



ACADEMIC POLICIES & GUIDELINES

SEPTEMBER 2019

TABLE OF CONTENTS

DEFINITION OF TERMS	6
1. Academic Freedom	6
2. Cheating	6
3. Complicity	6
4. Computer Misuse	6
5. Fabrication	6
6. Forgery	6
7. Obstruction	6
8. Misconduct in Research and Creative Endeavors	7
9. Misuse of Intellectual Property	7
10. Plagiarism.....	7
1.0 INTRODUCTION	8
2.0 PURPOSE	8
3.0 GENERAL INFORMATION	8
3.1 Vision	8
3.2 Mission Statement	9
3.3 Goal.....	9
3.4 Core Values.....	9
3.5 Guiding Principles	10
3.6 Location and Contact Details	10
4.0 GOVERNANCE OF THE COLLEGE	11
4.1 Board of Directors.....	11
4.2 College Management.....	11
5.0 STUDENT AFFAIRS POLICIES	11
5.1 Accommodation Policies	11
5.2 Policy on Clubs and Associations.....	11
5.3 Sports and Physical Recreation Policy	12
5.4 Career Guidance and Placement Service Policy	12
6.0 ENROLLMENT POLICIES	12
6.1 Admissions Policy.....	12
6.2 Admission Requirements	12

6.3	Application Procedures.....	13
7.0	REGISTRATION	14
7.1	Course Registration	14
7.2	Student Identification.....	15
7.3	Day, Evening and Distance Learning Students	15
7.4	Course Attendance Policy	16
7.5	Course of Study	16
7.6	Course Cancellation.....	17
7.7	Late Registration.....	17
7.8	Change of Student Information.....	18
7.9	Change of Course of Study	18
7.10	Requirements for Prior Learning Recognition.....	19
7.11	Exclusion from Programme of Study	21
7.12	Exclusion for lack of Academic Progress	21
7.13	Exclusion for Failure to Pass All Courses.....	21
7.14	Exclusion on Health Grounds	23
8.0	GENERAL EXEMPTION RULES AND REGULATIONS	24
8.1	Overview	24
8.2	Exemption Procedures: Undergraduate Programmes	24
8.3	Programmes in which No Exemptions Are Applicable.....	25
8.4	Exemption Fees.....	26
8.5	Caution	26
9.0	EXAMINATION REGULATIONS	26
9.1	Time and Venue.....	26
9.2	Examination Time-table	26
9.3	Registration for Examinations.....	26
9.4	Conduct of Examinations.....	27
9.5	Examination Rules	28
9.6	Deferred Examinations.....	31
9.7	Grading System.....	32
9.8	Classification of Undergraduate Degrees	33
9.9	Rules of Progression.....	33

9.10	Continuous Assessment	34
9.11	Repeat Semester.....	35
9.12	Repeat Course.....	35
9.13	Exclusion	36
9.14	Re-admission.....	36
9.15	Maximum Duration of Study	37
9.16	Comment Codes.....	37
9.17	Conferment of Degree and Granting of Diplomas	39
9.18	Administrative Review/Remark of Examinations.....	39
9.19	General Conduct on Campus	40
10.0	GRADUATION POLICIES	40
10.1	Graduation Requirements.....	40
10.2	Undergraduate Requirements.....	40
10.3	Conferring of Certificates, Diplomas and Degrees.....	41
10.4	Graduation Fees.....	42
10.5	Graduation Gowns	42
10.6	Transcript Requests.....	42
11.0	ACADEMIC INTEGRITY OF STUDENTS	42
11.1	General Policies	43
11.2	Violations of Academic Integrity: Undergraduate.....	43
iii.	Fabrication, Forgery and Obstruction.....	43
11.3	Undergraduate Penalty Guidelines for Academic Dishonesty	44
12.0	GENERAL MISCONDUCT	45
13.0	DISCIPLINARY PROCEDURES	47
13.1	Informal Measures.....	47
13.2	Formal Measures.....	48
14.0	DISCIPLINARY COMMITTEE	49
15.0	CONDUCT OF HEARINGS	49
15.1	Case Hearing – the Accused;	49
15.2	Conduct of Hearing – the Accused;	50
15.3	Case Outcome – the Accused	50
15.4	Right of Appeal.....	50

16.0	STUDENT DISCIPLINARY RECORDS.....	51
17.0	LIBRARY POLICIES.....	51
17.1	Circulation	51
17.2	Reserve Collection	52
17.3	Role of Faculty Staff	52
18.0	FINANCIAL POLICIES	52
18.1	Payment Plan.....	52
18.2	Student Sponsorship	52
18.3	Payment of Fees	52
18.4	Refund Policy.....	53
18.5	Cost Adjustments.....	53
19.0	PARTNERSHIP POLICIES.....	53
19.1	Definition.....	53
19.2	Partnership Requirements	53
19.3	Action by Management	54
19.5	Renewals.....	55
19.6	Revocations	55

DEFINITION OF TERMS

1. Academic Freedom

Academic freedom is the right to conduct research, teach, speak and publish subject to the norms and standards of scholarly inquiry without interference or penalty, wherever the search for truth and understanding may lead.

2. Cheating

Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

3. Complicity

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

4. Computer Misuse

Misuse of computers includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

5. Fabrication

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

6. Forgery

Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.

7. Obstruction

Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

8. Misconduct in Research and Creative Endeavors

Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the College in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors.

9. Misuse of Intellectual Property

Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

10. Plagiarism

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes;

- i. submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person.
- ii. the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources.

1.0 INTRODUCTION

The Zambia Information and Communications Technology College (ZICTC) Academic Policies are designed to provide the highest quality education and service to students. These policies and procedures allow students and the College to clearly understand their rights and responsibilities. They protect the integrity of the Zambia ICT College degrees and diplomas, and provide fair and transparent guidelines for activities related to teaching and learning across campus. Zambia ICT College students are expected to familiarize themselves with all academic policies. Students seeking clarity on academic policies relevant to or beyond those stated on this document should consult with the appropriate office. These policies and procedures shall from time to time be revised when need arises and students shall be notified according of any revisions.

2.0 PURPOSE

The purpose of the Academic Policies and Guidelines is to create, maintain, and promote academic excellence across the learning college environment through an integrated system of balances and College wide representation. Academic policies express college philosophy, core values, and expectations toward student achievement of educational objectives. Academic guidelines help students navigate more common academic tasks, such as dropping courses, withdrawing from classes, course enrolment and registration. Moreover, the Academic Policies and Guidelines provide the foundation on which *Academic freedom* of students is anchored.

3.0 GENERAL INFORMATION

Zambia Information and Communications Technology College (ZICTC) is a Technical and Business College, duly registered with the Technical Educational, Vocational and Entrepreneurship Training Authority (TEVETA).

3.1 Vision

To be an Institution of choice in innovation, ICT Talent Training and Smart Solutions in Southern Africa.

3.2 Mission Statement

To provide training and solutions that produce graduates with outstanding technological skills in Southern Africa through an enabling learning environment.

3.3 Goal

Our purpose increasingly focuses on smart ICT application to students. The key focus is to produce value adding graduates whose ICT skills can compete on the global labour market, but also to demonstrate how ICT can transform society from its challenges.

3.4 Core Values

The College has Four (4) core values in its contribution to the provision of education. These are:

3.4.1 Respect

The College respects and values people's differences and draws strength from their diversity. We believe that all of us with our diverse backgrounds, cultures, perspectives and expertise contribute to our organizational effectiveness.

