (c) that the person be demoted;
 - (d) that the person be censured or reprimanded;
 - (e) such other penalty or order as may be provided for by or in terms of the Statutes.

Student Disciplinary Committee

25.

- (1) There shall be a Student Disciplinary Committee which shall consist of the following members appointed by the Vice-Chancellor:-
 - (a) a Pro-Vice-Chancellor, who shall be chairman; and
 - (b) the Senior Proctor, who shall be vice-chairman; and
 - (c) four members of the academic staff; and
 - (d) one student nominated by the Student's Union.
- (2) Five members of the Student Disciplinary Committee shall form a quorum.
- (3) All matters to be decided at any meeting of the Student Disciplinary Committee shall be decided by a simple majority and, in the event of an equality of votes, the chairman or person presiding shall have a casting vote in addition to his deliberative vote.
- (4) The functions of the Student Disciplinary Committee shall be to investigate any breach of a Statute, regulation or ordinance or other misconduct on the part of any student and, subject to subsection (6), to recommend to the Vice-Chancellor the

- punishment to be imposed on the student if it finds him guilty of such misconduct. A student charged with misconduct referred to in subsection (4) shall have right of audience before the Student Disciplinary Committee. Where the Student Disciplinary Committee has found a student guilty of misconduct referred to in subsection (4), the Committee shall recommend to the Vice-Chancellor the imposition upon the student of any one or more of the following punishments:-(a) expulsion or suspension from the University; (b) the withdrawal of any academic or University privilege, benefit, right or facility other than to follow courses of
 - instruction and present himself for examination; (c) the imposition of a fine not exceeding five hundred dollars, which fine may be deducted from any allowances payable to the student and shall be paid to the University;
 - (d) a censure or reprimand;
 - (e) such other penalty as may be provided for by or in terms of Statutes.
- **Finance Committee** 26. (1) Subject to this Act, there shall be a Finance Committee of the Council consisting of:-
 - (a) the Chairman of council, who shall be Chairman; and
 - (b) the Vice-Chancellor; and
 - (c) every Pro-Vice-Chancellor; and
 - (d) three persons appointed by the Council from among its members who are not members of the University staff; and
 - (e) two persons appointed by the Senate from among its members; and
 - (f) the Bursar, who shall be the secretary of the Finance Committee: and
 - (g) the Registrar; and
 - (h) a representative of the Deans of Faculties appointed by the Council.
 - (2)The functions of the Finance Committee shall be as provided in the Statutes.
 - (1) Subject to this Act, the University shall be administered in accordance with the Statutes.
 - With the approval of the Minister the Council may, by statutory (2) instrument, amend, repeal or replace the Statutes set out in the

27.

(5)

(6)

Statutes

Schedule in order to prescribe all matters which, in terms of this Act, are required or permitted to be prescribed in Statutes or which, in the opinion of the Council are necessary or convenient to be so prescribed for carrying out or giving effect to the provisions of this Act or for the proper administration of the University.

- (3) Subject to this Act, Statutes made in terms of subsection (2) may provide for:-
 - (a) the appointment, conditions of service and functions of the Vice-Chancellor, the Pro-Vice-Chancellors, the Registrar, the Bursar, the Librarian and all members of staff and the categorization of such members of staff;
 - (b) the functions of the Pro-Vice-chancellors;
 - (c) the election or appointment of persons to the Council and the Senate to committees of the Council and the Senate;
 - (d) the terms of office of members of the Council and its committees, other than ex-officio members thereof;
 - (e) the terms of office and conditions of service of the chairman and vice-chairman of the Council;
 - (f) the convening of meetings of the Council and the Senate, the quorum at such meetings and the procedure to be adopted thereat;
 - (g) the terms of office of members of the Academic Appointments Board and the Academic Staff Promotions Committee, the convening of meetings of that Board and Committee, the quorum at such meetings and the procedure to be adopted thereat:
 - (h) the functions of the Academic Appointments Board, Boards of Selection, the Grading Committee, the Academic Staff Promotions Committee, the Non-academic Staff Promotions Committee and the Finance Committee;
 - the persons who may enter into contracts and sign documents on behalf of the University, and the procedure to be followed in relation to transactions entered into by or on behalf of the University;
 - (j) the establishment and organization of Faculties, Departments, Centres and Institutes;
 - (k) the functions of Deans of Faculties, Chairmen of Departments and heads of Centres and Institutes;

- the holding of congregations of the University for the purpose of conferring degrees, diplomas, certificates and other honours and awards;
- (m) the seal of the University and its use and custody;
- (n) the academic year of the University;
- (o) the discipline of members of staff and students and the procedures to be adopted in respect thereof;
- (p) fees and charges to be paid for anything done by any person in terms of this Act:
- (q) empowering any person specified in the Statutes to make ordinances or rules in respect of any matter referred to in paragraphs (a) to (p).

Regulations

28.

- (1) Subject to this Act and the Statutes and with the approval of the Council, the Senate may make regulations prescribing any matter which, in the opinion of the Senate, is appropriate to be prescribed for the better carrying out of the Senate's functions.
- (2) Regulations may provide for:-
 - (a) teaching within the University, whether generally or in relation to specific subjects;
 - (b) progress reports to be submitted by members of the academic staff;
 - (c) schemes of study and research and the conditions subject to which such schemes may be embarked upon or continued;
 - (d) the use of libraries of the University;
 - (e) the conduct and supervision of examinations;
 - (f) the award of degrees, diplomas, certificates and other academic honours and awards, other than honorary degrees, honours or awards.
- (3) The Senate may at any time amend or repeal any regulations.
- (4) Regulations need to be published in the *Gazette*, but the Senate shall publish them in such manner as the Senate considers will best make them known to the persons to whom they apply.

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

Council, Senate, Convocation and boards and Committees

Validity of decisions

29.

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

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

Appointments and 30. Functions of Foundation Committee

- (1) Subject to this section, the Minister may appoint not fewer than ten and not more than twenty-five persons to constitute a committee to bring the University into existence.
- (2) Persons appointed in terms of subsection (1) shall be chosen for their ability and experience in academic matters or administration or their professional qualifications or their suitability otherwise for appointment.
- (3) The Minister shall designate one of the persons appointed in terms of subsection (1) to be the chairman and another such person to be the vice-chairman of the committee.
- (4) the functions of the committee appointed in terms of subsection (1) shall be:-
 - (a) with the approval of the Minister, to appoint a Vice-Chancellor, one or more Pro-Vice-Chancellors and other officers and members of staff of the University and to fix their terms and conditions of employment;
 - (b) to provide for election or appointment of the first Council of the University;
 - (c) to acquire movable and immovable property on behalf of the University;
 - (d) to make arrangements for the admission of students to the University;
 - (e) to make Statutes for the University;
 - (f) generally, to do all things necessary or expedient to bring the University into existence and make this Act effective on the date fixed in terms of subsection (2) of section one.
- (5) For the purpose of subsection (4), the appropriate provisions for this Act shall apply to the committee appointed in terms of subsection (1) as if it were the Council, notwithstanding that those provisions have not yet come into operation in terms of subsection (2) of section *one*.
- (6) any decision taken or act done or authorized by the committee appointed in terms of subsection (1) shall be deemed:-
 - (a) on or after the date fixed by the President in terms of

- subsection (a) of section one; or
- (b) after the period specified by the Minister in terms of paragraph (a) of subsection (7); whichever is the later, to be a decision taken or act done or authorised, as the case may be, by the Council.
- (7) Notwithstanding any other provision of this Act, if the Minister is satisfied that it is necessary or expedient for the committee appointed in terms of subsection (1) to continue to exercise its functions after the date fixed in terms of subsection (2) of section one, he may, by notice in writing to the chairman of the committee:-
 - (a) authorise the committee to continue exercising its functions for such period after that date, not exceeding twelve months, as the Minister may specify; and
 - (b) suspend or modify such of the provisions of this Act as the Minister may specify, for the purpose of enabling the committee to continue exercising its functions; and the provisions concerned shall be suspended or shall apply with the appropriate modifications for the period specified in terms of paragraph (a).

SCHEDULE (SECTIONS 2 AND 27) STATUTES OF THE UNIVERSITY

ARRANGEMENT OF STATUTES

- 1. Appointment of Pro-Vice-Chancellor.
- 2. Length of appointment of members of Council.
- 3. Casual vacancies in Council.
- 4. Meetings and quorum of Council.
- 5. Resolutions by circulation among members of Council.
- 6. Meetings and quorum of Senate.
- 7. Convocation.
- 8. Faculties.
- 9. Deans.
- 10. Composition of Faculty Boards
- 11. Functions of Faculty Boards
- 12. Meetings of Faculty Boards.
- 13. Teaching Departments.
- 14. Institutes and Centres.
- 15. Appointment of Registrar, Bursar Librarian.
- 16. Procedure generally.
- 17. Financial procedures.
- 18. Auditors.
- 19. University seal.
- 20. Ordinances.
- 21. Arrangements with other Universities, affiliated bodies, etc.

1.Appointment of Pro-Vice-Chancellors

- (1) For the purpose of considering appointments to the office of Pro-Vice-Chancellor, there shall be a joint committee of the Council and the Senate consisting of
 - (a) the chairman of the Council, who shall be chairman of the joint committee; and the Vice-Chairman of the Council; and
 - (b) the Vice-Chairman of the Council; and
 - (c) the Vice-Chancellor; and
 - (d) two persons appointed by the Council from among its members who are not members of the Senate; and
 - (e) three persons appointed by the Senate from among its members.
- (2) The joint committee constituted by this Statute shall consider each applicant for appointment to a vacancy in the office of Pro-Vice-Chancellor and shall make recommendations thereon to the Council, and the Council, after considering the joint committee's recommendations, shall make the appointment concerned with the approval of the Minister.
- (3) A Pro-Vice-Chancellor shall hold office for three years from the date of his appointment and, subject to subsection (2) and the approval of the Minister, shall be eligible for reappointment.

2. Length of appointment of members of Council

- (1) Members of the Council, other than ex-officio members, shall hold office for three years, and shall be eligible for re-appointment or re-election, as the case may be; provided that
 - (i) of the first sixteen members appointed by the Minister, five shall be appointed for a period ending one year after the date of commencement of the Act and further five shall be appointed for a period ending two years after the date of commencement of the Act.
 - (ii) of the first nine members appointed by the Senate, three shall be appointed for a period ending one year after the date of commencement of the Act and a further

three shall be appointed for a period ending two years after the date of commencement of the Act:

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

3. Casual vacancies in Council

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

4. Meetings and quorum of Council

- (1) The Council shall meet at least three times a year.
- (2) The quorum of the Council shall be one-half of the members holding office at the time of the meeting.

5. Resolutions by circulation among members of Council

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

6. Meeting and quorum of Senate

- (1) The Senate shall meet at least three times a year.
- (2) The quorum of the Senate shall be one-half of the members holding office at the time of meeting.
- (3) The Vice-Chancellor or, in his absence, a Pro-Vice-Chancellor, shall be the chairman of Senate.

7. Convocation

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

8. Faculties

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

9. Deans

- (1) There shall be a Dean of each Faculty, who shall be appointed by a Selection Board appointed by the Council, and chaired by the Vice-Chancellor, or in his absence, a Pro-Vice-Chancellor. The Selection Board shall consist of the Vice-Chancellor, the Pro-Vice-Chancellor(s), two persons not belonging to the Faculty appointed by the Senate, and three persons appointed by the Faculty. Normally, the Dean must be a prominent academic with a proven administrative record who commands respect among the staff in the faculty and within the University community.
- (2) A Dean shall hold office for four years or such other period as may be prescribed by Ordinance, and shall be eliqible for re-appointment for a further term of office.
- (3) A Dean shall preside at meetings of the Faculty Board of his Faculty and at meetings called by him in terms of these statutes, and shall have such functions as are prescribed by Ordinance.

10. Composition of Faculty Boards

For each Faculty there shall be a Faculty Board which shall consist of -

- (a) all the full-time academic staff of the Faculty; and
- (b) such persons as may be assigned to the Faculty Board by the Senate; and
- (c) two students elected annually by the students in the Faculty

11. Functions of Faculty Boards

A Faculty Board shall have the following functions –

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

12. Meetings of Faculty Boards

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

13. Teaching Departments

- (1) The Teaching Departments and their allocation to Faculties shall be prescribed by ordinances
- (2) A Chairman of Department shall be appointed by the Vice-Chancellor, on behalf of the Council, from among the full-time members of the academic staff of the Department, and the Dean of the Faculty to which the Department is allocated.
- (3) A Chairman of Department shall hold office for a period of three years, or such other period as may be determined by ordinance, and shall be eligible for re-appointment.
- (4) A Department may be allocated to twoor more Faculties.

14. Institutes and Centres

The Council, after consultation with the Senate, may establish Institutes or Centres of learning within or outside the University and shall appoint at the head of any such Institute or Centre and give directions as to its studies and research and administration.

15. Appointment of Registrar, Bursar and Librarian

- (1) For the purpose of considering appointments to the offices of Registrar, Bursar and Librarian, there shall be a joint committee of the Council and the Senate consisting of
 - (a) the chairman of the Council, who shall be the chairman of the joint committee; and
 - (b) the vice-chairman of the Council; and
 - (c) the Vice-Chancellor; and

- (d) every Pro-Vice-Chancellor; and
- (e) two persons appointed by the Council from among its members who are not members of the Senate; and
- (f) three persons appointed by the Senate from among its members
- (2) The joint committee constituted by this Statute shall consider each applicant to a vacancy in the office of Registrar, Bursar or Librarian and shall make recommendations thereon to the Council.

16. Procedure generally

- (1) Except as otherwise specifically provided by the Act or these Statutes, in the absence of the chairman or vice-chairman at a meeting of a board or committee the members present shall elect from those present a chairman to preside over that meeting.
- (2) Except as otherwise specifically provided by the Act or these Statutes, the quorum at any meeting of a board or committee shall be as fixed by the person or authority that appointed the board or committee.
- (3) Except as otherwise specifically provided by the Act or these Statutes, each board or committee shall determine and may make rules for the time, place and procedure of its meetings.
- (4) The minutes of a meeting of a board or committee shall be laid on the table at the next following meeting of the body that appointed it.
- (5) At a meeting of board or committee, in the event of an equality of votes on any matter, the person presiding shall have a casting vote in addition to his original vote.
- (6) Subsection (3), (4) and (5) shall apply, *mutatis mutandis*, to the Council and the Senate, save that minutes of the Council shall be sent to the Chancellor and the Minister and a report of each meeting of the Senate shall be laid on the table at a meeting of the Council.

17. Financial Procedures

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

- (3) The Council may revise the estimates during the course of the financial year and give directions for the manner in which amendments of expenditure estimates may be made, which directions may make provision for delegating the powers of revision so long as such delegation does not extend to altering the total estimated expenditure.
- (4) As soon as practicable after the end of financial years, a balance sheet and income and expenditure account with supporting schedules shall be submitted to the auditors.
- (5) The audited accounts, with any comments thereon made by the auditors, shall be submitted to the Council.

18. Auditors

- (1) Subject to subsections (2) and (3), the Council shall, before the beginning of each financial year, appoint auditors who are registered in terms of the Accountants Act (Chapter 215).
- (2) No person shall be appointed as an auditor in terms of subsection (1) if he, or any of his partners or employees, holds any other office in the University.
- (3) If no appointment of new auditors is made before the beginning of any financial year, the auditors in office shall continue in office.
- (4) An auditor appointed in terms of subsection (1) shall be entitled at all reasonable times to require any officer, employee or agent of the University:-
 - (a) to produce all accounts and other records relating to the financial affairs of the University as may be in the custody of such officer, employee or agent; and
 - (b) to provide such information or explanation as, in the opinion of the auditor, is necessary for the purposes of the audit.

19. University seal

- (1) There shall be a seal of the University, of such design as may be approved by the Council.
- (2) The seal of the University shall be kept in the custody of the Registrar and, subject to the directions of the Council, shall be affixed to-
 - (a) certificates, degrees and diplomas conferred by the University; and
 - (b) any document attested by the signature of the Vice-Chancellor and the Registrar.

20. Ordinances

- (1) The Council may, with the approval of the Minister, make ordinances providing for any matter referred to in paragraphs (a) to (p) of subsection (3) of section 27 of the Act.
- (2) The Registrar shall publish any ordinance made in terms of subsection (1) in such manner as the Council may direct, being a manner which the Council considers will best make the ordinance known to the persons whom it applies.

21. Arrangements with other universities, affiliated bodies, etc.

- (1) The Council may make arrangements with any other university whereby students of the University may be registered as students of such other university and so enabled to study for, enter the examination of and be afforded the degrees of such other university.
- (2) The Council may affiliate to the University, any other institution or any branch or departments thereof and recognize selected members of the staffs thereof as teachers of the University and admit the members thereof to any of the privileges of the University and accept attendance at courses of study in such institutions or branches or departments thereof in place of such part of the courses of study in the University and upon such terms and conditions and subject to such rules as may from time to time be determined by the Council.

THE FACULTY GOVERNANCE

ORDINANCE: 2003

In terms of Statute 20(1), The Council of the National University of Science and Technology in exercise of its powers under Section 27 of the National University of Science and Technology Act Chapter 25..13 (formerly Act 1990), hereby makes the following Ordinance:-

1.0 FACULTY

A Faculty shall consist of related teaching Departments, Research Institutes, Schools and Centres as established by the Council on the recommendations of Senate.

2.0 THE FACULTY BOARD

- 2.1 There shall be a Faculty Board for each Faculty which shall consist of:
 - 2.1.1 The Dean of the Faculty,
 - 2.1.2 The Deputy Dean of the Faculty,
 - 2.1.3 All full-time Academic Staff of the Grade of Lecturer or above of the Faculty,
 - 2.1.4 All full-time Research Fellows of the Faculty,
 - 2.1.5 All Teaching Assistants,
 - 2.1.6 Where relevant, one representative of the Technical Staff of the Faculty,
 - 2.1.7 Such persons as may be assigned to the Faculty Board by Senate, and
 - 2.1.8 Two Student Representatives, elected annually by the students from among the Student Representatives to the Departmental Boards in the Faculty. The Chairperson shall have the authority to exclude Student Representatives from Faculty Board deliberations on matters considered by the Board to be confidential to members of staff only.
- 2.2 The Vice-Chancellor and Pro-Vice-chancellor(s) shall be entitled to attend Faculty Board Meetings and any Committee Meetings thereof in an *ex-officio* capacity
- 2.3 The Faculty Board may invite staff from the other Faculties and other persons to attend meetings of the Board.

- 2.4 A Faculty Board shall meet at least three times every Semester and shall maintain a proper record of Agendas and Minutes for every Meeting.
- 2.5 The quorum of the Faculty Board shall be 50% of the membership.
- 2.6 Normally, the Faculty Assistant Registrar/Senior Assistant Registrar shall serve as the Secretary of all Faculty Board Meetings.
- 2.7 Fifty Percent (50%) of members of the Faculty Board may petition the Dean to require him to call a Special Meeting.

3.0 DUTIES AND RESPONSIBILITIES OF THE FACULTY BOARD

Subject to the provisions of the University Statutes, the authority of the Senate and the provisions of this Ordinance, the Faculty Board:

- 3.1 shall regulate, subject to the approval of the Senate, the teaching and study of the subjects assigned to the Faculty.
- 3.2 shall make reports to the Senate on any matters specifically relating to the work the Faculty.
- 3.3 shall make recommendations to the Senate for the establishment of new Courses and Programmes and the Faculty Regulations thereof, and the amendment of existing General Regulations, Faculty Regulations and Syllabi relating to studies within the Faculty.
- 3.4 may appoint Committees, to carry out any of the duties or exercise any of the responsibilities of the Faculty Board.
- 3.5 shall deal with any matter referred or delegated to it by Senate
- 3.6 shall exercise such responsibilities as may be conferred upon it by the Senate and the Vice-Chancellor.
- 3.7 shall make such other recommendations and decisions as may be required of the Faculty by other University Ordinances and Regulations and make decisions on such other matters as it may deem appropriate for other proper functioning of the Faculty.

