



MZUZU
UNIVERSITY

STUDENT INFORMATION HANDBOOK



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Approved by Council on

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SERVICE | PERFECTION | SELF-RELIANCE

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SECTION 1: BACKGROUND INFORMATION

1.0 Historical Note

Mzuzu University is the second national university in Malawi which was established by Act Number 12 of 1997 following the announcement by the former State President of the Republic of Malawi, His Excellency Dr. Bakili Muluzi, in July 1994 of the need for the establishment of a new university in the country and that the new university should be located in the Northern Region.

After the announcement, the President appointed the Commission for the Establishment of the University in the North (COMESUN) and directed the commissioners to gather the opinions of a cross-section of the Malawian population in the three regions on the feasibility, practicality, and viability of establishing such an institution.

The Commission heard views from politicians, traditional and religious leaders, academicians, professional experts, government officials, and ordinary people in the rural areas. After six months, the COMESUN concluded that a national consensus had emerged and that the people of Malawi were in agreement that:-

- i. there was an urgent need in the country for a second national university that should be autonomous and independent of the existing University of Malawi, and that it should have its own administrative structure consisting of a Vice Chancellor and all the Principal Officers;
- ii. it should be located in the City of Mzuzu;
- iii. it should be called Mzuzu University; and
- iv. it should run on different administrative principles and after academic programmes designed to exploit the country's natural and environmental resources.

The commissioners further recommended that in order for the university to open quickly, the existing Mzuzu Teachers' Training College (MTTC) should be rehabilitated and upgraded to house the University.

1.2. The Mission Statement

The mission of Mzuzu University is to provide high quality education, training, research, and complementary services in Malawi and the World.

1.3. Objectives of Mzuzu University

The objectives are to:-

- a) advance knowledge and promote wisdom and understanding by engaging in teaching, research and training by making provision for the dissemination, promotion, and preservation of learning;
- b) engage in such university education, research, and training as is responsive to the needs of Malawi, Africa, and the whole world;
- c) offer an education of high university standard; and
- d) provide complementary services to meet the technological, social, and economic needs of individuals and communities in Malawi.

1.4. Motto, Values

1.4.1. Motto

Service Perfection Self-Reliance.

1.4.2. Values

The values include

Excellence
Diversity
Dependability
Responsiveness
Academic freedom
Integrity

1.5. Achievements to date

Since its inception, Mzuzu University has grown from a face-to-face one Faculty and Centre University with a student population of a little over 120, to six Faculties and three Centres University with a dual-mode (face-to-face plus Open, Distance and e-Learning) with a student enrolment of over 8,000 students. It has also grown from being a three undergraduate programmes University to over 30 undergraduate and up to 18 postgraduate programmes. The staff population has also grown from a few members in 1999 to over 450 in 2020. At least 8,937 had graduated from the University by 2021, twenty-two years after the start of the University.

1.6. The University Organization

Mzuzu University's organization is provided for in the Act establishing it. Through the Act, Mzuzu University has established a pattern of authority and specialization, systems, and rules of procedure in order to perform its functions in an orderly and effective manner. These regulate day-to-day work within the University.

1.7. Mzuzu University Council

1.7.1 The Council is the governing body of the University, which has ultimate responsibility for the work and progress of the University towards the achievement of its goals and objectives. Its membership includes leading figures from the community as well as the personnel within the University and two student representatives.

1.7.2 The Council has wide powers to make Statutes and revise them, lay down policy, approve programmes and plans, and establish working procedures governing the organizational life of the University. It also provides and controls the resources required to support both academic activities and the physical development and maintenance of the University.

1.7.3 However, the Council is not engaged in the day-to-day administration of the University. On academic matters it consults the Senate on many other matters while retaining overall control and responsibility, it delegates much of the detailed work to the committees.

1.7.4 The main Committees of the Council are:

- a. Executive Council Committee
- b. Appointments and Promotions Committee
- c. Finance Committee
- d. Honorary Degrees Committee
- e. Committee on Staff Terms and Conditions of Service

1.8. The Senate

1.8.1 The Senate is the chief academic authority of the University. Its membership includes: The Vice-Chancellor, Deputy Vice-Chancellor, Deans of Faculty, Dean of Students, University Librarian, Directors of Centres and Institutes, Faculty Representatives, and the University Registrar. The Senate has responsibility for the general control and direction of teaching and research activities, examinations, the conferment of degrees, and awards of diplomas and certificates.

1.8.2 Much of its statutory authority is exercised through its approval and from time to time amendment of various sets of academic regulations all of which are published for general information. These include special academic regulations,

admissions and examination procedures, degree structures, programmes of study, and syllabuses, to mention, but a few.

1.8.3 Senate ensures that the academic standards and quality of teaching are acceptable not only to the University and the nation but to the standard of SADC countries and the worldwide academic community.

1.8.4 Senate too delegates much of its day-to-day work to committees, reviewing the recommendations and bringing them forward for its approval. The main standing committees of the Senate are;

- a. Academic Planning and Courses Committee
- b. Graduate Studies Committee
- c. Management Committee
- d. Admissions Committee
- e. Development Committee
- f. Academic Assessment Committee
- g. Research and Publications Committee
- h. Library Committee
- i. Appeals Committee
- j. Students Disciplinary Committee
- k. Staff Development Committee

1.9 Faculties and Departments

1.9.1 The academic section of the University is represented by the Senate, Faculties, and Academic Departments. Each department has a special focus involving teaching and research in particular subjects.

The University has Six Faculties namely:

1. Faculty of Education
2. Faculty of Environmental Sciences
3. Faculty of Health Sciences
4. Faculty of Science, Technology and Innovation
5. Faculty of Tourism, Hospitality and Management
6. Faculty of Humanities and Social Sciences

1.9.2 Each of the faculties has departments. The departments are responsible for the day-to-day teaching and research work for the University and the formulation of programmes of study. In general, departments in the same faculty work closely together in offering degree, diploma, and certificate programmes. Faculties are headed by Deans who are either elected or appointed. The Faculty Deans represent their Faculties in other bodies such as Council or Senate. The Deans have a general responsibility to coordinate the work of the Faculty.

1.9.3 Faculties work through their Faculty Boards, and a variety of committees established by the Senate. Proposals from the departments are brought to Faculty Boards for deliberation before subsequent submission to the Senate for ratification.

1.10. Staff Welfare

The Mzuzu University Community is organised through the Mzuzu University Community Welfare Association (MUCOWA) which caters for social welfare issues for both academic and non-academic members of staff. In addition to MUCOWA, there are two separate unions for Academic and Non-Academic Staff: Mzuzu University Academic Staff Union (MUASU) and Mzuzu University Non-Academic Staff Union (MUNASTU) which seek to promote labour-related issues of its members at the University.

1.11. Students Organization and Welfare

1.11.1 The main Student body is Mzuzu University Students Union (MUSU) which is organized through the Mzuzu University Student Representative Council (MUSREC).

1.11.2 MUSREC comprises the Executive Council, and three Associations serving communities of different modes of programme deliveries and/or modes of study, namely: The Face to Face Students' Association, the Open, Distance and eLearning Students' Association, and the Postgraduates Students' Association; and members from other groups with unique characteristics like the international students' community; and any other group of students as will be determined from time to time.

1.11.3 The students have also established various clubs including Sports, Culture, Human Rights, Religious Organizations, and University Choir amongst others. All clubs in the University are registered with the Office of the Deputy Vice-Chancellor (DVC) through Mzuzu University Students Union. The Deputy Vice-Chancellor has the power to deny or cancel the registration of any club whose activities are not in the best interest of the University.

1.11.4 Facilities exist on the campus for sporting activities. Halls of residence for a limited number of students are available on campus and the University has a clinic which is run by qualified full-time Nurses and a Clinical Officer.

1.12. Operations of the University

1.12.1 The University operates on a semester system. There are two semesters in an academic year. All students must familiarize themselves with the system. Rules and regulations contained in this Handbook apply to all students: postgraduates, undergraduates, full time, weekend, face to face, and Open, Distance and e-Learning (ODEL) mode of delivery students.

- 1.12.2 An orientation programme will take place in the first week of the first semester.
All new students must attend the orientation programme.

1.13. The University Administration

- 1.13.1 The Vice-Chancellor is the Chief Executive of the University and is responsible to Mzuzu University Council (hereinafter referred to as Council) for maintaining and promoting the reputation, efficiency, and good order of the University including the discipline of students.
- 1.13.2 There shall be a Vice-Chancellor of the University, who shall be the principal academic and administrative officer of the University.
- 1.13.3 The Vice-Chancellor shall be responsible to the Council for maintaining and promoting the reputation, efficiency and good order of the University including the discipline of students, and shall have all such powers as are necessary or expedient for him to perform these duties which include;
- a. prohibit the admission of a student or any person to the University;
 - b. prohibit, for such period as he shall specify, any student from attending classes or a particular class;
 - c. prohibit any student from entering or remaining on such part or parts of the University precinct as he shall specify; and
 - d. dismiss or suspend, for such period as he shall specify, any student or group of students.

SECTION 2: ADMINISTRATION

2.1 Registration

- 2.1.1 Any person offered a place in the University should register within a stipulated period as specified by the University in order to be recognized as a student.
- 2.1.2 Registration of a new student is subject to submission of a satisfactory medical report, original copies of their academic certificates or transcripts, and to meeting any special academic requirements in the faculty of admission.
- 2.1.3. Students **shall only be allowed to register** in programmes they have been admitted into by the University.
- 2.1.4 All continuing students shall register within a specified time in the first week of each semester as advised by the University Registrar, before attending any classes.
- 2.1.5 No one shall be registered as a student of the University until s/he pays at least half of the semester fees and other financial obligations.
- 2.1.6 Registration must be done within the first week of the semester. Registration after the first week shall attract a late registration fee per day delayed as may be determined by the University from time to time.
- 2.1.7 Late registration will not be allowed after fourteen days from the first day of registration.

2.2. Registration for Audit Courses

- 2.2.1 Students wishing to audit courses will be required to register for those courses as part of the general registration process outlined in 2.1.4 to 2.1.7.
- 2.2.2 Students shall pay an appropriate fees (10% of annual fees) for each audit course.
- 2.2.3 Students may register for a maximum of two (2) audit courses.
- 2.2.4 No special timetable arrangements will be made to accommodate audit course requests.
- 2.2.5 Audit courses do not contribute towards the semester average.

2.3. Financial Obligations

- 2.3.1 A student is required to pay requisite fees as prescribed by the University.

2.3.2 Council may revise fees at any time for all categories of students with or without notice.

2.3.3 It is the responsibility of a student to ensure that his/her funding institution and/or sponsor has paid the requisite fees.

2.3.4 Except where indicated, all fees are not refundable.

2.4 Student scholarships

2.4.1 Mzuzu University seeks funding for other scholarship awards from a variety of sources and these will be advertised as they become available.

2.4.2 The Vice-Chancellor may also award a few scholarships in special cases.

2.5 Security

2.5.1 The University has rules and regulations governing security on campus. Every student is required to acquaint with and adhere to these rules and regulations.

2.5.2 In particular students should be aware of the following:

- i) A student will be required to have a valid University identity card issued by the University;
- ii) A student will be required to display the identity card at all times within the University premises and functions;
- iii) No student will access University services without production of a valid University identity card;
- iv) Visitors will be required to adhere to University security procedures;
- v) Entering and exiting the University campus or premises by any other route apart from the official access routes is an offense;
- vi) The University shall not be held responsible for items stolen or damaged within or outside University premises and functions;
- vii) A student will be required to report civil and criminal cases to either of the following; Dean of Students, Wardens, or Security Liaison Officer;
- viii) Failure to adhere to security measures or undermining of security in any way may result in disciplinary proceedings being taken as outlined in Section 5.11 of this handbook; and
- ix) No student is above the University as well as National laws

2.6. Care of University Facilities

All University facilities shall be vested in the University Registrar's Office

2.6.1. Lecture Theatres

- 2.6.1.1. Access to University lecture theatres outside normal classroom hours shall require prior booking with the University Registrar.
- 2.6.1.2. All bookings should be made well in advance at least 24hour before the event. Booking forms are available in the Registry.
- 2.6.1.3. Users with activities which are repeated weekly within the semester shall be required to seek written permission from the University Registrar.
- 2.6.1.4. Access to the facilities for all activities shall be restricted two weeks before the end of each semester's examinations.
- 2.6.1.5. No student or staff shall be required to remove furniture and other assets from lecture theatres.
- 2.6.1.6. It shall be the responsibility of the user in ensuring that lecture theatres are kept clean before and after every social /spiritual function.
- 2.6.1.7. Holding of parties in lecture theatres is strictly prohibited.

2.6.2. Classrooms

- 2.6.2.1. All classes shall be kept closed after learning hours.
- 2.6.2.2. Class representative shall be responsible for collecting and returning keys at Porters' Lodge.
- 2.6.2.3. Access to classrooms outside normal learning hours shall require prior booking with the office of the University Registrar.
- 2.6.2.4. The Registrar's office shall make available at least two classes as designated areas for student reading late at night when the library is closed.
- 2.6.2.5. Access to the facilities for all activities shall be restricted to two weeks before end of each semester examinations.

- 2.6.2.6. Assets such as desks, chairs, projectors, and sockets amongst others should not be taken outside classes without prior permission from the Registrar's Office.
- 2.6.2.7. Holding parties in classrooms is strictly prohibited.
- 2.6.2.8. Each semester, Patrons or Chairpersons shall be required to make fresh applications for use of classrooms in case of repeated weekly activities, for instance, religious gatherings.

