



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

Student Handbook

2025/26

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The policies included in this Student's handbook are not exhaustive. The National University of Science and Technology has many more policies that will impact and shape the students' stay at NUST. Hence, the student must familiarise themselves with all of these policies that are found at www.nust.ac.zw.

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VISION

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

MISSION

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

VALUE STATEMENTS

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.

MOTTO

Think in other terms



INTERPRETATION OF LOGO

Colours

- ❖ **White** – Facts and Figures
- ❖ **Red** – Intuition/ Gut Feeling
- ❖ **Green** – Creative Thinking
- ❖ **Yellow** – Positive Assessment
- ❖ **Blue** – Control of the thought Processes
- ❖ **Black** – Negative Assessment

Symbols

- ❖ **Star**– Rising
- ❖ **Bird**– Zimbabwe
- ❖ **Scroll**– Programmes/ Qualifications
- ❖ **Cap**– Knowledge
- ❖ **Telescope**– Looking
- ❖ **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

Centre for Continuing Education

55 Jason Moyo

Bulawayo

+263 292 88 75 48

+263 292 88 74 88

Institute of Development Studies (IDS)

Surburbs

Bulawayo

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

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:-
 - 3.1 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 a 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.

5.2 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 Sub-warden 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.

- 1.8 In the event of the Committee finding a student to have committed a breach of the rules, either on the student's own admission or at the conclusion of an investigation, it shall, before determining the punishment it should impose or the terms of its recommendation to the Vice-chancellor, permit such a student a full opportunity to make a statement or produce evidence which he/she wishes to be taken into consideration in mitigation of his/her punishment.
- 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.
"Programme"	-	A plan of study lasting over a period of time which leads to the 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 learning outcomes of a module component of a programme.

- 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.

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)

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.

Level

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

* Not more than one subject indicated above by an asterisk may be recognised for the purpose of satisfying Ordinary Level requirements.

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.

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 Studies
Business Enterprise	
Design and Technology	
History	
Literature in Shona	
Literature in Ndebele	
Literature in Tonga	
Sport Management	Physical Education, Sport and Mass Displays, Sport Science and Technology
Computer Science	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	Crop Science
Shona	
Ndebele	
Tonga	
French	
Textiles Technology and Design	
Family and Religious Studies	

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 entry requirements:

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 Part-time 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:

75% and above	1	(First Division)
65% - 74%	2.1	(Upper Second Division)
60% - 64%	2.2	(Lower Second Division)
50% - 59%	PASS	(P)
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 modules from the preceding Parts
 - 9.1.2 repeat

9.1.3 discontinue

9.1.4 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 repeat the 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 the results. 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 one module, 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

- 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

- 13.1 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.
- 13.4 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 re-submit 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

16.1 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.

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.

X	X	X	0	0	0	0
---	---	---	---	---	---	---

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.

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 ENTRY REGULATIONS

2.1 POSTGRADUATE DIPLOMAS

The normal minimum entry requirements shall be an appropriate First Degree or approved equivalent qualification.

2.1.1 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned.

Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their acceptability for admission.

2.1.2 For admission to a particular programme of study and/or for subjects/courses within the programme there may be specific restrictions on the choice of subjects in the general requirements and/or additional requirements shall prescribe such additional requirements.

2.2 MASTERS DEGREES BY COURSE WORK

The normal entrance requirement shall be an appropriate Honours Degree or approved equivalent qualification.

- 2.2.1 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned.

Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their acceptability for admission.

- 2.2.2 For admission to a particular programme of study and/or for subjects/courses within the programme there may be specific restrictions on the choice of subjects in the general requirements and/or additional requirements shall prescribe such additional requirements.

2.3 **MASTER OF PHILOSOPHY DEGREES**

- 2.3.1 The normal entrance requirements shall be an appropriate Honours Degree in the first or Upper Second Division.

- 2.3.2 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.

- 2.3.3 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.

2.4 **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.

2.5 TRANSFER FROM DOCTOR OF PHILOSOPHY TO MASTER OF PHILOSOPHY

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.

2.6 DOCTOR OF PHILOSOPHY

The normal entrance requirement shall be an appropriate Masters Degree.

2.7 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.

3.0 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

4.0 SUBMISSION OF APPLICATIONS

4.1 POST GRADUATE DIPLOMAS AND MASTERS DEGREES BY COURSEWORK

4.1.1 Applications shall be submitted on the official forms.

4.1.2 Application forms shall be submitted by the closing dates as advertised.

4.1.3 Late applications may be considered upon payment of the prescribed late application fee.

4.2 MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

- 4.2.1 Applications shall be submitted on the official forms.
- 4.2.2 There shall be no deadlines for the submission of applications.
- 4.2.3 Acceptances and rejections shall be determined by the Senate on the recommendations by the Departmental Board through the appropriate Faculty Higher Degrees Committee.

4.3 HIGHER DOCTORATE DEGREES

- 4.3.1 Applications shall be made on the official forms.
- 4.3.2 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.
- 4.3.3 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.
- 4.3.4 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.
- 4.3.5 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 inaccessibility or because it has been submitted for the Degree at too short an interval after its publication.
- 4.3.6 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.
- 4.3.7 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.

5.0 STRUCTURE AND DURATION OF PROGRAMMES

5.1 POSTGRADUATE DIPLOMAS

The minimum duration of the Postgraduate Diploma Programmes shall be:-

Full-time	-	1 year
Part-time	-	2 years

5.2 MASTERS DEGREES BY COURSEWORK

The minimum duration of the Masters Programme by Coursework shall be:-

Full-time/modular	-	1 year
Part-time	-	2 years

5.3 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

5.4 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

5.5 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.

5.6 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.

5.7 Process of requesting for an Extension of Programme Time Limit for Postgraduate Research Degree.

5.7.1 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.

5.7.2 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.

5.7.3 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.

