

STUDENT ORIENTATION

Welcome to Zambia University
College of Technology!

FOR FURTHER DETAILS KINDLY CONTACT ACTING DEAN
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Outline

- * **Introduction**
- * **Orientation programme**
- * **Vision & Mission**
- * **Organization structure**
- * **Student Disciplinary code**
- * **Examination Malpractices**
- * *Academic Policies and Guidelines*
- * *Medical policy*
- * **Other issues**

Introduction

- * The orientation programme is designed to **welcome** you and help you to **settle** in and have a **smooth start** for your studies.
- * It is your **responsibility** to fully understand **the student Disciplinary Code (Rules), Medical policy, Academic policies and Guidelines, Penalties for Examination malpractices** and to be mindful of the **potential repercussions** of any violations.
- * The University College **remains committed** to maintaining a **drug free** environment.

ORIENTATION PROGRAMME

- * Highlights of the Organization structure.
- * Highlights of Disciplinary code of conduct.
- * Highlights of Academic policies and guidelines.
- * Highlights of Penalties for Examinations Malpractices
- * Student Management System and Learning Management System.
- * Tour around the campus.
- * Photo shot session for Student Identification Cards (IDs).

VISION & MISSION

- * **Strategic Vision**

- * **To be a self-sustaining and leading higher learning institution in the provision of ICT programmes in the region that are responsive to emerging business and technological trends.**

- * **Mission Statement**

- * **To provide high quality training responsive to the needs of the market in the region and diversifying the business of the institution through innovation and consultancy services.**

Organization structure -ZUCT

The Government Institution

		THE BOARD OF DIRECTORS		
		The EXECUTIVE DIRECTOR		
DIRECTOR ACADEMICS	DIRECTOR OF FINANCE	DIRECTOR ICE (SMART CENTRE)	REGISTRAR	DIRECTOR BUSINESS DEVELOPMENT

The diagram illustrates the organizational structure of ZUCT. At the top is the Board of Directors, which oversees the Executive Director. Below the Executive Director are five key roles: Director of Academics, Director of Finance, Director ICE (Smart Centre), Registrar, and Director of Business Development. A blue arrow points from the Director of Finance to the Director of Academics, and another blue arrow points from the Director of Finance to the Registrar, indicating a reporting or advisory relationship.

THE OFFICE OF DEAN OF STUDENTS (STUDENT AFFAIRS).

The Student affairs, is accountable for aspects of **welfare, discipline** and **serves as an advocate** for students. **The office is responsible for:**

- * **Serving as a point of information** for students and responding to **students' needs (Well-being)**.
- * Handling **accommodation, orientation, and counselling**;
- * Serving as a **liaison** between University College administrators and student organizations;
- * Ensuring the **orderly organisation** of student's activities within the University College;
- * Overseeing the **formation** of students **associations**;
- * Developing **extra-curricular programmes and activities** of the University College;
- * **Formulation, implementation and review of policies** directly related to students;
- * Is the primary point of contact for **all parents'** questions and concerns;
- * Serves as the **voice and advocate** for student issues, rights, and concerns;
- * Administering and adjudicating violations of the student's **Disciplinary code of conduct**.
- * The **health and well-being (happiness)** of our students remains a **top priority**.

“Above all, we foster compassion and care.”

Student Disciplinary code - Policy and procedure

- 1. DEFINITION OF MISCONDUCT**
- 2. PURPOSE**
- 3. POLICY OBJECTIVES**
- 4. POLICY SCOPE**
- 5. ZAMBIA UNIVERSITY COLLEGE OF TECHNOLOGY VALUES**
- 6. DISCIPLINARY PROCEDURES**
- 7. DISCIPLINARY COMMITTEE**
- 8. CONDUCT OF HEARINGS**
- 9. STUDENT DISCIPLINARY RECORDS**
- 10. SUMMARY OF OFFENCES AND PENALTIES**

DEFINITION OF MISCONDUCT

- * **Improper interference** with the proper **functioning or activities** of ZUCT, or of those who work or study at ZUCT, or action which otherwise damages ZUCT and/or its staff or students, including, but not limited to, the following:
 - * **Academic Misconduct;**
 - * **Residence Misconduct;**
 - * **Discriminatory Misconduct;** and
 - * **Sexual Misconduct.**
- * Disciplinary Misconduct may include conduct on and through **social media/Face book.**

PURPOSE

- * to provide a **framework** for good **decision-making** within which the University College exercises **discipline** over students.
- * it aims to create and maintain an environment which supports the **University College's values**.