3.4.2 Integrity

The time and effort put in our business is true to our mission of delivering superior results in a professional manner, upholding honesty, truthfulness and sincerity while remaining fair and ethical.

3.4.3 Discipline

We endeavour to build character, strength and unity through fostering discipline and not punishment.

3.4.4 Excellence

We will put forth our personal and professional best in providing the highest quality services and adding value beyond expectation.

3.5 Guiding Principles

To achieve our Mission, Zambia ICT College shall adhere to the following guiding principles:

- 3.5.1 To use technology to create effective modes and means of instruction that expand access to learning resources and that enhance collaboration and communication for improved student learning.
- 3.5.2 To provide instruction that bridges the gap between theory and practice through faculty staff who bring to the classroom not only advanced academic preparation, but also the skills that come from the current practice of their professions.
- 3.5.3 To facilitate cognitive and effective student learning-knowledge, skills and values, and to promote use of that knowledge in the students' workplace.
- 3.5.4 To assess student learning and use assessment data to improve the teaching and learning system, curriculum, instruction, learning resources, counselling and student services.
- 3.5.5 To develop competence in communication, critical thinking, collaboration and information utilization, together with a commitment to lifelong learning for enhancement of students' opportunities for career success.

3.6 Location and Contact Details

The College Administration is located at:

Zambia Information and Communications Technology College

Plot 2683 Kalewa Road,

North-rise,

P.O. Box 71601, NDOLA, ZAMBIA.

E-mail: info@zictcollege.edu.zm,

Website: www.zictcollege.ac.zm

4.0 GOVERNANCE OF THE COLLEGE

4.1 Board of Directors

The Board is governed by the Board of Directors of ZICT College and shall exercise the general oversight over the College and its affairs. This is in line with the Board Charter which is subject to the provisions of the Companies Act No. 10 of 2017 of the laws of Zambia, the College's Articles of Association and any applicable law. The following are the Board Committees:

4.2 College Management

The College Management is responsible for overseeing the operations of the College, ensuring that it is run efficiently and effectively in line with the strategic decisions of the Board.

5.0 STUDENT AFFAIRS POLICIES

Zambia ICT College has adopted the following student affairs policy guidelines;

5.1 Accommodation Policies

- 5.1.1 Application and inquiries for accommodation shall be made through the Dean of Student's office.
- 5.1.2 The College will provide hostel accommodation within campus premises on first-come-first-served basis.
- 5.1.3 Students not accommodated in college accommodation shall make their own arrangements with boarding houses; a number of which are in the vicinity of the College.

5.2 Policy on Clubs and Associations

The College shall facilitate the establishment and running of Clubs and Associations by students under the supervision of the Dean of Students.

5.3 Sports and Physical Recreation Policy

The College shall provide for sports and recreation activities at the college campus through sporting facilities such as soccer field, basketball, netball, volleyball, and athletics facilities.

5.4 Career Guidance and Placement Service Policy

The College shall provide career guidance service to establish and maintain contact between the college and the industry. It is through this Unit that students shall be placed on industrial attachment and vocational employment.

6.0 ENROLLMENT POLICIES

6.1 Admissions Policy

The admission procedure to all College programmes shall be conducted as follows:-

- 6.1.1 All applications (Accompanied by i.e. academic records, recommendation, and personal information) for admission on college programmes shall be reviewed by the admission committee.
- 6.1.2 All applicants shall be considered for enrollment regardless of race, sex, national or ethnic origin.
- 6.1.3 Each applicant shall be assessed according to his/her academic background. The applicant shall be notified of the decision of the Admissions' Committee.

6.2 Admission Requirements

- 6.2.1 Application for admission to **All** College programmes shall be accompanied by payment of appropriate application fees.
- 6.2.2 Acceptance shall be granted to the student after evaluation of submitted documentation.

6.2.3 Full admissions into a program shall be granted once student's application and supporting documents have been approved.

6.2.4 To qualify for admission to a programme of study leading to a certificate, diploma, degree or master's degree of the college, a candidate must have:

6.2.4.1 Five (5) '0' levels including English and Mathematics for the Diploma programmes.

6.2.4.2 Five (5) '0' levels including English and Mathematics for all Degree programmes.

6.2.4.3 Five (5) '0' levels including English and Mathematics, and a relevant Certificate to enter at **2nd** year of study.

6.2.4.4 A ZICT College Diploma to enter the **3rd** year of study. Appropriate Diploma qualifications may be used for exemption consideration.

6.2.4.5 A Bachelor's Degree in a related field of study or a full professional qualification which is equivalent to a Bachelor's Degree in a related field of study for Master's Degree programmes.

6.3 Application Procedures

The general application procedure for any of the degree programmes is outlined below:

6.3.1 Prospective students should obtain an Application Form, fill it in and attach certified photocopies of the requisite qualifications, deposit slip together with a passport-size photo. Note that Application Forms may be obtained from our offices at:

The Admissions Office,

Zambia Information & Communications Technology College,

Plot No. 2683 Kalewa Road,

P.O. Box 71601,

Ndola.

E-mail: admissions@zictcollege.edu.zm

Website: www.zictcollege.ac.zm

- 6.3.2 The completed Application Form must be submitted to the College through the Admissions Office;
- 6.3.3 The College shall issue a Letter of Admission to the successful applicants defining all the relevant information including the date of Formal Registration;
- 6.3.4 The College shall provide an academic calendar which shall list holidays, exam periods, result release dates and other important dates you need to know;
- 6.3.5 After receiving the Letter of Admission, some of the applicants holding other relevant qualifications shall apply to the Head Academics for possible exemption from some of the courses subject to their relevancy to the programmes in which they have been admitted; and
- 6.3.6 Following the admission process, course registration procedure shall be undertaken prior to the commencement of lectures in the relevant programmes.

7.0 REGISTRATION

The following Rules and Regulations regulate the relations between the students and the College.

7.1 Course Registration

- 7.1.1 The College shall allow students to register online or in person.
- 7.1.2 Registration shall be done in accordance with the enrolment time-table published for that semester.

7.1.3 Furthermore, a student shall register at the College in person in a course of study or part of a course of study leading to a degree, diploma or certificate at the beginning of each semester.

7.2 Student Identification

7.2.1 All students shall be assigned a unique Student Identifier called a Student Identification Number (SIN). This is the primary number students should use to obtain College services.

7.2.2 All students shall be issued with a pictured Identification Card (ID). In order for an ID to be issued, the Student must.

7.2.2.1 Be in an active status with Zambia ICT College (Day, Evening or ODL student).

7.2.2.2 Before issuing the pictured Student Identification Card (ID), provide to staff a Government issued National Registration Card (NRC) to confirm student identification and eligibility.

7.3 Day, Evening and Distance Learning Students

7.3.1 A student who registers as "**day**" student shall attend regular classes during the day according to the given timetable. A student so registered shall carry the normal course load for an academic semester and year.

7.3.2 A student who registers as a "**Evening**" student shall attend regular classes in the evening according to the given timetable. A student so registered shall carry the normal course load for an academic semester and year.

7.3.3 A student who registers as a "**distance learning**" student shall receive a prescribed number of assignments during the semester and attend Residential

School for a given period prescribed on the academic calendar. A student so registered shall carry the normal course load for an academic semester and year.