5.7.4 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.

6.0 PROGRAMME AND STUDY OF MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

- 6.1 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.
- 6.2 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.
- 6.3 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. Normally, one or more Associate Supervisors will also be appointed.
- 6.4 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.
- 6.5 The appointment of all Supervisors shall be made by the Senate on the recommendations of the appropriate Faculty Higher Degrees Committee.
- 6.6 The Supervisor shall report on each student's progress every six months to the Faculty Higher Degrees Committee through the appropriate Departmental Board.
- 6.7 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).
- 6.8 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
- 6.9 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.

- 6.10 The Faculty Higher Degrees Committee shall recommend and submit the student's progress report to the Academic Board for publication.
- 6.11 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.
- 6.12 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.
- 6.13 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.
- 6.14 A full-time student may be engaged in limited teaching at the University.
- 6.15 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.
- 6.16 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.
- 6.17 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.

6.18 **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.

7.0 MARKING SCHEME AND CLASSIFICATION

7.1 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)

7.2 MASTER OF PHILOSOPHY DEGREES

The Master of Philosophy Degrees shall not be classified.

7.3 DOCTOR OF PHILOSOPHY DEGREES

The Doctor of Philosophy Degrees shall not be classified.

7.4 HIGHER DOCTORATE DEGREES

The Higher Doctorate Degrees shall not be classified.

8.0 ASSESSMENT OF CANDIDATES

8.1 MODE OF ASSESSMENT

- 8.1.1 Normally, evaluation shall be based on continuous assessment, dissertation and formal examinations. The percentage allocation of each component of the assessment shall be set by the Senate on the recommendation of the appropriate Faculty Board;
- 8.1.2 Satisfactory completion of modules may require submission of written work, attendance at lectures, seminars, tutorials, industrial attachment and other activities as stated in the Faculty Regulations;
- 8.1.3 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;
- 8.1.4 External Examiners shall be appointed to moderate all formal examinations;
- 8.1.5 All matters relating to the conduct of formal examinations shall be the responsibility of the Registrar;
- 8.1.6 To be admitted to any formal examination, a candidate shall:-
 - a) be registered as a student of the University in accordance with the General Academic Regulations;
 - b) have satisfactorily completed approved modules of study at the University.

- 8.1.7 Exclusion from a formal examination shall require the authority of the Senate.
- 8.1.8 The Examiners may require any candidate to attend an oral examination and/or write a special examination.

8.2 CREDIT ACCUMULATION

- 8.2.1 The following Credit Accumulation regulations shall apply to all Modules and Programmes:
- 8.2.2 A Credit shall be equivalent to 10 notional study hours of learning.
- 8.2.3 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

- 8.2.4 A student who completes a module shall be awarded the credits approved for the module at the assigned level.

8.2.5 Award of Credit

A student who passes a module shall be awarded the approved credit for that module.

8.2.6 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.

8.2.7 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.

8.3 MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

8.3.1 THESIS

8.3.1.1 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.

8.3.2 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).

8.3.3 After completing the study, a student shall submit a thesis which should comply with the following conditions:

8.3.3.1 The greater portion of the work submitted shall have to be done by the student after registration for the degree.

8.3.3.2 The presentation of the thesis shall be of an acceptably high standard.

8.3.3.3 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.

8.3.3.4 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.

8.3.3.5 The length of the thesis shall normally be established in consultation with the Supervisor and the Faculty Higher Degrees Committee.

8.3.3.6 The thesis shall be written in English.

8.3.3.7 The literary form of the thesis shall be satisfactory.

8.3.3.8 The thesis shall consist of the candidate's own account of his/her research.

8.3.3.9 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.

8.3.3.10 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.

8.3.3.11 An abstract of the thesis, in single spacing form, not exceeding one page shall be incorporated as part of the preface to the thesis.

8.3.4 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.

8.3.5 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:-

8.3.5.1 Size of paper: International A4: (210 mm x 297 mm). No restriction shall be placed on the drawing of maps.

8.3.5.2 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.

8.3.6 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.

8.3.7 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.

9.0 DETERMINATION OF CANDIDATES' RESULTS

9.1 POSTGRADUATE DIPLOMA AND MASTERS DEGREE BY COURSEWORK

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

9.1.2 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.

9.1.3 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:

9.1.3.1 agree, for each candidate, marks in terms of percentages, for

continuous assessment, for the dissertation where applicable, for the formal examination and overall course work in terms of the Faculty Regulations for courses.

9.1.3.2 recommend to the Faculty Board of Examiners whether a candidate should pass or fail the relevant module(s) and subject(s) taken, and recommend the category of passing.

9.1.3.3 where subject/module prizes are available for award, make recommendations for the award these prizes.

9.1.4 The Faculty Board of Examiners shall:

9.1.4.1 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;

9.1.4.2 make recommendations to the Senate with regard to the award of any prizes which may be available for candidates within the programme.

9.2 MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

9.2.1 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:

9.2.1.1 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.

9.2.1.2 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.

- 9.2.1.3 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.
- 9.2.1.4 on receipt of reports of the Examiners, the Dean of the Faculty concerned shall refer these reports to the Board of Examiners.
- 9.2.1.5 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.
- 9.2.1.6 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.
- 9.2.1.7 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.
- 9.2.1.8 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.
- 9.2.1.9 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.

- 9.2.1.10 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.

9.3 HIGHER DOCTORATE DEGREES

- 9.3.1 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.

- 9.3.2 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.

- 9.3.3 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.

- 9.3.4 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.

- 9.3.5 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.

10.0 FAILURE TO SATISFY EXAMINERS

- 10.1 A candidate who fails to satisfy the examiners in terms of the Faculty Regulations

may be required by the Senate to 'repeat' or to 'withdraw'.

- 10.2 '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.
- 10.3 '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.
- 10.4 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%.