2.6.3. Laboratory Services

- 2.6.3.1. Access into University laboratories shall be done with consent from concerned lecturers and technicians.
- 2.6.3.2. Laboratory materials should not be taken outside the laboratory without prior permission from the relevant personnel.
- 2.6.3.3. Students using the laboratories must at all times adhere to safety techniques as laid down.

2.6.4. Off-Campus Shade

- 2.6.4.1. Management of the off-campus shade shall be the responsibility of the University Registrar.
- 2.6.4.2. The University Registrar may delegate the day-to-day operations of the facility to MUSREC.
- 2.6.4.3. The University Registrar in consultation with MUSREC shall ensure smooth management and operation of the facility.

2.6.5. Medical Services

- 2.6.5.1. Access to Medical Centre will only be restricted to registered students when the semester is in progress. Students will not be allowed to access the services during semester holidays.
- 2.6.5.2. Each student accessing the services shall be required to produce an identification card.

- 2.6.5.3. The medical services being offered are primary and are for minor ailments, but each case for the 1st instance has to be reported at the Medical Centre
- 2.6.5.4. Serious cases are referred to Mzuzu Central Hospital.
- 2.6.5.5. Students will be responsible for their medical bills at private hospitals.
- 2.6.5.6. All medical examinations on newly admitted students shall be done at the University Medical Centre at a fee.

2.6.6. Halls of Residence

- 2.6.6.1. All students are admitted to the University on off-campus basis. Being accommodated on campus is therefore a matter of privilege and not a right.
- 2.6.6.2. All students with an interest to be accommodated on campus must apply to the University using forms which are available at the office of the Dean of Students or University website.
- 2.6.6.3. All students who have been offered a room on campus will have to sign a rental agreement form and adhere to the terms and conditions of the agreement.
- 2.6.6.4. All rentals have to be paid in advance.
- 2.6.6.5. Classroom desks should not be taken to the halls of residence.
- 2.6.6.6. All assets within the halls of residence should not be taken out without prior permission from the office of the Registrar.

2.6.7. Indoor Facilities

- 2.6.7.1. Indoor facilities such as basketball court, netball ground, football ground, hockey, and many other sporting facilities are property of the University.
- 2.6.7.2. Mzuzu University Students and staff access to the facilities is free.
- 2.6.7.3. The facilities are also available to externals for hire at rates which are determined from time to time.

- 2.6.7.4. Use of the facilities requires booking at least 48 hours before the actual date of the event.
- 2.6.7.5. Bookings of indoor facilities shall be coordinated by the sports Coordinator after endorsement by MUSREC and the Registrar's Office shall be notified for approval.

SECTION 3: ACADEMIC MATTERS

3.1. Academic Structures

3.1.1. Senate

Senate is the highest academic body in the University. It is responsible for all programmes, courses, admission of students, and awards. It consists of the Vice-Chancellor, Deputy Vice-Chancellor, Deans of Faculty, Directors of Centres and Institutes, Librarian and representatives of Faculty. Senate reserves the right to alter, amend, replace or cancel any of the Academic Regulations and shall be the final authority for the interpretation of these regulations.

3.1.2. Faculties, Departments, and Centres

3.1.2.1. Faculties, Departments, and Centres are the establishments of the Senate that deal directly with academic matters and make recommendations to the Senate. They are responsible for recommendations on admissions, assessment, conferment of awards, research, and disciplinary control of students.

3.1.2.2. Faculties are academic units within the University that define broad areas of related study and oversee those areas of study.

3.1.2.3. Each Faculty has a Dean who is responsible to the Vice-Chancellor for teaching, research, administration and other duties, and responsibilities in the Faculty. The Dean is assisted by the Deputy Dean in the Dean's office.

3.1.2.4. Functions of a Faculty include:

- (i) Facilitating and coordinating all matters and activities relating to teaching and research within the faculty.
- (ii) Monitoring the progress of students and making recommendations to Senate for the award of Degrees, Diplomas and other qualifications depending on the programme the student is following.

3.1.2.5. Currently, there are six Faculties in the University: Faculty of Education, Faculty of Humanities and Social Sciences, Faculty of Environmental Sciences, Faculty of Science, Technology and Innovation, Faculty of Health Sciences, and Faculty of Tourism, Hospitality, and Management. However, other faculties may be established in the near future.

3.1.2.6. Departments are units within a faculty, responsible for the implementation of academic programmes.

3.1.2.7. Each Department has a Head who is responsible to the Dean.

3.1.2.8. Functions of a Department include:

- i) Reviewing academic elements for registering students for courses and making recommendations on registration through the Dean to the Registrar.
- ii) Developing, offering, and reviewing courses of study and areas of research within the Department and making recommendations to the Faculty Board.
- iii) Making recommendations for courses in the Department.
- iv) Making arrangements for the examination of each course in the department, in consultation with the Dean of Faculty and the Registrar.
- v) Monitoring the performance and conduct of the students of the Department and making regular reports to the Faculty.

3.1.2.9. Departments also offer short courses, carry out research and consultancies, and engage in outreach programmes.

3.1.2.10 Some departments may appoint coordinators of programmes to be assisting the Head of Department in running the programmes.

3.1.2.11. Centres are areas of excellence that deal with a specialized multi-disciplinary activity.

3.1.2.12. There are currently four Centres, namely, Centre for Open, Distance and e-Learning (CODEL), Testing and Training Centre for Renewable Energy Technologies (TCRET), Learning Resource Centre and Centre for Water and Sanitation (WATSAN). However, more centres will be established in the future.

3.1.2.13. All Centres are placed within a faculty or other administrative unit to ensure strong inter-unit communication and coherence with University strategies and policies but have a significant degree of autonomy. The Centres may offer short courses; they may manage research and outreach programmes; and they may contribute to the teaching and supervision of undergraduate and postgraduate degree programmes.

3.1.2.14. The CODEL uses a combination of face-to-face, open, distance and e-learning delivery modes.

3.2. Student Academic Performance

- 3.2.1 All students are required to attend all scheduled lectures, laboratory sessions, tutorials, workshops and practical sessions in their registered courses, and according to their mode of programme delivery. The onus is on the student to acquaint himself or herself with the requirements of each department in which he or she is pursuing studies.
- 3.2.2 In all the semesters, students shall be supervised, monitored, and assessed by the relevant academic departments. Students shall receive feedback on their performance during each semester.
- 3.2.3 No student shall be allowed to sit end of semester examinations if s/he misses 12 hours or more of any registered face – to- face course, except with Senate's approval.
- 3.2.4 No student shall be allowed to sit end-of-semester examinations if s/he does not have a continuous assessment grade.
- 3.2.5 All departments shall inform the students the criteria for computing continuous assessment grades and submit the same to the relevant Deans.
- 3.2.6 Both continuous assessment and end of semester examination shall assess content that is representative of the content in a given course in a semester.
- 3.2.7 Students who fail courses at the end of a semester will not automatically register for course(s) in the following semester.
- 3.2.8 A student who fails in her/his course shall be required to write a supplementary examination, repeat the course or withdraw from the programme as the case may be.
- 3.2.9 A student who misses an examination without a valid reason shall be awarded a mark of '0' for that examination.

3.3 Deferred Examinations

- 3.3.1 A student who is unable to write an examination may apply to the University Registrar in writing for a deferred examination. The student must receive formal written approval from the University Registrar before missing the examination.
- 3.3.2 A student shall be eligible for deferred examinations under the following circumstances:
 - i) Illness supported by valid medical evidence

- ii) Bereavement due to loss of parents, guardians, children, spouse, or siblings during the examination period
 - iii) Incapacitation during examination period, supported by documented evidence.
 - iv) Participation in approved national and / or international activities, supported by documented evidence.
- 3.3.4 A student who fails a deferred examination and course shall be required to write a supplementary examination, repeat the course or withdraw from the programme as the case may be, as outlined in 3.2.7.

3.4 Publication of End-of-Semester Examination Results

- 3.4.1 The University Registrar shall be responsible for the announcement of the end-of-semester examination results as approved by the Senate.
- 3.4.2 Students shall access their examination results on individual online portal.
- 3.4.3 The office of the University Registrar shall release a timetable for deferred and supplementary examinations. A concerned student must access the timetable.

3.5 Procedure for Academic Complaints and Appeals

- 3.5.1 Any complaint on academic grounds, including requests for remarking of scripts, must in the first place be received in writing by the University Registrar, with a copy to the respective Dean. Such a complaint shall be made within 21 days of the announcement of the results. The Registrar shall forward such a complaint to the Dean of Faculty.
- 3.5.2 Grades from remarked scripts will not be standardized even in cases when the original grade was subjected to that process. Raw scores from remarked scripts will be presented.
- 3.5.3. Remark of an examination will only be considered for end-of-semester examinations and not on supplementary examinations and continuous assessments.
- 3.5.4 Remark of an examination will only be done once per script.
- 3.5.5 There shall be an Academic Appeals Committee appointed by the Vice-Chancellor, which shall hear and decide on appeals against the decision of the Senate.
- 3.5.6 The Dean shall consider the complaint in consultation with the student's Head of Department. The complaint shall be resolved within 21 days.

- 3.5.7 If the student is not satisfied with the outcome of the complaint, s/he may appeal to the Vice-Chancellor, who shall institute an Academic Appeals Committee.
- 3.5.8 The University Registrar shall inform the appellant of the date of the hearing of the appeal at least forty-eight hours in advance. The appellant may indicate whether or not s/he will attend in person. If not able to attend in person without a valid reason, the committee will proceed with the hearing based on the submissions and make a determination.
- 3.5.9. The appellant shall bear the cost of his/her travel, accommodation, and upkeep during the appeals proceedings.
- 3.5.10 The appellant shall pay all the necessary fees related to remarking of examinations and appeals as shall be determined by the University.
- 3.5.11. The decision of the Academic Appeals Committee shall be final.

3.6 Assessment of Courses

Conditions for Supplementary Examinations, Repeating of Courses, and Withdrawal from the University

- 3.6.1 What follows are general grading systems and conditions of assessment. However, students should check detailed information in the Appendix in case of variations from this norm in some programmes and courses. The programme and course-specific conditions of assessment supersede these general conditions.

The following is the general course grading system for end of semester academic assessments:

50 – 100	Pass
35 – 49	Fail (Supplementable)
0 – 34	Fail (Unsupplementable/ repeat course)

- 3.6.2 A student who scores an average of 70% and has no mark below 65% in any subject/ course/unit will appear on the Dean's List.
- 3.6.3 A student who scores supplementable grades in up to 50% of subjects /courses/units per semester shall write supplementary examinations in those subjects/ courses/units.

- 3.6.4 A student who scores supplementable grades in more than 50% of subjects/courses/units per semester shall repeat the failed subjects / courses/units in the following academic year.
- 3.6.5 A student who scores unsupplementable grade in up to 50% of subjects /courses/units will withdrawal and repeat the subjects / courses / units in the following year.
- 3.6.6 A student who scores unsupplementable grades in more than 50% of subjects/courses/units shall be withdrawn completely.
- 3.6.7 A student who fails the supplementary examinations shall repeat the subject/course/unit as long as s/he does not contravene sections 3.6.6.
- 3.6.8 **Failing a repeat course** - A student who fails after repeating a course shall be allowed to repeat that course for a final chance without provision for the supplementary examination. Such a student shall not be allowed to proceed to the proceeding semester.
- 3.6.9 A student writing a supplementary examination, and / or repeating a subject /course /unit shall pay fees as determined by the University.
- 3.6.10 A student who scores a mark above 50% in supplementary examination will have their mark scaled down to 50%. A supplementary examination grade shall not include continuous assessment grades.
- 3.6.11 A student shall sit a supplementary examination at the first opportunity made available by the University. A student who misses a supplementary examination shall be given a second opportunity to sit the said examination at the second opportunity the university is offering the examination. A student who misses the second opportunity shall be withdrawn completely from the University.
- 3.6.12 **Progression** - A student shall not be allowed to progress into Level 4 if they still have outstanding courses in Level 2. Similarly, a student shall not be allowed to progress into Level 3 if they have outstanding courses in Level 1. For a five-year programme, a student shall not be allowed to progress to Level 5 if s/he has outstanding courses in Level 3.
- 3.6.13 **Dean list award** - A student who scores an average of 70% and has no mark below 65% in any theoretical course and an average of 75% and no mark below 70% in clinical courses will appear on the Dean's List.

3.7 The Classification of Undergraduate Degrees

3.7.1 Bachelor's degrees shall be classified as follows:

Mzuzu University awards	Interpretation/equivalent awards
First Class	Distinction
Upper Second Class	Credit
Lower Second Class	Strong pass
Pass	Pass

3.7.2 The criteria for the above awards are presented by the Faculties under each programme in Appendix 2

3.8 Other Awards

3.8.1 The University shall also offer and award certificates, diplomas, and post-graduate degrees as stipulated in the Statutes of Mzuzu University.

3.8.2 All other certificates other than bachelor's use distinctions, credit, and pass.

3.9 Academic Transcript

3.9.1 On completion of a University programme, each student shall obtain, on application to the University Registrar, one printed copy of a formal transcript of her/his complete academic record at no cost to her/him.

3.9.2 Additional copies of the transcript shall be at a fee to be determined by the University from time to time.

3.10 Regulations on the Control and Conduct of Examinations

3.10.1 Examination Time Tables

3.10.1.1. Departments are responsible for arranging and communicating the times of examinations associated with continuous assessment and mid-semester examinations.

3.10.1.2. The Registrar shall be responsible for drawing up the end-of- semester examination timetable.

3.10.1.3. Examination time tables will be published not later than two weeks prior to the commencement of the end-of-semester examination.