4.0 DEAN

4.1 There shall be a Dean of each Faculty who shall be appointed by a Selection Board appointed by the Council and chaired by the Vice-Chancellor, or in his absence, a Pro-Vice-Chancellor.

The Selection Board shall consist of the Vice-Chancellor, the Pro-Vice-Chancellor(s), two persons not belonging to the Faculty appointed by the Senate, and three persons appointed by the Faculty. Normally, the Dean must be a prominentj academic with a proven administrative record who commands respect among the staff in the Faculty and within the University Community.

- 4.2 The term of office shall be four (4) years and, on the expiry of his term of office, shall be eligible for re-appointment. Normally, a Dean may not serve for more than two consecutive terms. At the end of office, if not re-appointed, a Dean who is appointed from one of the Departments in the University shall revert to an academic position within the Faculty, if he so wishes.
- 4.3 The performance of a Dean shall be evaluated annually by a Committee appointed by the Vice-Chancellor and consisting of Senior Academic Staff and Administrators of which at least fifty-percent (50%) shall be drawn from the Faculty concerned.
- 4.4 A Dean may resign from his office by giving the Vice-Chancellor three months' written notice or such longer or shorter notice as the Dean and the Vice-Chancellor may agree on.
- 4.5 Subject to the approval of the Council, the Vice-Chancellor may terminate the appointment of a person as Dean:
 - 4.5.1 on the recommendations of a Committee referred to in Section 4.3 above or
 - 4.5.2 for any other good cause
- 4.6 A Dean whose appointment has been terminated in terms of Section 4.5 above may appeal to the Council within fourteen days of being notified of the termination, an on any such appeal the Council may confirm, vary or rescind the termination, as the case may be, or give such other direction in the matter as it thinks appropriate.

5.0 DUTIES AND RESPONSIBILITIES, OF THE DEAN

- 5.1 The Dean is the Chief Academic, administrative and Financial Officer for the Faculty and shall be responsible to the Vice-Chancellor for:-
 - 5.1.1 The character and quality of the academic and teaching programmes of the Faculty.
 - 5.1.2 The proper direction, control and management of the staff, students, property, equipment and finances of the Faculty

- 5.1.3 Contributing to the evolution and maintenance of an environment conducive to learning at the University.
- 5.2 Without limiting Sub-Section 5.1, a Dean's function shall include:
 - 5.2.1 Provision of leadership in innovative curriculum design and delivery.
 - 5.2.2 Promotion of academic achievement and learner satisfaction consistent with the nationally and internationally accepted standards in the programmes.
 - 5.2.3 Ensuring the quality and integrity in academic functions of the Faculty.
 - 5.2.4 Motivation and support of research activities with the Faculty and facilitation and encouragement of inter-Faculty multi-disciplinary research programmes.
 - 5.2.5 Fostering collegiality within the Faculty at all levels and maintaining a close working relationship with Chairpersons of Departments in the Faculty.
 - 5.2.6 Calling and Chairing regular Meetings of the Faculty Board.
 - 5.2.7 Chairing the Faculty Planning Committee Meetings.
 - 5.2.8 Implementing policies approved by the Faculty Planning Committee, Faculty Board, Senate, Senior University Management and Council.
 - 5.2.9 Provision of leadership for increasing national and international visibility and reputation.
 - 5.2.10 Attracting new resources and planning and managing the use of all resources responsibly within the Faculty.
 - 5.2.11 Developing innovative and strategic alliances with industry, government and international partner institutions and organizations.
 - 5.2.12 Maintaining collaborative and consultative relationships with other Deans and with the University Administration.
 - 5.2.13 Chairing Faculty Board of Examiners Meetings.
 - 5.2.14 Representing the Facultyinappropriate University Committees and other bodies as required.
 - 5.2.15 Entitlement to attend Departmental Board and Panel of Examiner's meetings in an ex-officio capacity.

- 5.2.16 Making recommendations with respect to Probation, Advancement and Promotion of all staff within the Faculty.
- 5.2.17 Presenting to the Congregation for Conferment of Degrees, persons who have qualified for the degrees of the University at examinations held in Departments for which responsibility is allocated to that Faculty. This shall exclude honorary degrees.
- 5.2.18 Report to the Vice-Chancellor annually on the activities of the Faculty.
- 5.3 In exercising his/her duties and responsibilities, the Dean shall take full cognizance of the provisions of the Ordinance on Departmental Governance.

6.0 THE DEPUTY DEAN OF A FACULTY

- In every Faculty there shall be a Deputy Dean, whose term of office shall be three (3) years. The Deputy Dean shall be appointed by the Vice-Chancellor after consultation with the Faculty Planning Committee.
- In addition to teaching, research and other duties and responsibilities, the Deputy Dean of a Faculty shall:
 - 6.2.1 serve as the Acting Dean in the absence of the Dean.
 - 6.2.2 perform such other functions as may be delegated to him/her by the Dean.

Date of Operation

This Ordinance shall apply with effect from 1 January 2003, or any later date as approved by the Minister of Higher and Tertiary Education, Science and Technology Development, and shall remain in force until otherwise repealed or varied by a further Faculty Governance Ordinance of the National University of Science and Technology.

1.0 This Ordinance may be cited as The Departmental Governance Ordinance 1982 and shall take effect from 3 April 1992.

2.0 THE DEPARTMENTAL BOARD

- 2.1 There shall be a Departmental Board for each Department which shall consist of:-
 - 2.1.1 The Chairman of the Department,
 - 2.1.2 All full-time members of the Academic Staff of the Department,

- 2.1.3 Honorary and Part-time Lecturers in the Department or their representative, as determined by the Departmental Board,
- 2.1.4 Where relevant, at least one representative of the technical staff in the Department, or where technical staff are assigned to the Faculty and not to Departments and the Board considers it helpful to have representatives of such staff, at least one representative of the technical staff in the Faculty, elected annually by such staff, provided that the representative(s) so elected shall not be entitled to attend for deliberations on matters considered by the Chairman to be confidential.
- 2.1.5 Two students in the Department elected annually by the students from amongst themselves, provided that the students so elected shall not be entitled to attend for deliberations on matters considered by the Chairman to be confidential.
- 2.2 The Vice-Chancellor, the Pro-Vice-Chancellor(s) and the appropriate Dean and Deputy Dean shall be entitled to attend Departmental Board meetings in an *ex-officio* capacity.
- 2.3 From time to time, the Chairman of the Department, after consultation with members of the Departmental Board, may invite other persons to attend Departmental Board meetings.
- 2.4 Each Departmental Board shall meet at least twice every Semester and shall maintain a proper system of Agendas and Minutes for such meetings.
- 2.5 Subject to Section 3 of this Ordinance, each Departmental Board shall regulate its own procedures, including the establishment of a quorum.

3.0 DUTIES AND POWERS OF THE DEPARTMENTAL BOARD

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

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

- 3.2 Shall make recommendations to the Faculty Board for the establishment of new courses and the amendment of existing regulations and syllabuses relating to studies within the Department.
- 3.3 May delegate functions and responsibilities to individuals or groups of individuals within the department.
- 3.4 Shall exercise such powers as may be conferred upon it by the Faculty Board, the Senate or the Vice-Chancellor.
- 3.5 May provide consultancy services on matters concerning the subject assigned to the department within the limitations of its capabilities and subject to the general University policy on consultancy services.
- 3.6 Shall monitor the implementation of the University's conditions relating to the undertaking of private remunerative work in respect of the members of the Department.
- 3.7 May take recommendations in respect of estimates of expenditure in the department Budget Committee.
- 3.8 Shall suggest preliminary short-list of candidates for appointment to academic and technical posts within the Department, taking into account the need to maintain strict confidentiality in handling applications, and shall forward such short-lists to the relevant Board of Selection for consideration.
- 3.9 Shall recommend candidates for Staff Development Programmes.
- 3.10 Shall formulate general guidelines on pure and applied research and suggest means of funding research programmes in the Department.
- 3.11 Shall submit recommendations to the Senate in respect of the appointment of External Examiners and any other consultations.

4.0 CHAIRMEN OF DEPARTMENTS

4.1 There shall be a Chairman of each Department appointed by the Vice-Chancellor, on behalf of the University Council, from among the full-time members of the Academic Staff of the Department.

- 4.2 Before appointing a Departmental chairman, the Vice-Chancellor:-
 - 4.2.1 shall consult and take note of the views of each member of the academic staff in the Department about the appointment.
 - 4.2.2 Shall consult and take note of the views of at least one of the Pro-Vice-Chancellors and the Dean of the Faculty concerned.
- 4.3 The Chairman of a Department shall hold office as such for a period of up to three years and shall be eligible for re-appointment.
- 4.4 After consultation with a Pro-Vice-Chancellor, the Dean of the Faculty and the Chairman concerned, the Vice-Chancellor may terminate the appointment of a Chairman of Department as such by giving him two months' notice in writing.
- 4.5 The Chairman of a Department may resign his appointment as such by giving the Vice-Chancellor two months' notice in writing.
- 4.6 Where the Chairman of a Department is unable, either by reasons of his absence from the University or for any other reason, to carry out his functions as Chairman, the Vice-Chancellor may, subject to the provisions of Section 4.2 of this Ordinance, appoint an Acting Chairman of the Department for such a period and under such conditions as he may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Chairman.
- 4.7 A Chairman of Department shall be paid a responsibility allowance at a rate determined from time to time by the Finance Committee of Council for the duration of his term of office as Chairman, provided that no allowance shall be payable where the Chairman is absent or unable to perform his functions for a period of more than 10 days.
- 4.8 An Acting Chairman of Department who is appointed Acting Chairman for a period in excess of 10 days shall be paid a responsibility allowance at a rate determined from time to time by the Finance Committee of Council for the duration of his term of office as Acting Chairman.

5.0 DUTIES AND POWERS OF THE CHAIRMAN OF DEPARTMENT

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

- 5.1 Serve as Chairman of Departmental Board meetings.
- 5.2 Represent the Department on the appropriate University Committees and other bodies as required.
- 5.3 At all times use his best endeavour to ensure that proper and acceptable standards of teaching and instruction are maintained in the Department.
- 5.4 Make recommendations with respect to probation, advancement and promotion of academic staff within the Department, provided that:-
 - 5.4.1 In so doing the Chairman shall consult full-time academic members of the Department.
 - 5.4.2 If the Chairman is himself a candidate for promotion, the appropriate recommendations shall be made by the Dean of the relevant Faculty after consultation with all full-time academic members of the Department.
- 5.5 Serve as executive officer of the Department in the implementation of Departmental Policy, as determined by the Departmental Board and other University authorities, and be responsible for the day to day administration of the Department.

ACADEMIC STAFF GRADING, TENURE AND PROMOTIONS ORDINANCE (1997): ORDINANCE 28

- **1.0** This Ordinance may be cited as the Academic Staff Grading, Tenure and Promotions Ordinance 1983, and shall take effect from 1 January 1984.
- **2.0** The Staff (Tenure) Ordinance 1973 is hereby repealed.

3.0 Objectives

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

4.0 Structure of Academic Staff Grades

4.1 the following structure of grades and notches for Academic Staff shall apply within the University;

Grade	Number of notches
Professor	As approved by the University from time to time
Associate Professor	
Senior Lecturer	
Lecturer	

- 4.2 The salary scales applicable to each grade and the salary step applicable to each notch within a scale shall be such as may be approved by University Council from time to time, and published as part of the University's Salary Scales.
- 4.3 The University Council or its authorized committees shall have sole discretion to determine the academic staff establishment in each Academic Department and Faculty in the University, and in so doing, may designate that posts be established at any of the grades listed in Section 4.1 above, but normally:
 - 4.3.1 there shall be only one established Professorial Chair in a Department which shall be filled by appointment;
 - 4.3.2 each of the other academic posts on a Department's or Faculty's establishment may be filled at professorial level only by the promotion of existing staff.

5.0 Grading and Notching on Initial appointment

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

5.2 Qualifications

- 5.2.1 The basic qualification for appointment to the University's academic staff is a good first degree or an approved equivalent in the appropriate discipline.
- 5.2.2 An appointee with a good first degree or any approved equivalent in the appropriate discipline, but without any relevant post-graduate experience, shall be placed at the first notch of the teaching assistant scale.
- 5.2.3 An Appointee with approved research or non-research post-graduate qualifications which have been the subject of an examination process, shall be granted additional notches within a grade according to the following guidelines:-
 - 5.2.3.1 a postgraduate diploma or postgraduate Masters Degree extending over less than 2 years of study or equivalent. (1 notch).
 - 5.2.3.2 a postgraduate Masters Degree extending over 2 years of study or equivalent. (2 notches).
 - 5.2.3.3 a DPhil or PhD Degree or equivalent. (3 notches).

- 5.2.4 The qualifications which are accepted by the University as approved equivalent to the basic levels recognized are set out in the First Schedule to this Ordinance.
- 5.2.5 A serving member of the University's Academic Staff who obtains a further qualification, as described in Section (c) above, shall be awarded the appropriate additional notches with effect from the 1st of the month after the additional qualification is finally awarded, provided that such additional notches do not result in the member of staff being effectively promoted to a higher grade.

5.3 Experience

- 5.3.1 New appointees to the University's Academic Staff will be awarded, on initial appointment, one notch on the salary scales for each year of relevant postgraduate experience, provided that such recognition of experience does not result in the appointee being appointed at a higher grade than that of the Lecturer, unless the appointee also satisfies the criteria for promotion to such higher grade as specified in Section 7.5 of this Ordinance.
- 5.3.2 in granting recognition to relevant postgraduate experience the University shall:
 - 5.3.2.1 make no distinction between professional experience
 - 5.3.2.2 recognise in full, the time spent as a full-time member of the academic (teaching and/or research) staff of a reputable university.
 - 5.3.2.3 no grant credit in notching on the scales for the time an appointee has spent in full time study for a postgraduate qualification.
- 5.3.3 in all disciplines, any postgraduate experience in the appropriate discipline will be recognized as relevant, and in particular internship year following graduation as an MBChB or B. Pharm, or equivalent will be recognized as a postgraduate experience.
- 5.3.4 In general, the University will not provide any credit in notching an appointee, on initial appointment, for pre-graduate experience, but from time to time the University may recognize such experience and, in so doing, shall specify the type

of experience and the extent of its recognition by the University, by including such information in the Second Schedule to this Ordinance.

5.4 **Published Research**

The University recognizes published research, other than that forming part of a post-graduate qualification, for the purposes of determining the notch on initial appointment.

The University does not prescribe specific mechanisms or guidelines for such recognition, and relies on the appropriate Appointment Board to make recommendations in each appointee's case. In making such recommendations, Appointment Boards shall take cognizance of the quality of the published work and whether it had been referred by persons expert in the particular field.

6.0 PROFESSIONAL SUPPLEMENT

- There shall be only one Academic (Teaching and Research) grading and salary structure, and the same salary scales shall apply to all posts in all Faculties within the University.
- In certain fields a pensionable, professional supplement in addition to the basic salary may be paid to staff.

7.0 PROMOTION

7.1 Criteria for Promotion

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

- 7.1.1 Teaching
- 7.1.2 Research, Scholarship and Creative Work and
- 7.1.3 University Service.

7.2 Assessment of Teaching

In making an assessment of a candidate's teaching, the University regards the following general areas as being of central importance.

- 7.2.1 Teaching method;
- 7.2.2 Course content;

- 7.2.3 The general performance of students in the course taught by the candidate for promotion;
- 7.2.4 The quality of the candidate's supervision of graduate students;
- 7.2.5 The development of new and effective techniques of instruction.

7.3 Assessment of Research, Scholarship and Creative Work

- 7.3.1 In making an assessment of a candidate's research, scholarship and creative work (hereinafter referred to as "research"), the University recognizes that research has a number of dimensions and, therefore, would examine a candidate's research to determine which of the following dimensions apply:-
 - 7.3.1.1 The accumulation of data that confirms an existing theory
 - 7.3.1.2 The application of existing theory to acts specific to given contexts;
 - 7.3.1.3 The generation of new theory and its empirical testing;
 - 7.3.1.4 The generation of new methodologies for dealing with problems in the discipline or in practice;
 - 7.3.1.5 Originality and innovation in contributions to issues of culture, of creative arts, writing, architectural designs etc.
- 7.3.2 Normally, the University would take into account for promotion purposes only research which has been published, been accepted for publication or, in the case of longitudinal studies, is in written-up form which can be referred. Invariably, the University will seek the views of referees, which it appoints, on the quality of the candidate's research.
- 7.3.3 In addition to making an assessment of a candidate's research from the point of view of its quality, the University would also make an assessment in terms of the quantity of research output.

7.4 Assessment of University Service

In assessing a candidate's University service, the University is conscious of the fact that every member of the academic staff should be a good University citizen, performing his/her duties conscientiously and well, attending and participating on committees to which he/she is assigned. The University regards such activity as adequate University service. If a candidate has taken a leadership role in University service such as serving as Dean,

Chairman of Department, Chairman of a Committee or in organizing a Faculty or organizing vacation research for students or is involved in student counseling and does the activities outstandingly well, the University would regard such service as better than adequate.

7.5 Criteria for Promotion to Specific Grades

- 7.5.1 Criteria for Promotion to the Senior Lecturer Grade
 - 7.5.1.1 Assessments at the level of satisfactory in teaching, research and University service and
 - 7.5.1.2 An assessment at the level of outstanding in at least one of the following, teaching, research and University service.
- 7.5.2 Criteria for the Promotion to the Associate Professor Grade

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

- 7.5.3.1.1 An international reputation for scholarship in the candidate's field as testified by external assessors, examiners or reviewers of the candidate's work;
- 7.5.3.1.2 In some fields, one or more books and substantial publications in scholarly journals;
- 7.5.3.1.3 It is possible, but unlikely, for a Lecturer to be promoted directly to the Associate Professor Grade:
- 7.5.5 An Associate Professor would be required to demonstrate the sustained record required for promotion to a Professor in the period he/she was promoted or appointed as an Associate Professor.

7.6 **Promotion Procedures**

7.6.1 Annually, in the early part of each calendar year, the Chairman of a department shall place in the file of each academic member of that Department a report concerning the member's teaching, research and University service in the previous year. This report shall be available to the member of staff concerned, the Faculty and the appropriate members of the University administration.

- 7.6.2 The Annual Reports filed in terms of Section 7.6.1 will form the basis of a chairman of Department's report to the Promotion or appropriate Academic Appointments Board for the purposes of application for promotion.
- 7.6.3 A member of staff wishing to apply for promotion should do so in response to the annual invitation to apply for promotion issued by the University Administration. In the first instance, such applications shall be submitted to the Chairman of the member's Department who will submit to the Promotions Committee, through the Dean of Faculty, a dossier containing the following documents:-
 - 7.6.3.1 The candidate's complete, up-to-date curriculum vitae;
 - 7.6.3.2 The candidate's application for promotion;
 - 7.6.3.3 Copies of each of the Annual Reports on the member since initial appointment or since the date of promotion whichever is the most recent;
 - 7.6.3.4 A summary of the Departmental Board's views on the candidate's application;
 - 7.6.3.5 A report containing his recommendations on the candidate's application, which shall first have been made available to the candidate for comment, but in all other respects should be regarded as confidential to the Promotions Committee:
 - 7.6.3.6 Any comments on the Chairman's report which the candidate may wish to submit to the Promotions Committee.
- 7.6.4 In circumstances where the candidate expressly wishes the Departmental Board to consider any difference of opinion between him/herself and the Departmental Chairman he/she may request the Departmental Board to do so, in which event the outcome of the Departmental Board's deliberations would be included in the dossier submitted through the Dean to the Promotions Committee.
- 7.6.5 The dossier shall also include a list, in order of preference, of assessors to whom the Promotions Committee may refer. This list shall be prepared by the Departmental Board and shall be as follows in applications for promotions to:-
 - 7.6.5.1 Senior Lecturer: 3 assessors, at least one of which shall be an outsider to the University.