11.0 APPEALS AGAINST TERMINATION OF STUDIES

- 11.1 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.
- 11.2 A committee shall be established by the Senate to consider such an appeal.
- 11.3 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.

- 11.4 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.
- 11.5 The Registrar will refer all timeous appeals to the Appeals Committee for consideration.
- 11.6 The Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the Examiners. 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.
- 11.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence as it may consider pertinent.
- 11.8 No right to 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.
- 11.9 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.

12.0 AEGROTAT PROVISIONS

- 12.1. 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:-

12.1.1 The candidate will not normally be exempted from presenting a thesis or dissertation where such is prescribed.

12.1.2 The award of an Aegrotat Degree shall be without classification.

12.2 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.

12.3 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.

12.4 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.

12.5 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.

13.0 PLAGIARISM

13.1 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.

13.2 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:-

13.3 Minor Cases of Plagiarism

13.3.1 **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 re-submit an acceptable piece of work after one week and shall be awarded a maximum of 50%.

13.3.2 **SECOND OFFENCE:** The student shall get a Dean's warning and shall be awarded a mark of zero for the submitted work.

13.3.3 **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.

13.4 Major Cases of Plagiarism

13.4.1 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.

13.4.1.1 The new project shall be submitted not later than June of the following year.

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

13.4.2 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.

14.0 MISCONDUCT DURING EXAMINATIONS

14.1 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.

15.0 PUBLICATION OF RESULTS

- 15.1 The Registrar shall be responsible for the publication of the results of University Examinations as approved by the Senate.
- 15.2 Results lists shall be published individually to the student's web portal, and where necessary, shall be posted on University Notice Boards.

16.0 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.

17.0 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.

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:

3.1.1 The Graduate School of Business Library

3.1.2 FOBE Library (Faculty of the Built Environment)

3.1.3 Faculty of Medicine Library (located at Mpilo Hospital in Bulawayo)

3.2 The 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 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.

4.2 Students and staff from other Universities, researchers from both the private and public sectors can apply for readership.

4.3 **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

DEFERMENT AND LEAVE OF STUDIES POLICY

1.0 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.

2.0 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 not registered, have the option to defer the offer while students who have registered and have commenced 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.

2.1 This Policy shall allow Deferment and Leave of Studies from the National University of Science and Technology Postgraduate and Undergraduate degree programmes.

2.2 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 from the University.

3.0 DEFERMENT AND LEAVE OF STUDIES

3.1 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 on 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 pre-requisites for the Second Semester shall **NOT** be granted and the applicant shall not register for the Second semester.

3.2 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 pre-requisites 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)

4.0 IMPORTANT NOTES

The following are the circumstances under which Deferment or Leave of Study shall be considered:

- 4.1 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.
- 4.2 You may indicate in which semester you would like to resume your 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.
- 4.3 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 it shall be required to resubmit these requirements upon resuming your studies.
- 4.4 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.
- 4.5 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.

- 4.6 A student should continue with their studies until a formal approval has been received from the University.
- 4.7 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.
- 4.8 A student may not defer a course but instead should defer studies for a whole semester.
- 4.9 Where a Leave of Study is granted, the fees paid shall be credited on a pro-rata basis. In the 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 in which a Leave of studies has been granted.
- 4.10 In the event of a curriculum review during a student's deferment or leave of study period, the student shall be required to sign for the new approved curriculum when the student resumes studies.



National University of Science and Technology

P O Box AC 939, Ascot, **Bulawayo**

Please read the Important Notes'
before completing this Form

DEFERMENT AND LEAVE OF STUDIES APPLICATION FORM

STUDENT PERSONAL DETAILS

Name (Mr/Mrs/Miss/Ms): _____

Student Number:

Gender: Male ☐ Female ☐ Date of Birth

Contact Telephone: - _____
(Home) (Mobile) (Office)

Email address : _____

Postal Address : _____

DETAILS OF DEGREE PROGRAMME FOR WHICH DEFERMENT OR LEAVE OF STUDY IS APPLIED FOR:

1. I wish to apply for the DEFERMENT/ LEAVE of STUDIES for the following Degree Programme:

Programme : _____

Part : _____

2. I wish to Defer /take Leave of Studies the above programme for *one semester/two semesters (*delete the inapplicable*), and I intend to resume studies in the _____ academic year.

REASON(S) FOR DEFERMENT/LEAVE OF STUDY

(Please attach separate sheet(s) if necessary):

FOR OFFICIAL USE ONLY (FACULTY/DEPARTMENT/ADMISSIONS AND STUDENT RECORDS)

DEPARTMENT

☐

Application Recommended

☐

Application NOT Recommended

Comments (If not recommended) _____

Chairperson _____ Date _____

FACULTY

☐

Application Approved

☐

Application Not Approved

Comments (If request is not approved) _____

Dean _____ Date _____

ADMISSIONS AND STUDENTS RECORDS

Student, Dean, Chairperson advised by ☐ email ☐ Letter ☐ Other (Please state)

Application processed by _____ Date _____

Senior Assistant Registrar _____ Date _____

EXAMINATIONS POLICY

1.0 Policy Approval

#	DESIGNATION	NAME	AUTHORISED BY	SIGNATURE	DATE
1	Reviewed by:	Registrar	Vice Chancellor		
2	Approved by:	Senate	Senate Chairperson		
3	Ratified by:	University Council	Council Chairperson		

2.0 Introduction

This policy establishes clear guidelines that ensure a fair, transparent, and effective assessment process for all students. This policy aims to uphold the integrity of the examination system and support academic excellence.

3.0 Policy Statement

The purpose of this Policy is to enhance the coordination, management of Examinations and to adopt uniform practices at the National University of Science and Technology (NUST).

4.0 Policy Scope

This Policy shall apply to all NUST examinations and to all staff should be read in conjunction with the General Academic Regulations and the Examinations Regulations.