3.10.2. Examination Numbers

- 3.10.2.1. All candidates will be required to register online, manually or both in order to get an examination number at least 4 weeks before the start of examinations.
- 3.10.2.2. The Registrar shall be responsible for the allocation of examination numbers to candidates and for informing the candidates accordingly, not later than two weeks before the first end of semester and end of programme examination.
- 3.10.2.3. Students registration numbers shall not be used as examination numbers. Equally, student names shall not be used to identify oneself on the examination script.

3.10.3. Candidates' Entry to the Examination Hall for End of Semester examination

- 3.10.3.1 All candidates should have identity cards when entering examination rooms.
- 3.10.3.2 Candidates must be punctual for the examination at the times stated in the examination timetable and should arrive at the examination hall 10 minutes before the start of the examination.
- 3.10.3.3 Candidates will be admitted into the examination hall by the invigilator before the start of the examination. The invigilator will be required to search students before being admitted into the examination hall.
- 3.10.3.4 Each candidate entering the examination hall is required to occupy the seat allotted to him/her.
- 3.10.3.5 No candidate will be permitted to enter the examination hall after half-an-hour from the start of the examination.
- 3.10.3.6 No candidate shall be permitted to bring electronic gadgets (calculators, mobile phones, pagers, computers, and others) unless specified by the examiners

3.10.4. Absence or Leaving Examination Hall

- 3.10.4.1 In the case of failure to sit for an examination without due cause, the candidate shall be regarded as having missed the examination and an examination mark of zero will be awarded.
- 3.10.4.2 Misreading the examination timetable will not be accepted as an excuse for missing exams. Students should consult the examination timetable displayed before each examination session.
- 3.10.4.3 Any candidate who is unable to attend an examination on account of illness or other necessary cause must apply to sit a deferred exam as in **section 3.3.2**.
- 3.10.4.4 No candidate will be allowed to leave the examination hall in the first 30 minutes after the start of the examination or the last 30 minutes of an examination except in cases of illness or other necessity.

3.10.5. Practical Examinations

The running of practical and laboratory examinations shall be the responsibility of the Internal Examiners in the Departments concerned.

3.10.6. Adherence to Examination Time Limits

3.10.6.1 Candidates shall be warned of the time by the Chief Invigilator 30 minutes and 10 minutes before the end of the examination. Each examination hall must have a clock placed where it can be easily seen by all candidates.

3.10.6.2 Candidates must stop writing immediately at the end of the examination.

3.10.7. Candidates' Handling of Examination Papers and Supplementary Materials

3.10.7.1 Apart from a pen or equivalent writing materials, candidates are only allowed to take into the examination room such materials as specified on the examination paper and for which candidates have been notified in advance by those setting the examinations.

3.10.7.2 Candidates will be provided with rough paper where necessary.

3.10.7.3 All answers must be written in the distributed answer books, to which must be fastened any supplementary answer books/ sheets.

3.10.7.4 Candidates must leave all answers books, rough work, question papers, and unused paper on their desks.

3.10.7.5 No borrowing of materials will be allowed in the examination hall. Candidates are expected to bring their own materials i.e. rubber, rulers, pencils and others.

3.11. Misconduct of Candidates During Examinations

3.11.1 Cheating in any University Examination shall include:

- i. The introduction, or attempt to introduce into any place where an examination is about to be administered or is being administered, any book, notes, or any unauthorized material e.g. mobile phones.
- ii. The removal or attempted removal from an examination room of any examination book or writing paper supplied by the University for answering an examination.

- iii. The use of a false name or identification number in examinations, tests and other forms of the assessment conducted by the University.
 - iv. The submission for examination as own work any written matter which has been copied, reproduced or extracted in part or whole from the work of another student or some other person.
 - v. Collaborating with another person to write an examination on behalf of a *bona fide* student.
 - vi. Submission of a fake or doctored medical report or providing other false information as an application for a deferred examination.
 - vii. Communicating with fellow candidates, peeping, or attempting to copy from fellow candidates' work.
- 3.11.2 When a candidate is found cheating in an examination, the Chief Invigilator shall confiscate or impound any evidence, get another invigilator to witness the alleged cheating, and advise the candidate that until a final decision is made, they are free to continue writing the examination if they so wish.
- 3.11.3 Practices of dishonesty are viewed seriously because candidates who successfully indulge in them gain an unfair advantage over others, and that they confound and invalidate the grading system.
- 3.11.4 The Chief Invigilator shall write a report on the matter and submit it to the Vice-Chancellor within 24 hours together with the script in question, and the Vice-Chancellor may convene the Academic Disciplinary Committee to assess the allegation.
- 3.11.5 The examination scripts related to the examination paper in which the candidate is alleged to have cheated shall not be marked until a decision is made on the allegation of cheating.
- 3.11.6 Where an allegation of cheating is made after an examination has already been written then all the evidence shall be obtained in writing, signed by the witness to the alleged cheating. The evidence together with a written report shall be sent to the Vice-Chancellor as soon as is practicable.

3.12. Regulations on the Control and Presentation of Academic Work

- 3.12.1 As students engage in academic work which will require them to search for information from various sources it becomes necessary that the information obtained is acknowledged accordingly. Where this requirement is not fulfilled

a student may be accused of academic dishonesty. The following are examples of academic dishonesty:

3.12.1.1 Plagiarism

- i) Plagiarism is defined as the deliberate use of any outside source without proper acknowledgement. “Outside Source” in this respect means any work published or unpublished, by any person other than the student.
- ii) Plagiarism also means paraphrasing from such sources without proper acknowledgement. In other words, students must clearly show which ideas are their own and those which come from other people.

3.12.1.2 Unreported Collaboration on Written Assignments

- i) If collaboration is allowed for any assignment, this fact ought to be communicated to all the students in advance of the assignment.
- ii) Any collaboration must be fully acknowledged and the extent of collaboration explained in a footnote. For example, if Peter Soya and Fezi Lasi collaborate over accounting problems 1, 2, and 3, Peter Soya should state in a footnote “I collaborated on this work with Fezi Lasi . She worked on problems 1 and 2 and I worked on problem 3”.
- iii) If collaboration is not allowed, individuals should do their own work.

3.12.1.3 False Data Submitted for Practical Work or False Citation

- i) Under this act of dishonesty, a student may create imaginary data for which no work was done or “improve” data in order that the results of the study are in keeping with the expected outcome or in the case of false citation, a student may deliberately attribute to a source from which the material in question was never, in fact, obtained.
- ii) Data-faking is a serious matter because it is deceptive and obscures the discovery of scientific truth. Scientists working in isolation must be able to trust each other’s integrity, and this means that obtained data must never be “cooked” in order to satisfy a particular hypothesis.

3.12.1.4 Theft of another Student’s Paper

‘Theft’ shall be construed to mean any unauthorised use of another student’s paper. This category is an extension of plagiarism, only worse because it may deprive the *bona fide* student of a deserved grade in the favour of the ‘thief’.

3.12.1.5 **Misconduct in the Presentation of Academic Work**

- i) All the above practices constitute academic dishonesty and are viewed seriously by the University since they are violations of fundamental academic and University standards.
- ii) Upon detection or suspicion of academic dishonesty in the presentation of work an academic staff member must submit a report to the Vice-Chancellor through the Head of Department and the Dean of Faculty.
- iii) The Vice-Chancellor may convene the Academic Disciplinary Committee to assess the allegation.

3.13. **Disciplinary Action for Academic Dishonesty, including Cheating in Exams**

- 3.13.1 There shall be an Academic Disciplinary Committee which shall be chaired by the Deputy Vice-Chancellor, or as delegated by the Vice-Chancellor with members comprising all Deans plus the Head of Department concerned.
- 3.13.2 When allegations of academic dishonesty have been identified and reported to the Vice-Chancellor as in 3.17.10 and 3.18.6 (ii) the Vice-Chancellor may refer the case to the Academic Disciplinary Committee, which shall report on its findings and make recommendations to the Vice-Chancellor.
- 3.13.3 The University Registrar shall require the student to submit a report on the allegations within 48 hours.
- 3.13.4 The suspect will be given at least 48 hours' notice of the date of the hearing and will be required to attend in person. Witnesses may also be invited. If the student fails to attend or make a submission in writing the committee will anyway meet and make a decision.
- 3.13.5 Decisions of the Academic Disciplinary Committee will be made based on a simple majority vote
- 3.13.6 The Vice-Chancellor shall consider the report made to him by the Committee and if s/ he is satisfied with the guilt of the suspect beyond reasonable doubt s/he shall have the power to impose a penalty on the candidate including the power to suspend or dismiss him/her.
- 3.13.7 The final decision of the Vice-Chancellor shall be communicated to the student in writing and subsequently published through official internal media

3.14 Right of Appeal

- 3.14.1 A student has the right to make an appeal to the Vice-Chancellor against the academic disciplinary decision, in which case the Vice-Chancellor may convene the Academic Appeals Committee to hear the case as prescribed in Section 3.5.
- 3.14.2 The appellant will be given at least 48 hours' notice of the date of the appeal and the appellant is encouraged to attend the appeal in person. If not willing to attend in person she / he may make representations in writing. If the student fails to attend or make a submission in writing the committee will anyway meet and make a decision.
- 3.14.3 The appellant shall bear the cost of his/her travel, accommodation, and upkeep during the appeals proceedings.
- 3.14.4 The appellant shall pay all the necessary fees related to remarking of examinations and appeals as shall be determined by the University.
- 3.14.5 The decision of the Academic Appeals Committee shall be final.

3.15 Penalties for Academic Dishonesty, including Cheating in Exams

- 3.15.1 The penalties for academic fraud will range from warning, deducting marks, re-writing, and suspension, to permanent dismissal from the University. All proven cases will result in a note on the student's personal file. Each case will be considered on its merit. A repeat offender will be dealt with more severely.
- 3.15.2 In this context "examinations" will be taken to include end-of-semester examinations, sessional examinations and any other examinations taken during the year.
- 3.15.3. In the case of cheating in examinations, expulsion from the University will be mandatory.

SECTION 4: LIBRARY AND LEARNING RESOURCES CENTRE

4.1. Regulations Governing the Use of the Library and Learning and Resources Centre

These regulations are designed to ensure that optimal access to information resources is assured at all times; that the collection is protected against vandalism or destruction; and that a conducive environment for study and research for everyone prevails.

4.2. Membership

4.2.1 Membership of the Library and Learning Resources Centre is open to:

- i) All registered students of the University for the duration of their study period;
- ii) All academic, non-academic, and administrative staff of the University;
- iii) Members of the University Council for the duration of their term of office;
- v) Visiting lecturers, research fellows, and other *bona fide* visitors on the production of a letter of introduction from the head of department or section to which such visitors are attached. Membership is valid for the duration of their attachment to Mzuzu University;
- vi) Institutions, such as an educational or research organization or NGO, through a formal written agreement with the Mzuzu University Library;
- vii) Non-University members may under special consideration by the University Librarian be permitted to use the Library at a fee as determined from time to time by University Librarian.

4.2.2 All registered students and members of staff of the University are required to complete a registration form upon which they will be issued an identification card (ID) for identifying themselves at the entrance and within the library building.

4.2.3 Members of Council are required, through the Office of the Registrar, to complete a registration form upon which they will be issued an identification card for identifying themselves at the entrance and within the library building.

4.2.4 Visiting lecturers, *bona fide* visitors, eligible institutions and non-University individuals are required to apply to the University Librarian in writing setting out their reasons for requesting library membership.

- 4.2.5 Access to the Library will only be allowed upon presentation of a valid Library ID.

4.3 Opening Hours

During Semester	Monday – Thursday	08.00 – 22.00 hours
	Friday	08.00 – 16.30 hours
	Saturday	08.00 – 12.00 hours
	Sunday	13.00 – 17.00 hours
Vacation	Monday – Friday	08.00 – 16.30 hours
	Saturday	Closed
	Sunday	Closed
Public Holidays		Closed

4.4. Reference Only Materials

- 4.4.1 Reference materials are various sources that provide background information or quick facts on any given topic.
- 4.4.2 Any item marked 'FOR REFERENCE ONLY' is not to be taken out of the Library.
- 4.4.3 Journals/periodicals/serials are not to be taken out of the Library.
- 4.4.4 Audio-visual and multimedia items, electronic equipment, computers, and software are not to be taken out of the Library.

4.5. Malawiana and Special Collections

- 4.5.1 Malawiana materials are all items published/written on Malawi and /or by Malawians
- 4.5.2 The Malawiana and Special collections is a closed access collection comprising printed and electronic material about Malawi, past papers, bound newspapers, etc.
- 4.5.3 Special Collections include rare materials, artifacts, bequeaths, Mzuzu University historical documents, and photographs.
- 4.5.4 All items in the Malawiana and Special collections, are to be used within the Library only.
- 4.5.5 Keeping Malawiana and Special Collections items overdue is not permitted. Infringement of this clause attracts a fine for every 2 hours or part thereof from the time the book was due for return.

4.6. Short Loan (Reserve) Collection

- 4.6.1 The short loan collection is a closed access collection of items suggested by course lecturers for their particular courses and are, therefore, on heavy demand.
- 4.6.2 Items in the short loan collection are to be used within the Library for a two-hour loan period. Special permission from the Readers Services Librarian/or representative is required to take a short loan item outside the Library before 18.00 hours.
- 4.6.3 Short loan items may be issued out for overnight use between 18.00 hours and 21.00 hours. Short loan items issued on an overnight loan must be returned to the Library by 08.00 hours the following day.
- 4.6.4 Short loan items may be reserved for use at a specified time. Items which have been reserved and which have not been collected after 15 minutes of the reserved time may be issued to another user.
- 4.6.5 No person shall take out a short loan item without a user's Identity card.
- 4.6.6 No person shall borrow more than one item from the Short Loan collection at any time.
- 4.6.7 No person shall use another person's Identity card for borrowing items from the Short Loan collection.
- 4.6.8 Keeping short loan items overdue is not permitted. Infringement of this clause attracts a fine for every 2 hours or part thereof from the time the book was due for return.
- 4.6.9 Students keeping short loan items overdue regularly or for longer than 24 hours will have their borrowing privileges suspended.