- 7.6.5.2 Associate Professor or Professor: 6 assessors, at least two of which shall be outsiders to the University.
- 7.6.6 The Dean of each Faculty shall forward to the Promotions Committee the dossier received from the Chairman of Department on each candidate, together with a report and recommendation by him/herself as Dean. The Dean's report shall be confidential, except that if he/she disagrees with the Chairman's report, the Dean is required to make his report available to the Chairman and the candidate, in which event the candidate's comments on the Dean's report shall be included in the final dossier submitted to the Promotions Committee.
- 7.6.7 The Promotions Committee shall have final authority in all promotion matters and, in particular, shall be the sole arbiter as to whether or not to seek reports from assessors in any case for promotion. If a "prima facie" case for promotion is judged to exist then the Committee shall seek the opinion of external assessors, in which event the assessors' reports shall be confidential to the Promotions Committee.

7.7 Composition of Annual Report

7.7.1 The Annual Report placed in each academic member of staff's personal file each year by the Chairman of the Department shall include an assessment of the member's teaching, research and University services as indicated in Section 1.2.1.3 and 1.4 above.

7.7.2 Report on Teaching

In compiling the section of the Annual Report on a member's teaching the Chairman of Department shall include an evaluation arrived at after implementing at least the following means assessment.

7.7.2.1 Peer Evaluation of Teaching

The Departmental Board shall establish a panel of at least two academic members of staff for each academic member of the Department, with the responsibility of attending lectures given by their colleagues on different occasions and without prior notice to the person giving the lecture. The panel's report will be considered by the Departmental Board and after

constructive, open discussion with the member of staff concerned, will become a component in the assessment of each member of staff's teaching.

7.7.2.2 Evaluation by Students

Students will be provided with an opportunity to complete an evaluation form in respect of each course. In the first instance, evaluation forms completed by students will be submitted to the Chairman ofDepartment who will discuss the views expressed with the member of staff concerned and the Departmental Board before including any informal comment in the Annual Report.

7.7.2.3 Assessment by External Examiners

Any comments by External Examiners on a member's teaching shall be included in the Annual Report.

7.7.2.4 **Seminars**

All departments are required to encourage members of the staff to hold seminars on relevant subjects of their choice to which staff and students should be invited to attend. The feed-back from these seminars is seen as being helpful to the Lecturer but need not be included formally in the assessment of teaching ability for the Annual Report.

7.7.3 Report on University Services

The Section of the Annual Report on a member's University service shall comprise:-

- 7.7.3.1 a report by the Chairman of Department on the quality and quantity of the member's University service during the year in question;
- 7.7.3.2 any written comments by the member of the Chairman's report made in terms of Section 7.7.3.1 above.

8.0 TENURE

- 8.1 Only citizens and residents of Zimbabwe, in accordance with section 6(2) of the University Act, shall be appointed on permanent terms of service which enable the gaining of tenure in due course should the University so determine.
- 8.2 Persons who are not citizen or residents of Zimbabwe shall be appointed only on fixed term contracts, which do not entitle such staff to being considered for tenure, and therefore, the further provisions of this section of this Ordinance do not apply to such staff.
- 8.3 All academic staff appointed by the University shall be required to serve a probationary period before being considered for tenure.
- 8.4 The duration of the probationary period shall be:-
 - 8.4.1 In the case of staff who, before appointment, had tenure at another reputable university or institution of higher education: 2 years.
 - 8.4.2 In the case of staff who had not previously had tenure: 3 years
- 8.5 Appointments Boards are authorized to recommend the granting of immediate tenure, and the consequent waiver of the probationary period, in cases where the Board is recommending an appointment at the Associate Professor of Professor level and feels there are good grounds for making the appointment with immediate tenure.
- 8.6 The criteria for granting of tenure on completion of the requisite probationary period shall be:
 - 8.6.1 Satisfactory teaching;
 - 8.6.2 Satisfactory research;
 - 8.6.3 Satisfactory University service.
- The procedures for determining whether or not to grant tenure shall be as stipulated above for the consideration of applications for promotion, and therefore, the provisions of sections 7.2.3, 7.4, 7.6.2, 7.6.3, 7.6.4, 7.6.6 and 7.7 shall apply except that:-
 - 8.7.1 the appropriate final authority shall be the appropriate Academic Appointments Board rather than the Academic Promotions Committee.
 - 8.7.2 the initiation of the process will be made by the University Administration, at a time suitably in advance of the scheduled date of completion of a member's probationary period of service.

- 8.8 If a member of staff is not granted tenure after the completion of his/her probationary period the University may either:-
 - 8.8.1 extend the probationary period by up to two further years with permission for the member of staff to apply for tenure before the expiry of that time, or terminate the member of staff's employment with the University.
- 8.9 If at the end of the probationary period a member of staff is granted tenure then the appointment shall be without time limit up to the age fixed by the University for retirement except that:-
 - 8.9.1 a member may resign his appointment by giving not less than 3 months' notice in writing, provided that he/she may not give notice of resignation while he/she is on Sabbatical Leave or Contact Visit, nor may any period preceding or spent on such leave visit be counted as a period or portion of a period of notice.
 - 8.9.2 the University Council may terminate the appointment for "good cause" by giving the member of staff not less than 3 calendar months' notice or paying the member's salary in lieu thereof.
- 8.10 Before terminating appointment in terms of Section 8.9.2 the Council:-
 - 8.10.1 shall inform the member in writing of the matters alleged against him/her and give the member the opportunity of replying in writing to those charges.
 - 8.10.2 may, and if so requested by the member of staff shall, before considering such dismissal, refer the case to the Staff Disciplinary Committee established in terms of Section 24 of the University Act.
- 8.11 "Good Cause" for the termination of an appointment in terms of Section 2.9.2 means:-
 - 8.11.1 conviction of any offence which the Council considers to be such as to render the person concerned unfit for the execution of the duties of his/her office.
 - 8.11.2 any physical or mental incapacity which Council considers to be such as to render the person concerned unfit to continue to hold his/her office.
 - 8.11.3 conduct of an immoral, scandalous or disgraceful nature which the Council considers to be such as to render the person concerned unfit to continue to hold his office.

8.11.4 conduct which the Council considers to be such as to constitute failure or inability of the person concerned to perform the duties of his office or to comply with the conditions of tenure of his office.

9.0 TRANSITIONAL ARRANGEMENTS

- 9.1 On the coming into effect of this Ordinance, all existing academic staff shall be incorporated into the new grades designated in Section 4.1 of the Ordinance in accordance with the arrangements set out in the Fourth Schedule to this Ordinance.
- 9.2 In addition, all academic members of staff below the grade of Senior Lecturer shall have their grading and notching reviewed in the light of the criteria set out in the Section 5 of this Ordinance provided that such review:-
 - 9.2.1 does not result in a member of staff being re-notched to a lower grade than he/she is currently on,
 - 9.2.2 such review does not result in a member of staff being re-notched to a new higher grade,
 - 9.2.3 the results of such review shall only come into effect from the member of staff's next incremental date.

10.0 INTERPRETATION

In this Ordinance:-

"Academic Staff" means all persons employed by the University as professors, associate professors, senior lecturers or lecturers and who are contractually required to carry out teaching, and administrative duties and to conduct research,

"A good first degree" means a first degree classified at the level of Upper Second or equivalent,

"Longitudinal" means research which is carried out over a period of at least 5 years before final results are obtainable.



FIRST SCHEDULE

QUALIFICATIONS ACCEPTED BY THE UNIVERSITY AS APPROVED EQUIVALENTS

(SECTIONS 5.2.4 OF THE ORDINANCE)

1.0 Qualifications recognized as equivalent to a postgraduate Diploma or postgraduate Masters Degree extending over less than 2 years of study.

Faculty/Department		Qualifications	
1.1	Agriculture	No specific equivalent qualifications identified.	
1.2	Architecture and Quantity Surveying	Bachelor of Architecture Degree	
1.3	Arts	Aggregation	
1.4	Commerce	Membership of the Institute of Cost and Management Accountants	
1.4.1	Accountancy	Membership of the Institute of Chartered Secretaries and Administrators	
1.4.2	Business Studies	Membership of the Institute of Marketing Management.	
		Membership of the Institute of Chartered Secretaries and Administrators.	
		Membership of the Institute of Personnel Management	
1.5	Education	Graduate Certificate of Education.	
1.6	Engineering	No specific equivalent qualifications identified.	

1.7	Medicine	No specific equivalent qualifications identified.
1.8	Science	No specific equivalent qualifications identified.
1.9	Social Studies	No specific equivalent qualifications identified.
1.10	Veterinary Science	Specialty certificates issued after one year's full time study, or the equivalent in part-time study, and after examination by Universities and bodies such as the Royal College of Veterinary Surgeons, the American Veterinary Medical Association, and the Australian College of Veterinary Scientists.

2.0 Qualifications recognized as equivalent to a Postgraduate Masters Degree extending over 2 years of study.

Faculty/Department		Qualifications	
2.1	Agriculture	No specific equivalent qualifications identified.	
2.2	Art	B.Litt., B Phil.	
2.3	Commerce	Membership of the Institute of Chartered	
	Accounting	Accountants of Zimbabwe or Membership of an approved society as defined in the Accountants By-Laws promulgated in terms of the Accountants Act.	
2.4	Education	No specific equivalent qualifications identified.	
2.5	Engineering	Corporate Membership of an appropriate Institute of Engineering obtained by	

examination at a professional interview procedure.

Faculty/Department		Qualifications	
2.6	Medicine	M.Gen.Med. M. Med.(in Medicine, Surgery, Pathology, Paediatrics, Obstrics and Gynaecology or Psychiatry) MRCP (UK) FRCS (Eng.), (Glasg),(Edin)or (Irel) MRCOP, FFARCS, MRCPath	
		any other qualification s acceptable to the Medical, dental and allied Professions Council of Zimbabwe for registration as a Practitioner on a Specialist Register	
2.7	Science	No specific equivalent qualifications identified.	
2.8	Social Studies	No specific equivalent qualifications identified.	
2.9	Veterinary Science	Speciality Diplomas or Certificates issued after 2 years or 3 years full- time study, or the equivalent in part-time study, and after examination by Universities and bodies such as the Royal College of Veterinary Surgeons, the American Veterinary Medical Association, and the Australian College of Veterinary Scientists.	

Qualifications recognized as equivalent to a DPhil or PhD Degree.

3.0

Faculty/Department Qualifications

3.1	Agriculture	No specific equivalent qualifications identified.
3.2	Arts	No specific equivalent qualifications identified.
3.3	Commerce	No specific equivalent qualifications identified.
3.4	Education	No specific equivalent qualifications identified.
3.5	Law	No specific equivalent qualifications identified.
3.6	Medicine	MD, Pharm. D
3.7	Science	No specific equivalent qualifications identified.
3.8	Social Studies	No specific equivalent qualifications identified.
3.9	Veterinary Science	No specific equivalent qualifications identified.

SECOND SCHEDULE RECOGNITION OF PRE-GRADUATE EXPERIENCE (SECTION 5.3.4 OF THE ORDINANCE)

Faculty/Department	Recognised Postgraduate	Extent of Recognition
1.0 Agriculture	Experience in the Agriculture Industry following award of a recognized Diploma in Agriculture.	One notch for each complete year of the relevant experience up to a maximum of years.
2.0 Arts	Nil	Nil
3.0 Commerce		
3.1 Accountancy	Relevant experience at an appropriate level in any of Auditing, Taxation, Financial and Management Consultancy.	One notch for each complete year of experience up to maximum of 5 years.
3.2 Business Studies	Experience at an appropriate	One notch for each complete year

	Business or Government administration at a supervisory or more senior level.	5 years.
4.0 Education complete	Depending on the job description of the post involved, teaching at Primary or Secondary level educational administrative experience following the award of a recognized certificate in education.	One notch for each complete year of experience up to a maximum of 5 years.
5.0 Engineering	Relevant experience at an appropriate level in engineering.	One notch for each complete year of experience up to a maximum of 5 years.
6.0 Law	Relevant experience at an appropriate level in law.	One notch for each complete year of experience up to a maximum of 5 years
7.0 Medicine	Relevant experience at an appropriate level in Medical Laboratory Technology following the award of a Diploma in Medical Laboratory Technology.	One notch for each complete year of experience up to a maximum of 5 years
8.0 Science	Depending on the job description of the post involved, certain technical experience may be	One notch for each complete year of experience up to a maximum of

level in a relevant activity in of experience up to a maximum of

recognized following the award of 5 years. an appropriate technical qualification.

9.0 Social Studies

Professional full time experience Studies in areas such as counseling fiscal, public and social administration following the award of a recognized qualification.

One notch for each complete year of experience up to a maximum of 5 years.

10.0 Veterinary Science

Depending on the job description the award of an following appropriate qualification in a field related to the Veterinary profession. Examples appropriate qualifications for this purpose are degrees in Animal Science, Microbiology or Zoology **Diplomas** in Medical and Laboratory or Animal Nursing.

One notch for each complete year of experience up to a maximum of 5 years

THE RULES OF STUDENT CONDUCT AND DISCIPLINE ORDINANCE NO.30 (AMENDED 2006)

These shall be the rules of Student Conduct and Discipline read together with the NUST Act Chapter 25.13 (formerly Act 1990).

- 1. This Ordinance may be cited as "The Rules of student Conduct and discipline Ordinance, Ordinance No. 30 (Amended 2006)".
- 2. The Student Disciplinary Committee hereby delegates to the officials referred to in the Rules of Student Conduct and Discipline the power of investigating and exercising disciplinary authority in respect of misconduct by any student to the extent and in the manner set out in the Rules of Student Conduct and Discipline.
- 3. The Student Disciplinary Committee may:-
 - Order a student to pay to the University the amount of any financial loss caused to the University by such a student;
 - 3.2 After reference to the Vice-Chancellor, impose any penalty on a student which in the circumstances of a particular case it deems appropriate.

SCHEDULE RULES OF STUDENT CONDUCT AND DISCIPLINE

1.0 INTERPRETATION

The University Officers charged with the administration of these rules will at all times seek to implement the letter and spirit of the University Act and will, in particular, have regard to the following principles:

- 1.1 The University is a Society in which high standard of communal life must be established and maintained for the benefit of both present and future members of the University;
- 1.2 A high level of personal integrity and a developed sense of responsibility towards others are as important to the University as outstanding scholastic achievement;
- 1.3 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;
- 1.4 Individual or collective action by members of the University which constitutes a breach of these rules may require to be punished, notwithstanding that the motive or goal of such action was a commendable one in the belief of such members.

2.0 UNDERTAKING AT REGISTRATION

When registering as a member of the University a student shall be given a copy of these rules and shall sign a statement in which he/she acknowledges that he/she has been furnished with the rules, and he/she undertakes to conduct himself/herself while a student of the University in accordance therewith and with any amendments duly made thereto.

3.0 STUDENT CONDUCT

- 3.1 No student of the University shall:-
 - 3.1.1 Use the University premises contrary to University Regulations, residence, Faculty or Departmental rules or do any act reasonably likely to cause such mis-use;

- 3.1.2 Damage or deface any property of the University or do any act reasonably likely to cause damage or defacement thereto;
- 3.1.3 Disrupt teaching, study, research or administrative work, or prevent any member of the university or its staff from carrying on his/her study or work, or do any act reasonably likely to cause disruption or prevention;
- 3.1.4 Engage in any conduct whether on or off the campus which is or is reasonably likely to be harmful to the interests of the University, members of the University staff or students.
- 3.2 The following would be regarded by the University as instances of breaches of the rule contained in 3.1 (above):-
 - 3.2.1 Displaying violence by word or act towards any member of the University, whether academic or administrative staff or student, or a guest of the University, or any visitor to the University or in any way intimidating or obstructing the free movement of such member, guest or visitor;
 - 3.2.2 Disrupting or seeking to disrupt any proper function of the University whether it be an official function, Council Meeting, Senate Meeting, Faculty or Committee Meeting, Lecture, teaching session, the function of any University Society or day to day administrative activity;
 - 3.2.3 Seeking to prevent a speaker invited by any section of the University Community from lawfully expressing his/her views.
- 3.3 Students are informed that:-
 - 3.3.1 If a group of students forms a common intention to commit certain acts and 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 who foresaw that the breach would occur, may be held to have committed that breach of the Rules. A member of such a group can avoid this happening to him/her by taking clear and unequivocal steps, before such a breach is committed, to show that he/she dissociates himself/herself from the acts of the group with whom he/she has so far been associating;

- 3.3.2 Where a number of students have committed a breach of these Rules and only one or more of these students can be identified, the University will not hesitate to take disciplinary action against those students who can be identified and against whom there is sufficient evidence to warrant such a disciplinary action;
- 3.3.3 Where a student commits an act which is both an offence according to the laws of the country and one which after investigation appears to be a breach of the disciplinary rules of the University, the University may punish such a student notwithstanding that he/she is prosecuted and/or punished by the courts of the country;
- 3.3.4 A Student Identity Card is solely for the legitimate use by the person to whom it has been issued.
- 3.4 A student shall obey any Rules made from time to time by the Vice-Chancellor and shall further obey all instructions given by the Vice-Chancellor 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:-
 - 3.4.1 Academic staff and Senior Administrative staff may order any member of a gathering of students which is committing an offence, or whose activities are likely to lead to a breach of Rule 3 (above), to disperse, and may further order any such member to furnish his/her full name or to accompany the member of staff for an interview with the Vice-Chancellor or a Proctor, or give both such orders. For the purposes of this section 'Senior Administrative Staff shall include the Registrar, Deputy Registrars, the Bursar, Deputy Bursars, Librarian, Deputy Librarian, Sub-Librarians, Directors, Dean of Students, Deputy dean of Students, Assistant/Senior Assistant Registrars, Assistant/Senior Assistant Librarians, Chief Security Officer, Accountants, Principal accountants, and Wardens of University Residence.
 - 3.4.2 If a student misbehaves in a lecture or teaching session or interferes with the conduct of a lecture or teaching session the member of staff conducting such a lecture or teaching session may order the student to leave or to cease such interference.
 - 3.4.3 Failing to comply with any order given as stated above constitutes a serious offence.

4.0 THE POWERS OF THE UNIVERSITY PROCTORS

The Vice-Chancellor shall from time to time appoint as many Proctors as he deems necessary from among the academic staff who are not members of the Student Disciplinary Panel or Wardens. One Proctor shall be known as the Senior Proctor with the responsibility of organising and supervising the work of the other Proctors. A second Proctor shall have legal expertise and known as the Legal Proctor with a particular responsibility for the presentation of cases before the Student Disciplinary Committee.