POLICY OBJECTIVES

To **impose sanctions for misconduct** to offenders by taking **understanding of the following efforts**;

- * To ensure that **values** on which the University College was founded are **protected**.
- * To **restore relationships** among students and with the staff.
- * Serve to **rehabilitate and educate** offenders.
- * Contribute to the **restoration and healing** of the University College Community as a whole.

POLICY SCOPE

- * This disciplinary code applies to **all Students** of the University College as well as **any person** who has **agreed expressly or by implication** to be bound by this disciplinary code, including by virtue of the following:
 - * Taking part in any academic activities **prior to registration**;
 - * Agreeing to **represent** the University College on or away from Campus in academic, sport, cultural or other official activities;
 - * Any conduct whereby the person **holds out** to be a registered Student of the University College;
 - * Enrolling to study through a **partnership agreement** concluded between the University College and any partner institution.

Zambia University University

College VALUES

(I-RIDE)

- * **Core Values:**
- * Respect
- * Integrity
- * Discipline
- * Innovativeness
- * Excellency

DISCIPLINARY PROCEDURES

The University College will usually try to deal with unacceptable behaviour by **informal counselling** and will normally use the **formal disciplinary** procedure when this counselling proves **unsuccessful or is inappropriate** in the circumstances (**e.g. an instance of gross misconduct, fighting, Stealing.**)

DISCIPLINARY COMMITTEE

- * A member of the University College **Senior Management Team**, who will act as **Chairperson**;
- * The **Dean of Students** or a representative;
- * **Three (3) members of the University College's** staff (unconnected with the alleged breach of discipline);
- * One representative of Zambia University **University College Students' Union**.
- * **Three constitutes a quorum**, and the Chairperson has a vote.
- * Cases will be decided by a **simple majority** of those present and voting (the chair will have a casting vote if necessary).

CONDUCT OF HEARINGS

* **Prior to the hearing - the student:**

- * Will receive **written notification** of the date, time and place of a hearing;
- * Will receive a **written statement** of the issue which the Disciplinary Committee will be considering;
- * Will be allowed access on request, in advance of the hearing, to any **material evidence** the Disciplinary Committee will be considering at the hearing;
- * May choose **not to attend** the hearing in which case it will be held in her/his **absence**;
- * May submit a **written statement** containing matters which s/he wishes to be discussed, whether or not s/he chooses to attend the hearing.

CONDUCT OF HEARINGS

- * **At the hearing - the student;**

- * May be **accompanied by someone** to advise her/him at the hearing, but that person **may not speak** for the student.
- * Has the opportunity to **call witnesses** on his/her behalf and, subject to the agreement of the Disciplinary Committee, to **question witnesses** called by others.

- * **After the hearing - the student:**

- * Will receive **written notification** of the **outcome** of a hearing **within 10 working days** following the hearing.
- * In the event that the decision of the committee is that the student has not behaved in **an unacceptable** way, written notification will be sent to her/him within **5 working days** following the hearing.

RIGHT OF APPEAL - THE STUDENT

- * Has the **right to appeal** to the Executive Director of the University College against the decision of the Disciplinary Committee.
- * The appeal must be sent in **writing** to the Executive Director within **48 working days** of the date of notification of the results of the hearing.
- * The only **permitted grounds of appeal** are that **the process** by which the hearing was conducted was **flawed**, or that the **penalty** imposed was **disproportionate**.
- * The Executive Director (or in her/his absence, a nominated representative(s)) will **consider the appeal**.
- * There is **no right to a further hearing**, although the Executive Director.
- * **The Executive Director**, or his/her nominated representative(s), will respond within **10 working days**.