7.4 Course Attendance Policy

- 7.4.1 Students shall Attend at all scheduled class meetings as required.
- 7.4.2 Students are responsible for scheduling and planning ahead in case of any absence that may occur during the semester/term.
- 7.4.3 Attendance is mandatory in all College courses.
- 7.4.4 College faculty members take attendance in each regularly scheduled class and report to the Dean of Students any student who is absent from three consecutive meetings of the class.
- 7.4.5 Students shall attend at least 80% of such classes, tutorials, seminars, oral/practical exercises or field work as shall be prescribed by the Board of Studies.
- 7.4.6 Students that fail to meet the 80% course attendance threshold shall not be allowed to sit for sessional examinations.
- 7.4.7 College faculty members shall be fair and reasonable concerning validated absences due to field trips, Practicum, religious observance, participation in college athletics, and placement interviews for graduating seniors.

7.5 Course of Study

- 7.5.1 The course of study for every student shall require the approval of the College Management Committee.
- 7.5.2 Where options are prescribed for a course of study, Management, on the advice of the Academic Affairs Committee, may determine which options shall be available in a particular year or semester.

7.6 Course Cancellation

Zambia ICT College may be required to cancel or defer first year courses or programmes on the following grounds;

- i. Staff unavailability; or
- ii. Insufficient enrollment.

In such situations, the College shall work with the students in order to;

- i. Provide them with the opportunity to re-schedule; or
- ii. Transfer to comparable College course or programme if available.

Any payments made for cancelled courses or programmes shall be refunded or applied to another college course or programme. All attempts shall be made to address such cancellations with students as early as possible.

7.7 Late Registration

Students shall register on the appropriate days as set out in the academic calendar, although registration may be accepted after the prescribed dates, subject to the terms set by the College.

7.7.1 A student shall not be allowed to be registered after the end of the third week following the last day of registration.

7.7.2 A student shall not be allowed to register within three weeks following the last day of registration unless payment of a penalty fee or such other penalty as the Management in its discretion may prescribe is paid.

7.7.3 The College Management shall on the recommendation of the Academic Affairs Committee exclude a student who does not re-register in any year of study.

7.8 Change of Student Information

Each student shall immediately notify the office of Head Academics of any changes in name, mailing address, telephone, E-mail, or cell phone numbers etc.

7.9 Change of Course of Study

A student who, having completed the registration process, wishes to change his/her course of study, shall apply to the Head of Academics upon the conditions set out in clause 7.9.1 or 7.9.2 below, as the case shall require, for leave to add, substitute or withdraw from any course or subject.

- 7.9.1 All applications to add, substitute or delete a course or subject shall require the permission of the Head of Academics and shall be lodged with the Head of Faculty in which the student is enrolled not later than the third week after the commencement of lectures in that course.
- 7.9.2 Students in good standing may voluntarily withdraw from the College by completing the course deferment form published on the College website: www.zictcollege.ac.zm. Students should send the completed form to the Head of Academics. If the Head of Academics, after investigating the circumstances, is satisfied that the reasons for the withdrawal from studies are genuine, academic office shall inform the student in writing of the granting of permission to withdraw from studies.
- 7.9.3 Any student who has withdrawn from studies under clause 7.9.2 referred to above, and who has been granted permission to withdraw, shall apply for re-admission and the Academic Affairs Committee, in its discretion, may authorise the re-admission of that student subject to any condition that it may impose; including a re-sitting of any of the courses that such student may already have taken.

7.9.4 Where a student withdraws from his/her first year in the College, within two weeks of commencement of lectures in the first term, shall be regarded as a new entrant should he/she wish to apply for admission in some future sessions.

7.9.5 A student who defers his/her course of study shall seek and obtain leave of absence from the appropriate Faculty. A student who does not comply with the rules set out herein shall be excluded from studies by the College Executive Management on the recommendation of the Academic Affairs Committee following the procedure prescribed in clauses 7.11 and 7.12 below.

7.9.6 Every student who wishes to be absent from College campus on account of illness, attendance at conferences, sports or any such other engagements; and which absence shall involve missing classes or examinations, must seek prior permission through the Dean of Students. Leave of absence is not to be granted retrospectively.

7.9.7 The 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 college.

7.9.8 Students who wish to withdraw or defer their studies must notify the college of their decision in writing. The date of notification will be the date stated on the letter of withdrawal/deferment as this will attract a penalty depending on the period of notification and motive.

7.10 Requirements for Prior Learning Recognition

Subject to the provision for admission at an equivalent level of study and to the express provisions of any other Regulation, every candidate for an undergraduate or postgraduate degree shall be required to:

7.10.1 Register as a student in the College;

7.10.2 Follow a prescribed course of study in the order prescribed or indicated in accordance with the regulations governing the course of study;

7.10.3 Keep terms (that is: abide by all conditions laid down by Management) in each course or subject; and

7.10.4 The student shall;

 7.10.4.1 Attend classes to the satisfaction of the Management;

 7.10.4.2 Perform to the satisfaction of the Management through oral, practical, written and other work as the Management may stipulate; where a student is required to attend a course or lectures under the clause above, he/she shall not be taken to have satisfied this requirement unless he/she attends at least Eighty percent (80%) of the lectures delivered in the course; and

 7.10.4.3 students are not deemed to have attended lecturers if they have had private tuitions with their lectures. It is not permitted by Management for any lecturer or student to engage in offering private tuition and doing so would result in disciplinary action.

7.10.5 The terms (Tests, Assignments, Practicum etc.) in any course, paper or subject shall be good only for the semester in which they are kept, provided that upon application, College Management may permit those terms to be carried forward to a later semester.

7.10.6 The applications for carrying forward of terms shall be made to the Head of Academics not later than the first day of the semester/academic year next following after which terms were kept.

7.10.7 Students whose terms in a course or subject have been carried forward to a latter semester shall not be entitled to apply again under this Regulation for the terms to be carried further forward.

7.11 Exclusion from Programme of Study

7.11.1 The Board of Studies shall, on the recommendation of the Head of Faculty, exclude any student from a course or subject in a faculty on the ground of unsatisfactory progress in such course or subject. A student so excluded shall have the right of appeal to the Head of Academics. The Head of Faculty shall inform all students recommended for exclusion under this clause individually not later than the Friday preceding the end of the semester. Such students may appeal against their exclusion within Seven (07) working days following notification of their exclusion.

7.11.2 Any student who has twice attempted any course or subject but failed to obtain a pass in that course shall not be entitled to re-register in that course without the express permission of Management.

7.12 Exclusion for lack of Academic Progress

Every student shall be required to maintain a minimum rate of progress in a course of study to be permitted to continue with his/ her studies. A student who has failed to the extent described below shall not re-register for further studies in the College without special permission of the Management:

7.12.1 A student who failed a course(s) for the third time.

7.13 Exclusion for Failure to Pass All Courses

The College Management shall on recommendation of the Board of Studies; exclude from the College any student who does not pass in any of the courses for which he/she is registered for that semester/academic calendar.

Notwithstanding the provision of 7.13.1.1 and 7.13.1.2 of this Regulation, a student is required to complete his studies within a prescribed period of time. No student who has not completed his studies by the end of the allowable maximum period of study shall be entitled to further enrolment in the College. The following are the maximum periods that shall be allowed for study:

7.13.1 Maximum study periods for undergraduate and postgraduate degrees are as follows;

7.13.1.1 Undergraduate degree, two years beyond the normal period.

7.13.1.2 Postgraduate degree, one year beyond the normal period. Where a student is absent from an examination, and the Board of Examiners is of the opinion that the student's absence was inexcusable and that he/she should be excluded from the course concerned, it shall recommend to Management that the student be excluded from further study in the course concerned.