4.7. General Collection - Books on Open Shelves

- 4.7.1 The loan period and number of items for books on the open shelves (i.e. those not in the Short Loan Collection) shall be as stipulated in clause 4.8
- 4.7.2 A book on loan from the General Collection may be recalled by the Assistant Librarian responsible for the particular section at any time. The book must then be returned to the Library as requested regardless of the date stamped in the book at the time of issue.

- 4.7.3 Books on loan may be reserved by another borrower. Items may not be reserved by the same borrower who currently has the item on loan. If the person who has reserved the item does not collect the reservation within 3 days of notification of its return, the item may be issued to another borrower.
- 4.7.4 Keeping general collection items overdue is not permitted. Infringement of this clause attracts a fine per item per day from the date the book was due for return.
- 4.7.5 Double fines per day shall apply 14 days from the date the book was due for return.
- 4.7.6 Cases of keeping general collection items overdue regularly or for longer than 21 days will be brought to the Student Disciplinary Committee.
- 4.7.7 Books taken from the open shelves and used in the Library are to be placed on the trolleys for library staff to re-shelve. Library users are requested not to re-shelve books themselves.

4.8 Loan Entitlements – General Collection

User category	Number of books	Long period
Academic staff	10	3 weeks
Administrative staff	10	3 weeks
Accredited visitors	10	3 weeks
Council members	10	3 weeks
Graduate students	8	2 weeks
Undergraduate students	6	2 week
Non-academic staff	4	1 week
External users	4	4 Weeks

Please note that the University Librarian may change loan entitlement in accordance with the availability of resources in the Library.

4.9 End of Semester / End of Service Return of Library Materials

- 4.9.1 At the end of every semester, students should return all Library items. Failure to comply may result in examination results to be withheld by the University.

- 4.9.2 Returning students will be re-registered with the Library each year. Any student with overdue library items or unpaid fines will not be re-registered until all outstanding loans are returned and fines paid.
- 4.9.3 Members of staff and visitors are required to return all library materials at the conclusion of their employment/association with the University. Unreturned items will be invoiced at replacement costs.

4.10 Conduct of Users in the Library

- 4.10.1 Library users who fail to observe these Rules and Regulations may be denied the use of the Library and/or required to pay a fine.
- 4.10.2 It is the responsibility of library users to ensure that they know and understand the Library Rules and Regulations.
- 4.10.3 Library users are responsible for returning all borrowed items on time and in good condition.
- 4.10.4 All library users shall be held responsible for any loss or damage to library material and equipment that they borrow or use within the Library. Any prescribed fines must be paid promptly.
- 4.10.5 No library item may be taken out of the Library unless it has been properly issued and stamped by library staff.
- 4.10.6 Any item taken in or out of the Library may be subject to a security inspection/check.
- 4.10.7 Briefcases, bags, hats/caps, and overcoats are not permitted to be brought into the Library.
- 4.10.8 Library IDs are issued for the use solely of the person named on the ID. They must not be lent to, transferred to, or used by any other person.
- 4.10.9 If a library ID is lost, the owner of the ID will remain responsible for any items borrowed using this ID until the Library is informed of the loss.
- 4.10.10 Library users are required to produce identification if requested by library staff at any time.
- 4.10.11 Items on loan from the Library are for the personal use of the borrower only and must not be passed on to, or lent to any other person. The borrower remains responsible for the loss or damage to any items borrowed until the item is returned to the Library.

- 4.10.12 The reservation of seats in the Library is not permitted. Books and personal articles left unattended for a significant length of time may be removed by the library staff.
- 4.10.13 Creating unnecessary noise and causing a disturbance in the Library is prohibited.
- 4.10.14 Mobile phones and other electronic gadgets which may distract other library users are strictly forbidden.
- 4.10.15 Smoking, drinking, and eating in the Library are prohibited.

4.11 Loss, Theft, and Mutilation of Library Materials

- 4.11.1 Any person removing library items from the Library without following prescribed procedures or any person found defacing or damaging library property shall be subject to disciplinary action which may include suspension or expulsion from the University.
- 4.11.2 It is the responsibility of all library users to immediately report to a member of the Library staff any observed theft, an act of vandalism, or malicious damage to library property and/or equipment.
- 4.11.3 Lost or accidentally damaged items must be paid for in full. Requests for refunds for amounts paid for lost items that have subsequently been returned must be addressed in writing to the University Librarian.
- 4.11.4 Replacement costs shall be imposed on all borrowers with un-returned items.
- 4.11.5 The University Librarian, in conjunction with the Security Services of the University, has the authority to search students and their rooms for missing library materials.

4.12 Health and Safety Regulations in the Library

- 4.12.1 Mains-powered equipment other than laptop computers, must not be used in the Library without the permission of the University Librarian.
- 4.12.2 It is the responsibility of the equipment user to ensure the electrical safety of any equipment brought into the Library for personal use. Use is conditional upon the user's acceptance of responsibility for any damage to library property and equipment caused by their equipment.
- 4.12.3 Any accident, injury, or other incident must be immediately reported to a member of the library staff.

- 4.12.4 The University Librarian may close the library building without prior warning in any emergency which threatens the safety of library users, staff or building contents.
- 4.12.5 In the event of an emergency all persons in the library building are required to immediately evacuate the building when instructed to do so by the University Librarian or any member of the library staff acting for the University Librarian.
- 4.12.6 The library shall conduct emergency drills regularly to ensure that library users know what to do in times of emergency.
- 4.12.7 The Library has the right to search library users where need be either for stolen items, unauthorized use of material in the library.

4.13 Specific Rules for Use of Library Computers

- 4.13.1 The following activities are strictly prohibited:
- i. Installing software
 - ii. Deletion of software
 - iii. Saving data on a hard disk
 - iv. Changing computer configurations
 - v. Cracking computers (logging onto computers illegally)
 - vi. Viewing pornographic or other undesirable material
- 4.13.2 Computers which are designated for use as Online Public Access Catalogue (OPAC) are not to be used for any other purpose.
- 4.13.4 Downloading of Internet information which does not comply with copyright legislation is prohibited.

4.14 Copyright and Plagiarism

- 4.14.1 Photocopying or reproduction of published works held in the Library is only to be undertaken within the restrictions and limitations imposed by copyright legislation.

4.15 Offences and Penalties

The list of offences and penalties below is not exhaustive. The Student Disciplinary Committee has discretionary powers to impose additional penalties.

	Offence	Penalty
4.15.1	Proven case of theft	Suspension from the use of the Library until the disciplinary hearing is held.
4.15.2	Mutilation or defacing of library material(s)	Suspension from use of the Library for one semester plus replacement costs of material(s)
4.15.3	Making unnecessary noise and/or causing a disturbance in the Library	Suspension from use of the Library for 4 weeks
4.15.4	Eating, drinking, or smoking in the Library	Suspension from use of the Library for 2 weeks
4.15.5	Disruption of the filing sequence of the books on the shelves	Suspension from use of the Library for 1 week
4.15.6	Moving equipment or any library property from one place to another without the authority of the University Librarian	Suspension from use of the Library for 2 weeks
4.15.7	Infringement of Internet rules in the library and/or misuse of computers	Suspension from use of the Internet and possibly the Library for a 4 week period during University sessions. If the 4 week period includes the holiday the student shall also be banned from using the Library during the holiday.
4.15.8	Lost or non-returned items	Replacement by identical item (subject to approval by the University Librarian) or pay for replacement.
4.15.9	Overdue item from short loan Collection	Fine: as determined by the University per 2 hour period or part thereof
4.15.10	Overdue item from general collection	Fine: as determined by the University per day or part thereof

SECTION 5: STUDENTS AFFAIRS AND WELFARE

5.1 Services, Guidelines, and Regulations

- 5.1.1 This section outlines the services, guidelines, and regulations which the University has put in place to support student affairs and to promote and protect the general welfare of students.
- 5.1.2 The Dean of Students, and the Students Support and Services Manager are responsible for students' affairs and welfare at the University. The officers are available for advice and guidance on personal and academic issues.
- 5.1.3 The University Registrar's office has overall administrative responsibility for the services, guidelines and regulations outlined in this section and their implementation.
- 5.1.4 The student body of the University is organized through the Mzuzu University Students Union (MUSU) whose function is to represent students' opinions and provide official channels for communication between students and the University administration. MUSU will also initiate, organize and coordinate social, sporting, and cultural activities.

5.2 Dean of Students and Student Support and Services Manager

Offices of Dean of Students and Student Support and Services Manager will liaise with the Office of the University Registrar in performing the following duties:

- i. Assisting with orientation programmes for new students, and providing necessary information and support to foreign students.
- ii. Liaising with the Registrar on matters relating to student accommodation in the halls of residence.
- iii. Coordinating and maintaining a record of scholarship opportunities.
- iv. Providing guidance and counselling to students on different aspects of student life.
- v. Providing academic support services to students.
- vi. Advising students or student groups /organizations on recreational activities.
- vii. Assisting students who are experiencing social, psychological and health problems.
- viii. Coordinating services of students with disabilities.

- ix. Liaising with Deans of Faculty, Chaplain, and Wardens on matters regarding student behavior.
- x. Providing consultation to faculties on academic issues and to the administration on administrative issues that affect students.
- xi. Coordinating programmes dealing with student exchange.
- xii. Providing updates on students' growth and development.
- xiii. Assisting in career counselling and student placement services.
- xiv. Establishing and maintaining links with the University Alumni

5.3 Mzuzu University Students Union (MUSU)

5.3.1 There shall be a Patron of Mzuzu University Students Union who shall be the Vice-Chancellor of Mzuzu University at the time, provided that where the Vice-Chancellor is, due to any reason, indisposed to take up the patronage, he or she may handover the patronage to an individual with a demonstrated outstanding contribution to Mzuzu University's academic and student affairs.

5.3.2. The Dean of Students shall be an advisor to Mzuzu University Students Union.

5.3.3. MUSU shall have a leadership body established under Statute XXXI of the Mzuzu University Act known as Mzuzu University Representative Council, abbreviated, and hereinafter referred to, as MUSREC, which shall be elected by its members in a manner prescribed by its Constitution.

5.3.4 The functions of Mzuzu University Student's Representative Council as provided under Statute XXXI (iii) of the Mzuzu University Act and shall be:

- a) to represent the students in relations with the authorities of the University and other relevant bodies;
- b) to develop the cultural, social recreational, and athletic life of the students; and
- c) to foster the corporate spirit of the students.

5.3.5 The Mzuzu University Students Representative Council shall comprise the Executive Council, and three Associations serving communities of different modes of programme deliveries and/or modes of study; namely:

- a) the Face-to-Face Students' Association;

- b) the Open, Distance and e-Learning Students' Association;
- c) the Post Graduates Students' Constitution of Mzuzu University Student's Union Association; and
- d) members from other groups with unique characteristics like the international students' community; and any other group of students as will be determined from time to time.

5.3.6 The Executive Council shall comprise the following:

- 1. President;
- 2. Vice President;
- 3. Treasurer;
- 4. Secretary;
- 5. Director for Gender and Students with Special Needs;
- 6. Director for Media, Publicity, and Publications;
- 7. Director for Business Enterprises, Investments, and Resource Mobilization;
- 8. Director for Academics and Information and Communications Technology;
- 9. Director for Social Welfare;
- 10. Director for Sports and Wellness; and
- 11. International Student Representative.

5.3.7 The Open, Distance, and eLearning Students' Association shall comprise:

- 1. Chairperson;
- 2. Secretary;
- 3. Speaker;
- 4. Deputy Speaker;
- 5. Director for Sanitation and Students' Residencies;
- 6. Director for Sports and Wellness;
- 7. Deputy Director for Sports and Wellness;
- 8. Director for Social Welfare;
- 9. Treasurer, Director For Business Enterprises;
- 10. Investments, and Resource Mobilization;
- 11. Director for Gender and Students with Special Needs;
- 12. Deputy Director for Gender and Students with Special Needs;
- 13. Director for Academics and Information and Communications Technology; and
- 14. Five Satellite Learning Centre Representatives.

5.3.8 The Postgraduate Students' Association shall comprise:

- 1. Chairperson,
- 2. Vice Chairperson,
- 3. Secretary,

4. Director of Sports and Wellness,
5. Director for Business Enterprises, Investments, and Resource Mobilization,
6. Director for Gender and Students with Special Needs,
7. Director for Sanitation and Students' Residencies,
8. Director for Entertainment and Events Management,
9. Director for Sports and Wellness,
10. Director for Social Welfare,
11. Treasurer,
12. Director of Academics and Information and Communications Technology.

5.3.9 The Face-to-Face Students' Association shall comprise:

1. Chairperson,
2. Vice Chairperson,
3. Secretary,
4. Director of Sports and Wellness,
5. Director for Business Enterprises, Investments, and Resource Mobilization,
6. Director for Gender and Students with Special Needs,
7. Director for Sanitation and Students' Residencies,
8. Director for Entertainment and Events Management,
9. Director for Sports and Wellness,
10. Director for Social Welfare,
11. Treasurer,
12. Director of Academics and Information and Communications Technology.