5.0 Definitions

5.1 Examination Question Paper – The document containing examination question and instructions which is prepared by the University for a particular module

5.2 Examination Period – The period at the end of each semester during which final examinations are conducted

5.3 Examination Script – The paperwork containing a student's responses to a final examination.

6.0 Timing of Examinations

- 6.1 There shall be a maximum of three-week examination period at the end of the first semester and second semester for the conduct of main examinations.
- 6.2 Examinations shall normally be held in the morning and afternoon sessions within the periods 9.00am to 5.00pm excluding weekends and public holidays.

7.0 Organisation of Examinations

- 7.1 The organisation and conduct of all examinations shall be the responsibility of the Examinations office.
- 7.2 All main examinations shall be held within the examination periods as provided in the University calendar dates and shall be organised by the Examinations Office in liaison with the academic Departments.
- 7.3 In the organisation of examinations, the Academic Departments shall be responsible for the following;
 - 7.3.1. Production of quality assured Examination Question Papers
 - 7.3.2. On time submission of examination Question Papers to the Examinations Office.
 - 7.3.3. Ensure the availability of the Examiner and Invigilator during an examination.
 - 7.3.4. Collection of answer scripts, marking and initial processing of results.
 - 7.3.5. Timetabling of examinations that fall outside the university calendar dates.
 - 7.3.6. Quality control of examination Question Papers, including content and ensure adherence to professional standards.
- 7.4 The Examinations office shall be responsible for;
 - 7.4.1. Timetabling of examinations within the period set aside for main examinations as per University calendar
 - 7.4.2. Publication of the timetable online for access by students in the student portal
 - 7.4.3. Allocation of examination venues
 - 7.4.4. Printing of examination Question Papers
 - 7.4.5. Secure storage of examination Question Papers.
 - 7.4.6. Provision of examination materials (for example answer books)
 - 7.4.7. Implementing examinations timetable adjustments for students and teaching staff upon request based on a justifiable reason.

7.5 Examinations Timetable

- a) To support examination timetabling, the Examinations Office shall request from academic departments a summary of examination information confirming the courses and their codes, that would be examined at the scheduled examination session of the beginning of the Semester.
- b) All continuous assessment must be marked and made available to students before the commencement of the final examinations

- c) For examination timetabling reasons, all Sundays, Saturdays and public holidays shall be examination free-days.
- d) The final examination timetabling shall be published no later than three weeks of the day of commencement of the final end of semester examinations. The organisation of written examinations outside the normal scheduled period shall only be allowed after approval of the Dean of the Faculty and in such cases the Chairman of Department shall be responsible for the following;
 - 1. Setting the date and time of the examination
 - 2. Arranging the examination venue in consultation with the Examinations Office.
 - 3. Informing the candidates of these details
 - 4. Arranging for invigilators (Department members of staff)

7.6 Preparation of Examination Papers

The Examinations Office shall request Departments to forward encrypted soft copies of Question Papers to External Examiners at the beginning of each Semester.

After moderation of the Examination Question Papers and effecting of the suggested changes by an External Examiner, Departments shall submit to the Examinations Office physical copies of moderated Question Papers and shall be responsible for the following:

- a) Ensuring the accuracy and quality of the examination question paper verified by the Chairperson of the Department.
- b) Confirm the duration of the examination
- c) Indicate any materials which candidates are permitted to bring into the examination venue, such as calculators.
- d) Provide the name and contact details of an Examiner who may be contacted on the day of the examination and anytime during the examination.
- e) In the case of delivering the physical copies of an Examination Question Paper, the internal mail must not be used instead the papers should be delivered in person by the Chairman of the Department or his assignee.

7.7 Alternative Arrangements due to Other Commitments

Alternative arrangements for sitting an examination at an alternative time or venue may be considered where the candidate is prevented from sitting the examination at the prescribed time and venue by:

- a) Competing or participating as national representative or officiating at an international competition recognized by a fully constituted international governing body.
- b) Bereavement in the immediate family
- c) Serious illness or incapacity (candidate or immediate family member)
- d) A posting as a member of the armed forces, police or a staff member of the Ministry of Foreign Affairs.

7.8 Alternative arrangement due to Disability or Impairment

Alternative arrangement for sitting an examination may be considered for candidates with disabilities, impairments, medical conditions or injuries and may include the following;

- a) Examination material in different formats
- b) Provision of a reader or verifier
- c) Permission to write an examination in an alternative venue
- d) Additional writing time (10 minutes per hour of examination time)

7.9 Examination Results

- a) The achievement by Departments on accuracy in the marking and checking of examination scripts and the subsequent accurate processing of results shall be seen as fundamental to the university's commitment to quality.
- b) Students shall be formally notified of their results through the student Portal
- c) Each semester's results shall be made available as early as possible in order to provide students enough time to reflect on results and for the production of a teaching timetable for the subsequent semester.

7.10 Recount of Marks

Any candidate for a degree, diploma or other qualification awarded by the University, may have their marks recounted in any paper. A recount will entail a careful checking of the marks awarded by the examiner and ensure that no answer or part of an answer or course work which contributes to the final mark or result has been overlooked. This does not mean a remark.

7.11 Retention of Examination Scripts and Paper

Departments are required to retain examination scripts for 5 years from the date of official publication of results in accordance with the University's Records and Archives Management Policy.