7.13.2 Furthermore, the following regulations shall apply:

7.13.2.1 No student who has entered a course of study for a degree or diploma with Zambia ICT College, and who has been excluded from that course of study, shall be permitted to register without prior express consent of Management.

7.13.2.2 Without prior permission of Management, no student may register in the College.

7.13.2.3 Applications for permission to register under Clause 7.3 of this Regulation must be made on the appropriate form and submitted together with the prescribed fees to Admissions Office in the semester in which the student wishes to register, provided that;

- i). Such application shall be for enrolment in a course of study different from the one which the student was excluded for failure to make sufficient academic progress;
- ii). The course of study is offered in another faculty; and
- iii). Where exclusion was from the College, no student shall be entitled to apply for further enrolment in the College.

7.14 Exclusion on Health Grounds

- 7.14.1 Where Management is of the opinion that a person seeking to register or re-register for a course of study is suffering from a condition which makes the person unfit to pursue or undertake the study of that course or has a disability by reason of which he/she might, because of the requirements of the course, physically endanger himself or other persons, the enrolment or re-enrolment of that person shall be accepted only upon the recommendation of Medical Board appointed by the Executive Director after consultation with Management.
- 7.14.2 The Executive Director shall exclude from attendance at College classes and from the precincts of the College, any student suffering from a disease, notifiable under the Health Act, which in its opinion, is likely to endanger the health of other people on the premises.
- 7.14.3 A Board of Assessors appointed in accordance with Clause 7.14.1 of this Regulation:
 - i). shall, unless it is impracticable, include a member with special knowledge pertaining to the persons' disability and may include a practitioner who has treated the person or has given him/her professional advice but shall not include the Head of Faculty concerned or Head of Academics;

- ii). shall require a person whose condition or disability is in question to undergo a medical examination at the College's expense; and
- iii). shall recommend the acceptance of an enrolment or re-enrolment with or without attached conditions.

The Admissions Committee shall not exclude an applicant by reason of any condition or disability specified in this Regulation without giving him/her an opportunity to have his/her case considered by a Board of Assessors.

8.0 GENERAL EXEMPTION RULES AND REGULATIONS

8.1 Overview

The rules in the International Standards of Recognition of 'Prior Learning' require various tuition providers to have a mechanism for the 'recognition of prior learning/qualifications' to help enhance the rate at which students can progress in their studies rather than being repetitive in the programmes/courses that they already passed in their other studies.

8.2 Exemption Procedures: Undergraduate Programmes

Exemptions shall be awarded to deserving applicants. To qualify for exemption, the applicant must have studied the course at diploma, degree level or equivalent at a reputable institution; and must have a Credit or better in that course and to the satisfaction of the College. Applicants can only be exempted from a course in **1st** and **2nd** Year of a programme as shall be determined by the College. No exemption shall be awarded for **3rd** and **4th** Year courses. The procedure followed for exemptions by the College is outlined below:

8.2.1 The applicant must first apply for Admission as a student in the appropriate programme(s);

8.2.2 Following admission, the student shall apply for exemption in writing, attaching relevant copies of certificates and statement of results;

8.2.3 The College Exemptions Committee shall evaluate the qualifications against the subjects/courses in the degree programme.;

8.2.4 Following review including the duration of the course undertaken, the content of the programme covered, whether the institution is recognised by Higher Education Authority (HEA) and Zambia Qualification Authority (ZQA), the College shall then make a decision related to the student's application for exemption;

8.2.5 The College shall thereafter, notify the student concerned in writing regarding the decision reached on their request for exemption. The student shall also be informed of the exemption fees required to pay; and

8.2.6 The College Management Committee reserves the right to change exemption rules for all programmes at any time. Students must also read the ***ZICT College Course Exemption Guidelines.***

8.3 Programmes in which No Exemptions Are Applicable

Zambia ICT college exemption shall be done in accordance with the International Standards of Recognition of 'Prior Learning.' These include the following:-

8.3.1 The 3rd and 4th Years of a Degree Programme

As stated in 8.2, no exemptions shall be awarded to any of the subjects in the 3rd and 4th Years of a degree programme. Students are expected to undertake all the courses in those levels of the degree programme; and are expected to write examinations in all the appropriate papers.

8.3.2 Postgraduate Degree Programmes

No exemptions shall be awarded for Master's degree programmes because the programmes are specialised.

8.4 Exemption Fees

Once an exemption is allowed, there shall be a prescribed fee for each course allowed. Exemption fees are established by the College and are subject to change.

8.5 Caution

Exemptions shall only be granted prior to registration and not be granted during the course of the semester.

9.0 EXAMINATION REGULATIONS

9.1 Time and Venue

- 9.1.1 Examinations conducted by the College shall be held at the place and time specified in the examination time-table published under the authority of Management.
- 9.1.2 Except when otherwise provided, examinations shall be held at the end of each academic semester/academic calendar.

9.2 Examination Time-table

- 9.2.1 A draft examination time-table shall be posted on all official notice boards and College official website: www.zictcollege.ac.zm.
- 9.2.2 It shall be the responsibility of each student to notify the Head of Faculty of any clash in the examination time-table for which he/she is registered.
- 9.2.3 The posting of the final time-table on the notice boards and college website shall constitute the formal publication of the examination timetable for students on All modes of learning. Such notification shall constitute official notice of the date and time for the examination.

9.3 Registration for Examinations

In order to present himself/herself for examination in a course, paper or subject;

9.3.1 A student shall register with the Head of Academics for that course, paper or subject in which he/she is to be examined.

9.3.2 Such registration shall be conducted through electronic means prior to the examination.

9.4 Conduct of Examinations

9.4.1 Qualification to Sit for an Examination

9.4.1.1 For a student to qualify to sit for an examination, he/ she should have attended at least Eighty per cent (80%) of such classes, tutorials, seminars, practical exercises or field work as may be prescribed by the Academic Affairs Committee in consultation with the lecturer/examiner concerned.

9.4.1.2 In addition, a student should have written both components of his or her continuous assessment in a particular course; and must have obtained a minimum of Forty per cent (40%) in his or her continuous assessment in order to qualify to sit for his/her examination.

9.4.1.3 **Day** and **Evening** students shall write the mid-semester examination in the period allocated to such examinations. Failure to do so will make the student ineligible to write the final examination. Make-up tests are strictly prohibited. This means, therefore, that no candidate may be examined in any paper, course or subject at any time other than that set for him/her by the Head of Faculty.

9.4.1.4 All assignments should be submitted on or before the due date. 5% marks shall be deducted for each day an assignment is late up to seven days. An assignment submitted seven days after the deadline will not be accepted. Where a student fails to submit an assignment for a valid

reason, he/she must notify, the Faculty and the lecturer concerned, within 48 hours, in writing, of the reasons for his/her failure to submit the assignment on time.

9.4.1.5 Assignments shall be submitted to the lecturer during the lecture session on the date of submission; and the student should ensure that he/she signs a form for submission as proof. Where a lecturer advises that students should submit assignments to another member of staff or office, students should submit their assignments in hard copy to the prescribed office by 16:00 hours on the due date. Upon submission, students are expected to sign the ***Submissions Log Book*** and ensure that the member of staff receiving their assignment signs against their names before prior to leaving the office or premises.