STUDENT DISCIPLINARY RECORDS

- * Any records of **hearings or of disciplinary** action taken against the student will be **retained** by the University College under confidential cover and will not be provided to any third parties except where the **University College is required to comply** with statutory and other legal provisions.
- * **Disciplinary decisions** will be **communicated to relevant University College staff/Security and parents/guardians.**

SUMMARY OF OFFENCES AND PENALTIES

- * Refer to the code (page: 10 - 14).
- * An overview of the common cases.
- * **Soft copy is available on your student portal.**

ACADEMIC POLICIES & GUIDELINES

- * The ZUCT Academic policies are designed to provide the **highest quality education and service** to students.
- * The policies and procedures allow students and the University College to **clearly understand** their **rights and responsibilities**.
- * Students are **expected to familiarise** themselves with all academic policies.
- * Students seeking **clarity**, should consult with the **appropriate office**.
- * Academic guidelines help students **navigate** more common academic tasks, such as; **dropping courses, withdrawing from classes, course enrolment, exemption, progression rules, refund, deferment of examination, formation of associations**.
- * The academic policies and guidelines provide **foundation** on which **Academic freedom (Right)** of student is **anchored**.

Course Attendance Policy

- * Students shall Attend at **all scheduled class meetings** as required.
- * **Students are responsible** for scheduling and planning ahead in case of any **absence** that may occur during the semester/term.
- * Attendance is **mandatory in all University College courses**.
- * Students that **fail to meet the 80% course attendance threshold shall not be allowed to sit for sessional examinations**.
- * Every student who **wishes to be absent from University College campus** (e.g. on account of sickness, funeral, national duties etc.) and which **absence shall involve missing classes or examinations/CA**, must **seek prior permission** through the Dean of Students.
- * Leave of absence is not to be granted **retrospectively**.

Change of Student Information and Course of Study

- * Each student shall **immediately notify the office of Director Academics** of any changes in name, mailing address, E-mail, cell phone numbers etc.
- * A student who, having **completed the registration** process, wishes to **change his/her course** of study, shall **apply to the Director of Academics**.
- * Students in good standing may **voluntarily withdraw** from the University College by completing the **course deferment form**.
- * Where a student **withdraws** from his/her first year in the University College, **within two weeks of commencement of lectures** in the first term/semester, shall be regarded as a **new entrant** should he/she wish to **apply for admission in some future sessions**.
- * The University College does **not refund fees once paid upon registration**. Exceptional cases may be considered at the **discretion** of management subject to **application of terms** set by the University College.

Requirements for Prior Learning Recognition

- * Every candidate shall be **required to register** as a student in the University College.
- * **Late registration** is done at fee/penalty (as determined by Management).
- * A student shall **not be allowed** to be registered after the end of **the third week following the last day** of registration.
- * At the **time of registration**, the student shall **pay tuition and other fees** in line with the Debt Management and Credit policy.
- * Students who are receiving **sponsorship** (employer, government, church etc.) shall provide **proof of their sponsorship**.
- * **All fees** shall be **deposited** in the **University College's Bank account**.

Course Cancellation

- * The University College may be required to **cancel or defer** first year courses or programmes on the following grounds:
 - * (a) Staff unavailability.
 - * (b) insufficient enrolment.
- * In such situations; the University College may reschedule or transfer to a comparable course or programme.

REFUND POLICY

- * Any student who withdraws from the University College in writing and whose withdrawal is officially **approved**, may receive a refund for tuition and course related fees.
- * There are **no refund after the third week** of the semester/term.

EXEMPTION RULES AND REGULATIONS

- * To qualify for exemption, the applicant must have studied the course at a **reputable institution**; and must have a **Credit or better** in that course.
- * Applicants can only be exempted from a course in **1st** and **2nd** Year of a programme as shall be determined by the University College.
- * Exemptions shall only be **granted prior to registration (Registration week)** and **not be granted during the course of the semester.**
- * Once an exemption is allowed, there shall be a **prescribed fee** for each course allowed.