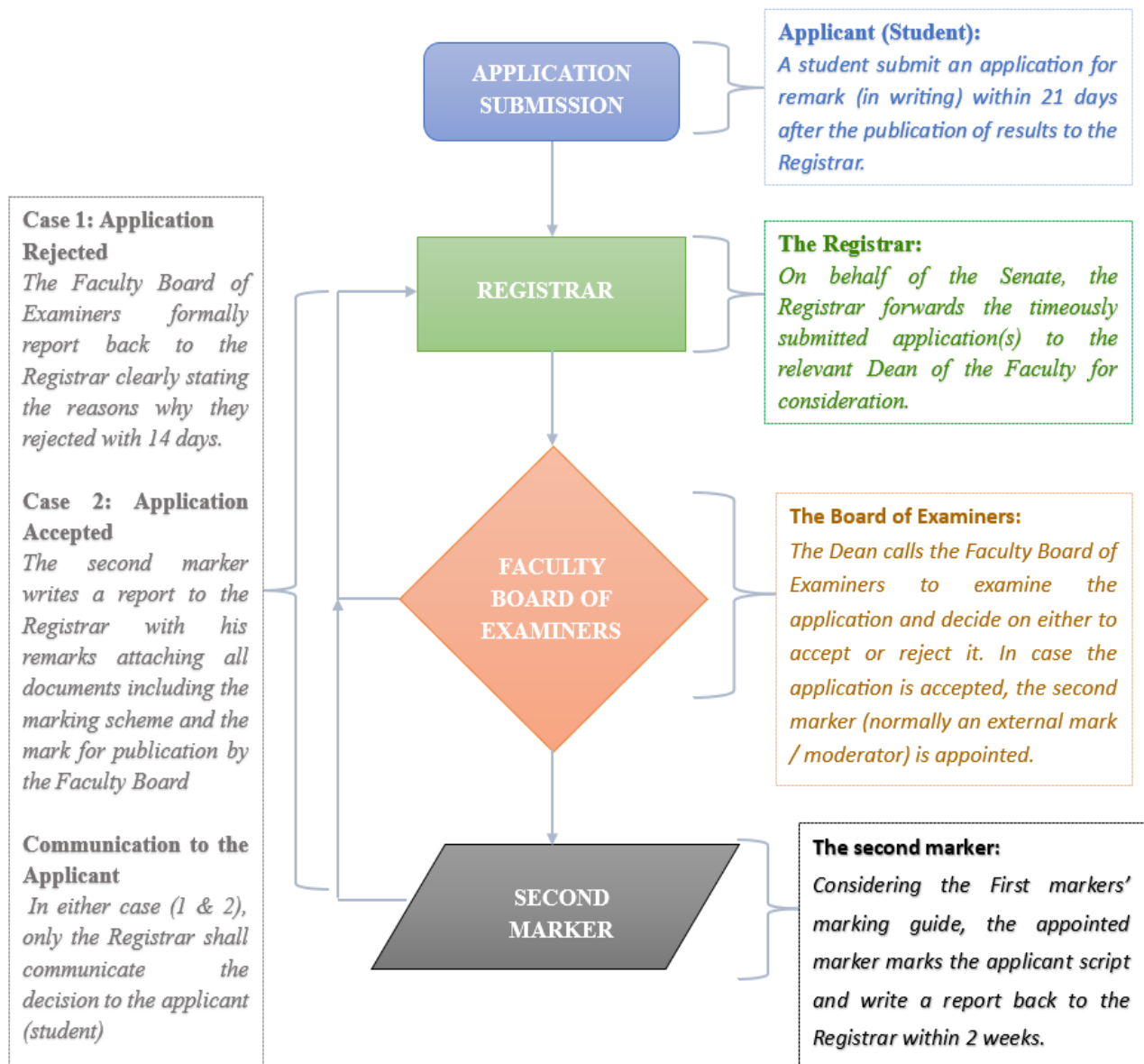
7.12 The Examinations Office will ensure Examination Question Papers are retained in accordance with the University's Records and Archives Management Policy.

Related Policies, Procedures and Forms

- i) Examinations and Invigilation Regulations
- ii) General Academic Regulations (Undergraduate and Postgraduate)
- iii) Records and Archives Management Policy.
- iv) Examinations Regulations for Candidates

8.0 Procedure for Requesting a Remark

The flow Chart for Remark process



- 8.1. A candidate wishing to make any appeal against his/her examination results shall do so within 21 days from the date of publication of the final results.
- 8.2. All appeals for re-marking shall be addressed to the Registrar.

8.3. Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:

8.3.1 Miscalculation of Marks – Errors in the computation or totaling of marks.

8.3.2 Perceived Bias by the Lecturer – Concerns regarding unfair or prejudiced assessment.

8.3.3 Inconsistency with Overall Performance – Final marks that appear significantly inconsistent with the student's performance in other assessments or courses.

8.4 The Registrar shall communicate the decisions to the affected student within a period of 14 days of its deliberations.

8.5 From the time the decision to remark is made by the Faculty Board, remarking shall be completed within two weeks and the new mark awarded shall be approved by the Dean on behalf of the Faculty.

8.6 If a candidate decides to withdraw his/her appeal before it is considered by the Committee, such withdrawal shall be done in writing.

9.0 Steps in Conducting a Remark

9.1. Review the university's policies and procedures for remarking.

9.2. Understand the grounds for requesting a remark, such as errors in marking or inconsistencies.

9.3. Complete the remark request form, usually available on the university's website or through the department.

9.4. Provide supporting documentation, such as the original assignment or exam, and any relevant feedback.

9.5. Pay the required fees for the remark.

9.6. The department will review the request and may consult with the original marker.

9.7. The department will involve two assessors, that is, an external and internal examiner to review the work.

9.8. The student will be notified of the outcome of the remark.

9.9. If the mark changes, the student's transcript will be updated.

10.0 Important Considerations

10.1. Deadlines: Students should be aware of the deadlines for submitting remark requests.

10.2. Fees: The university may charge fees for remarking, which may be refunded if the mark is changed.

10.3. Grounds for appeal: Students should ensure they have valid grounds for requesting a remark, such as errors in marking or inconsistencies

11.0 Appendix 1

APPLICATION FOR A REMARK OF EXAMINATION SCRIPT(S)

Note: *This form must be submitted to Assistant Registrar of your Faculty*

The remarking of examination script(s) is allowed subject to the following conditions:

1. A written application for remarking of an examination script must be submitted within 21 calendar days from the date of publication of the final results.
2. The mark(s) awarded after re-marking of an examination answer script(s) will be regarded as the final result(s), even if they are lower than the original mark(s).
3. The fee for remarking each individual script is **US\$50** per module. The money should be paid in at the **Bursars** Department before the application will be considered.
4. Should the remarking result in a pass mark, the student concerned may be refunded the appropriate amount.
5. Students will not be entitled to an additional examination by virtue of marks awarded to them as a result of remarking.
6. Remarking results will be made known as quickly as possible.