- 4.1 A Proctor shall be charged with ensuring the proper observance of these Rules by students on or off the University site and to this end shall, in addition to his power under Rule 3.4, have the following powers:
 - 4.1.1 To receive and investigate reports of student misconduct;
 - 4.1.2 To summon any student to appear before him/her either to answer a charge or complaint against him/her or to answer questions in regard to any matter under investigation by him/her;
 - 4.1.3 To proceed in the absence of a student who in the opinion of the Proctor has been duly summoned but has failed to appear;
 - 4.1.4 To recommend to the Registrar that a student be summoned to appear before the Student Disciplinary Committee to answer a charge or complaint against him/her or to answer questions in regard to any matter under investigation by the Student Disciplinary committee or Proctors;
 - 4.1.5 To reprimand a student;
 - 4.1.6 To impose a maximum fine on a student not exceeding 25% of the average annual tuition fees as stipulated by the Fees Ordinance for the State Universities for the first offence, and a maximum not exceeding 50% of the average annual tuition fees for the second offence. Any subsequent offences should be referred to the Registrar;

- 4.1.7 To order a student to pay to the University the amount of any financial loss caused to the University by such student;
- 4.1.8 To withdraw an existing student privilege, other than residence, for a period not exceeding 1 (one) semester.
- 4.2 When a report is made to a Proctor of an alleged misconduct by a resident of a Residential Unit, the Proctor shall communicate such a report to the Warden of the Residential Unit concerned before taking action against the resident.

5.0 POWER OF THE WARDENS

- 5.1 A Warden of a Residential Unit shall have the power to investigate any breach of these Rules by a student of his/her Residential Unit committed within any residential Unit and to make any of the following orders in respect of such student adjudged by him/her to have committed a breach of these rules.
 - 5.1.1 To reprimand a student;
 - 5.1.2 To withdraw an existing resident student privilege;
 - 5.1.3 To impose a maximum fine not exceeding 5% of the average annual tuition fees as stipulated by the Fees Ordinance for State Universities;
 - 5.1.4 To order a student to pay to the University the amount of any financial loss caused to the University. Such an order may be made on the person or persons who caused the loss or, where identity cannot be established, on members of the residence in which the loss was sustained:
 - 5.1.5 To suspend a student from his/her University Residence;
 - 5.1.6 To expel a student from his/her University Residence for a period not exceeding two semesters.
- Where a warden wishes to impose penalties 5.1.5 or 5.1.6 above, he/she shall first furnish the Senior Proctor with a full report concerning the alleged offence and the proposed penalty. On receipt of this report the Senior Proctor may, either:-

- 5.2.1 Confirm the proposed penalty and order of the Warden and in the event of variation, order the Warden to execute such varied order; or
- 5.2.2 Institute a further investigation of the matters before making such order at the conclusion as he/she deems fit; or
- 5.2.3 Recommend to the Registrar that a Student Disciplinary Committee be convened to examine the case.
- 5.3 A Warden of a University Residence and the Warden of Non-resident Students shall have the power to report any matter of student misconduct to the Proctors or, through the registrar, to the Student Disciplinary Committee.
- 5.4 Where a warden has imposed any of the penalties set out in Section 5.1.1 to 5.1.4 above on a student he/she shall submit a report to the Senior Proctor, Registrar and Dean of Students.

6.0 RULES FOR UNIVERSITY STUDENT RESIDENCES

6.1 **General**

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

- 6.1.1 May bring discredit upon his/her Residential Unit; or
- 6.1.2 Is prejudiced to the welfare of other residents of the Unit.

6.2 Powers of University Residence Committee Members

Members of Residence Committee shall have power;

To investigate and if necessary reprimand residents for any infringement of the Rules contained in this Section, and report such investigation or reprimand to the Warden.

6.3 Damage to University Residence Property

A residence 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.

6.4 **Fire**

- 6.4.1 Normally, fire drills shall be conducted at least three times per Semester (beginning, middle and end of the Semester)
- 6.4.2 A resident having knowledge of the outbreak of fire in, or adjacent to Resident premises shall as soon as possible:-
 - 6.4.2.1 Raise the alarm;
 - 6.4.2.2 Inform the Warden, Deputy or Sub-Warden;
 - 6.4.2.3 Summon the Municipal fire-brigade;
 - 6.4.2.4 Inform the Director of Physical Planning, Works and Estates/Dean of Students.

6.5 Vacation Residence (Only for NUST Campus Residence)

- 6.5.1 A resident may not occupy a study-bedroom during University vacations, save with the prior written authority from the Office of the Dean of Students, on the recommendation of the Dean of the appropriate Faculty and the Warden. Applications for vacation residence must be submitted through the prescribed channels and on the prescribed form.
- 6.5.2 A student granted leave to reside in University Residence during vacation who no longer wishes to avail himself/herself of this privilege shall furnish the Office of the Dean of Students with at least 3 (three) days' written notice of such fact. Omission to do so will, normally, render such resident liable to monetary penalty equivalent to the amount that was due.

6.6 **Absence from Residence**

To be absent from University Residence for two or more consecutive nights, a resident student needs to inform the Dean of his/her Faculty in addition to the Warden. A resident student may be required to be in residence every night by such time as may be laid down in Residence Regulations unless he/she has given prior notice to the Warden or a Subwarden that he/she will return to Residence at a later hour.

6.7 **Visitors**

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

6.7.2 Students in University Residence may visit each other's rooms between the following hours:

Monday to Friday - 1000 to 2230 hrs Saturday - 1000 to 0000 hrs

Sunday - 1030 to 2230 hrs

- 6.7.3 Students may have other Visitors between 1630 and 2030 hours.
- 6.7.4 Outside the prescribed visiting hours, all parts of the Residence except the Common rooms and entrance foyers are out of bounds.
- 6.7.5 Special arrangements for visits may be made by application to the Warden of the Residence concerned.
- 6.7.6 These provisions apply to all students undergraduate and postgraduate, living in undergraduate residence.
- 6.7.7 No visitor or non-resident student may make unauthorised use of accommodation or dining facilities in University Residence. Students introducing visitors or non-resident students to the Residences may be held responsible by the Wardens for the conduct of such visitors, and non-resident students making unauthorized use of the residence facilities shall be guilty of misconduct.

6.8 Withdrawal from Residence

If a student should leave the University or withdrawal from Residence before the end of the session for which he/she has been admitted, fees already paid by him/her are not normally returnable, except that a student gives proper notice before the end of a session that he/she wishes to vacate Residence for the remainder of the session may be refunded the balance of Residence fees in respect of the remaining period of session.

6.9 Loss of Valuables

A resident shall report as soon as possible to the Warden, Deputy or Sub-Warden the loss of any article from Residence.

6.10 Relationship of Resident and Staff

A resident shall not require a member of the Central Services Department Staff to perform a service outside the scope of his/her normal employment duties.

6.11 Illness

For a resident who is confined in bed, the Sub-Warden/Warden must ensure that his/her illness is reported to the University Student Health Service.

7.0 RULES FOR THE USE OF VEHICLES

- 7.1 A student wishing to keep or use a motor vehicle including a motor cycle, motor scooter or motorized bicycle within the boundaries of the University site shall previously notify the Registrar in writing on the form prescribed.
- 7.2 Save with the prior written permission of the Registrar, a student shall not, within University grounds:-
 - 7.2.1 Park a vehicle in a parking place marked "for staff and visitors only";
 - 7.2.2 Park a vehicle in any place at which parking by any persons has been prohibited;
 - 7.2.3 Bring a vehicle within any University building;
 - 7.2.4 Ride or drive a vehicle on any part other than roads, tracks or parking places;
 - 7.2.5 Leave a vehicle in an unusable condition for a period longer than is reasonably required to effect necessary repairs.
- 7.3 Whenever a vehicle registered with the University is driven, ridden or parked in contravention of the Rules set out in Section 7.2 it shall be presumed that it was so driven, ridden or parked by the person in whose name the vehicle has been registered with the University unless the contrary is proved.

7.4 **Penalties**

- 7.4.1 The Wardens, Proctors and such other persons so authorized by the Vice-Chancellor shall have power to investigate breaches of the Rules contained in this Section and to impose penalties calculated as proportions of the average annual tuition fees as stipulated by the Fees Ordinance for State Universities.
 - 7.4.1.1 First offence, 2% of annual Tuition Fees

- 7.4.1.2 Second offence, 4% of annual fees
- 7.4.2 In the case of a third subsequent offence the name of the offender, with particulars of his previous offences under this Section, shall be reported to the Proctors, who shall exercise appropriate authority in Terms of Rule 4.

RULES OF PROCEDURE IN DISCIPLINARY PROCEEDINGS BEFORE THE STUDENT DISCIPLINARY COMMITTEE

- 1.1 The Chairman of the Committee shall regulate proceedings in a manner as simple and informal as possible which is, notwithstanding, best fitted to do substantial justice and at all times in accord with the principles of natural justice. More particularly, a student charged with breach of the Rules of Student Conduct and Discipline shall at any investigation thereof before the Committee and with no derogation of his/her rights in terms of Section 23 (3) of the University Act:-
 - 1.1.1 Be furnished with a full and fair opportunity to meet such allegations if he so desires:
 - 1.1.2 Be permitted to present any relevant facts or call any witness capable of giving testimony relevant to the investigation;
 - 1.1.3 Be permitted to put questions to witnesses save those which are irrelevant, frivolous or vexatious;
 - 1.1.4 Be permitted to be present at all times save when the Committee is deliberating upon its decision of the matter;
 - 1.1.5 Be advised as fully and clearly as possible of the Committee's decision or recommendation and of its reasons for arriving at that decision or recommendation.
- 1.2 The Proctors and Wardens shall conduct any proceedings before them in accordance with Rule 8.1 save that the provisions of Section 25 (3) of the University Act will not be applicable.
- 1.3 In the event of the Legal Proctor conducting an investigation before the Student Disciplinary Committee it shall further be his/her duty:-

- 1.3.1 To elicit all evidence brought to his/her attention which is relevant to the investigation and admissible, whether favourable to or prejudicial to the student whose conduct is the subject thereof;
- 1.3.2 If so required by the Committee, to advise the Committee as to the issues which they have to decide and as to any point of law or procedure so as to ensure that the conduct of the investigation is consistent with the principles of natural justice;
- 1.3.3 To be absent at all times from the deliberations of the Committee upon its final judgments.
- 1.4 A notice to a student summoning him/her to appear before the Committee for investigation of an alleged breach of the University Rules of Student Conduct and Discipline shall be contained in a letter addressed to him/her and advising him/her of:-
 - 1.4.1 The place at which he/she is to attend;
 - 1.4.2 The date and time at which he/she is to attend, provided that such date shall be not less than 5 days after the date upon which such notice is received;
 - 1.4.3 The rule which he/she is to have contravened and full particulars of his/her alleged contravention;
 - 1.4.4 His/her right to make any relevant statements he/she wishes to the Committee;
 - 1.4.5 His/her right to call witnesses to attend and give any relevant testimony on his/her behalf before the Committee:
 - 1.4.6 His/her right to be accompanied and represented before the Committee by a legal practitioner;
 - 1.4.7 The right to furnish to the Proctors in advance of the investigation any information which he/she wishes to have given due consideration.
- 1.5 A member of the Committee who has acquired, other than in the course of his University life, knowledge of evidence in an investigation of misconduct to be held before the Committee' shall not participate in such investigation.

- 1.6 The member of the Committee who is a relative of a student charged with breach of the Rules of Student Conduct and Discipline shall not participate in the Committee's proceedings.
- 1.7 The Committee shall only find a student to have committed a breach of the rules of Student Conduct and Discipline when it is satisfied beyond reasonable doubt that the student has committed such breach.
- In the event of the Committee finding a student to have committed a breach of the rules, either on the student's own admission or at the conclusion of an investigation, it shall, before determining the punishment it should impose or the terms of its recommendation to the Vice-chancellor, permit such a student a full opportunity to make a statement or produce evidence which he/she wishes to be taken into consideration in mitigation of his/her punishment.
- 1.9 The Chairman of the Committee or his/her nominee shall keep full notes of any proceedings before the Committee but these need not be a verbatim record.

Date of Operation

This Ordinance shall apply with effect from 1 October, 2006, or any later date as approved by the Minister of Higher and Tertiary Education, Science and Technology Development, and shall remain in force until otherwise repealed or varied by further Rules of Student Conduct and Discipline Ordinance of the National University of Science and Technology.

GENERAL ACADEMIC REGULATIONS FOR UNDERGRADUATE DEGREES

1.0 PREAMBLE

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

"Academic Year" A defined portion of a Programme consisting of two semesters. "Part" A defined portion of a Programme covering one academic year. "Continuous Assessment" Prescribed assignments to be completed within a given period and forming a part of a module. "Industrial Attachment" A prescribed period of hands-on experience in a relevant work setting. "Module" Is a component within a Programme which is separately examinable. A plan of study lasting over a period of time which leads to the "Programme" award of a degree, diploma, or certificate of the University. "Project" A defined practical assignment which is separately examinable. "Semester" A prescribed period normally comprising 15 weeks, including teaching, revision and examinations. "Subject" A field of study offered by a Department. "Credit" Quantified means of expressing the volume of learning based on the workload students need in order to achieve the expected outcomes of a module. "Credit accumulation" The process of collecting credits awarded for achieving the

1.9 A schedule of Programmes, Subjects and Modules and their codes for use in computerised student records shall be maintained by the Registrar. These codes shall be alphanumeric.

learning outcomes of a module component of a programme.

2.0 PROGRAMMES

2...1 The University may offer programmes for undergraduate Bachelor's Degrees at Honours Level.

2.2 Honours Degrees

- 2.2.1 The structure of Honours Degree Programmes shall be as prescribed in the Faculty Regulations. These structures may vary in accordance with the particular requirements of different Faculties and Subjects but all Honours Programmes shall normally contain the following elements:-
- (a) one or more 'subjects' shall be studied over at least four years of full-time study(or equivalent), including one academic year of Industrial Attachment. These subjects shall be studied intensively and progressively (i.e. studies in the final year(s) assume prior knowledge of the Subject at first, second and third year level) and be taught and examined at a level requiring great breadth and depth of knowledge and understanding.
- (b) the combination of subjects and modules within an Honours Programme shall be prescribed so as to focus on specific topics and to disallow a wide choice of disparate options. This specific focus may be influenced by the requirements for professional recognition and registration within a particular field.
- (c) one or more subsidiary subjects or modules may be studied within the Honours programme but assessment in these subjects/courses either will not contribute to the final classification of the degree awarded or will be assigned a relatively lighter weighting in the overall calculation.
- (d) a student for an 'Honours' degree shall normally be required to complete a project or dissertation within the programme of study. Normally, at least 60% of the courses taken in an 'Honours' Programme will be in the major subject(s)
- 2.2.2 The following are Degrees offered by the University:

Bachelor of Architectural Studies Honours (BArch Studies Hons) Bachelor of Commerce Honours (BCom Hons) Bachelor of Engineering Honours (BEng Hons) Bachelor of Technology Honours (BTech Honours)
Bachelor of Science Honours (BSc Hons)
Bachelor Medicine and Bachelor of Surgery (MBBS)
Bachelor of Quantity Surveying Honours (BQS Hons)
Bachelor of Education Honours (BScEd Hons)
Bachelor Design Education (BDesEd)
Bachelor of Technology Education Honours (BTechEd Hons)

3.0 ENTRY REGULATIONS

3.1 Normal Entry

- 3.1.1 For normal entry candidates should:-
- (a) have satisfied the general requirements as prescribed below; and
- (b) have satisfied the special requirements for entry into the particular programme chosen; and
- (c) have passed English Language and Mathematics at Ordinary Level or approved equivalents.

General Requirements

Passes in at least 5 subjects at Ordinary Level and at least 2 subjects at Advanced Level or their equivalents.

The following are acceptable to the University:-

Ordinary Level Pass or Equivalent.

Ordinary Level of the Associated Examining Board's General Certificate of Education.

Credit standard of the Cambridge Overseas Higher School Certificate; Ordinary Level of the University of London's General Certificate of

Education:

Ordinary Level of the Zimbabwe General Certificate of Education/

Zimbabwe School Examinations Council.

Subsidiary standard of the Cambridge Overseas Higher School Certificate;

Advanced Level Pass or Equivalent

Advanced Level of the Associated Examining Board's General Certificate of Education. Principal subject standard of the Cambridge Overseas Higher School

Certificate;

Advanced Level of the University of London's General Certificate of Education.

Advanced Level of the Zimbabwe General Certificate of Education/Zimbabwe School Examinations Council.

3.1.2 **General Subject Provisions**

Subjects must have been chosen from the approved list below and restrictions against the combination of overlapping subjects must have been observed.

3.1.3 APPROVED SUBJECTS FOR ADMISSION PURPOSES:

Subjects approved by the Associated Examining Board; and/or the Cambridge Local Examination Syndicate and/or the London General Certificate of Education/and/or Zimbabwe General Certificate of Education/Zimbabwe School Examinations Council.

1	$\Delta V \Delta I$	

OA Accounting

O Accounts

OA Accounts, Principles of

OA Ancient History

A Ancient History and Literature

OA Applied Mechanics

O Applied Statistics

OA Art

OA Art and Crafts (AEB)

OA Bible Knowledge

OA Biology

O Bookkeeping and Accounting

OA Botany

O Building Studies

OA Business Management

OA Business Studies

OA Chemistry

O Commerce

OA Computer Studies

A Computing Science

O Computing Studies

- OA Divinity
- O Drama and Theatre Arts (AEB)
- A Economic & Political Studies
- O Economic and Public Affairs
- A Economic and Social History
- A Economic Geography
- OA Economic History
- O Economic Principles
- OA Economics
- A Electronic Systems (AEB)
- O Electricity & Electronics
- O Elementary Physiology
- O Elements of Sociology
- OA Engineering Drawing
- OA Engineering Science
- O English Language
- OA English Literature
- O Environmental Biology (AEB)
- OA Environmental Studies
- OA Fashion and Fabrics/Dress and Textiles
- OA Food and Nutrition/Food Studies
- OA French
- O French Literature (Cambridge)
- O French Studies
- O General Mathematics
- O General Paper (Use of English)
- OA General Principles of English Law
- O General Science
- OA Geography
- OA Geology
- A Government & Political Studies/Politics
- O Government Economics and Commerce
- OA Health Science
- OA History
- OA History, Ancient
- O History & Appreciation of Music
- O Home Economics
- OA Human Biology

OA Law

OA Mathematics

A Mathematics, Applied

OA Mathematics, Pure

O *Metalwork

O *Metalwork Engineering

OA Music

OA Ndebele

OA Physical Science

OA Physics

O Physics with Chemistry

OA Political Studies

OA Portuguese

O Principles of Economics

OA Psychology

OA Religious Studies

O Rural Biology

OA Shona

OA Social Science

OA Sociology

OA Statistics

O *Surveying

OA Technical Drawing

O Technical Graphics

O *Woodwork

OA Zoology

Other subjects and other Examining Boards may be accepted by the Senate on the recommendation of the Registrar.

3.1.4 Restrictions against the combination of Overlapping Subjects:

In the selection of subjects for the purpose of satisfying the general requirement, subjects listed under Column A in the Table below cannot be counted with any corresponding subjects under Column B.

^{*} Not more than one subject indicated above by an asterisk may be recognised for the purpose of satisfying Ordinary Level requirements.