9.4.1.6 A student who does not qualify to sit for an examination due to the above rules will be deemed to have failed that examination.

9.5 Examination Rules

- 9.5.1** The examinations shall comprise such written, oral, practical and other tests as the Board of Studies may prescribe.
- 9.5.2** No bags, books, notebooks, paper or any other materials unless specifically allowed by the examiner shall be brought into the examination room.
- 9.5.3** Mobile phones, laptops and any other forms of communication are not allowed in the examination room.
- 9.5.4** Eating, drinking or smoking during the examination is strictly forbidden.
- 9.5.5** During the examination, students are not allowed to communicate with anyone besides the invigilator, who should be notified by way of raising a hand. Anyone who acts otherwise will be disqualified from the examination.

- 9.5.6 No candidate will be allowed to leave the examination room within the first One (1) hour and the last 30 minutes of the examination.
- 9.5.7 No candidate shall be allowed into the examination 30 minutes after the examination has started. Candidates who arrive late and are allowed into the examination room will not be given extra time.
- 9.5.8 Candidates who finish the examination within the stipulated period shall raise their hand, and may only leave when the invigilator has collected their answer scripts.
- 9.5.9 Students shall only enter examination numbers and not their names onto their examination transcripts. Answer scripts bearing a student's name will not be marked.
- 9.5.10 Candidates shall not be allowed to share materials during the examination.
- 9.5.11 No candidate shall be admitted to an examination after he/ she has left unless during the full period his/her absence has been under approved supervision.
- 9.5.12 It is the responsibility of the candidate to produce a script that is clearly legible. A candidate whose script is deemed by the examiner to be illegible shall be disqualified.
- 9.5.13 No candidate shall continue to write the examination after the Chief Invigilator has announced the expiration of the time allocated for the examination. In no circumstances is any time over and above that allocated to any paper be allowed to any candidate for reviewing his/her script or making any amendments or additions to the script.
- 9.5.14 Where a student repeats a course he/she shall be expected to register for the course and complete all prescribed continuous assessments in the given semester. He/she will then be graded according to the standard grading system.

9.5.15 No candidate shall communicate with the examiner any explanatory statement in regard to his/her performance in the examinations except through the Head of Academics.

9.5.16 A complaint by an invigilator that a candidate has committed an examination offence shall immediately be reported in writing to the Head of Academics who shall refer such complaint to the Student Disciplinary Committee. For the purpose of this Regulation, an examination offence includes;

9.5.16.1 Any breach of rules relating to the conduct of examination; and

9.5.16.2 Any dishonest practice occurring in the preparation or submission of any work (whether in the course of any examination or not) which counts towards the attainment of a pass in any course or subject or otherwise occurring in connection with any examination.

The Head of Academics shall notify the candidate concerned in writing of the complaint and he/she shall be invited to exculpate himself/herself in writing.

9.5.17 The Students Disciplinary Committee shall hear and determine any complaint and shall have the powers to do any of the following things in the case of a candidate is found guilty of an examination offence:

9.5.17.1 Disqualify the candidate from sitting for any examination for such a period as may be prescribed; and/or

9.5.17.2 Cancel any pass with which the candidate may have been credited in the course, subject or examination in respect of which an offence has occurred; and/or

9.5.17.3 Recommend to the Executive Director such disciplinary action as the nature of the offence may require.

9.5.18 Candidate disqualified under Clause 9.5.18.1 above shall have the right to appeal in writing to the Executive Director through the Head of Academics not later than twenty-one days after the official publication of the results. Any student found in breach of these rules shall be disqualified from taking the examination and shall be expelled from the institution.

9.6 Deferred Examinations

9.6.1 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.

9.6.2 There shall be no deferred examinations for candidates who miss an examination.

9.6.3 Such an application shall be forwarded immediately to the Dean of the School before commencement of the said examination(s), and not later than the last day of the said semester examinations session.

9.6.4 It should be noted that any claim to have misread the time-table or pressure of work shall not be considered reasonable causes.

9.6.5 The Head of Academics shall, after consideration of an application, permit the applicant to present himself/ herself at a deferred examination.

9.6.6 The granting of deferred examinations remains the prerogative of the Executive Director and, therefore, any person who has missed an examination is not automatically deemed to qualify for a deferred examination.

9.6.7 The results of a deferred examination shall be treated in a similar manner as those obtained at the scheduled semester examination.

9.6.8 A person who misses a deferred examination shall not be given another opportunity to write the examination, he/she shall be deemed not to have been examined in the course.

9.6.9 In such an event, the examination shall be written at the end of the semester examination or other scheduled examinations.

9.7 Grading System

Zambia Information and Communications Technology (ZICTC) shall use the following grading system for undergraduates:

Table 1 Degree Programmes Grading System

MARK %	GRADE	DESCRIPTION	POINTS	
			Full Course	Half Course
86 – 100%	A+	Distinction	5	2.5
76 – 85%	A	Distinction	4	2
66 – 75%	B+	Meritorious	3	1.5
56 – 65%	B	Very Satisfactory	2	1
46 – 55%	C+	Clear Pass	1	0.5
40 – 45%	C	Bare Pass	0	0
30 – 39%	D+	Bare Fail	-	-
0 – 29%	D	Fail	-	-
	CP	Compensatory Pass		
	LT	Left without Permission		
	NE	Not Examined		

	DQ	Disqualified
	WP	Withdrew with Permission

9.8 Classification of Undergraduate Degrees

9.8.1 Grade of a Degree - all undergraduate degrees shall be classified Distinction, Merit, Credit or Pass.

9.8.2 Calculation of the Grade of the Degree - the points based classification of the undergraduate degrees shall be applied as follows for the aggregate grades obtained in the total number of courses sat in the third, fourth and fifth years only:

Table 2 Classification of Degrees

No. of Courses	Distinction	Merit	Credit	Pass
12	42.5+	30.5 - 42	18.5 - 30	0 - 18
13	46+	33 - 45.5	20 - 32.5	0 - 19.5
14	49.5+	35.5 - 49	21.5 - 35	0 - 21
15	53	38 - 52.5	23 - 37.5	0 - 22.5
16	56.5+	40.5 - 56	24.5 - 40	0 - 24
17	60+	43 - 59.5	26 - 42.5	0 - 25.5
18	63.5+	45.5 - 63	27.5 - 45	0 - 27
19	67+	48 - 66.5	29 - 47.5	0 - 28.5
20	70.5+	51.5-70	30.5-50	0 - 30

9.9 Rules of Progression

9.9.1 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 preceding academic year.

9.9.2 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.

9.9.3 To complete a course, a student shall:

9.9.3.1 Attend at least 80% of such classes, tutorials, seminars, oral/practical exercises or field work as shall be prescribed by the Board of Studies;

9.9.3.2 Perform to the satisfaction of the Board of Studies in such prescribed practical, written and other course work as shall be required; and

9.9.3.3 Obtain an overall pass grade in the course.

9.10 Continuous Assessment

The assessment of students in a course consists of continuous assessment and the final examination. The continuous assessment and the final examination are respectively weighted as **40-60%** for both degree and diploma programmes.