5.3.10 Members of the MUSREC shall hold office for one year and shall be eligible for re-election.

5.3.11 A member of MUSREC shall not hold office for more than two consecutive terms, provided that any member, except that removed from office by way of impeachment, is free to present himself or herself for re-election to any position after a break of one term after having served two consecutive terms.

5.3.12 Functions of MUSREC as provided under Statute XXXI (iii) of the Mzuzu University Act and shall be to:

- (a) represent the students in relations with the authorities of the University and other relevant bodies;
- (b) develop the cultural, social recreational and athletic life of the students; and
- (c) foster the corporate spirit of the students. Subject to the observance by them of the University Act, the Statutes and of regulations

prescribed under Statutes, the students shall enjoy all the privileges and facilities available to them in the University.

5.4 Registration of Societies and Clubs

5.4.1 All Societies and Clubs in the University shall be registered with the office of the Vice-Chancellor through MUSREC and the office of the Dean of Students provided the application is accompanied by the following:

- i) The Constitution of the Club or Society.
- ii) Names and signatures of at least 10 registered student members.
- iii) MUSREC affiliation fee.
- iv) Name and signature of a Patron who shall be a member of staff.

5.4.2 Within 21 days from the date of registration of the Society or Club, the Secretary shall submit names of persons holding office in the Society or Club to the Vice-Chancellor.

5.4.3 Where an academic Department has initiated the club, the Head of Department concerned shall submit the application to the Vice-Chancellor.

5.4.4 The Vice-Chancellor has the power to deny or cancel the registration of any club whose activities are not in the best interest of the University.

5.4.5 Registration of clubs and societies shall be subject to renewal after every two years.

5.5. Publications

5.5.1 Any student magazine, newsletter, and/or occasional publication whether produced in print or by electronic means shall be registered with the office of the Vice-Chancellor and such publication shall indicate its registration number and name on its front page.

5.5.2 An application for registration for publication stating the editorial board, editorial policy, and frequency of publication shall be submitted to the Vice-Chancellor through MUSREC and the Dean of Students

5.5.3 Registration shall be subject to renewal after every two years.

5.5.4 All published materials will be cleared by the editorial board under the auspices of the Vice-Chancellor

- 5.5.5 The Printing and Publications Act requires that any published item be registered with the National Archives of Malawi.
- 5.5.6 A copy of each issue shall be lodged with the Vice-Chancellor, Deputy Vice-Chancellor, University Registrar, Dean of Students and the University Librarian before its circulation.
- 5.5.7 Any member of the University Community who feels aggrieved by material appearing in student publications may refer the matter to the Vice-Chancellor's office for arbitration and reconciliation. In the event of the failure of reconciliation, the matter shall be treated as a discipline case.
- 5.5.8 The Vice-Chancellor has the power to deny or cancel the registration of any club whose activities are not in the best interest of the University.

5.6 Rules and regulations for Halls of Residence

- 5.6.1 Students must abide by the contract they sign when renting a room in a Hall of Residence. The rules provided in this section are intended to summarize and complement the contract.
- 5.6.2 It is the responsibility of students to ensure that they have paid for their accommodation. The prices of accommodation on campus may change from time to time without notice.
- 5.6.3 The University reserves the right of admission to the Halls of Residence and therefore may inspect them at any time.
- 5.6.4 A student is required to complete a room inventory form on registration for those offered on-campus accommodation.
- 5.6.5 No illegal drugs shall be brought into or consumed in Halls of Residence. Liquor shall be consumed in places designed for that purpose.
- 5.6.6 No pets shall be reared or brought into the Halls of Residence or on campus.
- 5.6.7 Students are not allowed to cook in the Halls of Residence.
- 5.6.8 The male Halls of Residence are out of bounds to females and vice-versa except during the following visiting hours:

Monday to Saturday	08:00 hours to 22:30 hours
Sunday	10:30 hours to 22:30 hours

- 5.6.9 Outside the above prescribed hours, all areas of the Halls of Residence are out of bounds to members of the opposite sex.

- 5.6.10 Visitors from outside campus, including fellow students, are not allowed entry into the Halls of Residence from 18:00 hours to 06:00 hours.
- 5.6.11 Students admitted on-campus are not allowed to host a colleague that has been admitted off-campus.
- 5.6.12 It is expected that all students will promote peace and quietness in the Halls Residence and will not indulge in any activities that will disturb other residents.
- 5.6.13 Students are not allowed to stay in residence during semester recess except those who are required to do so as part of their academic programmes. In such a case, the student must receive written permission from the University Registrar and the stay is at the expense of the student concerned.
- 5.6.14 Students are required to return keys for their rooms in the Halls of Residence at the end of each semester and ensure that personal effects have been removed from the rooms. The onus is on students to ensure that they are properly cleared for departure at the end of each semester.
- 5.6.15 A student who would like to be away from the University for more than a day must inform the Dean of Students who shall notify the Registrar and relevant academic department(s). In the case of sickness, the Clinical Officer will inform the Dean Students and relevant academic department(s).
- 5.6.16 Damage caused to a room/Hall of Residence shall be presumed to have been caused by the resident(s) to whom such has been allocated unless the contrary is proved. Where students share a room/Hall of Residence, any damage caused, unless the culprit is identified, shall be the shared responsibility of both occupants.
- 5.6.17 Students shall clean their rooms. The University staff shall clean the corridors, toilets, shower rooms, and washing areas. Students are encouraged to clean their rooms first thing in the morning.
- 5.6.18 The University reserves the right to expel any student who abuses the room/Hall of Residence.

5.7 Wardens

The Wardens oversee activities in the Halls of Residence. Their duties include:

- i) General welfare of students
- ii) Discipline
- iii) Domestic relations between or among students in the hall
- iv) General advice on who to approach on specific issues including academic matters.

5.8 Hall Representatives

5.8.1 To ensure social harmony in the Halls of Residence, Hall Representatives will be elected in their Halls of Residence at the beginning of every academic year to coordinate activities pertaining to the general welfare, domestic relations, and discipline among students in the Halls of Residence.

5.8.2 Hall Representatives shall report directly to the Wardens.

5.9 Cafeteria

5.9.1 Students may use the cafeteria which is managed by an external company under contract to Mzuzu University. The menu and prices of meals shall be as designated by the service provider.

5.9.2 Meals shall not be taken outside the cafeteria.

5.9.3 Crockery, glasses, cutlery, and other items belonging to the Cafeteria should not be taken out of the cafeteria.

5.9.4 No student is allowed to bring any kind of liquor into the Cafeteria.

5.9.5 Smoking in the Cafeteria is prohibited.

5.10 Health Services

5.10.1 The University will be serviced for all its health requirements by Mzuzu University Medical Centre, and in referral cases by Mzuzu Central Hospital.

5.10.2 The University shall not be responsible for costs of health services incurred by students from private or personal medical practitioners.

5.11 Security

5.11.1 The University's Security Liaison Officers within the office of the University Registrar shall work hand in hand with the Sub-Contracted Security Company to promote and protect students' property and their personal safety. S/he shall also be a means of communication within the University in security matters.

5.11.2 The University shall not be responsible or accept responsibility for damage or loss of personal property of students or visitors.

5.11.3 The University shall not accept responsibility for any damage caused by students either to University property or to the property of third parties, whether on or off the University premises.

5.11.4 The Security Section of the University has rules and regulations which shall be enforced together with the rules and regulations contained in the *Handbook*.

5.11.5 In particular students should note the following:

- i) Visitors shall be controlled according to security procedures.
- ii) Entering and exiting the campus by any other route apart from the official access routes is an offence.

5.12 Spiritual Affairs

5.12.1 The spiritual well-being of students shall be taken care of and coordinated by the University Chaplain and/or the Students Advisor on Spiritual Affairs, in liaison with the various religious leaders in the neighbourhood and community.

5.12.2 The University Chaplain and the Student Advisor on Spiritual Affairs shall be available for counselling of students irrespective of denomination or religious affiliation.

5.12.3 There are several churches and mosques in the University neighbourhood.

5.12.4 Students shall make their own transport arrangements to and from their prayer houses.

5.13 Participation in Sports

5.13.1 Students shall provide own general sport equipment for training.

5.13.2 Highly performing athletes in University teams may be provided with reasonable training equipment and technical expertise and these shall be for sharing/ communal use.

5.13.3 Sports equipment shall remain the property of the University and must be returned to the sports department immediately after use.

5.13.4 Loss of any sports equipment or accessories shall be replaceable by those concerned at the cost value of the lost item. Carelessness and vandalism shall incur additional disciplinary measures.

5.13.5 Sports rules and regulations shall be binding to all students taking part in sports and competitions. Fair play shall be promoted in all sports.

5.13.6 A group of fans in any sporting discipline shall be required to form a Club and shall be responsible for the conduct of their members at any event.

5.13.7 Each fan Club shall, prior to any event, register members that would travel to cheer their team with the Sports Office. Misbehavior shall result into disciplinary action.

OTHER REGULATIONS GOVERNING STUDENTS AFFAIRS

5.14. Guidelines on Pregnancy

5.14.1 In her interest, a student who becomes pregnant in the course of her studies should report her condition to the Clinic Nurse/Matron who shall advise about medical check-ups and counselling if necessary.

5.14.2 A student who becomes pregnant shall be allowed to continue with her studies provided she is in good health.

5.14.3 A student should plan her withdrawal from the University in line with recommendations she receives from the Clinic Nurse/Matron based on the medical check-ups.

5.14.4 If the student opts to use other medical services for her check-ups, she should keep the Clinic Nurse/ Warden informed.

5.14.5 Re-admission shall normally be effected at the beginning of a semester provided the student submits a satisfactory medical report from a qualified medical practitioner.

5.14.6 The student should make necessary arrangements concerning the welfare of the baby. These arrangements must be to the satisfaction of the University authorities.

5.14.7 Where there is a miscarriage or the baby is stillborn, a student shall be allowed to return to her studies as soon as her health is certified as satisfactory in a medical report.

5.14.8 A student who withdrew on grounds of pregnancy and is readmitted should be aware that:

- i) Missing more than 12 hours of classes within a course disallows her from sitting for the examination in that course.
- ii) There could be financial implications associated with repeating a semester.
- iii) She cannot use withdrawal as a ground for an appeal on her academic performance.

5.15. Guidelines on Funerals

5.15.1 During funerals, lectures and other activities shall only be suspended at the directive of the Vice-Chancellor.

5.15.2 Any funeral message received should be immediately reported to the Dean of Students.

5.15.3 The Dean of Students in liaison with the Warden shall communicate all funeral messages to appropriate University officers and the President of Mzuzu University Student Union and shall initiate any other necessary action.

5.15.4 Where death of a student occurs on the campus, friends of the deceased, Class representatives, Room-mate/friend of the deceased, official University representatives and relevant interested groups shall be permitted to travel to the burial ceremony provided:

- i. The University Registrar is informed;
- ii. The Dean of Students develops a list of students travelling to the burial ceremony after consultations with the President of the Students Union and other interested parties; and
- iii. The Vice-Chancellor has approved the list.

5.15.5 Where death of a student occurs on the campus, memorial service or any other appropriate ceremony may be arranged.

5.15.6 Where death of a student occurs while on recess, the Dean of Students shall notify the University community in writing.

5.15.7 Any student missing lectures as a result of attending a burial ceremony shall be responsible for making up lost ground.

5.16. Use of Notice Boards and Chalkboards

5.16.1 Notices shall only be posted in authorized places. The notices should be signed by the author(s) and should be cleared by the Executive Officer (Administration). Any student found posting notices and/or posters within the University campus without permission shall be disciplined.

5.16.2 Offensive writing on chalkboards, in lecture theatres, lecture rooms, and other places is also prohibited.

5.16.3 Chalkboards should be cleaned after use.

5.17. Requests to use University Transport

5.17.1 University transport may be used for approved trips by the organizers of any student body through the Senior Assistant Registrar (Admissions and Students Affairs).

5.17.2 University transport shall be available at a charge. Rates for using transport may change from time to time.

5.17.3 Transport requests should be submitted on the appropriate form at least 72 hours in advance and should be cleared by the appropriate University Authorities before travel can occur. Information requested shall include the following:

- i) The destination and purpose of the journey.
- ii) The date and time when the transport shall be required.
- iii) Expected time of return.
- iv) The names of students who shall travel and names of their Halls of Residence.
- v) The signature of the organizer of the trip who shall be responsible for payments to the Finance Office before the trip is made.
- vi) Name(s) and signature(s) of the organizer(s) who will also take responsibility for any damage done to the vehicle due to misbehavior by those participating.

5.17.4 The Assistant Registrar (Admissions and Students Affairs), Transport Officer, Patron, Head of Department, MUSREC Executive member, and the Driver should ensure that University vehicles are not overloaded.

5.17.5 The University vehicle shall not be allowed to leave if it is overloaded.

5.18 Communication with Outside Institutions

5.18.1 Students communicating with outside institutions and the press do so in their own private capacity.

5.18.2 It is an offence to claim to represent the University in such communications.

SECTION 6: STUDENT DISCIPLINARY PROCESSES AND PROCEDURES

6.1 Code of Student Conduct

- 6.1.1 Every student is subject to this Code.
- 6.1.2 Rules and regulations and the Code of Student Conduct in the Handbook shall be used to guide the general conduct of students within and without the University campus.
- 6.1.3 The University Council shall review rules and regulations and the Code of Student Conduct from time to time.
- 6.1.4 Individual freedoms, opinions, and conscience shall be respected as enshrined in the Constitution of the Republic of Malawi provided such do not support violence or violate the dignity, privacy, and rights of others.