COLUMN A	COLUMN B
Accounting	Accounts, Principles of Accounts,
	Bookkeeping.
Art	History of Art
Biology	Rural Biology, Botany, Zoology,
	General Science
Chemistry	Physical Science, Physics with
	Chemistry, General Science
Economic Geography	Geography, Environmental Studies
Economics	Economic Principles, Commerce,
	Economic History
Elementary Physiology	Human Biology
Elements of Sociology	Sociology
Engineering Drawing	Technical Drawing, Technical Graphics and Design
Environmental Studies	Geography
General Mathematics	Mathematics
General Science	Physics, Physical Science, Physics with
	Chemistry, Biology, Zoology, Botany, Rural Biology
Geography	Economic Geography
Government &	
Political Studies	Government & Politics
Health Science	Human Biology
Human Biology	Zoology, Biology, Health Science
Mathematics	Pure & Applied Mathematics, Pure
	Mathematics, Applied Mathematics, Additional
	Mathematics, Mechanical Mathematics, Statistics
Physical Science	Physics with Chemistry, Chemistry,
	General Science, Physics
Physics	Physics with Chemistry, Physical
	Science, General Science
Pure & Applied	
Mathematics	Pure Mathematics, Applied

Mathematics

Social Science Sociology

Zoology Human Biology, Health Science

Building Technology and Design

Business Enterprise
Design and Technology

History

Literature in Shona Literature in Ndebele Literature in Tonga Sport Management

Computer Science

Business Studies

Physical Education, Sport and Mass Displays,

Sport Science and Technology

Software Engineering

Theatre Arts Dance, Music

Wood Technology and Design

Animal Science

Communication Skills

Food Technology and Design

Home Management Literature in English

Metal Technology and Design Technical Graphics and Design

Agricultural Engineering

Shona Ndebele Tonga

French

Textiles Technology and Design Family and Religious Studies

Crop Science

3.1.5 Faculty Requirements

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

3.2 **Special Entry**

- 3.2.1 The following persons may apply for Special Entry and for permission to proceed to a first degree with exemption from the whole or part of the normal entryrequirements:
- 3.2.1.1 A person who has obtained a degree of this or another University or degree awarding Institution.
- 3.2.1.2 A person who has obtained from a University or an Institution of similar status, academic qualifications (other than degrees) acceptable to the Senate;
- 3.2.1.3 A person who has obtained an appropriate number of subjects at An approved examination equivalent to the standard of the Ordinary Level of the General Certificate of Education examination and has subsequently passed an intermediate or equivalent examination at a University acceptable to the Senate;
- 3.2.2 Students who qualify under this regulation for Special Entry may apply to the Senate to be exempted from certain courses and examinations. Permission may be given to complete the programme for a Bachelor's degree in less than the normal required period provided that no student shall be allowed direct entry to the Final Part of any Programme;
- 3.2.3 Students who apply for admission under this regulation may be required to attend interviews and/or special tests at the University to determine their suitability for admission to Bachelor's degree studies.

3.3 **Mature Entry**

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

3.3.1 Applicants must have passed at least five approved 'O' level subjects including English Language and Mathematics (or equivalents) and must have demonstrated potential suitability for university studies by virtue of their attainments and/or relevant work experience.

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

3.3.3 Requirements for Mature Entry

Applicants who wish to be considered under the Mature Entry provisions may be required to attend interviews and/or special tests at the University designed to assess their command of the English Language, numeracy and reasoning ability and general suitability for admission to Bachelor's degree studies. Applicants who have previously attended Mature Entry tests and/or interviews without success will not be considered for admission under this form of entry unless in the intervening period they have acquired additional qualifications and/or experience.

3.4 Submissions of Applications

- 3.4.1 Applications must be submitted on the official Admission forms.
- 3.4.2 The closing dates for receipt of application forms for Normal Entry shall be as advised for each year. Another date shall also be advised for receipt of late application forms. Late applications may be considered upon payment of the prescribed late- application fee until the advised date for such applications.
- 3.4.3 The closing date for Special Entry and Mature Entry applications shall be as advised for each year.

3.5 **General Provisions**

3.5.1 Every student must satisfy the University that he/she has an adequate command of the English Language. New students may be required to undertake a test in English proficiency set by the University, upon registering for Bachelor's degree studies.

- 3.5.2 Students admitted under the Special Entry provisions may be exempted from this requirement.
- 3.5.3 A student may not register simultaneously for more than one programme at the University without the permission of the Senate.
- 3.5.4 Registration will take place in accordance with the arrangements prescribed each year through the Registrar's Office.
- 3.5.5 A student's registration shall not be confirmed until he/she has fulfilled the requirements for payment of fees.
- 3.5.6 Normally, no student shall be admitted to any programme or any course more than two weeks after its commencement. Any exception to this Regulation must have the written endorsement of the Chairperson of the Department and the Dean of Faculty concerned and will be subject to approval through the Registrar's office.
- 3.5.7 Students who enter or return to the University late shall not be entitled to special tuition.
- 3.5.8 Such students shall be liable to pay the late registration fine, unless permission for such late registration has been given by the Registrar.
- 3.5.9 A student registered for a Subject and/or Course is expected to attend all classes prescribed for such Subject and/or Course. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed a student is required to attend and to complete any assignment set.
- 3.5.10 If a student is unable to attend classes for health reasons for longer than 72 hours, he/she must notify the appropriate Faculty Office of the facts as soon as possible and submit certification in support thereof by a medical practitioner registered in accordance with the Medical, Dental and Allied Health Professions Act.

For absence on grounds other than health, prior permission from the Dean on the recommendation of the Chairperson of Department concerned shall be necessary.

- 3.5.11 After taking due consideration of the academic progress of a student, the Senate may require or allow a student originally registered for one programme or Subject to register for another Programme or Subject on the completion of either the First Part or the Second Part of the Programme for which he/she is registered.
- 3.5.12 Normally, no programme shall commence with fewer than five students.

4.0 STRUCTURE OF PROGRAMMES

- 4.1 The duration of Bachelor's Degree Programmes shall be prescribed in the Faculty Regulations.
 - 4.1.1 Maximum Time Allowable to Complete an Undergraduate Degree Programme.

Except as otherwise provided for in the General Academic Regulations, a student must complete a Degree Programme within the specified duration period as `provided for in the respective Faculty Regulations.

The maximum time allowable to complete a Degree Programme shall be calculated based on the expected course duration and shall include deferments. The maximum time allowable to complete a Degree Programme shall be calculated as follows:

For all undergraduate degrees offered by the University either Full-time or Parttime it shall be the normal duration period of the degree programme plus 2 years.

4.1.2 Process of Requesting for an Extension of Programme Time Limit for Undergraduate Degree Programmes.

A student who reaches the maximum time limits allowed for their programme shall submit an Application in writing for an Extension of Programme Time Limit in the prescribed Form to the Department and payment of a fee determined by the University. The Department shall recommend its decision to the Faculty which in turn will recommend to the Academic Board. The application shall be considered by the Academic Board on behalf of the Senate, which may approve or reject the application. The decision of the Academic Board shall be final.

A student whose application is rejected or does not submit an application shall be deregistered from the programme. A student who wishes to rejoin the University shall be required to re-apply.

A student who is differently abled may apply for a time limit extension for reasons directly related to their disability. Such an application shall be in the prescribed Form and must be accompanied by a supporting letter from a Medical Doctor. Such an application for an extension due to a disability shall be exempted from payment of an application fee.

Applications to extend a time limit shall be submitted before the programme Time Limit expires.

Each Programme shall be divided into Years of Study.

An academic year of study shall comprise of not less than 30 weeks excluding vacations. Before the beginning of each academic year there shall be an orientation week for Part I students. Normally, before university examinations begin, there shall be a minimum period of one week of individual study/revision.

The possible combinations of Modules within a Subject shall be in accordance with the Faculty Regulations and shall be subject to approval by the Chairperson of the Department and the Dean concerned.

5.0 MARKING SCHEME DEGREE CLASSIFICATION

- 5.1 All Bachelor's degrees, except the MBBS degree, shall be classified in the following divisions:
 - 5.1.1 First Division, Upper Second Division, Lower Second Division, Pass.
 - 5.1.2 In determining the degree classification of a programme, the weightings of all parts of the degree programme shall be taken into consideration. The actual weightings shall be prescribed in the programme regulations.
- 5.2 The following Grading Scheme shall be adopted for all Modules and Programmes:

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75% and above 1 (First Division)
65% - 74% 2.1 (Upper Second Division)
60% - 64% 2.2 (Lower Second Division)
50% - 59% PASS (P)
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Below 50% FAIL (F)

- 5.3 The following Credit Accumulation regulations shall apply to all Modules and Programmes:
 - 5.3.1. A Credit shall be equivalent to 10 notional hours of learning.
 - 5.3.2 All programmes offered by the University shall use an academic credit allocation system approved from time to time by the Senate. The University shall adopt the following credit level framework prescribed by the Zimbabwe Council for Higher Education for all programmes offered:

SADC- QF LEVEL	QUALIFICATION
8	Bachelor's Honours
7	Bachelor's General

5.3.3 A student who successfully completes a module shall be awarded the credits approved for the module at the assigned level.

5.3.4 Award of Credit

A student shall be awarded credits on successful completion of a module.

5.3.5 Credit Accumulation and Degree Qualification

A student shall progressively accumulate credits for modules that they successfully complete. A student shall be required to accumulate sufficient credits to progress through the programme and would be required to gain the total credits required for the award of the degree qualification as prescribed in the Faculty Regulations.

5.3.6 Accreditation of Prior Learning

A student who is exempted from the first year of study shall be awarded credit determined by the Faculty recognising prior learning that matches the learning outcomes gained from an accredited institution and relevant work experience.

6.0 ASSESSMENT OF CANDIDATES FOR BACHELOR'S DEGREES

- 6.1 Normally, evaluation shall be based on Continuous Assessment as well as University Examinations. Unless otherwise approved by the Senate, Continuous Assessment will contribute between 25% and 50% of the overall assessment.
- 6.2 Each Department shall determine which items of coursework and practical work will be included in the Continuous Assessment and shall define the relative weighting assigned to each item of coursework or practical work. Each Department shall inform the students of these details at the beginning of the module and shall maintain written records of each student's Performance in these elements of Continuous Assessment. Items Incorporated in the Continuous Assessment may include assignments, tests, essays, fieldwork, laboratory work and projects.
- 6.3 University Examinations shall normally be taken by students at the end of each appropriate semester as prescribed in the Faculty Regulations.
- 6.4 External Examiners shall be appointed to moderate all University Examinations.
- 6.5 All matters relating to the conduct of University Examinations shall be the responsibility of the Registrar.
- 6.6 To be admitted to any University Examination, a candidate must:-
 - 6.6.1 be registered as a student of the University in accordance with the General Regulations;
 - 6.6.2 have satisfactorily completed approved modules of study at the University. 'Satisfactory completion' of modules may require submission of written work, attendance at lectures, seminars, tutorials, Industrial Attachment and other activities as stated in the Faculty Regulations;
 - 6.6.3 have completed and submitted work on Continuous Assessment and has been awarded a mark for such work.
- 6.7 Exclusion from a University Examination shall require the authority of the Senate.
- 6.8 The Examiners may require any candidate to attend an oral examination and/ or write a special examination.

7.0 DETERMINATION OF CANDIDATES' RESULTS

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

- 7.1 Departmental Panels of Examiners shall comprise of all full-time lecturing staff in that Department, the External Examiner (s) and, where appropriate, as determined by the Departmental Panel, part-time lecturers and/or teaching assistants for the Course/Subject concerned.
- 7.2 Faculty Boards of Examiners shall comprise of the Dean and Deputy Dean of the Faculty, the Chairperson of each Department, and one other academic member of the Department nominated by the Departmental Panel from each Department involved in the subjects for that examination and normally the External Examiner(s) for the Department. The Chairperson of the Board of Examiners shall normally be the Dean of the Faculty who shall have a casting vote.
- 7.3 The Departmental Panel of Examiners shall:
 - 7.3.1 agree, for each candidate, marks in terms of percentages, for Continuous Assessment, for the University Examinations and overall marks (combining the Continuous Assessment and University Examination) in courses and, where required, in terms of the Faculty Regulations, in Subjects.
 - 7.3.2 recommend to the Faculty Board of Examiners whether a candidate should pass or fail the relevant Module (s) and Subject (s) taken.
 - 7.3.3 where Subject/Course prizes are available for award, make recommendations for the award of these prizes.
- 7.4 The Faculty Board of Examiners shall:
 - 7.4.1 consider the recommendations of the Panels of Examiners and recommend to the Senate an overall result for each candidate and any other conditions as it may deem appropriate;
 - 7.4.2 make recommendations to the Senate with regard to the award of any prizes which may be available for candidates within the Programme.
- 7.5 In determining results, all Departmental Panels of Examiners and Faculty Boards of Examiners shall have regard to all special requirements as prescribed in the Faculty Regulations. Such regulations may require candidates to satisfy the examiners in Continuous Assessment and University Examinations separately and/or that candidates must satisfy the examiners in individual components of the University Examinations either separately or in aggregate.

8.0 PROVISIONS FOR PASSING A COURSE OR PART, AND PROCEEDING IN A PROGRAMME

- 8.1 A candidate shall be deemed to have passed a Part of a Programme if he/she has satisfied the Examiners in terms of the Scheme of Examination as prescribed in the relevant Faculty Regulations.
- 8.2 Each Scheme of Examination shall indicate which Courses must be passed before a candidate may be allowed to proceed to a subsequent part of the Programme (or portion thereof).
- 8.3 Normally, a student shall not be allowed to proceed in a Subject without having passed the previous final examination (s) in that subject and having satisfied all the prerequisites for proceeding in that Subject as may be specified in the Faculty Regulations and to timetable feasibility.
- 8.4 A student who passes in one part with an aggregate of 45% or above may be permitted to proceed to a subsequent part carrying a course or courses subject to the provisions in Faculty Regulations.

9.0 FAILURE TO SATISFY THE EXAMINERS

- 9.1 A candidate who fails to satisfy the Examiners in terms of these General Academic Regulations and Faculty Regulations may be required by the Senate to:
 - 9.1.1 proceed to the next part of the Programme carrying not more than 25 % of the modulesfrom the preceding Parts
 - 9.1.2 repeat
 - 9.1.3 discontinue
 - 914 withdraw
- 9.2 Where a dissertation or a project is prescribed in any programme, a candidate shall be informed in advance of the deadline for submission of such dissertation or project. Unless prior permission for an extension of this deadline has been granted by the Academic Board, any candidate who fails to meet this submission deadline shall normally fail and would be required to repeatthe dissertation or project. A candidate who fails the dissertation or project but obtains a mark of 40% 49% may on the recommendation of the Examiners, be permitted to submit the dissertation or project at a later date, normally within three months of the publication of theresults. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

9.3 **CARRY OVER**

- 9.3.1 The number of carry-over modules may be limited by Faculty Regulations.
- 9.3.2 For all Parts, other than the Industrial Attachment year which consists of only onemodule, the total number of carry-over modules shall not exceed 25% of the number of normally scheduled modules in a particular year of a Programme.
- 9.3.3 A student shall be required by Senate to undertake Continuous Assessment with their carry-over modules. This assessment will then be taken into account in the usual way in determining the overall assessment.
- 9.3.4 No candidate may carry over a particular module for more than two years.

9.4 **REPEAT**

- 9.4.1 A candidate who is not allowed to proceed to the subsequent Part of the Programme, but has passed at least 50% of the modules in that Part of the Programme, may be allowed to apply to repeat.
- 9.4.2 'Repeat' means that the student may apply for readmission into the same Programme and his/her application will be considered through the normal procedures.
- 9.4.3 If a student is repeating a module(s), he/she shall only be credited with the marks obtained during the 'repeat' year. A Repeat student shall only repeat failed courses.

9.5 **DISCONTINUE**

- 9.5.1 A candidate who fails more than half of the modules for any year of their programme or obtains an overall aggregate mark of less than 35% (40% in the Faculty of Medicine) shall discontinue.
- 9.5.2 'Discontinue' means that the student must discontinue the Programme in which he/she failed. Such a student will be free to apply for admission/transfer into a different programme and his/her application will be considered through the normal admission procedures.

9.6 WITHDRAW

9.6.1 A candidate who is not allowed to proceed to the subsequent Part of the Programme, and

- 9.6.1.1 has passed less than 25% of the modules in that Part of the Programme, or
- 9.6.1.2 has failed the same Part of the Programme twice, or
- 9.6.1.3 has failed two different Programmes, will be required to withdraw.
- 9.6.2 'Withdraw' means that the student must withdraw from the University. Once 'withdrawn' the student may not apply for admission until after a period of two years has elapsed.

10.0 INDUSTRIAL ATTACHMENT

- 10.1 Programmes at the University shall normally include one academic year of supervised Industrial Attachment approved by the appropriate Departmental Board, in the penultimate year of the undergraduate course. Exception will be in the MBBS programme, where the period of this attachment shall be determined by the Faculty Board.
- 10.2 The implementation of Industrial Attachment programme shall be as provided by Faculty Regulations.
- 10.3 Assessment of the Industrial Attachment programme will be carried out in accordance with the following regulations:
 - 10.3.1 To obtain an overall pass, a student must pass both the Continuous Assessment and the Final Assessment components of the Industrial Attachment.
 - 10.3.2 A student who fails the Continuous Assessment component will be required to repeat.
 - 10.3.3 The Overall Assessment shall be as follows:-
 - 50% Continuous Assessment and 50% Final Assessment.

- 10.3.4 The Continuous Assessment mark shall be determined by the Departmental Panel of Examiners from the marks awarded by the industrial and academic supervisors on the appropriate forms.
- 10.3.5 The Final Assessment mark shall be determined on the basis of the final report assessment (40%) and oral presentation assessment (10%).
- 10.3.6 Two copies of the final report in a form approved by the University must be submitted to the Department within two weeks of the end of the lecture period for the second semester of the academic year.
- 10.3.7 A student who fails to meet the required date for submission of the final report will normally be considered to have failed the Final Assessment.
- 10.3.8 A Student who fails the Final Assessment but has passed the Continuous Assessment component may be allowed to resubmit the industrial attachment report within two months, and be reassessed. Unless otherwise determined by Senate, the maximum mark allowable for such referred work shall be 50%.
- 10.3.9 The General Academic Regulations on repeat, discontinue and withdraw shall apply to industrial attachment.
- 10.4 A student who fails the Industrial Attachment Part shall not proceed to the Final Year of the Degree Programme.

11.0 INDUSTRIAL ATTACHMENT GENERAL GUIDELINES FOR STUDENTS

GUIDELINES FOR STUDENTS

- 11.1 The student is subject to university regulations and the company regulations during the industrial attachment.
- 11.2 The student is expected to:-
 - 11.2.1 conform to the company's regulations, working time and discipline;

- 11.2.2 fulfil the supervisor's instructions concerning the training process and carrying out of the industrial research project;
- 11.2.3 write a log book on a daily basis and submit a report after finishing the training in a given department (or training unit);
- 11.2.4 take part only with educational purpose in mind according to the ultimate instructions of the supervisor;
- 11.2.5 put his/her best efforts to acquire extensive knowledge and skills in order to achieve the required standard of training;
- 11.2.6 keep good relations with all the staff of the company;
- 11.2.7 promote the good name of NUST.
- 11.3 The choice of a company for the industrial attachment will not be based on any probable monetary benefits the students may stand to gain.
- 11.4 The student must always bear in mind that his/her conduct during the industrial attachment period will reflect not only on him/her but also on NUST and that it may also affect considerably the future Industrial attachment placements and the relationship between NUST and the company.

12.0 GUIDELINES FOR THE INDUSTRY ON THE TREATMENT OF THE STUDENT DURING THE INDUSTRIAL ATTACHMENT

- 12.1 The student will be subject to the company's regulations and is expected to function like a full time employee of the company.
- 12.2 For the period of the industrial attachment the student will have an insurance and medical aid cover from the University.
- 12.3 The company is requested to provide the student every opportunity to function like a full-time employee and permit him/her to actively participate in all aspects of the business including management and administration except where confidentiality constraints may not permit his/her participation.

- 12.4 Wherever possible, the company is requested to assist the student by providing welfare measures such as providing help in finding suitable accommodation close to the company, access to canteen facilities, company transport facilities etc.
- 12.5 If the company wishes to pay the student an extra allowance, the arrangement is only between the two parties, that is the student and the company involved.