The continuous assessment consists of tests, assignments, projects and any other work that shall be assigned by a lecturer. The Continuous Assessment (CA) for all degree programmes shall be as follows:

Table 3 Semester Courses

ASSESSMENTS	PERCENTAGE
2 Tests per semester	25%
1 Assignments per semester	5%
1 Practical examinations per semester	10%
Final Examinations	60%

Table 4 Termly Courses

ASSESSMENTS	PERCENTAGE
1 Test per term (3 Tests per year)	25%
1 Assignments per term	5%
1 Practical examinations per term	10%
Final Examinations	60%

9.11 Repeat Semester

The Board of Examiners shall refer a student to repeat the semester without proceeding to the next semester in the following cases:

- 9.11.1 Any student who has failed two courses out of the four assigned per semester; and three courses out of the five assigned per semester;
- 9.11.2 A student who fails a repeat course(s) shall be allowed to repeat the course(s) failed;
- 9.11.3 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 year course(s) failed if he/she is within the allowable maximum period of study; and
- 9.11.4 A student repeating the semester must pass all courses before being allowed to proceed to the next semester.

9.12 Repeat Course

- 9.12.1 Subject to the regulations governing progression, all courses failed must be repeated.
- 9.12.2 A student who has failed a course they are repeating for the first time shall be allowed to repeat the said failed course.

9.12.3 A final year student who fails a repeat course shall be allowed to complete the said course, subject to the rule requiring a student to complete his/her programme of study within the prescribed maximum duration of study.

9.13 Exclusion

9.13.1 A student who fails in three or more courses out of the prescribed four courses per semester may be excluded from the Faculty in which he or she is registered, and shall be permitted to apply to another Faculty within the College.

9.13.2 A student who has failed a repeat course(s) (twice), shall be excluded from the College.

9.13.3 A student who, without prior permission of the Board of Studies, fails to sit for an examination in a semester may be allowed to repeat the course(s) missed.

9.14 Re-admission

9.14.1 Re-admission of a student to a course of study or programme shall be restricted to higher levels of study, i.e., third and fourth years of study for Degree programmes of four years; fourth and fifth years of study for Degree programmes of five years; and second and third years of study for Diploma programmes.

9.14.2 Re-admission shall not be automatic but shall be on recommendation by the Faculty after taking into consideration the applicant's previous academic performance.

9.14.3 An excluded student shall be required to stay away from a course of study or programme for one academic year before being considered for re-admission.

9.14.4 An applicant who has been away from studies for a period of two years or more shall not qualify for re-admission.

9.14.5 A student excluded when re-admitted shall register for all the courses in the semester in which he was excluded from, including those he/she had earlier successfully passed.

9.14.6 A student excluded from a Faculty in lower levels of study shall not be considered for re-admission into the same faculty. Such a student shall be considered for admission into another faculty of the College.

9.15 Maximum Duration of Study

The following shall be the maximum duration of study within which a candidate is to complete his/her programme. Failure to complete within these prescribed periods shall result in the concerned candidate being declared 'untrainable' by management on the recommendation of the relevant School.

9.15.1 For a four (4) year Degree programme, six (6) years.

9.15.2 For a five (5) year Degree programme, seven (7) years.

9.15.3 For the three (3) year Diploma programme, five (5) years.

9.16 Comment Codes

9.16.1 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.

9.16.2 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.

9.16.3 Exclude Faculty

This comment is recorded by the Board of Examiners when a student has failed to complete the Faculties' requirements.

9.16.4 Repeat

This comment is recorded when a student is required to repeat the course or subject for the next semester or year.

9.16.5 Exclude College

This comment is recorded when a student has been excluded from further study at the College. This comment is made after the student has failed to satisfy the Academic Board of Studies requirements.

9.16.6 Suspend

This comment is recorded when a student has been suspended for disciplinary reasons.

9.16.7 Expelled

This comment is recorded when a student has been expelled from the College for disciplinary reasons.

9.16.8 Not Examined

This comment is recorded when a student did not sit for the final examination in a particular course in that particular semester.

9.16.9 Not registered

This comment is recorded when a student fails to register at the stipulated time of registration in a particular semester.

9.16.10 Change Faculty

This comment is recorded as a result of a decision made by the Admission Committee, for a student to change faculty.

9.16.11 Re-admit

This comment is recorded by the Academic Board of Studies at the beginning of a semester after Exclude College has been recorded; and where the Board has reversed its decision. Simultaneously, the comment Exclude for the previous year will be deleted.

9.17 Conferment of Degree and Granting of Diplomas

9.17.1 No person is entitled to describe himself as holding a degree or diploma or certificate granted by the College unless the qualification has been either in person or in absentia been granted at convocation in a general resolution of the Academic Board of Studies.

9.17.2 A student who wishes a qualification to be awarded must make application for the award on the form prescribed from time to time under the authority of the Academic Board of Studies whether it is desired that the degree or diploma be awarded in person or in absentia.

9.17.3 Notwithstanding anything to the contrary in this regulation, a degree shall be awarded posthumously within the twelve months' period after a person has fulfilled the conditions prescribed for admission to the degree.

9.18 Administrative Review/Remark of Examinations

The 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:

9.18.1 The candidate must have submitted a written request within seven (7) days of receiving results;

9.18.2 Such a candidate must pay a prescribed fee for remark; and

9.18.3 The candidate shall be informed in writing of the final decision.

9.19 General Conduct on Campus

- 9.19.1** Students shall not eat from their class-rooms and should throw litter only in designated areas. Any student found violating these rules shall be subject to disciplinary measures.
- 9.19.2** Students shall observe a dress code which is reasonable; and shall not distract other students and/or lecturers from conducting lectures thereof.
- 9.19.3** 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.
- 9.19.4** No alcohol consumption, use of drugs or smoking is allowed on the University premises at any time; and any student found violating this rule shall be subjected to disciplinary measure.

10.0 GRADUATION POLICIES

10.1 Graduation Requirements

- 10.1.1** It is the student's responsibility to make sure he or she is completing required courses to graduate.
- 10.1.2** In order to be eligible for a diploma or degree, the candidate must have completed the required number and distribution of courses and have met the other requirements of the College.

10.2 Undergraduate Requirements

To be recommended for a certificate, diploma or degree, the student must satisfy the following conditions:

- 10.2.1** The completion of the prescribed program with a passing grade in each course with a minimum grade of C.

- 10.2.2 Settlement of all financial obligations to the College.
- 10.2.3 Submission of a completed "Clearance Form" obtained from the office of the Head Academics.
- 10.2.4 Time allotment for Certificate, Diploma and Degree completion;
 - 10.2.4.1 A student enrolled in a certificate program is allowed a maximum of 3 years to complete the program. In the event of a change in Major, this may be extended to 5 years with administrative approval.
 - 10.2.4.2 A student enrolled in a diploma program is allowed a maximum of 5 years to complete the program. In the event of a change in Major, this may be extended to 7 years with administrative approval.
 - 10.2.4.3 A student enrolled in a degree program is allowed a maximum of 7 years to complete the program. In the event of a change in Major, this may be extended to 9 years with administrative approval.
- 10.2.5 Variance from Stated Requirements. For any deviation from stated requirements for graduation, a petition must be filed with the Head Academic. If approved, a copy of the petition will be placed in the student's file.

10.3 Conferring of Certificates, Diplomas and Degrees

- 10.3.1 The annual graduation ceremony will be held at the College Premises.
- 10.3.2 Students who complete certificate, diploma and degree requirements shall be invited to participate through an advert in the media.

10.4 Graduation Fees

10.4.1 All fees associated with graduation must be paid in full, whether the candidate receives the certificate, diploma or degree in person or in absentia.