6.2 Misconduct

- 6.2.1 In the context of these rules and regulations, misconduct shall comprise behavior within or without the precincts of the University, without just excuse, which includes but is not limited to:
 - i) Conduct that constitutes a breach of any statute, regulation, or rule of the University.
 - ii) Conduct that discredits the good name or is prejudicial to the peace, good order, and good governance of the University.
 - iii) Drunkenness and any act resulting from drunkenness whether during the University semester or vacation while engaged in a University activity.
 - iv) Interference with the governance and proper administration of the University or interferes with the conditions necessary for teaching, learning, and research.
 - v) Damage to and/or loss of University property, unauthorized use of or interference with any mechanical, electrical or other University services or installations.
 - vi) Theft committed within or without the University.
 - vii) The unauthorized possession of keys to University property, and/or forced entry therein.

- viii) Failure to identify oneself when called upon to do so by an official of the University or giving false information about oneself, or wearing a disguise.
- ix) Use of abusive language by a student to any person including fellow students, employees of the University, and members of the public.
- x) Inviting or entertaining unauthorized person(s) in the University halls of residence beyond times stipulated in clauses 5.6.8, 5.6.9, and 5.6.10.
- xi) Conduct that unreasonably obstructs the satisfactory performance of the administrative work of the University.
- xii) Failure to obey lawful orders from any official or section of the University.
- xiii) Unlawful possession of, or discharge of, or pointing at any person with, a firearm or lethal weapon or harm or threaten to harm any other person.
- xiv) Bringing, possessing, using, or supplying on any premises owned or controlled by the University any dependence-producing drug as may be proscribed by the Laws of Malawi.
- xv) Failure to attend a meeting of the Students Disciplinary Committee when requested to do so in writing by the Secretary of the Committee.
- xvi) Withholding the information that would assist in the disciplinary proceedings of the Student Disciplinary Committee.
- xvii) Willful obstruction of the work or proceedings of the Student Disciplinary Committee or interference with witnesses and evidence.
- xviii) Failure to abide by the ruling, decision, and penalty made or imposed by the Student Disciplinary Committee or any other Committee of Senate.
- xix) Character defamation.
- xx) Displaying racist, ethnic or sexist behavior.
- xxi) Harassment, which may include but is not limited to:
 - a. physical harassment
 - b. verbal harassment
 - c. creation of conditions that present occurrences of sexual harassment herein defined as: unwanted conduct of a sexual nature which is severe or pervasive, and which affects a person's ability to do their work or to participate in educational opportunities.

6.2.2 Notwithstanding the above:

- i) Where a group of students forms a common intention to commit acts and or assist each other in their plot to breach the code of conduct by one or more of their number, each member shall be held to have committed an offence. Where there is adequate evidence against the group it will be disciplined collectively.
- ii) Where a student commits an offence and is convicted by a court of law, the University shall take disciplinary action against her/him notwithstanding that s/he has been punished by the State.

6.3 Student Disciplinary Committee

6.3.1 Student Disciplinary Committee is a Committee of the Vice-Chancellor. Cases of misconduct shall be referred to the Chairperson of the Student Disciplinary Committee.

6.3.2 The Student Disciplinary Committee shall consist of the following:

- i. A Faculty Dean appointed by Vice-Chancellor – Chairperson,
- ii. The University Registrar or her/his representative - Secretary,
- iii. The Matron and the Wardens,
- iv. Two student representatives appointed by MUSU
- v. One Head of Department; and
- vi. One co-opted member on an ad hoc basis.

6.3.3 The Committee may invite witnesses.

6.4 Procedure of Student Disciplinary Committee

6.4.1 Two-thirds of the members shall form a quorum at any meeting. In the absence of the Chairperson, the Vice-Chancellor shall appoint another person to act.

6.4.2 The Committee shall make such procedural regulations for the running of its meetings as it deems fit, as long as they are in accordance with the University Act and Statutes.

6.4.3 The Committee shall promptly make a recommendation to the Vice-Chancellor.

6.5 Rules and Procedure in Disciplinary Proceedings.

6.5.1 The Chairperson of the Disciplinary Committee shall regulate proceedings in a manner as simple and informal as possible and at all material times in accordance with the principles of natural justice.

6.5.2 More particularly a student charged with breach of these rules and regulations shall be:

- i) Informed in advance of the charges s/he has to answer.
- ii) Furnished with a full and fair opportunity to meet such allegations as are made against her/him.
- iii) Permitted to present any relevant facts or call any witnesses capable of giving testimony relevant to the matter.
- iv) Permitted to be present at all meetings except when the Committee is deliberating on its decision on the matter.
- v) Advised of the decision and the reasons for arriving at it as soon as is practicable.

6.5.3 A written summons shall be sent to a student informing her/him of:

- i) The place at which s/he is to attend the meeting.
- ii) The date and time, provided the date shall be not less than 2 days from the date of such notice unless in the opinion of the Chairperson, the matter requires urgency and expediency to be dealt with.
- iii) Particulars of the offence s/he has to answer.
- iv) Her/his right to call witnesses to attend and give any relevant testimony on her/his behalf before the Committee.

6.5.4 The Chairperson of the Student Disciplinary Committee may recommend to the Vice-Chancellor to suspend any student whose case is before the Student Disciplinary Committee pending determination of the matter.

6.5.5 No legal litigation shall be entered into in matters of the Student Disciplinary Committee.

6.5.6 A member of the Committee who is an interested party shall recuse himself/herself from the deliberations.

6.5.7 The Committee shall find a student to have breached the rules and regulations either on the student's own submission or after the hearing when it is proved on a balance of probability that the student has committed such a breach.

- 6.5.8 In deciding on the disciplinary action, the Student Disciplinary Committee shall among other relevant factors, take into account past cases of misconduct by that student.
- 6.5.9 The decision of the Student Disciplinary Committee on any matter before it shall be communicated to the student concerned in confidence for the first offence. Where the student commits another offence, the decision shall also be published on the official Notice Board of the University.

6.6 Disciplinary Measures

- 6.6.1 Disciplinary measures may include, but shall not be limited, to one or a combination of the following:
- i) Warning
 - ii) Counselling
 - iii) Fine
 - iv) Community service
 - v) Replacement or cost of damaged property
 - vi) Withdrawal from Halls of Residence for a given period or the rest of the programme
 - vii) Suspension from the University
 - viii) Dismissal from the University
- 6.6.2 The Student Disciplinary Committee may recommend any other disciplinary measures commensurate with the offence.

6.7 Disciplinary Appeals

- 6.7.1 A student not satisfied with the decision of the Student Disciplinary Committee may appeal to the Vice-Chancellor within 21 days from the date the decision was communicated to him/her.
- 6.7.2 The Vice-Chancellor shall appoint a Student Disciplinary Appeals Committee to review the case.

6.8 Rules and Procedure of the Disciplinary Appeals Committee

- 6.8.1 The Vice-Chancellor upon receipt and confirmation that the appropriate appeals fees has been paid, shall instruct the University Registrar to call the Disciplinary Appeals Committee meeting.
- 6.8.2 The University Registrar shall liaise with the Chairperson of the Student Disciplinary Appeals Committee who shall fix the date of the meeting.
- 6.8.3 The University Registrar shall send an invitation letter to the appellant notifying him/her of the date of the hearing of the appeal within 7 days from the date the

filling of an appeal was received. A notice of not less than 7 days shall be given to allow the appellant prepare for his/her case.

6.8.4 The University Registrar shall prepare all documentation and distribute to members of the Student Disciplinary Appeals Committee at least 3 days before the meeting for their advance reading.

6.8.5 The Student Disciplinary Appeals Committee shall at all times be guided by principles of natural justice by doing the following:

- i. Analyse all reference papers and isolate material facts consistent with the grounds of appeal
- ii. Hear the oral or written submissions from the appellant
- iii. Examine the appellant on matters raised
- iv. Consider and make a determination

6.8.6 The Student Disciplinary Appeals Committee shall communicate its recommendations to the Vice-Chancellor within 3 days.

6.8.7. The Vice-Chancellor may approve or disapprove or partially approve the recommendations and shall instruct the University Registrar to communicate the same to the appellant.

6.8.8. Where the appellant is dissatisfied with the decision of the Vice-Chancellor's Students Disciplinary Appeals Committee, he/she may take any legal action with the Court.

ACADEMIC APPEALS

6.9 Procedure for Academic Appeals

6.9.1. There shall be an Academic Appeals Committee appointed by the Vice-Chancellor, which shall hear and decide on appeals against the decision of Senate.

6.9.2 Any complaint on academic grounds, including requests for remarking of scripts, must in the first place be received in writing by the University Registrar, with a copy to the respective Dean. Such a complaint shall be made within 21 days of the announcement of the results.

6.9.2 The Dean shall consider the complaint in consultation with the student's Head of Department. The complaint must be resolved within 21 days of the deadline for complaints and a recommendation made by the Dean to Senate for approval.

6.9.3 If the student is not satisfied with the decision of Senate with respect to the complaint, s/he may direct his/her complaint to the Vice-Chancellor, who shall institute an Academic Appeals Committee.

6.9.4 The appellant will be given seven days' notice of the date of the appeal and has the right to attend the appeal in person. If not willing to attend in person she/he may make representations in writing. If the student fails to attend or make a submission in writing the committee will anyway meet and make a decision.

6.9.5 The appellant shall bear the cost of his/her travel, accommodation, and upkeep during the appeals proceedings.

6.9.6 The appellant shall pay all the necessary fees related to remarking of examinations and appeals as shall be determined by the University.

6.9.7 The decision of the Academic Appeals Committee shall be final.

6.10 Disciplinary Action for Academic Dishonesty, Including Cheating in Exams

6.10.1 There shall be an Academic Disciplinary Committee which shall be chaired by the Deputy Vice-Chancellor, with members comprising all Deans plus the Head of Department concerned.

6.10.2 When allegations of academic dishonesty have been identified and reported to the Vice-Chancellor as in 3.18 the Vice-Chancellor may refer the case to the Academic Disciplinary Committee, which shall report on its findings and make recommendations to the Vice-Chancellor.

6.10.3 The suspect will be given seven days' notice of the date of the hearing and has the right to attend in person and witnesses will also be invited. If not willing to attend in person s/he may make representations in writing. If the student fails to attend or make a submission in writing the committee will anyway meet and make a decision.

6.10.4 The Vice-Chancellor shall consider the report made to him by the Committee and if he/she is satisfied with the guilt of the suspect beyond reasonable doubt he/she shall have the power to impose a penalty on the candidate including the power to suspend or dismiss him/her.

6.11. Right of Appeal

6.11.1 A student has the right to make an appeal to the Vice-Chancellor against the academic disciplinary decision, in which case the Vice-Chancellor may convene the Academic Appeals Committee to hear the case as prescribed in Section 3.5.

6.11.2 The appellant will be given seven days' notice of the date of the appeal and has the right to attend the appeal in person. If not willing to attend in person s / he may make representations in writing. If the student fails to attend or make a submission in writing, the committee will anyway meet and make a decision.

6.11.3 The appellant shall where necessary bear the cost of his/her travel, accommodation, and upkeep during the appeals proceedings.

6.11.4 The appellant shall pay all the necessary fees related to remarking of "examinations and appeals as shall be determined by the Council.

6.11.5 The decision of Academic the Appeals Committee shall be final.

6.12. Penalties for Academic Dishonesty, including Cheating in Exams

6.12.1 The penalties for academic fraud will range from deducting marks to permanent dismissal from the University.

6.12.2 All proven cases will result in a note on the student's personal file.

6.12.3 Each case will be considered on its merit.

6.12.4 A repeat offender will be dealt with more severely.

6.12.5 In this context "examinations" will be taken to include end-of-semester examinations, sessional examinations, and any other examinations taken during the year.

6.12.6 In the case of cheating in examinations, expulsion from the University will be mandatory.

6.13. General Students' Grievance Handling and Procedure

A grievance means a complaint that includes any kind of discontent or dissatisfaction or negative perception a student community thinks, believes or even feels is unfair, unjust or inequitable. The University accepts and appreciates the right of the student community to present grievances. The University undertakes to give students a fair hearing covering any grievances they wish to raise provided they follow appropriate procedures as outlined below.

6.13.1. Students through MUSCREC should report their grievances in writing to the Office of the Dean of Students or Dean of Faculty as the case may be.

6.13.2. If the grievances have not been resolved by the Office of the Dean of Students or Dean of Faculty, the grievances shall be referred to the office of the Vice-Chancellor.

6.13.3. The Vice-Chancellor shall constitute a negotiation committee to resolve the grievances

6.13.4. If the grievances have not been resolved by the Office of the Vice-Chancellor, students may petition the Chairperson of Council.

6.13.5. Where students are not satisfied with the resolution of Council, students shall consult other constitutional bodies such as Malawi Human Rights Commission, Office of the Ombudsman and Courts of Law for mediation.

6.13.6. Where students resolve to hold demonstration, MUSCREC shall ensure that the following conditions are satisfied: -

6.13.6.1. Students should give a 7 days- notice of the intended protest and

6.13.6.2. Should inform local council and security agents of their intended protest.

SECTION 7: INFORMATION ON FACULTIES AND PROGRAMMES

7.1. FACULTY OF EDUCATION

7.1.1. The Faculty of Education has the following Departments:

- i) Teaching, Learning and Curriculum Studies
- ii) Education Foundations
- iii) Inclusive Education
- v) Early Childhood Education

7.1.2. Faculty of Education offers programmes leading to the following awards:

- i) Bachelor of Education (Arts)
- ii) Bachelor of Education (Science)
- iii) Bachelor of Education (Language)
- iv) Bachelor of Education (ICT)
- v) Bachelor of Education (French)
- vi) University Certificate of Education
- vii) Master of Education (Leadership and Management)
- viii) Master of Education (Teacher Education)

7.1.3. Units and Subjects for the Bachelor of Education

7.1.3.1. A **Unit** shall mean “a measure of the amount of effort required for course work, and will mean a course (or combination of courses) that (i) is reported as a single item for the Semester end assessment and (ii) comprises 4 to 6 contact hours per week throughout the 16 week Semester.