13.0 APPEALS AGAINST TERMINATION OF STUDIES

- Any candidate who, having failed to satisfy the Examiners, is required to withdraw from the University or discontinue a programme, has a right to appeal.
- 13.2 A committee shall be established by the Senate to consider such an appeal.
- 13.3 Any candidate who wishes to lodge an appeal against withdrawal or discontinuation must do so in writing to the Registrar within 21 days after the publication of the Examination results.
- On appeal, the candidate must state clearly the grounds of the appeal. Medical grounds must be substantiated in writing by a medical practitioner registered in terms of the Health Professions Act. Any other evidence which the candidate wishes to submit in support of his/her case must also be lodged with the written appeal.
- 13.5 The Registrar will refer all timeous appeals to the Appeals Committee for consideration.
- 13.6 The Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the Examiners. Extenuating circumstances of a force majeure' nature, which explain and are directly relevant to the student's academic performance and which he/she could not reasonably have been expected to have foreseen or avoided, will be considered.
- 13.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence as it may consider pertinent.
- 13.8 No right to automatic oral hearing is conferred upon appeals and the University will not reimburse any expenses incurred by an appellant in making a personal appearance

before the Committee.

13.9 The Committee shall make recommendations in each case, as it deems appropriate.

Its recommendations shall be submitted to the Senate for approval, or to the Academic Board or the Vice-Chancellor on behalf of the Senate for consideration.

14.0 AEGROTAT PROVISIONS

- 14.1. If a candidate, having completed a substantial component of a Part of his/her Programme, is prevented by serious illness or other sufficiently substantiated cause, from completing the prescribed requirements for that Part of the Programme, he/she may be deemed by the Senate to have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as the Senate may decide, provided that:-
 - 14.1.1 The candidate will not normally be exempted from presenting a thesis or dissertation where such is prescribed.
 - 14.1.2 The award of an Aegrotat Degree shall be without classification.
- 14.2 Where a student qualifies for an Aegrotat Degree, he/she may opt instead to write a special examination in order that an overall grade may be determined and formally credited to the student. Application for such an option must be submitted in writing to the Registrar not later than four weeks before the scheduled examinations.
- 14.3 The Senate may require any candidate, irrespective of his/her Programme or Faculty, whose examination performance has been adversely affected by sufficiently substantiated circumstances of 'force majeure' nature to write a special examination at an appropriate future date, normally not later than three months after the date of the last examination missed.
 - In such a case, unless otherwise stipulated by the Senate, the mark obtained in the special examination will be counted in the overall assessment for purposes of degree classification.
- 14.4 A candidate who wishes to be considered for an Aegrotat Degree must apply in writing, together with written substantiation for his/her case, to the Registrar normally within ten days of the end of the University Examinations for the Programme concerned. Appeals which are submitted on medical grounds must be supported by

a certificate from a medical practitioner registered in terms of the Health Professions Act.

14.5 A candidate who is awarded an Aegrotat Degree may not re-enter the examination for that same degree, but shall be eligible to apply to proceed to an appropriate higher degree.

15.0 PLAGIARISM

15.1 Definition

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

15. 2 Recommendations on the severity of the penalty shall be determined by the appropriate Departmental Board or Board of Examiners. Cases of plagiarism shall be handled in the following manner:-

15.3 Minor Cases of Plagiarism

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

15.4 Major Cases of Plagiarism

- 15.4.1 In the case of plagiarism being discovered in a project at the end of the year the candidate shall be denied the opportunity to resubmit the project, but will be required to submit a new project.
- 15.4.1.1 The new project shall be submitted not later than June of the following year.

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

16.0 MISCONDUCT AT EXAMINATIONS

Subject to Ordinance 30, any candidate found using unauthorised material, or attempting to obtain information from other candidates or their papers, or otherwise guilty of misconduct during the examination shall be disqualified not only in that examination and subject, but in the whole examination, and further disciplinary action may be taken by the University.

17.0 PUBLICATION OF RESULTS

- 17.1 The Registrar shall be responsible for the publication of the results of University Examinations as approved by the Senate.
- 17.2 Results lists shall be published individually to the student's web portal, and where necessary, shall be posted on University Notice Boards.

18.0 ACADEMIC TRANSCRIPT

On leaving the University each student may obtain, on application to the Registrar, one copy of a formal transcript of his/her complete academic record at the University.

19.0 AWARD OF DEGREES

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

Candidates completing the requirements for such award will be entitled to receive a formal certificate of the University, bearing the University seal and signed by the Vice-Chancellor and the Registrar, confirming the award.

20.0 NUST COURSE CODING SYSTEM

The NUST coding system is based on a format of Three Alphabetical Letters and Four Figures **i.e.**



Three Letters are explained as follows:

- First letter stands for the Faculty.
- Subsequent two letters stand for the department.

The Four Figures are explained as follows:

The First "digit" or figure from the last letter denotes the year of study i.e.

PART I CODE 1

PART II CODE 2

PART III CODE 3

PART IV CODE 4

PART V CODE 5

The Second "digit" or figure from the last letter denotes the semester, i.e.

0 - (Zero) whole year course

1 - First semester course

2 - Second semester course

The last two "digits" or figures denote the course number

However, it must be noted that fixing semesters for subjects does not deny the department flexibility to offer these subjects at any other point of the programme as long as it accords the relevant sequence in the teaching

The last two positions (figures) are designated for the different subjects offered by the departments. Each subject number is at the discretion and choice of the department concerned.

The need for two positions for each subject arose as a concern for department that have more than nine subjects on offer although normally not more than nine subjects can be on offer per given semester.

DEFERMENT AND LEAVE OF STUDIES POLICY

PURPOSE

The formulation of the policy on deferment of studies is an acknowledgement that students enrolled at the National University of Science and Technology (NUST) may apply for a deferment of studies and take leave from studies.

The policy is developed with the objective of ensuring that students are able to apply for deferment or leave of studies. In addition this policy will facilitate efficient and effective management of deferment of studies by the University.

SCOPE

This policy shall allow the Deferment and Leave of Studies in all programmes offered by NUST. Students who have been formally offered a place to study at the University and have notregistered, have the option to defer the offer while students who have registered and havecommenced studies may apply to take Leave from studies at any time.

Applications by students with pending disciplinary cases shall be considered after finalisation of their disciplinary cases. Applications for Deferment and Leave of studies shall be considered by the University according to their respective individual merits. Conditions listed on the offer Letter of Admission must be satisfied before an application for Deferment or Leave of Studies is considered.

1. This Policy shall allow Deferment and Leave of Studies from the National University of Science and Technology Undergraduate and Postgraduate degree programmes.

2. Definitions

Deferment: Postponement of studies for a period of up to 12 months, normally

covering the Academic Year, for a person who has been offered a place, or a person who is allowed to proceed to the next part of the programme

and has not registered.

Leave of Studies: A period of 6 to 12 months covering the normal teaching period when a

registered student is excused from formal study. Leave applies to students

that have commenced studies.

Offer: When an applicant is informed in writing that he has been offered a place

in a programme to study.

Programme: A plan of study lasting over a period of time which leads to the award

of a diploma or a degree of the University.

DEFERMENT AND LEAVE OF STUDIES

3. Deferment

Applicants who have received a written offer of a place or applicants who have been allowed to proceed to the next part of the programme and have not registered, **MAY** be granted deferment of studies on application, a written application in the prescribed form must be submitted before the end of the registration period.

The maximum period of deferment shall be one Academic Year (12 months). A period of the semester of six months may be granted where appropriate. Deferment shall not be granted once a student is registered. Granting of a deferment of studies shall be on condition that the applicant has paid part of the prescribed fees. Application for deferment during the First Semester where there are course prerequisites for the Second Semester shall **NOT** be granted and the applicant shall not register for the Second semester.

4. Leave of Studies

When a student has registered and commenced studies, he may apply for Leave of Studies for a period of between one and two semesters in an academic year. An application in the prescribed form for Leave of Studies shall be granted upon recommendation of the Department and the Faculty. In the case of Higher Degrees, the Faculty Higher Degrees Committee shall consider the application for leave of Studies and recommend to the Academic Board in accordance with the General Academic Regulations for Higher Degrees. Application

for Leave of Studies during the First Semester where there are course prerequisites for the Second Semester shall **NOT** be granted and the applicant shall not register for the Second semester. Such applicants shall apply for Leave of studies for the whole academic year (Semester I and Semester II)

IMPORTANT NOTES

The following are the circumstances under which Deferment or Leave of Study shall be considered:

- 1. Medical reasons and special circumstances (such as family crisis, tuition fees and national duty) are normally the acceptable reasons for Deferment or Leave of Studies.
- 2. A student may indicate in which semester he would like to resume his studies; however, the actual resumed semester will be subject to the discretion of the University. Normally the maximum Deferment or Leave of Studies period shall be two semesters.
- 3. If a student has completed some coursework requirements before Deferment or Leave of Study is granted, the Department offering the degree programme has the discretion to decide whether he shall be required to resubmit these requirements upon resuming his studies.
- 4. No refund of fees shall be given to students whose applications are approved. Students whose deferment is made before the start of a semester or Block shall have their fees credited to their accounts.
- 5. In the event that there is an increase in programme fees during the deferment period, a student will not be required to pay the difference if their deferment is approved.
- 6. A student should continue with their studies until a formal approval has been received from the University.
- 7. If the programme, for which Deferment or Leave of Study is approved, is not on offer when one is due to resume studies, the University reserves the right to transfer the student to another degree programme subject to the student meeting of entry requirements for this other programme.
- 8. A student may not defer a course but instead should defer studies for a whole semester.
- 9. Where a Leave of Study is granted, the fees paid shall be credited on a pro-rata basis. In a case of a student who has attended more than 75% of the lectures, the student shall not be credited with fees paid for the semester which a Leave of studies has been granted.

GENERAL REGULATIONS FOR POSTGRADUATE DIPLOMAS MASTERS DEGREES BY COURSEWORK,

MASTER OF PHILOSOPHY DEGREES DOCTOR OF PHILOSOPHY DEGREES HIGHER DOCTORATE DEGREES

1.0 PREAMBLE

- 1.1 The Senate shall be the final authority for the interpretation of these Regulations.
- 1.2 The Senate reserves the right to alter, amend, repeal, suspend or replace any of these Regulations.
- 1.3 The Senate has the power to exempt any student from any of the Regulations.
- 1.4 A student who has started a programme of study following one set of Regulations shall not be affected by Regulations subsequently adopted unless agreed to in writing by the student.
- 1.5 There shall be Academic Regulations for each Faculty which shall be subject to approval by the Senate and which shall include provision for admission to Programmes.
- 1.6 The General Academic Regulations shall take precedence over the Faculty Regulations.
- 1.7 In these Regulations the following terms shall be used as described:-

"Continuous Assessment" - Prescribed assignments to be completed within a given period and forming a part of a module.

"Module" - A component which is separately examinable within a subject.

"Part" - A defined portion of a Programme.

"Programme" - A plan of study lasting over a period of time which leads to the award of a diploma or

degree of the University.

"Project" - A defined practical assignment which is

separately examinable.

"Subject" - A field of study offered by a Department.

"Credit" - Quantified means of expressing the volume

of learning based on the workload students need in order to achieve the expected

outcomes of a module.

"Credit Accumulation" - The process of collecting credits awarded for

achieving the learning outcomes of a module

component of a programme

A schedule of Programmes, Subjects and Modules and their codes shall be maintained by the Registrar. These codes shall be alpha/numeric; alphabetical codes being used to identify Programmes and Subjects, with prefixing numerical module codes being used to indicate the level of study and individual examination components (units) within that module.

2.0 PROGRAMMES

2.1 Postgraduate Diploma Programmes

The University may offer Post Graduate Diploma Programmes in the following fields of study:

2.1.1 Faculty of Applied Science

Applied Biology

Applied Biochemistry

Applied Chemistry

Applied Mathematics

Applied Physics

Computer Science

Radiography

Sports Science and Coaching

Environmental Science and Health

Forest Resources and Wildlife Management

2.1.2 Faculty of Commerce

Accounting
Actuarial Science
Banking
Management
Marketing
Finance
Risk Management and Insurance

2.1.3 Faculty of Engineering

Chemical Engineering
Civil and Water Engineering
Electronic Engineering
Industrial and Manufacturing Engineering
Fibre and Polymer Engineering

2.1.4 Faculty of the Built Environment

Architecture
Construction Project Management
Landscape Architecture
Quantity Surveying
Urban Design

2.1.5 Faculty of Communication and Information Science

Journalism and Media Studies
Library and Information Science
Publishing Media Studies
Records and Archives Management

2.1.6 Faculty of Science and Technology Education

Art, Design and Technology Education Science Mathematics and Technology Education Technical and Engineering Education and Training

2.2 MASTERS DEGREE PROGRAMMES BY COURSEWORK

The Masters Degree Programmes by Coursework shall normally consist of prescribed lectures, practicals and assignments, a dissertation and written examinations.

The University may offer Masters Degree Programmes by Coursework in the following fields of

study:-

2.2.1 Faculty of Applied Sciences

Master of Science in:

Applied Biology

Applied Biochemistry

Computer Science

Applied Mathematics

Operations Research and Statistics

Applied Physics

Radiography

Sports and Coaching

Environmental Science and Health

Forest Resources and Wildlife Management

2.2.2 Faculty of Commerce

Master of Business Administration

Development Studies

Disaster Management

Master of Science in:

Accounting

Actuarial Science

Banking

Finance

Management

Marketing

Risk Management and Insurance

2.2.3 Faculty of Engineering

Master of Engineering in:

Chemical Engineering

Civil and Water Engineering

Electronic Engineering

Industrial and Manufacturing Engineering

Fibre and Polymer Engineering

2.2.4 Faculty of the Built Environment

Architecture

Construction

Landscape Architecture

Quantity Surveying

Urban Design

2.2.5 Faculty of Communication and Information Science

Journalism and Media Studies

Library and Information Science

Publishing Media Studies

Records and Archives Management

2.2.6 Faculty of Medicine

Medicine

Midwifery

2.2.7 Faculty of Science and Technology Education

Accounting and Business Studies

Art

Biology

Chemistry

Civil and Construction Engineering

Clothing Textile

Computer Science

Design and Technology

Electrical and Electronic Engineering

Mechanical and Industrial Engineering

Mathematics

Physics

Technical Graphics

Wood Science

2.3 MASTER OF PHILOSOPHY DEGREE PROGRAMMES

The University may offer Master of Philosophy Degree Programmes in the following fields of study:-

2.3.1 Faculty of Applied Science

Applied Biology

Applied Biochemistry

Applied Chemistry

Applied Mathematics

Applied Physics

Computer Science

Operations Research and Statistics

Operations Research

Statistics

Radiography

Sports Science and Coaching

Environmental Science and Health

Forest Resources and Wildlife Management

2.3.2 Faculty of Commerce

Accounting

Actuarial Science

Banking

Finance

Management

Marketing

Risk Management

2.3.3 Faculty of Engineering

Chemical Engineering

Civil and Water Engineering

Electronic Engineering

Industrial and Manufacturing Engineering

Fibre and Polymer Engineering

2.3.4 Faculty of the Built Environment

Architecture

Construction Project Management

Landscape Architecture

Quantity Surveying

Urban Design

2.3.5 Faculty of Communication and Information Science

Journalism and Media Studies

Library and information Science
Publishing Media Studies
Records and Archives Management

2.3.6 Faculty of Medicine

Medicine

2.3.7 Faculty of Science and Technology Education

Accounting and Business Studies

Art

Biology

Chemistry

Civil and Construction Engineering

Clothing Textile

Computer Science

Design and Technology

Electrical and Electronic Engineering

Mechanical and Industrial Engineering

Mathematics

Physics

Technical Graphics

Wood Science

2.4 DOCTOR OF PHILOSOPHY DEGREE PROGRAMMES

The University may offer Doctor of Philosophy Degree Programmes in the following fields study:-

2.4.1 Faculty of Applied Sciences

Applied Biology

Applied Biology and Biochemistry

Applied Mathematics

Applied Physics

Computer Science

Radiography

Operations Research and Statistic

Operations Research

Statistics

Sports Science and Coaching

Environmental Science and Health Forest Resources and Wildlife Management

2.4.2 Faculty of Commerce

Accounting

Actuarial Science

Banking

Finance

Management

Marketing

Risk Management

2.4.3 **Faculty of Engineering**

Chemical Engineering

Civil and Water Engineering

Electronic Engineering

Industrial and Manufacturing Engineering

Textile Technology

2.4.4 Faculty of the Built Environment

Architecture

Construction Project Management

Landscape Architecture

Quantity Surveying

Urban Design

2.4.5 Faculty of Communication and Information Science

Journalism and Media Studies

Library and information Science

Publishing Media Studies

Records and Archives Management

2.5 **HIGHER DOCTORATE DEGREE PROGRAMMES**

The University may offer Doctor of Science Degree in the following fields of study:-

2.5.1 Faculty of Applied Sciences

Applied Biology

Applied Biochemistry

Applied Chemistry

Applied Mathematics

Applied Physics

Computer Science

Operations Research and Statistics

Operations Research

Statistics

Radiography

Sports Science and Coaching

Environmental Science and Health

Forest Resources and Wildlife Management

2.5.2 Faculty of Commerce

Accounting

Actuarial Science

Banking

Finance

Management

Marketing

Risk Management

2.5.3 Faculty of Engineering

Chemical Engineering

Civil and Water Engineering

Electronic Engineering

Industrial and Manufacturing Engineering

Textile Technology

2.5.4 Faculty of the Built Environment

Architecture

Construction Project Management

Landscape Architecture

Quantity Surveying

Urban Design

2.5.5 Faculty of Communication and Information Science

Journalism and Media Studies Library and information Science Publishing Media Studies Records and Archives Management

2.5.6 Other Higher Doctorates include the Doctor of Laws and Doctor of Literature (D.Litt.) which may be offered in the Faculties of Humanities and Commerce.

2.5.7 **Faculty of Medicine**

Medicine

2.5.8 Faculty of Science and Technology Education

Accounting and Business Studies

Art

Biology

Chemistry

Civil and Construction Engineering

Clothing Textile

Computer Science

Design and Technology

Electrical and Electronic Engineering

Mechanical and Industrial Engineering

Mathematics

Physics

Technical Graphics

Wood Science

3.0 ENTRY REGULATIONS

3.1 **POSTGRADUATE DIPLOMAS**

The normal minimum entry requirements shall be an appropriate First Degree or approved equivalent qualification.

3.1.1 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned.

Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their acceptability for admission.

3.1.2 For admission to a particular programme of study and/or for subjects/courses within the programme there may be specific restrictions on the choice of subjects in the general requirements and/or additional requirements shall prescribe such additional requirements.

3.2 MASTERS DEGREES BY COURSE WORK

The normal entrance requirement shall be an appropriate Honours Degree or approved equivalent qualification.

- 3.2.1 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned.
 - Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their acceptability for admission.
- 3.2.2 For admission to a particular programme of study and/or for subjects/courses within the programme there may be specific restrictions on the choice of subjects in the general requirements and/or additional requirements shall prescribe such additional requirements.

3.3 MASTER OF PHILOSOPHY DEGREES

- 3.3.1 The normal entrance requirements shall be an appropriate Honours Degree in the first or Upper Second Division.
- 3.3.2 An appropriate Honors Degree in the Lower Second Division or Third Division may be considered provided performance in the intended field of study was in the First or Upper Second Division.
- 3.3.3 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned. Normally, for such qualifications the University shall require applicants to pass a qualifying examination to decide on their acceptability for admission.