10.4.2 Graduation fees are non-refundable.

10.5 Graduation Gowns

10.5.1 All those wishing to attend the graduation ceremony shall be required to either hire or purchase a gown from the College.

10.5.2 The official graduation gowns shall be patented with PACRA and no graduant will be allowed to wear an unofficial gown.

10.6 Transcript Requests

10.6.1 Written requests for transcripts, which are copies of permanent academic records, should be directed to the Examinations/Admissions Office.

10.6.2 Requesters should include dates of attendance, name at the time if different, social security number, full home and campus address, and a complete address to which the transcript should be mailed.

10.6.3 A few days' advance notice is suggested when filing for a transcript to allow time to accommodate the request.

11.0 ACADEMIC INTEGRITY OF STUDENTS

Academic integrity is the foundation of the Zambia Information and Communications Technology Colleges' commitment to the academic honesty and personal integrity of the College Community. Academic integrity is grounded in certain fundamental values, which include;

- i. Respect,

- ii. Integrity
- iii. Discipline, and
- iv. Excellence.

Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students.

11.1 General Policies

The following policies and procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at Zambia Information and Communications Technology College. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the College.

11.2 Violations of Academic Integrity: Undergraduate

Behaviors that violate academic integrity are listed below, and are not intended to be all inclusive.

- i. Cheating
- ii. Plagiarism
- iii. Fabrication, Forgery and Obstruction
- iv. Multiple Submissions
- v. Complicity

- vi. Misconduct in Research and Creative Endeavors and
- vii. Computer Misuse

11.3 Undergraduate Penalty Guidelines for Academic Dishonesty

a) Grade Assignment

- 11.3.1** A "D" grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course. Students with any "D" grade on record shall not be eligible for honors at graduation.
- 11.3.2** If a student who has been accused of academic dishonesty drops the course, the student's registration in the course shall be reinstated until the issue is resolved.
- 11.3.3** Any assigned grade may be changed to a "D", "D+", or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected by the instructor until after the student has completed the course.
- 11.3.4** Notification to the student of the "D+" or "D" grade for academic dishonesty and the option of appeal concerning the alleged academic dishonesty shall be the responsibility of the instructor and/or Head of Faculty. Notice that a student has been dismissed for reasons of academic dishonesty shall be reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.
- 11.3.5** More serious violations of academic integrity shall be referred to the Office of Dean of Students as a student conduct violation.

Students must also read the ***ZICT College Student Academic Grievance Procedures.***

b) Multiple Violations

11.3.6 For the first "**fail**" recorded in an undergraduate student's academic record, the student shall receive a letter from the Head of Academics informing him or her of being placed on "Academic Dishonesty Warning" for the remainder of enrollment at Zambia ICT College.

11.3.7 For the second "**fail**" recorded, the undergraduate student shall be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights shall be sent from the Head of Academics.

11.3.8 For the third "**fail**" recorded, the undergraduate student will be permanently dismissed from the college for violations of academic integrity and with notice of that dismissal as a part of the formal record and transcript.

11.3.9 The maximum penalty for receipt of any "**fail**" grade shall be permanent dismissal from the college for violations of academic integrity and with a notice of that dismissal as a part of the student's formal record and transcript.

Students must also read the ***ZICT College Student Disciplinary Code Policy and Procedures.***

12.0 GENERAL MISCONDUCT

12.1 Intentionally or negligently contravenes or subverts, or attempts to contravene or subvert, or assists, encourages or persuades any other person to contravene or subvert a code, regulation, rule or instruction of the College;

12.2 Being convicted of a criminal offence without the option of paying a fine;

- 12.3** Uses abusive or offensive language when engaging with College employees during official College business ignoring common courtesy and etiquette, or during a meeting, conference or any gathering organised by or whilst representing the College;
- 12.4** Disseminating/communicating or distribution of confidential information without authorisation;
- 12.5** Introducing intoxicating liquor onto the premises of the College without the consent of the Executive Director (or a person duly authorised by the Executive Director) or management of the college or consumes or abuses intoxicating liquor and/or is under the influence of such liquor while on the premises of the College;
- 12.6** Committing an indecent act on the premises of the College as determined by a competent disciplinary body;
- 12.7** Convening an assembly on the premises of the College without obtaining the prior approval of the Executive Director (or the person duly authorised by him/her) or the management of the College, or attending a gathering prohibited by the Executive Director or the management of the College;
- 12.8** Inciting disorder, vandalism or Gross misconduct;
- 12.9** Accepting or offering a bribe to students, employees or any other official of the College;
- 12.10** Illegal wiring of electricity, unauthorized interference with electrical circuits;
- 12.11** Sub-letting of hostel rooms;

12.12 Collecting money or offering goods for sale or advertising goods on the premises of the College without the permission of the Executive Director (or a person duly authorized by him/her) or the management of the College;

12.13 Not vacating hostel rooms 2 days after writing final exam paper;

12.14 Behavior that in any way leads or may lead to the consequences described below. Such behaviour includes conduct by which:

12.14.1 The good name and reputation of the College is or may be impaired,

12.14.2 The maintenance of order, discipline and security at the College is or may be prejudiced or imperiled, or

12.14.3 The process of tuition, research and administration and general College activities are or may be prejudiced or disturbed.

12.14.4 Causing damages, breakages or losses to college property.

Students must also read the ***ZICT College Course Student Disciplinary Code Policy and Procedures.***

13.0 DISCIPLINARY PROCEDURES

The College shall 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.)

13.1 Informal Measures

The following procedure shall be followed for disciplinary cases;

13.1.1 If a student's behaviour does not reach the required standard, a member of the College staff will discuss the problem with the student;

- 13.1.2 If a student's behaviour continues to be unacceptable, or where the unacceptable behaviour is of a more serious nature, a member of College staff will meet with the student to discuss the unacceptable behaviours, agree actions within a reasonable timescale that seek to improve the position, and explain possible further disciplinary sanctions should there be no improvement;
- 13.1.3 If a student's behaviour continues to be unacceptable, or where the unacceptable behaviour is of a more serious nature, a meeting with the student shall be convened (where this is possible) issue a written warning explaining the nature of the unacceptable behaviour and actions agreed within a reasonable timescale to improve the position. The student should be informed that should there be no improvement this will lead to the instigation of the formal disciplinary process.
- 13.1.4 Where the seriousness of the incident justifies it, one or two or all stages of informal measures may be omitted and formal disciplinary action instituted.

13.2 Formal Measures

- 13.2.1 The Executive Director has overall responsibility for student discipline and for the implementation of the formal disciplinary process.
- 13.2.2 In the event of the issue being concerned with academic dishonesty (e.g. plagiarism), the issue will be considered in the first instance by the Head of Faculty.
- 13.2.3 His/her decision will be subject to confirmation by the Head of Academics as will any decision to instigate the formal disciplinary process where relevant.

Students must also read the ***ZICT College Course Student Disciplinary Code Policy and Procedures.***

14.0 DISCIPLINARY COMMITTEE

The Disciplinary Committee shall be constituted by the Executive Director as follows:

- 14.1 A member of the College Senior Management Team, who shall act as Chairperson;
- 14.2 The Dean of Students, who shall act as the secretary;
- 14.3 Three (3) members of the College's staff (unconnected with the alleged breach of discipline);
- 14.4 One representative of Zambia ICT College Students' Union;
- 14.5 A quorum shall comprise the following;
 - i. Senior Member of Management;
 - ii. The Dean of Students; and
 - iii. Student representative.
- 14.6 Cases will be decided by a simple majority of those present and voting (the chair will have a casting vote if necessary).