For departmental use

Examiner (Initials and surname)

.....

Module:..... eg. ILI 1101.

Original results %

Results after remarking: %

Signature: Date:

Chairperson of Department:

Signature

Please send results not later than.....

to:

The Dean, Chairperson, Faculty Administrator

To be used by student

Initials and surname:

.....

Student number:

.....

Email address

.....

(Cell number):

Answer script to be remarked eg ILI 1101

.....

Amount paid: US\$.....

.....

Signature (student)

Date:

.....

For office use

RESULTS OF REMARK

.....

Result: Examination paper

Faculty:

*Result: Supplementary examination paper
(Faculty of Medicine only)*

Final result for module

Completed

.....
Signature: Faculty Administrator

Date:

12.0 Appendix 2

Charges/Fees for Ancillary Services – Examinations Section

ITEM	CHARGE (USD)
SUPPLEMENTARY EXAMINATIONS (FACULTY OF MEDICINE ONLY)	\$20 PER MODULE
SPECIAL EXAMINATIONS	\$20
APPEAL AGAINST TERMINATION OF STUDIES	\$20
APPEAL FOR REMARK	\$50 PER MODULE
VENUE HIRE FOR EXTERNAL CANDIDATES	\$20 PER MODULE
EXAMINATION ADMINISTRATION FEE FOR EXTERNAL CANDIDATES	\$20

BLENDING TEACHING AND LEARNING POLICY

1.0 Policy Approval

#	DESIGNATION	NAME	AUTHORISED BY	SIGNATURE	DATE
1	Reviewed by:	Registrar	Vice Chancellor		
2	Approved by:	Senate	Senate Chairperson		
3	Ratified by:	University Council	Council Chairperson		
4	Policy Number				

2.0 Introduction

Blended teaching and learning refers to an educational approach that combines traditional face-to-face classroom instruction with online learning activities. This method aims to enhance the learning experience by leveraging the strengths of both delivery modes.

The Blended teaching and learning Policy has been necessitated to curb space/accommodation challenges faced by the university. The NUST Blended Teaching and Learning Policy is developed to ensure that the Institution is responsive to technology changes that will influence the development of graduates and subsequent impact on how the core functions of learning and teaching, research and engaged scholarship take place. This implies creating a more resilient pedagogical approach that will enable learning and teaching that meets 21st century demands.

3.0 Purpose

The aim of this policy is to provide principled guidance to all internal and external NUST stakeholders as to how the institution is striving for excellence in blended teaching and learning as well as to establish guidelines for implementing blended online learning, with a focus on Collaborative Online International Learning (COIL). This approach aims to enhance global engagement, cultural exchange, and collaborative skills among students. COIL specifically refers to collaborative projects between students from different countries, facilitated through digital platforms.

4.0 Definition of Terms

1. **Blended Teaching and Learning:** An instructional approach that integrates traditional face-to-face classroom methods with online learning activities, providing a more flexible and engaging educational experience.
2. **Face-to-Face Instruction:** Traditional in-person teaching that allows for direct interaction between instructors and students, facilitating immediate feedback and engagement.

3. **Online Learning:** Educational experiences conducted via digital platforms, enabling students to access resources, participate in discussions, and complete assignments remotely.
4. **Collaborative Online International Learning (COIL):** An educational approach that facilitates collaborative learning experiences between students and faculty from different countries through online platforms.
5. **Learning Management System (LMS):** A digital platform used to deliver, manage, and track educational courses, providing a centralized location for course materials, assessments, and communication.
6. **Asynchronous Learning:** A mode of online learning where students engage with course materials and complete assignments at their own pace, without real-time interaction with instructors or peers.
7. **Synchronous Learning:** Online learning that occurs in real-time, where students participate in live lectures, discussions, or activities alongside their instructors and classmates.
8. **Interactive Learning:** Learning experiences that actively engage students through discussions, multimedia content, and collaborative projects, enhancing understanding and retention.
9. **Personalized Learning:** An educational approach that tailors learning experiences to the individual needs, preferences, and strengths of students, often facilitated by technology.
10. **Digital Resources:** Electronic materials used in the learning process, including videos, articles, quizzes, and interactive tools, accessible through online platforms.
11. **Assessment:** The evaluation of student learning and performance through various methods, such as quizzes, assignments, projects, and participation in discussions.
12. **Facilitator:** An instructor or educator who guides and supports students in their learning process, utilizing both in-person and online methods.
13. **Engagement:** The level of participation and interaction that students exhibit in both face-to-face and online learning environments.

5.0 Objectives

5.1 Enhance students' global competencies and intercultural understanding

NUST will integrate Collaborative Online International Learning (COIL) into the blended learning framework, facilitating cross-cultural collaboration through structured online projects and partnerships with international institutions."

5.2 Enhanced Learning Experience

5.2.1 **Personalized Learning:** Allows students to learn at their own pace, catering to individual learning styles and needs.

5.2.2 **Variety of Resources:** Incorporates diverse educational resources, such as videos, readings, and interactive modules, to enrich the learning experience.

5.3 Increased Engagement

5.3.1 **Active Participation:** Encourages students to engage actively with the content through discussions, quizzes, and collaborative projects.

5.3.2 **Motivation:** Uses technology to make learning more interactive and enjoyable, increasing student motivation.