7.1.3.2. A **subject** shall mean a secondary school teaching subject. This shall amongst others be such as Physics, Chemistry, Chichewa, Computer Studies, Mathematics, Biology, Geography, English, French, History, Bible Knowledge and Religious and Moral Education, and any other as decided by Senate in that particular year

7.1.3.3. Graduates from Mzuzu University in Education must be able to teach two subjects in secondary schools.

7.1.4. Semester

7.1.4.1. The Bachelor of Education programmes are offered in dual-mode: face-to-face and Open, Distance and eLearning (ODEL).

7.1.4.2. The Bachelor of Education programmes will be eight semesters long for face-to-face and ten semesters for ODeL. Each semester shall have a minimum of 16 weeks long with the last two weeks for examinations.

7.1.4.3. The duration of a semester may vary according to the mode of delivery. Semesters will be distributed as follows:

- i. Level 1: Semester 1 and 2
- ii. Level 2: Semester 3 and 4
- iii. Level 3: Semester 5 and 6
- iv. Level 4: Semester 7 and 8
- v. Level 5: Semester 9 and 10 (ODEL)

7.1.5. Bachelor of Education Programmes General Requirements

7.1.5.1. Each programme shall comprise 5 units in levels 1 and 2 and 6 units in levels 3 and 4.

7.1.5.2. Units offered in the first four semesters (Levels 1 and 2) are general. The next four semesters (Levels 3 and 4 for the face-to-face mode or Levels 4 and 5 for the ODeL mode) allow for specialization. This will be by a choice of courses related to two teaching subjects.

7.1.5.3. Students shall be required to declare their teaching subjects at Level 3 from content courses studied at Levels 1 and 2.

7.1.5.4. Communication Skills units shall be offered for one year in Level 1.

7.1.5.5. Education units shall be introduced at Level 2 and shall replace the Communication Skills Courses.

7.1.5.6. At Levels 3 and 4 (Semesters 5, 6, 7 and 8 for the face-to-face mode) and at Levels 4 and 5 (Semesters 7, 8, 9 and 10 for the ODeL mode), each student shall take 1 Education unit; 1 Methodology unit, 2 units in one teaching subject; and 2 units in the other teaching subject.

7.1.5.7. Research Methods shall be offered by the Department of Education

Foundations to all Bachelor of Education students regardless of their specialization at Level 3.

7.1.6. Bachelor of Education Programmes Course Combinations

- 7.1.6.1. Course combinations shall follow the faculty and departmental route maps.
- 7.1.6.2. Bachelor of Education students shall take four content courses at Levels 1 and 2 in addition to Communication Skills Courses at Level 1 and Education Course at Level 2.
- 7.1.6.3. Bachelor of Education (French) students shall take French as a compulsory course and shall graduate with French as one of the teaching subjects. French as a teaching subject shall be combined with either Chichewa or English.
- 7.1.6.4. Bachelor of Education (ICT) shall take courses in Mathematics and ICT as compulsory units at level 1 and 2 and shall graduate with Mathematics and ICT as teaching subjects.
- 7.1.6.5. Bachelor of Education (Science) shall graduate with two science subjects (Mathematics, Physics, Chemistry or Biology) as teaching subjects.
- 7.1.6.6. Bachelor of Education (Arts) students shall graduate with two humanities subjects (Geography, History or Theology and Religious Studies) as their teaching subjects.
- 7.1.6.7. Bachelor of Education (Languages) students shall graduate with two languages (French, English or Chichewa) as their teaching subjects
- 7.1.6.8. The course map for the two modes are shown in the following tables

Table showing Structure of Bachelor of Education Programmes (face-to-face)

LEVEL	SEM	B.Ed.(Science)	B.Ed.(Arts)	B.Ed. Language	B.Ed.(ICT)	B.Ed.(French)
Level 1	1	1. Communication Skills	1. Communication Skills	1. Communication Skills	1.Communication Skills	1. Communication Skills
		2. Mathematics	2. Any four of the following:	2. Any four of the following:	2. Mathematics	2. Any four of the following:
		3. Chemistry	a) English	a) English	3. ICT	a) English
		4. Physics	b) Geography	b) Geography		b) Geography
		5. Biology	c) History	c) History		c) History
			d) Theology and Religious Studies	d)Theology and Religious Studies		d)Theology and Religious Studies
			e) French	e) French		e) French
				f) Chichewa		f) Chichewa
	2	Same as in Semester 1.	Same as in Semester 1.	Same as in Semester 1.	Same as in Semester 1.	Same as in Semester 1.
Level 2	3	1.Education (replacing Communication Skills)	1.Education (replacing Communication Skills)	1.Education (replacing Communication Skills)	1.Education (replacing Communication Skills)	1.Education (replacing Communication Skills)
		2.Same content courses of semester 2	2.Same content courses of semester 2	2.Same content courses of semester 2	2.Same content courses of semester 2	2.Same content courses of semester 2
	4	Same as Semester 3	Same as Semester 3	Same as Semester 3	Same as Semester 3	Same as Semester 3
Level 3	5	1. Education	1. Education	1.Education	1. Education	1. Education
		2. Methodology	2. Methodology	2. Methodology	2. Methodology	2. Methodology
		3.Two Units one teaching subject	3.Two Units one teaching subject	3.Two Units one teaching subject	3.Two Units of Mathematics	3. Two Units one teaching subject
		4.Two Units of the other teaching subject	4.Two Units of the other teaching subject	4.Two Units of the other teaching subject	4.Two Units of ICT	4. Two Units of the other teaching subject
			The two teaching subject MUST both be arts subjects	The two teaching subjects MUST both be languages (Chichewa, English or French)		One of the teaching subjects MUST be French which will be combined with either Chichewa or English
			(Geography, History, TRS)			
	6	Same as semester 5	Same as semester 5	Same as semester 5	Same as semester 5	Same as semester 5
Level 4	7	Same as semester 6	Same as semester 6	Same as semester 6	Same as semester 6	Same as semester 6
		Teaching practicum (one secondary school term)				
	8	Semester 8				
		Same as semester 7	Same as semester 7	Same as semester 7	Same as semester 7	Same as semester 7

Table showing Structure of Bachelor of Education Programmes (Open Distance and E-Learning)

LEVEL	SEM	B.Ed.(Science)	B.Ed.(Arts)	B.Ed. (Language)	B.Ed.(ICT)	B.Ed. (French)
Level 1	1	1. Communication Skills	1. Communication Skills	1. Communication Skills	1.Communication Skills	1. Communication Skills
		2. Mathematics	2. Any four of the following:	2. Any four of the following:	2. Mathematics	2. Any four of the following:
		3. Chemistry	a) English	a) English	3. ICT	a) English
		4. Physics	b) Geography	b) Geography		b) Geography
		5. Biology	c) History	c) History		c) History
			d) Theology and Religious Studies	d)Theology and Religious Studies		d)Theology and Religious Studies
			e) French	e) French		e) French
	2	Same as in Semester 1.	Same as in Semester 1.	Same as in Semester 1.	Same as in Semester 1.	Same as in Semester 1.
Level 2	3	1.Education (replacing Communication Skills)	1.Education (replacing Communication Skills)	1.Education (replacing Communication Skills)	1.Education (replacing Communication Skills)	1.Education (replacing Communication Skills)
		2.Same content courses of semester 2	2.Same content courses of semester 2	2.Same content courses of semester 2	2.Same content courses of semester 2	2.Same content courses of semester 2
	4	1.Methodology	1.Methodology	1.Methodology	1.Methodology	1.Methodology
		2.Education	2.Education	2.Education	2.Education	2.Education
Level 3	5	1. Education	1. Education	1.Education	1. Education	1. Education
		2. Methodology	2. Methodology	2. Methodology	2. Methodology	2. Methodology
	6	Teaching practicum(one secondary school term)				
Level 4	7	1. Education	1. Education	1.Education	1. Education	1. Education
		2. Methodology	2. Methodology	2. Methodology	2. Methodology	2. Methodology
		3. Two Units one teaching subject	3. Two Units one teaching subject	3. Two Units one teaching subject	3. Two Units of Mathematics	3. Two Units one teaching subject
		4. Two Units of the other teaching subject	4. Two Units of the other teaching subject	4. Two Units of the other teaching subject	4. Two Units of ICT	4. Two Units of the other teaching subject
			The two teaching subject MUST both be arts subjects	The two teaching subjects MUST both be languages (Chichewa, English or French)		One of the teaching subjects MUST be French which will be combined with either Chichewa or English
			(Geography, History, TRS)			
	8	Same as semester 7	Same as semester 7	Same as semester 7	Same as semester 7	Same as semester 7
Level 5	9	Same as semester 8	Same as semester 8	Same as semester 8	Same as semester 8	Same as semester 8
	10	Same as semester 9	Same as semester 9	Same as semester 9	Same as semester 9	Same as semester 9

7.1.7. Teaching Practicum

- 7.1.7.1. Teaching Practicum shall be done after the 7th Semester as an activity between semesters for the face-to-face mode and in semester 6 for the ODeL mode.
- 7.1.7.2. To avoid inconveniencing the hosting secondary schools, the duration of Teaching Practicum shall be equivalent to the length of the term (in line with government school calendar).
- 7.1.7.3. The first two weeks of Teaching Practicum shall be left for students to settle down.
- 7.1.7.4. The last two weeks of Teaching Practicum shall be for moderation exercise.
- 7.1.7.5. The clinical observation grade shall constitute 40% of the final Teaching Practicum grade while the moderated grade shall constitute 60% of the final Teaching Practicum grade.
- 7.1.7.6. The passing mark for Teaching Practicum shall be at 50%.
- 7.1.7.7. Each student shall have a minimum of three clinical observations before being moderated.
- 7.1.7.8. Teaching Practicum shall be run by a coordinator assisted by a Teaching Practicum Committee.
- 7.1.7.9. Teaching Practicum shall be coordinated from the Department of Teaching, Learning and Curriculum Studies in liaison with the Dean of the Faculty of Education.

7.1.8. Subject Methodology

- 7.1.8.1. All methodology units shall be coordinated by the Department of Teaching, Learning and Curriculum Studies
- 7.1.8.2. The Head of Teaching, Learning and Curriculum Studies shall be responsible for the collection and computation of methodology grades.
- 7.1.8.3. All methodology lecturers are members of the Teaching, Learning and Curriculum studies but work hand in hand with the specialist departments. For example, a lecturer responsible for French Methodology works hand in hand with the Department of Language, Cultural and Creative Studies, French section.
- 7.1.8.4. Methodology Courses will consist of two half-units, one from each of the teaching subject. Each methodology course will constitute 50% of the final methodology course.

A student is expected to pass both methodology courses. If a student passes one course the final grade will be 'incomplete' until the student successfully passes a supplementary exam or a repeat in the failed course.

7.1.9. **Half units** - The following methodology units will be offered, each equivalent to ½ unit, one per subject:

- i. Mathematics Methodology for Mathematics
- ii. Biology Methodology for Biology
- iii. Physics Methodology for Physics
- iv. Geography Methodology for Geography
- v. Theology and Religious Studies (TRS) Methodology for Bible Knowledge and Religious and Moral Education
- vi. History Methodology for History
- vii. English Methodology for English
- viii. French Methodology for French
- ix. Chemistry Methodology for Chemistry
- x. Chichewa Methodology for Chichewa
- xi. Computer Studies Methodology for Computer Studies

Note: The list shall be revised as Mzuzu University expands the teaching subjects offered.

7.1.10. Assessment Criteria

- 7.1.10.1. The Faculty shall follow 40% - 60% assessment criteria (40% for continuous assessment and 60% for end of semester examinations).
- 7.1.10.2. What will constitute the 40% continuous assessment is defined in each course outline/module.
- 7.1.10.3. The passing mark shall be at 50%.
- 7.1.10.4. The following is the grading system for end of semester academic assessments:
 - i. 50 – 100 Pass
 - ii. 35 - 49 Fail (Supplementable)
 - iii. 0 – 34 Fail (unsupplementable)

7.1.11. Classification of Awards

7.1.11.1. Classification of awards for degree programs

Bachelor of Education award shall be classified as follows:

- i. A Pass is awarded to a student with a minimum mean mark of 50% in Level 3 and Level 4 courses, a mark of at least 55% in Teaching Practicum and a mark of at least 50% in Research Project.
- ii. A Lower Second Class is awarded to a student with a minimum mean mark of 60% in Level 3 and Level 4 courses, and a mark of at least 60% in Teaching Practicum as well as in Research Project.
- iii. An Upper Second Class is awarded to a student with a minimum mean mark of 65% in Level 3 and Level 4 courses, and a mark of at least 65% in Teaching Practicum as well as in Research Project.
- iv. A First Class is awarded to a student with a minimum mean mark of 70% in Level 3 and Level 4 courses, and a mark of at least 70% in Teaching Practicum as well as in Research Project.

7.1.11.2. Classification of award for the Diploma Program

The Diploma in Education award shall be classified as follows:

- i. A Pass is awarded to a student with a minimum mean mark of 45% in Level 2 and Level 3 courses and a mark of at least 50% in Teaching Practicum.
- ii. A Credit is awarded to a student with a minimum mean mark of 65% in Level 2 and Level 3 courses and a mark of at least 65% in Teaching Practicum.
- iii. A Distinction is awarded to a student with a minimum mean mark of 70% in Level 2 and Level 3 courses and a mark of at least 70% in Teaching Practicum.