Examination Malpractices

Types of malpractice	Penalties
Premeditated cheating: smuggling unauthorised materials.	Nullify all the results affected and barred for one year.
Assistance; being assisted by someone.	Nullify all the results affected and barred for one year.
Copying	Nullify all the results of affected course.
Collusion	Nullify all the results for both in the affected course
Prior knowledge or leakage	Nullify all the results affected and barred for two years.
Misconduct; writing false information, use of abusive language, disorderly conduct, failure to follow examination instructions	Nullify the results and caution the student
Plagiarism	Expulsion from the University College

Deferred Examinations

- * A candidate, who through illness or other reasonable cause is **unable to present himself/herself** for an examination, semester or otherwise, should make an **application to the Head of Academics for consideration of his/her case** with a view to being allowed to sit for a deferred examination.
- * There shall be **no deferred examinations for candidates who miss** an examination.
- * It should be noted that **any claim to have misread the time-table or pressure of work shall not be considered** reasonable causes.
- * The granting of deferred examinations remains the **prerogative** of the Executive Director.
- * In such an event, the examination shall **be written at the end of the semester examination or other scheduled examinations.**

Academic Progression Rules

To **proceed** to the next year of study or advance to the next level of study, a candidate must pass **ALL** the courses taken during the academic year of study.

- * The Board of Studies may **permit a candidate who has failed in more than one course to proceed and repeat** the failed course along with the **full load for the subsequent year, except where the failed course is a pre-requisite to a higher course** in which case, the candidate shall not be allowed to take a **higher course** for that year.

Continuous Assessment (CA)

- * **A student who fails to satisfy the requirements for continuous assessment shall not be allowed to sit for the sessional examinations.**
- * **The continuous assessment and the final examination are respectively weighted as 40-60%.**

Repeat Semester/Year

- * The Board of Examiners shall refer a student to repeat the semester/year without proceeding to the next semester in the **following cases:**
- * Any student who has **failed two courses out of the four assigned per semester; and three courses out of the five assigned per semester;**
- * A student who has failed in **four or more** courses in **one academic year** shall **repeat year/semester (all courses).**
- * A student who fails a **repeat course(s)** shall be allowed to **repeat the course(s) failed;**
- * A student repeating the semester **must pass all courses before being allowed to proceed to the next semester.**

Part-Time

The Board of Examiners shall refer a student to part-time studies in the following cases:

- * Any student who has **failed three courses**,
- * A full time student who **fails (a) repeat course (s) shall go on Part-Time studies for the failed course(s) only.**
- * A **final year student** who fails a repeat course(s) shall be allowed to repeat the course(s) in the following year together with any final courses failed if he/she is within the maximum period of study.

Clear Pass

- * Recorded when a student has passed **all the courses** for which he/she **registered in the semester**.
- * The student shall **continue** under the same programme.
- * The Comment is **specific to the semester and made irrespective of pre-requisites or performance** in previous semesters.

Repeat Course

- * This comment is recorded when a student is **required to repeat the course or subject** for the next semester or year.
- * All courses failed with **D+ and D must be repeated.**
- * **Pre-requisite courses**

Proceed

- * The student has either not passed all the courses in the semester or there are some courses that are incomplete until the end of the year.
- * **Proceed and repeat**
- * **Proceed and carry**
- * **Other comments; Suspend, Expelled, Not examined.**

Remark of Examinations

- * The University College ensures that the marking of papers is absolutely of **high quality standard**.
- * It does **not, therefore, encourage** administrative reviews or remark of papers **unless** under the following circumstances:
- * The candidate must have submitted a **written request within seven (7) days** of receiving results;
- * Such a candidate must **pay a prescribed fee for remark**; and
- * The candidate shall be **informed in writing of the final decision**.