5.4 Flexibility and Accessibility

5.4.1 **Flexible Scheduling:** Students can access online materials and complete assignments on their own time, accommodating different schedules.

5.4.2 **Wider Access:** Provides opportunities for learners who may not be able to attend traditional classes due to geographical or personal constraints.

5.5 Development of Digital Skills

5.5.1 **Technology Proficiency:** Helps students develop essential digital literacy skills that are critical in the modern workforce.

5.5.2 **Adaptability:** Prepares students to adapt to various technological tools and platforms used in professional environments.

5.6 Improved Collaboration

5.6.1 **Teamwork:** Facilitates collaboration through online discussion forums, group projects, and shared digital workspaces, fostering teamwork skills.

5.6.2 **Networking Opportunities:** Connects students with peers and instructors beyond physical classroom boundaries.

6.0 Scope

The NUST Blended Teaching and Learning Policy applies to all employees, registered students, and external role players who are either directly or indirectly involved in blended teaching and learning processes or practices. It further relates directly or indirectly to the national and international policy and legislative documents noted earlier.

7.0 Policy Guidelines

7.1. Course Design

7.1.1 **Integration of COIL:** Courses should include COIL elements that foster collaboration with international partners, emphasizing shared projects and cross-cultural communication.

- 7.1.2 **Learning Outcomes:** Clearly define learning outcomes that include global competencies, cultural understanding, and collaborative skills.
- 7.1.3 **Technology Utilization:** Utilize appropriate digital tools for communication, project management, and content sharing.

7.2. Faculty Training and Support

- 7.2.1 **Professional Development:** Faculty Lecturers are encouraged to participate in training focused on COIL methodologies, digital collaboration tools, and culturally responsive teaching practices.
- 7.2.2 **Resource Availability:** Provide access to resources that support COIL initiatives, including potential international partners and technology platforms.

7.3. Student Engagement

- 7.3.1 **Participation:** Encourage all students to actively participate in COIL activities, contributing to group projects and discussions.
- 7.3.2 **Cultural Exchange:** Facilitate opportunities for students to share cultural insights and experiences, promoting mutual understanding and respect.

7.4. Assessment and Evaluation

- 7.4.1 **Collaborative Assessment:** Develop assessment methods that evaluate both individual contributions and group collaboration in COIL projects.
- 7.4.2 **Feedback Mechanisms:** Implement feedback systems for students and faculty to improve COIL experiences continuously.

7.5. Ethical Considerations

- 7.5.1 **Cultural Sensitivity:** Emphasize the importance of cultural sensitivity and respect in all collaborative interactions.
- 7.5.2 **Intellectual Property:** Address issues related to intellectual property rights in collaborative projects, ensuring all contributions are acknowledged.

7.6. Continuous Improvement

- 7.6.1 **Review and Revise:** Regularly review the effectiveness of COIL initiatives and blended learning practices, making revisions as necessary based on feedback and outcomes.
- 7.6.2 **Best Practices Sharing:** Create a platform for faculty and students to share successful COIL experiences and strategies.

8.0 Principles and Practices of Teaching of Blended Learning

NUST is committed to a residential student experience where students and staff come together in communities of learning to foster academic success, and social connections. At the same time, digital technologies can support flexible and innovative modes of teaching and therefore, NUST embraces the continuum of educational provision across in-person, blended and fully online modalities, where appropriate to students' needs.

NUST recognizes the importance of equitable access to technology to enable all students to participate, use the latest technologies and develop digital literacies through innovative curricula. This requires the institution to maintain sufficient quality computer labs and reliable Wi-Fi on campus and in residences, and to facilitate the acquisition of laptops for incoming first year students. Students should be provided with digital literacies training during first year orientation and as an ongoing part of their courses.

Support for students with disabilities includes services and specialized software through the Disability Service and via the learning management system, while course designs should incorporate Universal Design for Learning principles and accessibility best practice in digital platforms and learning content.

NUST remains a contact learning institution and adheres to the guidelines provided by the Ministry of Higher and Tertiary Education through the following principles:

- a) Learning is at the center of all learning and teaching processes, including curriculum design, assessment, students and lecturers' roles and responsibilities, as well as pedagogical interactions.
- b) Reflecting a sense of care through being sensitive to socio-economic influences and creating a policy landscape that enables environments to facilitate dignity, respect and compassion.
- c) Focusing on quality by embracing evidence-based approaches that make innovative use of technology to promote excellence.
- d) Ensure that the diversity of our students and the life circumstances that impact on students' engagement with learning inform the design and choice of blended learning and flexible delivery approaches.
- e) Curriculum design, as well as learning and teaching processes must be intentional in developing graduate attributes.
- f) Technology should be leveraged to facilitate student learning and success.
- g) Through data analytics, the University commits to being proactive in reaching out to students who might need additional support, instead of relying on students' own help-seeking behavior.
- h) Continuous renewal of curricula and learning and teaching practices must take place to ensure the significance and relevance of learning experiences.