3.4 TRANSFER FROM MASTER OF PHILOSOPHY TO DOCTOR OF PHILOSOPHY DEGREE

A student who is registered for the Master of Philosophy Degree may apply, after

completing one year, if his/her Supervisor so recommends, to transfer his/her registration and to proceed to Doctor of Philosophy Degree programme. Retrospective registration may be permitted.

On recommendation of the Supervisor (s) the Departmental Board may recommend to Senate through the Faculty Higher Degrees Committee that a student, who is registered for the Master of Philosophy degree transfers his/her registration and proceeds to the Doctor of Philosophy programme.

3.5 TRANSFER FROM DOCTOR OF PHILOSOPHY TO MASTER OF PILOSOPHY

A student who is registered for the Doctor of Philosophy Degree but wishes to proceed to the Master of Philosophy Degree, may apply if his/her Supervisor so recommends, to transfer his/her registration and to proceed to the Master of Philosophy Degree Programme. The length of requisite further study, if any, shall be prescribed.

On recommendation of the Supervisor(s) the Departmental Board may recommend to Senate through the Faculty Higher Degrees Committee that a student who is registered for the Doctor of Philosophy degree transfers his/her registration and proceeds to the Master of Philosophy programme.

3.6 **DOCTOR OF PHILOSOPHY**

The normal entrance requirement shall be an appropriate Masters Degree.

3.7 HIGHER DOCTORATE DEGREES

Applicants shall be approved graduates in the tenth or subsequent year after the date of their graduation and must have published work of an exceptionally high standard such as would confer on them an authoritative and international standing in their subject and in their particular field of research.

4.0 FACULTY REGULATIONS

There shall be Faculty Regulations which should be read in conjunction with the General `Academic Regulations.

For admission to a Programme of study and/or for Subject/Course within the Programme there may be specific restrictions on the choice of subjects and additional requirements for entry. Faculty Regulations may prescribe additional requirements

5.0 SUBMISSION OF APPLICATIONS

5.1 POST GRADUATE DIPLOMAS AND MASTERS DEGREES BY COURSEWORK

- 5.1.1 Applications shall be submitted on the official forms.
- 5.1.2 Application forms shall be submitted by the closing dates as advertised.
- 5.1.3 Late applications may be considered upon payment of the prescribed late application fee.

5.2 MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

- 5.2.1 Applications shall be submitted on the official forms.
- 5.2.2 There shall be no deadlines for the submission of applications.
- 5.2.3 Acceptances and rejections shall be determined by the Senate on the recommendations by the Departmental Board through the appropriate Faculty Higher Degrees Committee.

5.3 **HIGHER DOCTORATE DEGREES**

- 5.3.1 Applications shall be made on the official forms.
- 5.3.2 An eligible candidate may make an application at any time and shall, at the same time, submit evidence of his qualifications; such evidence shall consist of published work, papers or books containing original contribution to the advancement of knowledge.
- 5.3.3 Where a part of the work submitted is not in a candidate's sole name, the candidate shall produce satisfactory evidence of his/her part in the initiation, direction and conduct of the work.
- 5.3.4 A candidate shall indicate what part, if any, of the work has been submitted for a Degree in this or any other university, by himself/herself or in the case of joint work, by any of his co-authors.
- 5.3.5 The term 'published' in these Regulations shall mean printed in a periodical or as a pamphlet or book which has been available for criticism by relevant experts. The Examiners shall be given discretion to disregard any of the work submitted, if any, in their opinion, the work has not been so available for criticism either on account of its in access or because it has been submitted for the Degree at too short an interval after it publication.
- 5.3.6 The application and supporting documentation shall be submitted to the appropriate Departmental Board for preliminary consideration. The Departmental Board shall make recommendations to the Faculty Higher

Degrees Committee.

5.3.7 If the Faculty Higher Degrees Committee considers that the application has sufficient merit, it shall recommend to Senate the appointment of both Internal and External Examiners and that the applicant be formally registered as a candidate for examination.

6.0 STRUCTURE AND DURATION OF PROGRAMMES

6.1 **POSTGRADUATE DIPLOMAS**

The minimum duration of the Postgraduate Diploma Programmes shall be:-

Full-time - 1 year Part-time - 2 years

6.2 MASTERS DEGREES BY COURSEWORK

The minimum duration of the Masters Programme by Coursework shall be:-

Full-time/modular - 1 year Part-time - 2 years

6.3 MASTER OF PHILOSOPHY DEGREE

The duration of the Master of Philosophy Programmes shall be:-

Full-time - 18 months

3 years maximum

Part-time - 3 years

5 years maximum

6.4 **DOCTOR OF PHILOSOPHY DEGREES**

The duration of the Doctor of Philosophy Degree Programmes shall be:-

Full-time - 3 years

4 years maximum

Part-time - 5 years

6 years maximum

6.5 Maximum Time Allowable for Postgraduate Degree Programmes by Coursework.

The maximum limit of study allowable to complete a Postgraduate Degree by Coursework shall be as follows:

For a Full-time mode of study, the maximum limit of study allowable to complete shall be the normal duration period plus 1 year.

For a Part-time mode of study, the maximum limit of study allowable to complete shall be the normal duration period plus 1 year.

6.6 Process of Requesting for an Extension of Programme Time Limit for Postgraduate Degree Programmes by Coursework

A student who reaches the maximum time limits allowed for a Programme shall submit an Application in writing for an Extension of the Programme Time Limit in the prescribed Form to the Department and payment of a fee determined by the University. The Department shall recommend its decision to the Faculty which in turn shall recommend to the Academic Board. The application shall be considered by the Academic Board on behalf of the Senate, which may approve or reject the application. The decision of the Academic Board shall be final.

A student who is differently abled may apply for a time limit extension for reasons directly related to their disability. Such an application shall be in the prescribed Form and must be accompanied by a supporting letter from a Medical Doctor. Such an application for an extension due to a disability shall be exempt from payment of an application fee.

An application to extend a time limit shall be submitted before the programme Time Limit expires.

6.7 Process of requesting for an Extension of Programme Time Limit for Postgraduate Research Degree.

- 6.7.1 If a student reaches his/her time limit and has not submitted his/her thesis, the student's registration status shall automatically lapse and may be withdrawn from the University. Only in very exceptional circumstances shall a student be granted a time limit extension after submitting an application.
- 6.7.2 An application for an extension using a prescribed Form, shall be considered on its merits by the Department and Faculty Higher Degrees Committee which shall recommend to the Senate through the Academic Board.

- 6.7.3 In his/her application, a student must clearly state the reason why he/she failed to submit the thesis on time and demonstrate how he/she shall use the requested extension period effectively in order to complete the writing of the thesis and meet the new deadline.
- 6.7.4 An application to extend a time limit shall be submitted three months before the programme Time Limit expires and shall be considered by the Academic Board on behalf of the Senate. The decision of the Academic Board shall be final.

If a student's application is approved and the student fails to submit the thesis at the end of the final extension period, the student shall be withdrawn. Any data or material gathered during the period of study prior to the withdrawal shall remain the property of the University.

7.0 PROGRAMME AND STUDY OF MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

- 7.1 Applications for the Master of Philosophy and Doctor of Philosophy studies shall not follow the normal University calendar. Faculty Higher Degrees Committees can receive and process these anytime of the Year.
- 7.2 Registration/Enrolment for the Master of Philosophy and Doctor of Philosophy Degrees shall follow after acceptance of submitted proposals and suggested supervisors by the Academic Board.
- 7.1 Each student shall be required to pursue a prescribed programme of study under the direction of a supervisor, who shall be a member of the academic staff of the University in the appropriate discipline. Normally, one or more Associate Supervisors will also be appointed.
- 7.3 Each student shall be required to pursue a prescribed programme of study under the direction of a Supervisor who shall be a member of the academic staff of the University in the appropriate discipline. If the need arises, a Co-supervisor and an Associate Supervisor(s) may also be appointed.
- 7.4 The appointment of all Supervisors shall be made by the Senate on the recommendations of the appropriate Faculty Higher Degrees Committee.
- 7.3 The Supervisor shall report on each student's progress every six months to the Faculty Higher Degrees Committee through the appropriate Departmental Board.

- 7.5 A student shall maintain regular contact with the supervising Department and shall be required to attend for certain periods at the University as directed by their approved Supervisor (s).
- 7.4 Students shall maintain regular contact with the supervising Department and shall be required to attend for certain periods at the University as directed by their approved Supervisor (s). Replaces 7.3 as above
- 7.6 The student shall complete the relevant Progress Report Form and submit it after every six months to the Supervisor. The Supervisor shall report on each student's progress every six months to the Faculty Higher Degrees Committee through the appropriate Departmental Board.
- 7.7 The Faculty Higher Degrees Committee shall recommend and submit the student's progress report to the Academic Board for publication.
- 7.8 A student who fails to submit a progress report within a six-month period of study shall receive a written warning from the Chairperson of the Department.
- 7.9 No break in the normal continuity of study shall be permitted, except by permission of the Senate on the recommendation of the Faculty Higher Degrees Committee.
- 7.10 A student who fails to submit a progress report within a twelve-month period of study shall be regarded as having had a break in the normal continuity of study and may be deregistered from the programme.
- 7.11 A full-time student may be engaged in limited teaching at the University.
- 7.12 A student who is employed outside the University, or a staff member employed in the University, other than on the research programme for which he/she proposes to be registered, may normally be accepted for registration only on a part-time basis.
- 7.13 If a student does not begin his/her studies for the Master of Philosophy or Doctor of Philosophy Degree within one calendar year from the date of approval, his/her registration shall lapse, and he/she will be required to re-apply to the University if he/she still desires to proceed.
- 7.14 A student may be required, as part of their Programme, to complete elements of course work to enhance their research studies, provided that such course work shall amount to not more than 25% of the minimum period allowed for the full programme.

The prescription of any coursework element shall require the approval of the Senate on the recommendation of the Departmental Board through the Higher Degrees Committee concerned. Where such course work is prescribed, the Department concerned shall ensure that the student is informed in writing of the precise requirements for satisfactory completion of the course work for reporting in due course to the Board of Examiners.

7.15 **SUBMISSION OF THESIS**

The Supervisor and the Chairman of the Faculty of Higher Degrees Committee shall satisfy themselves that the thesis is in a form suitable for submission for examination and that, where items of course work have been set, the candidate has satisfactorily completed these items.

The Chairman of the Department and the Chairman of the Faculty Higher Degrees Committee shall request that the thesis be subjected to professional proofreading and editing before submission.

Plagiarism is an academic offence in the sense that theft is in ordinary daily life hence every submission shall be checked for originality. An originality report showing the similarity index shall be submitted together with the thesis.

A thesis whose originality report shows an unacceptably high level of similarity index shall not be accepted for examination by the Faculty Higher Degrees Committee.

A soft copy, together with four hard copies of the thesis, in loose-bound form shall be submitted by the Department to the Deputy Registrar Academic Affairs for examination.

After examination, the Deputy Registrar Academic Affairs shall submit one corrected loose-bound copy of the thesis to the Academic Board.

After approval by the Academic Board, a soft copy together with five hard copies of the final thesis, in hard-bound form shall be submitted by the Department to the Deputy Registrar Academic Affairs.

8.0 MARKING SCHEME AND CLASSIFICATION

8.1 POSTGRADUATE DIPLOMAS AND MASTERS DEGREES BY COURSEWORK

Postgraduate diplomas and Masters Degrees by Coursework shall be awarded in the

categories; distinction, merit, credit and pass.

The following Grading Scheme shall be used for the Modules and Programmes:

80% and above -		DISTINCTION	(D)
70% - 79%	-	MERIT	(M)
60% - 69%	-	CREDIT	(C)
50% - 59%	-	PASS	(P)
Below 50%	_	FAIL	(F)

8.2 MASTER OF PHILOSOPHY DEGREES

The Master of Philosophy Degrees shall not be classified.

8.3 **DOCTOR OF PHILOSOPHY DEGREES**

The Doctor of Philosophy Degrees shall not be classified.

8.4 HIGHER DOCTORATE DEGREES

The Higher Doctorate Degrees shall not be classified.

9.0 ASSESSMENT OF CANDIDATES

9.1 MODE OF ASSESSMENT

- 9.1.1 Normally, evaluation shall be based on continuous assessment, dissertation and formal examinations. The percentage allocation of each component of the assessment shall be set by the Senate on the recommendation of the appropriate Faculty Board;
- 9.1.2 Satisfactory completion of modules may require submission of written work, attendance at lectures, seminars, tutorials, industrial attachment and other activities as stated in the Faculty Regulations;
- 9.1.3 Each Department shall determine which items of the module shall be included in the continuous assessment and shall define the relative weighting assigned to each item. Each Department shall inform the students of these details at the beginning of the module and shall maintain written records of each student's performance in these elements of continuous

- assessment. Items incorporated in the continuous assessment include assignments, tests, essays and projects;
- 9.1.4 External Examiners shall be appointed to moderate all formal examinations;
- 9.1.5 All matters relating to the conduct of formal examinations shall be the responsibility of the Registrar;
- 9.1.6 To be admitted to any formal examination, a candidate shall:
 - a) be registered as a student of the University in accordance with the General Academic Regulations;
 - b) have satisfactorily completed approved modules of study at the University.
- 9.1.7 Exclusion from a formal examination shall require the authority of the Senate.
- 9.1.8 The Examiners may require any candidate to attend an oral examination and/or write a special examination.

9.2 **CREDIT ACCUMULATION**

- 9.2.1 The following Credit Accumulation regulations shall apply to all Modules and Programmes:
- 9.2.2 A Credit shall be equivalent to 10 notional study hours of learning.
- 9.2.3 All programmes offered by the University shall use an academic credit allocation system approved from time to time by the Senate. The University shall adopt the following SADC qualification framework as prescribed by the Zimbabwe Council for Higher Education for all programmes offered:

SADC-QF LEVEL	QUALIFICATION
10	Doctorate
9	Masters

9.2.4 A student who completes a module shall be awarded the credits approved for the module at the assigned level.

9.2.5 Award of Credit

A student who passes a module shall be awarded the approved credit for that module.

9.2.6 Credit Accumulation and Degree Qualification

A student shall progressively accumulate credits for modules that they successfully complete. A Student shall be required to accumulate sufficient credits to progress through the programme and shall be required to gain the total credits required for the award of the degree qualification as prescribed in the Faculty Regulations.

9.2.7 Accreditation of Prior Learning

A student who is exempted from the first year of study shall be awarded credit determined by the Faculty recognising prior learning that matches the learning outcomes of the programme gained from an accredited institution and relevant work experience.

9.3 MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

9.3.1 **THESIS**

9.3.1.1 **TITLE OF THESIS**

A candidate shall submit to the Faculty Higher Degrees Committee, the title of his/ her thesis for approval by Senate at least six months before final submission of the thesis. After the title has been approved, it may not be changed except with the permission of the Senate.

9.3.2 SUBMISSION OF THESIS

The Supervisor and the Chairman of the Faculty Higher Degrees Committee

- shall satisfy themselves that the thesis is in a form suitable for submission for examination and that, where items of coursework have been set, the candidate has satisfactorily completed these items. Four copies of the thesis, in loose-bound form shall be submitted to the Deputy Registrar (Academic Affairs).
- 9.3.3 After completing the study, a student shall submit a thesis which should comply with the following conditions:
 - 9.3.3.1 The greater portion of the work submitted shall have to be done by the student after registration for the degree.
 - 9.3.3.2 The presentation of the thesis shall be of an acceptably high standard.
 - 9.3.3.3 A Master of Philosophy thesis shall provide evidence that the candidate has mastered relevant research techniques, has shown scholarship, has developed a capacity for criticism of his/her own and other work, and has widened his/her knowledge and understanding of literature of his field of study.
 - 9.3.3.4 A Doctor of Philosophy thesis shall constitute an original and substantial contribution to the advancement of knowledge in the Subject chosen, and show evidence of a greater depth of scholarship than that required for the Master of Philosophy degree described above.
 - 9.3.3.5 The length of the thesis shall normally be established in consultation with the Supervisor and the Faculty Higher Degrees Committee.
 - 9.3.3.6 The thesis shall be written in English.
 - 9.3.3.7 The literary form of the thesis shall be satisfactory.
 - 9.3.3.8 The thesis shall consist of the candidate's own account of his/her research.
 - 9.3.3.9 The thesis may describe work done in conjunction with the candidate's Supervisor(s), and include material obtained or produced with technical or other assistance, provided that the candidate shall state clearly his/her personal share in the investigation and specifically acknowledge all such assistance. This statement shall be certified by his/her Supervisor and bound as part of the preface of the thesis.

Work done jointly with persons other than the candidate's Supervisor(s) may be accepted as a thesis, or part of a thesis, in certain circumstances, provided the candidate's share is clearly certified.

- 9.3.3.10 Work already published, including that published in Joint names, may be included only if it forms an integral part of the thesis. A series of publications alone shall not be acceptable as a thesis.
- 9.3.3.11 An abstract of the thesis, in single spacing form, not exceeding one page shall be incorporated as part of the preface to the thesis.
- 9.3.4 A candidate shall not be permitted to submit as his/her thesis, a thesis which had been submitted to another university. However, a candidate shall not be precluded from incorporating work which he/she shall indicate on his/her thesis for entry to the examination and also in his/her thesis, any work which has been so incorporated.
- 9.3.5 The format of the thesis submitted for examination shall be as follows: Typed, or printed, double-spacing form or reproduced there from, (except for the abstract which shall be in single-spacing form) in the following format:-
 - 9.3.5.1 Size of paper: International A4: (210 mm x 297 mm). No restriction shall be placed on the drawing of maps.
 - 9.3.5.2 There shall be a margin of 40 mm on the left-hand side of the page, to allow for binding, a margin of 10 mm on the right-hand side and a margin of 20 mm at the top and at the bottom of the page.
- 9.3.6 A candidate may submit as subsidiary matter in support of his/her candidature, any publications or contributions to the advancement of his/her subject which he/she may have published independently or jointly. In the event of a candidate submitting such subsidiary matter, he/she shall be required to state fully his/her own share in any joint work. Where there is a substantial computing content in the thesis, a machine readable copy of the source programme shall be submitted together with the copies of the thesis.
- 9.3.7 After the completion of the examination process, a candidate shall

submit four copies of the successful thesis which shall be bound in accordance with University Regulations.

10.0 DETERMINATION OF CANDIDATES' RESULTS

10.1 POSTGRADUATE DIPLOMA AND MASTERS DEGREE BY COURSEWORK

- 10.1.1 Results shall be determined by the Senate on recommendation of Faculty Boards of Examiners.
- 10.1.2 Departmental Panels of Examiners shall comprise all full-time lecturing staff in that Department, the External Examiner(s) and, where appropriate, as determined by the Departmental Panel, Part-time Lecturers for the course/subject concerned.
- 10.1.3 Faculty Boards of Examiners shall consist of the Dean and Deputy Dean of the Faculty, the Chairman of each Department, the External Examiner for the Department and normally one other academic member of the Department, nominated by the Departmental Panel from each Department involved in the subjects for that examination.

The Departmental Panel of Examiners shall:

- 10.1.3.1 agree, for each candidate, marks in terms of percentages, for continuous assessment, for the dissertation where applicable, for the formal examination and overall course work in terms of the Faculty Regulations for courses.
- 10.1.3.2 recommend to the Faculty Board of Examiners whether a candidate should pass or fail the relevant module(s) and subject(s) taken, and recommend the category of passing.
- 10.1.3.3 where subject/module prizes are available for award, make recommendations for the award these prizes.
- 10.1.4 The Faculty Board of Examiners shall:
 - 10.1.4.1 consider the recommendations of the Panels of Examiners and recommend to the Senate an overall result for each candidate and any other conditions as it may deem appropriate;

10.1.4.2 make recommendations to the Senate with regard to the award of any prizes which may be available for candidates within the programme.