Grading System

MARK %	GRADE	DESCRIPTION
86 - 100	A+	Distinction
76 - 85	A	Distinction
66 - 75	B+	Meritorious
56 - 65	B	Very Satisfactory
46 - 55	C+	Clear Pass
40 - 45	C	Bare Pass
30 - 39	D+	Bare Fail
0 - 29	D	Fail
	LT	Left without

STUDENT MEDICAL POLICY AND PROCEDURES

- * The Zambia Information and Communications Technology (ZICT) University College acknowledges **that good health and success in educational progression are interrelated.**
- * The purpose of the policy is to **set a framework for the administration of student medical needs.**
- * Medical services shall only be **accessed at medical facilities** approved by Management.
- * Students wishing to be attended to at private hospital/clinic not approved by **Management shall do so at their own cost.**

Accessing Medical Services

- * When a student is not feeling well, they shall go to the **University College Clinic or Sickbay**, where such is in place.
- * He/she shall obtain a Student **Health Referral Note** from an authorized officer of the University College.
- * However, in case of a **medical emergency**, in the absence of the authorized officer, a Student Union representative shall complete the Student Health Referral Note.
- * Where management does not provide **transport**, the University College shall provide a transport refund to the affected students at rates and in line with any other procedures approved by management, following the production of receipts.

GUIDELINES FOR MEDICAL EXPENSES AND CLAIMS

- * **All medical expenses incurred** by the student at approved Hospital shall be borne by the Zambia University University College.
- * However, there shall be an **annual cap**, as approved by management and communicated to the students.
- * Where a case requires **admission**, the University College shall only pay for the first **five (5) calendar** days for local students and **Twenty (20)** calendar days for international students.
- * If the Clinic/Hospital gives a **prescription for medicines** not available at the approved clinic/hospital, the student shall obtain the medication at such pharmacies as the University College may have agreements with.
- * Where the **prescribed medicine is not available** at such a pharmacy, the student shall buy the medication, and claim a refund from the University College using the prescribed claim form.
- * However, such a **refund**, at any given time, shall not exceed the cap approved by management from time to time.
- * The Medical Claim form/memorandum for medical expenses shall be supported by appropriate **documentation, such as student health referral note, prescription, receipt and proof of meeting prevailing payment threshold.**
- * **Failure to adhere** to the above stipulated guidelines shall result in **non-refund of medical claims.**

General Conduct on Campus

- * Students shall not **eat from their class-rooms** and should **throw litter only in designated areas**.
- * Students shall **observe a dress code** which is **reasonable**; and shall **not distract** other **students and/or lecturers** from conducting lectures thereof.
- * The University College considers **appearance and attitude as cardinal aspects of its students**.
- * Thus, a **mature attitude** should be demonstrated through the **manner of dress and appearance** of students while attending classes or engaging in other academic pursuits on or off-campus.
- * Students shall **observe silence in the library** and shall not take with them **any bags, food and drinks** or may be charged a penalty prescribed at the time.
- * **No alcohol consumption, use of drugs or smoking** is allowed on the **University College premises at any time**.

GENERAL MISCONDUCT (HOSTEL REGULATIONS)

- * **Illegal wiring of electricity, unauthorized interference** with electrical circuits;
- * **Sub-letting** of hostel rooms;
- * **Not vacating hostel rooms 2 days** after writing final exam paper
- * **Causing damages, breakages or losses** to University College property
- * **Cooking is NOT allowed in the hostel rooms.**
- * No student is permitted to visit other students of the opposite sex in their hostel rooms between **21:00 hours and 08:00 hours (AM)** the following day.
- * The gate will be closed at **22:00 hours** and no student will be allowed entry after this time.
- * No student shall entertain a **visitor or a friend** in the hostel room

Other issues

1. Communication channels
2. Sports day –Wednesday
3. ID; T-Shirt; Timetable
4. Service desk; servicedesk@zut.edu.zm
5. Class representative
6. Sick note and Weekend pass/ Absence from the University College form (**Matrons office**)
7. **Approved Associations:** Student Union; RELIGIOUS GROUPS; ZAFES; ZICA CHAPTER; DEBATE CLUB; ITECH CLUB; ROTERACT CLUB; ARTS CLUB; CAMPUS CRUSADE FOR CHRIST;
8. **Security awareness:** Laptops; Phones; Keys to your rooms

The End

- * **PLAN** while others are **playing**.
- * **STUDY** while others are **sleeping**.
- * **DECIDE** while others are **delaying**.
- * **PREPARE** while others are **daydreaming**.
- * **PERSIST** while others are **quitting**.

“The truth shall set you free” (John 8:32)

Thank you for your attention!