- i) Curricula need to be regularly reviewed in accordance with institutional quality assurance requirements and design principles that promote blended learning to keep abreast with technology changes, and to ensure the relevance of content, delivery methods, and assessment strategies.
- j) Collaborative efforts between faculties and support structures, such as the ICTS, will provide professional development opportunities that promote technology integrated learning and teaching methods, and employability through the integration of graduate attributes in all curricula.
- k) Technological and face-to-face components should be integrated into a comprehensive whole, as opposed to standalone, disconnected segments.
- l) Academics should be adequately skilled to enable effective blended learning course design, while students should have the necessary skills to navigate both technological and face-to-face components of their courses successfully.
- m) To enable blended learning, students should be provided with basic infrastructure to access learning, such as ensuring data and network access that would allow students to connect with a range of devices. Computer and media laboratories on campuses also support access for those who do not have appropriate learning devices. This would not be applicable to participants registered for short learning programs.
- n) The university commits to empower teaching staff to use evidence-based, technologically enhanced methods and pedagogies to create an exceptional learning experience
- o) The university will ensure that university teachers have access to developmental opportunities, led by the ICTS, to enhance their own knowledge, skills and competencies in leveraging technology to facilitate learning and teaching, designing and delivering curricula, and other relevant opportunities to enhance learning and teaching processes.
- p) A blended, differentiated learning and teaching approach must be research-led, and supported by data analytics and continuous monitoring and evaluation to ensure quality, especially in the integrity of assessments and the enhancement of learning and teaching.
- q) Learning and teaching will take place through academic programs of high quality, and all module content will be designed and delivered in accordance with institutional and national quality assurance requirements.
- r) All modules and programs will align with the ZIMCHE criteria and standards for quality learning and teaching.

9.0 Policy Guidelines

9.1 Course Design

- 9.1.1 **Alignment with Learning Outcomes:** Courses must have clearly defined learning outcomes that are aligned with both online and in-person components.
- 9.1.2 **Engagement Strategies:** Instructors should employ diverse pedagogical strategies to engage students, including discussions, group work, and interactive content.

9.2 Technology Use

- 9.2.1 **Learning Management System (LMS):** All blended courses must utilize the university's LMS for content delivery, assessments, and communication.
- 9.2.2 **Accessibility:** Online materials must be accessible to all students, including those with disabilities, in compliance with relevant regulations.

9.3 Student Responsibilities

- 9.3.1 **Participation:** Students are expected to actively participate in both online and in-person components of the course.
- 9.3.2 **Time Management:** Students should manage their time effectively to meet the demands of blended learning.

9.4 Faculty Responsibilities

- 9.4.1 **Training and Support:** Faculty members must participate in training sessions on blended learning techniques and technology use.
- 9.4.2 **Feedback and Assessment:** Instructors should provide timely and constructive feedback on student performance, utilizing various assessment methods.

9.5 Academic Integrity

- 9.5.1 **Assessment Security:** Measures should be taken to ensure the integrity of assessments, including proctoring options for online exams.
- 9.5.2 **Plagiarism Prevention:** All assignments must adhere to the university's academic integrity policies, with tools in place to detect plagiarism.

9.6 Evaluation and Improvement

- 9.6.1 **Course Evaluation:** Students will evaluate blended courses at the end of each term to provide feedback for continuous improvement.
- 9.6.2 **Ongoing Review:** The university will regularly review blended learning practices and policies to ensure they meet educational standards and student needs.

9.7 Support Services

- 9.7.1 **Technical Support:** The university will provide technical support for both students and faculty to assist with online learning tools and resources.
- 9.7.2 **Academic Advising:** Students will have access to academic advising to help them navigate blended learning options effectively.

10.0 Implementation

10.1 Implementers

Faculties/Administrators: Responsible for providing resources and support for blended learning initiatives.

Academic Staff: Key implementers responsible for designing and delivering blended learning experiences in the classroom as well as to align learning and teaching practices with the policy.

IT Support Staff: Ensure the technological infrastructure is in place and functioning.

Students: Active participants in their own learning, engaging with both online and in-person components.

Parents/Guardians: Support learning by encouraging student participation and engagement.

10.2 Implementation in the Classroom

Curriculum Design: Teachers will design courses that combine online modules with in-person instruction, ensuring alignment with learning objectives.

Learning Management Systems (LMS): Utilize LMS platforms for course delivery, resource sharing, and communication.

Blended Learning Strategies:

Flipped Classroom: Students review content online before class, using in-class time for discussion and application.

Station Rotation: Students rotate through different learning stations, including online activities.

Project-Based Learning: Incorporate online research and presentations into group projects.

10.3 Checking Mechanisms

Observation and Evaluation: Schedule regular classroom observations to assess the implementation of blended learning strategies.

Data Collection: Collect data on student performance and engagement through LMS analytics.

Reporting: Develop a reporting system for teachers to share their experiences, challenges, and successes in implementing blended learning.

11.0 Advantages of Compulsory Blended Learning

11.1 Enhanced Learning Opportunities: Blended learning can provide diverse resources and personalized learning paths that may benefit all students

11.2 Flexibility: It allows students to learn at their own pace, accommodating different learning styles and schedules.

11.3 Skill Development: Engaging with both in-person and online components helps students develop digital literacy and self-directed learning skills.

11.3 Equity in Access: Making blended learning compulsory can help ensure that all students have access to modern educational resources and technology.

12.0 Challenges of Compulsory Blended Learning

12.1 Readiness and Comfort: Not all students or lecturers may be comfortable with blended learning formats, which could lead to resistance.

12.2 Resource Requirements: Successful implementation requires adequate technology, training, and support, which may not be available in all settings.

12.3 Individual Needs: Some students may thrive better in traditional learning environments, and forcing a blended approach might hinder their learning.

13.0 Conclusion

While blended teaching and learning can offer significant benefits, making it compulsory should be approached thoughtfully. It may be more effective to encourage blended learning through optional programs, training, and support rather than enforcing it universally. This allows for a gradual transition, addressing concerns and ensuring that both educators and students are adequately prepared.

14.0 Compliance and Monitoring

14.1 Training and Professional Development: Mandatory training sessions for teachers on blended learning tools and techniques.

14.2 Regular Assessments: Conduct assessments to gauge student understanding and engagement in both online and in-person settings.

14.3 Feedback Mechanism: Implement regular feedback sessions for students and teachers to discuss challenges and successes.

14.4 Evaluation Metrics: Establish metrics to evaluate the effectiveness of blended learning, including student performance, engagement levels, and satisfaction surveys.

14.5 Faculties will implement the policy and show compliance.

14.6 The Registrar will ensure compliance by supporting faculties.