10.2 MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

10.2.1 EXAMINATION AND DETERMINATION OF CANDIDATES' RESULTS

Results shall be determined by the Senate on the recommendation of the Faculty Board of Examiners which shall consists of the following:

10.2.1.1 the Dean or Deputy Dean of the Faculty (Chairman), the Chairman of the Faculty Higher Degrees Committee, the Chairman of Department concerned, Supervisor(s), one Internal Examiner who is an expert in the field.

THE EXTERNAL EXAMINER: The External Examiner need not be present at the Board of Examiners Meeting for the Master of Philosophy Degrees.

- 10.2.1.2 candidates shall be assessed on the merits of their thesis but where elements of course work have been prescribed, they shall also satisfy the examiners that this has been satisfactorily completed.
- 10.2.1.3 when a candidate is ready to submit his/her dissertation in detail for examination, the Departmental Board shall recommend to the Senate through the Faculty Higher Degrees Committee, the appointment of Examiners, one being an External Examiner and two being members of staff of the University who are specialists in the field of study concerned. These Examiners shall assess the dissertation in detail and shall each submit a written report with comments and recommendations to the Dean of the Faculty concerned. A member of staff who has been appointed as Supervisor for the dissertation may not be appointed as one of these Examiners.
- 10.2.1.4 on receipt of reports of the Examiners, the Dean of the Faculty concerned shall refer these reports to the Board of Examiners.
- 10.2.1.5 the Board of Examiners shall normally examine the candidate orally. The Board of Examiners may require further examination through written papers, or practical examination, or both, on the subject of the

- thesis and, if they see fit, subjects relevant thereto.
- 10.2.1.6 after the Board of Examiners has considered the written reports of the Examiners it may recommend to the Senate that the candidate be passed or failed.
- 10.2.1.7 If the thesis is adequate, but the candidate fails to satisfy the Examiners at the oral or other examination, the Board of Examiners may recommend to the Senate that the candidate be permitted to represent the same thesis and submit to further oral or other examination within a period of one calendar year.
- 10.2.1.8 the candidate may be required to make editorial amendments to his/her thesis to the satisfaction of the Chairman of the Board of Examiners, after consultation with the Chairman of the Department concerned before lodgement of the final bound copies of the dissertation.
- 10.2.1.9 if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the Board of Examiners may recommend to the Senate that the candidate be permitted to represent his/her thesis in a revised form within one calendar year from the decision of the Senate with regard thereto. The Board of Examiners shall not, however, make such recommendation without submitting the candidate to any oral examination or, exceptionally, if an oral examination is impracticable, a written examination.
- 10.2.1.10 in the event of a disagreement between Examiners on the merits of the work, the Board of Examiners may refer the thesis to a second External Examiner.

10.3 HIGHER DOCTORATE DEGREES

10.3.1 The Board of Examiners shall consist of the following persons:

The Dean or Deputy dean of the Faculty (Chairman), All Professors in the Faculty, The Chairman of the Faculty Higher Degrees Committee, The Chairman of the Department concerned, The Internal Examiners and, where appropriate, one or more suitably qualified persons who shall, normally be members of the academic staff. Such persons may be appointed to the Board at the discretion of the Dean after consultation with the Chairman of the Department concerned.

- 10.3.2 Assessment of the work submitted by the candidate shall be made initially by two or more External Examiners and by two or more Internal examiners appointed by the Senate on the recommendation of the appropriate Faculty Higher Degrees Committee.
- 10.3.3 Each External Examiner shall be required to submit a formal written report on the submission, to the Deputy Registrar (Academic Affairs) with his/her recommendations.
- 10.3.4 On receipt of the report from the External Examiner(s), the Deputy Registrar (Academic Affairs) shall refer it to the Chairman of the Department concerned, through the Dean of the Faculty, for consideration by the Internal Examiners.
- 10.3.5 Having read the submission and the report(s) from the External Examiners, the Internal Examiners shall report formally and make recommendations to a Board of Examiners which shall, in turn, report and recommend to the Senate.

11.0 FAILURE TO SATISFY EXAMINERS

- 11.1 A candidate who fails to satisfy the examiners in terms of the Faculty Regulations may be required by the Senate to 'repeat' or to 'withdraw'.
- 11.2 'Repeat' means that the student may apply for readmission into the same Programme and his/her application shall be considered through the normal procedures. This measure would normally be taken in respect of a student who has failed in a Programme. Such a candidate shall be re-admitted only if a place is available after normal entry candidates have registered. If a student is repeating a module(s), he/she shall only be credited with the marks obtained during the 'repeat' examination. Nevertheless where this is provided in the Faculty Regulations a 'repeat' student may be exempted from re-attendance and re-examination in any module(s) in which he/she previously passed, or may take another approved course or other approved modules instead of the module(s) previously passed. Exemptions shall be granted only in those cases where a candidate has scored credit or better pass.
- 11.3 'Withdraw' means that the student shall withdraw from the University. This measure would normally be taken in respect of a student who has either failed in two

- programmes failed overall twice in one Part of one Programme. Once 'withdrawn' the student shall not apply again for admission until after a period of two years has elapsed.
- 11.4 Where a dissertation or a project is prescribed in any programme, candidates shall be informed in advance of the deadline for submission of such dissertation or project. Unless prior permission for an extension of this deadline has been granted by the Academic Board, any candidate who fails to meet this submission deadline shall normally fail and would be required to repeat the dissertation or project. A candidate who fails the dissertation or project but obtains a mark of 40% 49% shall on the recommendation of the Examiners, be permitted to submit the dissertation or project at a later date, normally within three months of the publication of the results. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

12.0 APPEALS AGAINST TERMINATION OF STUDIES

- Any candidate who, having failed to satisfy the Examiners, is required to withdraw from the University or discontinue a programme, has a right to appeal.
- 12.2 A committee shall be established by the Senate to consider such an appeal.
- 12.3 Any candidate who wishes to lodge an appeal against withdrawal or discontinuation must do so in writing to the Registrar within 21 days after the publication of the Examination results.
- On appeal, the candidate must state clearly the grounds of the appeal. Medical grounds must be substantiated in writing by a medical practitioner registered in terms of the Health Professions Act. Any other evidence which the candidate wishes to submit in support of his/her case must also be lodged with the written appeal.
- 12.5 The Registrar will refer all timeous appeals to the Appeals Committee for consideration.
- 12.6 The Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the Examiners. Extenuating circumstances of a force majeure' nature, which explain and are directly relevant to the

- student's academic performance and which he/she could not reasonably have been expected to have foreseen or avoided, will be considered.
- 12.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence as it may consider pertinent.
- 12.8 No right to automatic oral hearing is conferred upon appeals and the University will not reimburse any expenses incurred by an appellant in making a personal appearance before the Committee.
- 12.9 The Committee shall make recommendations in each case, as it deems appropriate.

 Its recommendations shall be submitted to the Senate for approval, or to the Academic Board or the Vice-Chancellor on behalf of the Senate for consideration.

13.0 AEGROTAT PROVISIONS

- 13.1. If a candidate, having completed a substantial component of a Part of his/her Programme, is prevented by serious illness or other sufficiently substantiated cause, from completing the prescribed requirements for that Part of the Programme, he/she may be deemed by the Senate to have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as the Senate may decide, provided that:-
 - 13.1.1 The candidate will not normally be exempted from presenting a thesis or dissertation where such is prescribed.
 - 13.1.2 The award of an Aegrotat Degree shall be without classification.
- Where a student qualifies for an Aegrotat Degree, he/she may opt instead to write a special examination in order that an overall grade may be determined and formally credited to the student. Application for such an option must be submitted in writing to the Registrar not later than four weeks before the scheduled examinations.
- 13.3 The Senate may require any candidate, irrespective of his/her Programme or Faculty,
 Whose examination performance has been adversely affected by sufficiently substantiated circumstances of 'force majeure' nature to write a special examination at

an appropriate future date, normally not later than three months after the date of the last examination missed.

In such a case, unless otherwise stipulated by the Senate, the mark obtained in the special examination will be counted in the overall assessment for purposes of degree classification.

- 13.4 A candidate who wishes to be considered for an Aegrotat Degree must apply in writing, together with written substantiation for his/her case, to the Registrar normally within ten days of the end of the University Examinations for the Programme concerned. Appeals which are submitted on medical grounds must be supported by a certificate from a medical practitioner registered in terms of the Health Professions Act.
- 13.5 A candidate who is awarded an Aegrotat Degree may not re-enter the examination for that same degree, but shall be eligible to apply to proceed to an appropriate higher degree.

14.0 PLAGIARISM

14.1 **Definition**

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

14. 2 Recommendations on the severity of the penalty shall be determined by the appropriate Departmental Board or Board of Examiners. Cases of plagiarism shall be handled in the following manner:-

14.3 Minor Cases of Plagiarism

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

awarded a

14.3.2 **SECOND OFFENCE**: The student shall get a Dean's warning and shall be awarded a mark of zero for the submitted work.

14.3.3 **THIRD OFFENCE**: The Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.

14.4 Major Cases of Plagiarism

- 14.4.1 In the case of plagiarism being discovered in a project at the end of the year the candidate shall be denied the opportunity to resubmit the project, but will be required to submit a new project.
 - 14.4.1.1 The new project shall be submitted not later than June of the following year.
 - 14.4.1.2 The new project will be awarded a maximum mark of 50%
- 14.4.2 In the case of plagiarism being discovered in a project for the second time and after resubmission, a mark of zero shall be awarded and recorded, and the Senate shall take disciplinary action either to suspend or expel the student.

15.0 MISCONDUCT AT EXAMINATIONS

15.1 Subject to Ordinance 30, any candidate found using unauthorised material, or attempting to obtain information from other candidates or their papers, or otherwise guilty of misconduct during the examination shall be disqualified not only in that examination and subject, but in the whole examination, and further disciplinary action may be taken by the University.

16.0 PUBLICATION OF RESULTS

- 16.1 The Registrar shall be responsible for the publication of the results of University Examinations as approved by the Senate.
- Results lists shall be published individually to the student's web portal, and where necessary, shall be posted on University Notice Boards.

17.0 ACADEMIC TRANSCRIPT

On leaving the University each student may obtain, on application to the Registrar, one

copy of a formal transcript of his/her complete academic record at the University.

18.0 AWARD OF DEGREES

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

Candidates completing the requirements for such award will be entitled to receive a formal

certificate of the University, bearing the University seal and signed by the Vice-Chancellor

and the Registrar, confirming the award.

DEFERMENT AND LEAVE OF STUDIES POLICY

PURPOSE

The formulation of the policy on deferment of studies is an acknowledgement that students enrolled at the National University of Science and Technology (NUST) may apply for a deferment of studies and take leave from studies.

The policy is developed with the objective of ensuring that students are able to apply for deferment or leave of studies. In addition this policy will facilitate efficient and effective management of deferment of studies by the University.

SCOPE

This policy shall allow the Deferment and Leave of Studies in all programmes offered by NUST. Students who have been formally offered a place to study at the University and have notregistered, have the option to defer the offer while students who have registered and havecommenced studies may apply to take Leave from studies at any time.

Applications by students with pending disciplinary cases shall be considered after finalisation of their disciplinary cases. Applications for Deferment and Leave of studies shall be considered by the University according to their respective individual merits. Conditions listed on the offerLetter of Admission must be satisfied before an application for Deferment or Leave of Studiesis considered.

1. This Policy shall allow Deferment and Leave of Studies from the National University of Science and Technology Undergraduate and Postgraduate degree programmes.

2. Definitions

Deferment: Postponement of studies for a period of up to 12 months, normally covering the Academic Year, for a person who has been offered a place, or a person who is allowed to proceed to the next part of the programme and has not registered.

Leave of Studies: A period of 6 to 12 months covering the normal teaching period when a registered student is excused from formal study. Leave applies to students that have commenced studies.

Offer: When an applicant is informed in writing that he has been offered a place in a programme to study.

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

LIBRARY

1.0 INTRODUCTION

The Library is the nerve centre of academic activity, working to enrich the total study experience by utilising new and emerging technologies in the provision of information services. It creates learning spaces both physical and virtual using state of the art tools and methods to stimulate learning and respond to student needs.

2.0 HISTORICAL BACKGROUND

The NUST Library was established in 1992 with a small collection of 2000 books and two members of Staff. It has since grown to over 55 000 books, more than 54 electronic databases, 50 000 plus e-books and 50 members of staff. The Library computerised its systems by installing INNOPAC Millennium, an Integrated Library Management System in 2003 through the assistance from SIDA/SAREC which availed a grant to NUST.

3.0 Physical Address

The Main Library is located at 114 Fort Street, in the city centre of Bulawayo until the construction of a new-state- of- The-art Library is completed.

3.1 **Physical expansion**

Resources are not the only expansion witnessed at the NUST Library. Apart from the main Library, there has since been established 3 more branch libraries:

- 3.1.1The Graduate School of Business Library
- 3.1.2FOBE Library (Faculty of the Built Environment)
- 3.1.3 Faculty of Medicine Library (located at Mpilo Hospital in Bulawayo)

3.2The Library is an institutional member of:

- ZIMLA (Zimbabwe Library Association),
- One of the inaugural Members of ZULC (Zimbabwe University Libraries Consortium),
- IFLA (International Federation of Library Associations and Institutions)
- AFLIA (African Library and Information Associations and Institutions) and
- EIFL (Electronic Information for Libraries)

4.0 Who Can Use the Library?

4.1.1. All full-time and part-time registered NUST students, NUST members of staff, visiting academics and NUST Members of Council are eligible for membership of the Library.

4.1.2. Students and staff from other Universities, researchers from both the private and public sectors can apply for readership.

4.2. Is the Library easily accessible?

Yes it is. The Library opens up to 2100hrs during the semester. Online services like electronic resources are accessible 24 hours a day through remote access.

5.0 SERVICES

5.1 Reference Services

The Reference Section or Help Desk provides personal assistance to library users. It is essentially concerned with helping patrons locate relevant information pertinent to their needs, either within or outside the Library. Queries range from patron registration, accessing past examination papers, using the Library catalogue and assistance in using the library's electronic databases.

5.2 Ask the Librarian facility

This is an e-mail based reference service for those seeking assistance with library and research related questions. This service is accessible via the Library website.

5.3 **Library Chat facility**

This is a virtual reference service that opens doors for students, faculty members and researchers to connect with the library's reference team and receive real time library and research assistance through chat. This service is accessible via the Library website.

5.4 **E-Resources**

The Library provides access to over 54 scholarly databases that comprise of e-journals and more than 50 000 electronic books. These resources can be accessed from within campus as long as you are on the NUST network. They are also accessible 'remotely OR off campus' as long as you are a registered NUST student or member of staff with a University I.D.

Advantages of using these resources are that:

- They are convenient, can be accessed from anywhere
- They provide both current and retrospective information in one click
- They allow multiple access to a single resource
- They are quicker to search or browse AND
- They come in mixed media, e.g images, video, audio and so on.

The Library also provides access to other numerous e-resources like thesis and dissertations, past examination papers, subject guides and the Institutional Repository access is 24/7 round the clock.

5.5 **Faculty Liaison**

The Library has a team that works in partnership with academic units. Their role is to:

- 5.5.1. Provide information services
- 5.5.2. Keep faculties up to date with library developments and activities
- 5.5.3. Engage in collection development
- 5.5.4. Conduct e-resources training
- 5.5.5 Conduct information literacy skills training
- 5.5.6. Ensure there is effective and efficient use of library resources by staff and students.

5.6 **Institutional Repository**

This is a digital depository of NUST's intellectual output. It

- 5.6.1. Creates global visibility to NUST's scholarly research.
- 5.6.2. Collects content in a single location.
- 5.6.3. Provides access to institutional research output by self archiving it.
- 5.6.4. Stores and preserves the other institution's digital assets.

5.7 **Past Examination Papers**

Past examination papers are accessible online from the Library homepage.

5.8 Information Literacy Skills (ILS)

The Library conducts ILS training programmes to equip students with the requisite skills necessary for the effective use of online information.

It enables students to:

- Identify the different sources of information
- Use online search strategies,
- Evaluate information and its sources critically
- Understand the economic, legal and social issues surrounding the use of information.

Faculty Librarians are responsible for organising and conducting training.

5.9 **Circulation Services**

The Circulation Services of the Library encompass activities offered at the circulation/issue desk and the reserve section of the library. The aim is to ensure the proper movement of library material among patrons. The following are some of the services in the unit:

5.9.1 Short loan/Reserve Service

Books in high demand can be placed on Short term Loan or Reserve at the recommendation of academic staff.

5.9.2 Long Term Loans

Library material that may be required for constant use in a department can be placed on Long Term Loan at the request of the chairperson of the department.

5.10 **Library Fines**

Reading material borrowed from the Library should be returned on or before the due date. Overdue material attracts a fine at a rate to be determined by the Library from time to time. Different levels of fines shall apply on Ordinary Loans, Short term Loans, Library use Only/Reserved Material, Overdue items (15 days) or more and lost material.

5.11 **Book Requests**

Academic units are to make requests for books to be purchased at the beginning of the year or upon introduction of a new course. The Library will only consider requests that have been signed and authorised by the chairperson of the department.

5.12 **Photocopying Services**

The Library has outsourced photocopying services for the convenience of library users. A small fee is levied for the service. All photocopying is subject to the Copyright Act.

6.0 RULES AND REGULATIONS

6.1 **General Rules**

- 6.1.1 Users must present a valid University Identity Card, to the Security Guard upon entering Library premises.
- 6.1.2 For security reasons, bags, cases, etc, do not go inside the Library. Bags should be left at the baggage bay accessible through the side entrance.
- 6.1.3 Smoking, eating, and drinking are strictly prohibited.
- 6.1.4 Cell phones must be switched off or put on silent so that they do not distract others
- 6.1.5 Viewing of pornographic sites is prohibited in the library.
- 6.1.6 Readers are expected to observe silence in the library. Conversation and any other behavior likely to disturb or inconvenience others must be avoided in the reading areas.
- 6.1.7 All losses of and damage to library materials must be reported to the Library promptly.
- 6.1.8 All items taken in or out of the Library are subject to a security check.
- 6.1.9 The Library will confiscate any material not belonging to NUST Library if there is no proof it was borrowed legally from the lending institution.
- 6.1.10 Users are required to comply with the provisions of the Copyright Law. The Library and its resources are to be used for the purpose of Academic Learning and Research and not for the other forms of commercial gain.
- 6.1.11 Results for students with overdue material and unpaid fines will be withheld until payment is received in full.

- 6.1.12 Breaking into the University Library Computer system will attract a heavy fine or suspension from the library.
- 6.1.13 Personal belongings may be brought into the library at the user's own risk. The Library will not be held responsible for loss of, or damage to personal property.
- 6.1.14 Repeated infringement of the above rules would result in the Librarian suspending and or referring the matter to the University Proctor.

6.2 **Borrowing Regulations**

- 6.2.1. Only registered users can borrow material from the Library.
- 6.2.2. All items taken out of the Library must bear the current Library Due Date Stamp and a receipt.
- 6.2.3. Fines will accrue on all overdue material.
- 6.2.4. Library material shall not be issued to persons who hold overdue books or with outstanding fines.
- 6.2.5. Items not in demand may be renewed once/except for Short loan books.
- 6.2.6. All items are subject to RECALL if in demand.
- 6.2.7. Periodicals, Reference Books, Thesis, Dissertations and material stamped 'Library Use Only' may not be taken out the Library.
- 6.2.8. Members of staff going for staff development must return all books before proceeding for study leave.
- 6.2.9. Library users terminating membership of the Library must return all outstanding material and clear all fines before they can be cleared.

For more information, visit us at: *library.nust.ac.zw*