15.0 CONDUCT OF HEARINGS

15.1 Case Hearing – the Accused;

- 15.1.1 Shall receive written notification of the date, time and place of a hearing at least 5 working days before the date of the hearing;
- 15.1.2 Shall receive a written statement of the issue which the Disciplinary Committee will be considering, and a copy of this Students' Disciplinary Code;
- 15.1.3 Shall be allowed access on request, in advance of the hearing, to any material evidence the Disciplinary Committee will be considering at the hearing;
- 15.1.4 May choose not to attend the hearing in which case it will be held in her/his absence; and

15.1.5 May submit a written statement containing matters which s/he wishes to be discussed, whether or not s/he chooses to attend the hearing.

15.2 Conduct of Hearing – the Accused;

15.2.1 May be accompanied by someone to advise her/him at the hearing, but that person may not speak for the student.

15.2.2 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.

15.3 Case Outcome – the Accused

15.3.1 Shall 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.

15.4 Right of Appeal

15.4.1 The accused has the right to appeal to the Executive Director of the College against the decision of the Disciplinary Committee. The appeal must be sent in writing to the Executive Director within 10 working days of the date of notification of the results of the hearing.

15.4.2 The Executive Director (or in her/his absence, a nominated representative(s)) will consider the appeal.

15.4.3 There is no right to a further hearing, although the Executive Director may request that a person connected with the incident or the decision submit a written report or provide oral evidence.

15.4.4 The Executive Director, or his/her nominated representative(s), will respond within 10 working days.

15.4.5 With the exception of the time allowed for an appeal, timescales given in this Code are for guidance and may be varied where it is not possible to stick to them.

16.0 STUDENT DISCIPLINARY RECORDS

16.1 Any records of hearings or of disciplinary action taken against the student will be retained by the College under confidential cover and shall not be provided to any third parties except where the College is required to comply with statutory and other legal provisions.

16.2 Disciplinary decisions (as opposed to records of hearings) shall be communicated to relevant College staff.

16.3 Where the disciplinary decision has led to the imposition of a disciplinary measure, in the case of the removal of access to specific College facilities, an oral warning, a written warning or a final written warning then the reason for that measure shall also be shared.

16.4 Where the disciplinary measure is dismissal from the College then the reason for this shall not be shared.

17.0 LIBRARY POLICIES

17.1 Circulation

17.1.1 Books shall be charged to borrowers for a Two-week period.

17.1.2 Short-term borrowing of reference books and periodicals shall be charged ranging from two-hours to three days.

17.1.3 Faculty members using material for studying or teaching shall be allowed extended special borrowing privileges for a period of One month.

17.2 Reserve Collection

17.2.1 The Library shall maintain a collection of Reserve material, as requested by the faculty.

17.2.2 Material delivered to the Circulation Desk shall be placed on Reserve within one week.

17.3 Role of Faculty Staff

17.3.1 Each faculty member shall accept general responsibility for keeping the library collection in his/her field up to date.

17.3.2 The library shall purchase library materials, within budgetary limits, recommended by members of the faculty.

18.0 FINANCIAL POLICIES

18.1 Payment Plan

At the time of registration, the student shall pay tuition and other fees in line with the Debt Management and Credit policy.

18.2 Student Sponsorship

Students who are receiving sponsorship (employer, government, church, etc.) shall provide proof of their sponsorship.

18.3 Payment of Fees

18.3.1 All fees shall be deposited in the College's Bank account.

18.3.2 The deposit slip/s will then be presented to the accountant for the issuance of a receipt.

18.4 Refund Policy

18.4.1 Any student who withdraws from the College in writing and whose withdrawal is officially approved, may receive a refund for tuition and course related fees.

18.4.2 There are no refunds after the third week of the semester.

Students must also read the [**ZICT College Course Refund Guidelines**](#).

18.5 Cost Adjustments

The College reserves the right to adjust tuition and other fees whenever it is deemed necessary.

19.0 PARTNERSHIP POLICIES

19.1 Definition

The College considers partnership as a collaborative relationship between entities to work toward shared objectives through a mutually agreed division of labor.

19.2 Partnership Requirements

The College shall aspire to or consider entering into partnership agreements with other institutions if the following norms prevail;

19.2.1 Applicant's contact information, including name, title, affiliation, address, telephone number, and e-mail address are verifiable;

19.2.2 A description of any prior experience with establishing college partnership including the name of the institution, years of operation and contact information is ascertained;

19.2.3 A description of the prior or relevant experience of the members of the governing board is ascertained;

19.2.4 Demonstration of shared common vision and purpose with Zambia ICT College;

- 19.2.5 Demonstration of respect for the contributions of all partners, combined with an absence of status barriers;
- 19.2.6 Demonstration of equal and/or acceptable balance of power and control;
- 19.2.7 If in education and/or training provision - proof of Registration with relevant Zambian regulatory framework;
- 19.2.8 A description of co-curricular and extracurricular programs and how they will be funded and delivered; and
- 19.2.9 Demonstration of resource sharing procedures or processes including details of fiscal management of the contract.

19.3 Action by Management

Following the meeting of the applicant with the College Partnership Committee, the Committee shall prepare a report to College Management with the recommendation of the committee as to whether the application should be approved. Management will take one of the following actions:

- 19.3.1 Management will render a decision that the application meets the Board's approval criteria. Following action by Management, the applicant will be formally notified of the Management's action within ten (10) business days.
- 19.3.2 Management will render a decision that the application does not meet the Board's approval criteria. Management will provide the applicant with an opportunity to address any deficiencies in the application. The applicant may also withdraw his application at any time and resubmit it at a later date.

19.4 Contract Execution

Zambia ICT College shall within ninety (90) days of approval of partnership execute a contract that clearly sets forth the academic and operational performance expectations

and measures by which the partnership will be judged and the administrative relationship between the Zambia ICT College and Education and the college partnership institution including each party's rights and duties.

As soon as the management takes action to approve a partnership application or proposal, ZICTC staff, on behalf of the Board, will begin working with the applicant on the terms of the contract so that it can be executed within a 90-day timeline.

19.5 Renewals

Partnership between Zambia ICT College and other institutions may be approved or renewed for a period not exceeding five (5) years. The renewal application shall include the following:

- 19.5.1 A report on the progress made in achieving goals, objectives, programs, and performance standards for the students, and other conditions and terms specified by the Board and Management upon granting initial approval.*
- 19.5.2 A concise and clearly written financial statement which discloses the costs of administration, instruction, and other spending categories for the College. This information must be submitted on forms prescribed by the Board and must provide the Board with sufficient information that will enable the Board and Management to compare costs with those of other comparable organizations."*

19.6 Revocations

The Board may revoke a contract if the partnership does any of the following or otherwise fails to comply with the contract requirements:

- 19.6.1 Commits a material and substantial violation of any of the terms, conditions, standards, or procedures required by the contract;*
- 19.6.2 Fails to meet or make sufficient progress toward the performance expectation set forth in the contract;*

- 19.6.3 Fails to meet generally accepted standards of fiscal management; or*
- 19.6.4 Substantially violates any material provision of law or regulation from which Zambia ICT College is not exempted.*