7.2. FACULTY OF ENVIRONMENTAL SCIENCES

7.2.1. The faculty of Environmental Sciences has the following Departments: -

- i. Department of Forestry and Environmental Management
- ii. Department of Fisheries & Aquatic Sciences
- iii. Department of Built Environment
- iv. Department of Water Resources Management and Development
- v. Department of Agrisciences

7.2.2. The Faculty of Environmental Sciences offers programmes leading to the following awards:

- i. Bachelor of Science (Forestry & Environmental Management)
- ii. Bachelor of Science (Fisheries & Aquatic Sciences)
- iii. Bachelor of Science (Land Management)
- iv. Bachelor of Science (Water Resources Management & Development)
- v. Bachelor of Science Value Chain Agriculture
- vi. Bachelor of Science Transformative Community Development

7.2.3. General Assessment Criteria

7.2.3.1. End of Semester grade in any course(s) shall comprise 40% Continuous Assessment and 60% End of Semester Examinations

Continuous Assessment

7.2.3.2. For courses that involve practical/Lab work shall comprise:

- i. a minimum of two practical/Lab work weighted at 10% of the average mark
- ii. a minimum of two exercises weighted at 15% of the average mark.
- iii. a minimum of two tests weighted at 25% of the average mark.

7.2.3.3. For courses that do not involve practical/Lab work shall comprise:

- i. a minimum of two exercises weighted at 20% of the average mark
- ii. a Minimum of two tests weighted at 30% of the average mark.

7.2.4. Classification of awards

7.2.4.1. Department of Forestry and Environmental management

- (i) A Pass is awarded to a student with a minimum mean mark of 50% in level 3 and level 4 and a mark of at least 50% in both their Research Project and Forest Management Plan.

- (ii) A Lower Second Class is awarded to a student with a minimum mean mark of 60% in level 3 and level 4 and a mark of at least 60% in both their Research Project and Forest Management Plan.
- (iii) An Upper Second Class is awarded to a student with a minimum mean mark of 65% in level 3 and level 4 and a mark of at least 65% in both their Research Project and Forest Management Plan.
- (iv) A First Class is awarded to a student with a minimum mean mark of 70% in level 3 and level 4 and a mark of at least 70% in both their Research Project and Forest Management Plan.

7.2.4.2. Department of Fisheries & Aquatic Sciences

Classification of Undergraduate Degrees

For the award of Pass, Lower Second Class, Upper Second Class, First Class for Bachelor of Science (Fisheries), the following criteria shall be applied:

- (i) A Pass is awarded to a student with a minimum mean mark of 50% in level 3 and level 4 and a mark of at least 50% in both their Research Project and Internship/Attachment.
- (ii) A Lower Second Class is awarded to a student with a minimum mean mark of 60% in level 3 and level 4 and a mark of at least 60% in both their Research Project and Internship/Attachment.
- (iii) An Upper Second Class is awarded to a student with a minimum mean mark of 65% in level 3 and level 4 and a mark of at least 65% in both their Research Project and Internship/Attachment.
- (iv) A First Class is awarded to a student with a minimum mean mark of 70% in level 3 and level 4 and a mark of at least 70% in both their Research Project and Internship/Attachment.

7.2.4.3. Department of Land Management

Classification of Undergraduate Degrees

For the award of Pass, Lower Second Class, Upper Second Class, First Class for Bachelor of Science in Land Management (Estates Management), Bachelor of Science in Land Management (Physical Planning) Bachelor of Science in Land Management (Land Surveying), the following criteria shall be applied:

- (i) A Pass is awarded to a student with a minimum mean mark of 50% in level 3 and level 4 and a mark of at least 50% in their Research Project.

- (ii) A Lower Second Class is awarded to a student with a minimum mean mark of 60% in level 3 and level 4 and a mark of at least 60% in their Research Project.
- (iii) An Upper Second Class is awarded to a student with a minimum mean mark of 65% in level 3 and level 4 and a mark of at least 65% in their Research Project.
- (iv) A First Class is awarded to a student with a minimum mean mark of 70% in level 3 and level 4 and a mark of at least 70% in their Research Project.

7.2.4.4. Department of Water Resources Management and Development

Classification of Undergraduate Degrees

For the award of Pass, Lower Second Class, Upper Second Class, First Class for Bachelor of Science (Water Resource Management and Development) the following criteria shall be applied:

- (i) A Pass is awarded to a student with a minimum mean mark of 50% in level 3 and level 4 and a mark of at least 50% in their Research Project.
- (ii) A Lower Second Class is awarded to a student with a minimum mean mark of 60% in level 3 and level 4 and a mark of at least 60% in their Research Project.
- (iii) An Upper Second Class is awarded to a student with a minimum mean mark of 65% in level 3 and level 4 and a mark of at least 65% in their Research Project.
- (iv) A First Class is awarded to a student with a minimum mean mark of 70% in level 3 and level 4 and a mark of at least 70% in their Research Project.

7.2.4.5. Department of Agrisciences

Classification of Undergraduate Degrees

For the award of Pass, Lower Second Class, Upper Second Class, First Class for Bachelor of Science Value Chain Agriculture and Bachelor of Science Transformative Community Development the following criteria shall be applied:

- (i) A Pass is awarded to a student with a minimum mean mark of 50% in level 3 and level 4 and a mark of at least 50% in their Research Project and Internship.

- (ii) A Lower Second Class is awarded to a student with a minimum mean mark of 60% in level 3 and level 4 and a mark of at least 60% in their Research Project and Internship.
- (iii) An Upper Second Class is awarded to a student with a minimum mean mark of 65% in level 3 and level 4 and a mark of at least 65% in their Research Project and Internship.
- (iv) A First Class is awarded to a student with a minimum mean mark of 70% in level 3 and level 4 and a mark of at least 70% in their Research Project and Internship.

7.3. FACULTY OF HEALTH SCIENCES

7.3.1. The Faculty of Health Sciences comprises three Departments namely:

- Biomedical Sciences
- Nursing and Midwifery
- Optometry

7.3.2. Programs in the Faculty of Health Sciences are clinical programs where students attend industrial attachments in clinical settings. Below are general policies for programs in the Faculty of Health Sciences

7.3.2.1. Students shall be assessed on an ongoing basis and at the end of each clinical allocation depending on the program required assessment.

7.3.2.2. A student who fails a clinical allocation shall withdraw and repeat the clinical allocation in the proceeding year or semester when it is being offered.

7.3.2.3. Clinical practice grades are non-supplementable grades

(a) OPTOMETRY DEPARTMENT

7.3.3. Grading system

7.3.3.1. The following is the course grading system for end of semester academic theoretical assessments for Optometry courses:

50 – 100	Pass
40 – 49	Fail (Supplementable)
0 – 39	Fail (Unsupplementable)

7.3.3.2. The following is the grading system for end of semester academic assessment for Clinical practices:

60 – 100	Pass
0 – 59	Fail (Unsupplementable)

7.3.4 Supplementary examinations, repeating of courses and withdrawal from the university

7.3.4.1. There are two categories of courses in Optometry, namely supplementable and the non-supplementable courses.

7.3.4.2. A supplementable course allows a student who has a supplementable grade to write supplementary examinations or repeat the course if they have an unsupplementable grade while non supplementary courses do not allow a student to

sit for supplementary examination if a student has a fail grade be it supplementable or unsupplementable.

7.3.4.3. Failure of Non-supplementable course/s

- i. Failure of a non-supplementable course means that the student would withdraw and repeat the semester in the following academic year. However the student shall only repeat the course they failed
- ii. A student will be withdrawn completely if they fail a repeat as is the case.

7.3.4.4. Failure of supplementable course/s

- i. Failure of 1 or 2 supplementable grades means that the student would write the exams either as a supplementary exam (if s/he failed with a supplementable grade) or as a repeat course (if s/he failed with a unsupplementable grade)
- ii. Failure of 3 supplementable grades means that the student would withdraw and repeat in the following academic year
- iii. Failure of 3 or more with unsupplementable grades results in withdraw completely from the program.

7.3.4.5. A student who fails the supplementary examinations shall repeat the course

7.3.4.6. A student shall be withdrawn if they fail a repeat course. A student shall be allowed to repeat once per course. There is no supplementary exam for a repeat course.

7.3.4.7. In supplementary examinations all grades shall be scaled down to pass mark (50%). A supplementary examination grade is a stand-alone grade and is not calculated with continuous assessment grades.

7.3.4.8. A student will sit a supplementary examination at the first opportunity made available by the University.

7.3.4.9. Both continuous assessment and end of semester examination shall assess content that is representative of content in a given course in a semester.

7.3.4.10. Students who fail courses at the end of the semester will not automatically register for courses(s) in the following semester.

7.3.4.11. Research projects for end of program shall comprise 25% oral, 75% written report.

7.3.5. Clinical assessment

- 7.3.5.1. The general grading system shall not apply to clinical assessment. There is no supplementary for clinical grades. It is either fail (0- 59%) or pass (60 – 100%).
- 7.3.5.2. Students shall be assessed on an ongoing basis and at the end of the clinical placement programme for each semester.
- 7.3.5.3. A student shall be awarded a zero if he/ she misses a clinical assessment without any valid reason or prior excuse

7.3.6. Professionalism

7.3.6.1. Professional Code of Ethics

Optometry is an independent healthcare profession that involves the examination, diagnosis, treatment, and management of disorders that affects the eyes. Optometry as a profession has its own set of expected behavior. Given that the profession deals with people's lives, every effort shall be made to uphold the professional code of ethics and conduct. The following guidelines shall govern professional conduct in the Optometry program.

7.3.6.2. Optometry Etiquette

Optometry as a profession has conventional rules of courtesy. Optometry Etiquette deals with standards of behavior of the optometrist towards his/her colleagues, the profession, the patient, and the public.

7.3.6.3. Professional Behavior

The optometrist's behavior portrays his/her institution's standards. Thus, the training institution is judged by the behavior of its students/graduates and the quality of the services discharged to the populace, as such, students are not expected to be drunk during school hours within and outside the school premises. Students should also not be involved in altercation, stealing, prostitution, fighting or behaving in disrespectful ways to patients, fellow students, clinical supervisors and lecturers.

7.3.7. Clinical Placement Policy

- 7.3.7.1. In keeping with the requirements of the Optometry Honours Programme, the Department of Optometry, Mzuzu University developed ethical guidelines for all optometry students as regards their clinical conduct and professionalism. These ethical guidelines shall involve both external and internal clinical placement program.

7.3.7.2. During the course of the clinical placement programme, students are expected to be responsible for his/her actions including provision of accommodation, local transportation, and good behavior.

7.3.8. Disciplinary Committee

7.3.8.1. Other than the main University disciplinary committee which looks into the general students and staff conduct, the Department of Optometry has instituted a committee to look into student's misconduct. The committee is put in place through nominations by the department in a meeting chaired by the Head of Department. The Chairperson of the committee shall be a selected member of staff in the Department and will further comprise the following members.

7.3.8.2. The members shall comprise:

- i. A staff member selected by the department as a Chairperson
- ii. One academic member of staff from the Optometry department
- iii. Mzuzu Optometry Students Association Patron
- iv. Two students nominated by the Mzuzu Optometry Students Association
- v. A representative of the Registrar
- vi. Head of Department of Optometry

7.3.9. Optometry Library and Equipment

7.3.9.1. Optometry Students are permitted to use the Departmental Library and shall abide by every rule as it is applicable to the University Library.

7.3.9.2. Any student who borrows the Departmental equipment shall be responsible for the protection of the said equipment and if damaged is responsible for its replacement.

7.3.9.3. Students are also responsible for the protection an equipment that they may be assigned to during their clinical placement programme or Departmental outreaches.

7.3.9.4. Any student who breaks or steals the Departmental equipment or property shall be referred to the Departmental disciplinary committee for hearing and punishment.

7.3.10. Classification of awards for Optometry

The following shall be classification of awards for a Bachelor of Optometry (Honours)

- i. A First Class (FC) will be awarded to a student with a minimum mean mark of 75% in each of, level 4 and level 5 courses and a mark of at least 70% in research project.
- ii. An Upper Second Class (USC) will be awarded to a student with a minimum mean mark of 70% in each of level 4 and level 5 courses and a mark of at least 65% in research project.
- iii. A Lower Second Class (LSC) will be awarded to a student with a minimum mean mark of 65% in each of level 4 and level 5 courses; and a mark of at least 60% in research project.
- iv. A Pass will be awarded a student with a minimum mean mark of 50% in each of level 4 and level 5 courses; and a mark of at least 50% in research project.

(b) BACHELOR OF SCIENCE IN NURSING AND MIDWIFERY

The following shall apply to all students pursuing **Nursing and Midwifery programme**. These include both generic and upgrading students.

7.3.11. Academic

- 7.3.11.1. A student is required to read widely, attend all scheduled lectures, laboratory sessions, tutorials, and practical/clinical sessions in his or her registered courses.
- 7.3.11.2. No student shall be allowed to sit for end-of-semester examinations if she/he misses 12 lecture hours or more and 40 clinical hours of any registered course unless with Senate's approval.
- 7.3.11.3. No student shall be allowed to sit for end-of-semester examinations if s/he does not have a continuous assessment grade.
- 7.3.11.4. All written assignments should be submitted within stipulated time. A grade of 0 shall be awarded for late submission.
- 7.3.11.5. In all the semesters a student shall be supervised, monitored and assessed. A student shall receive feedback on their performance during each semester.
- 7.3.11.6. The Department shall inform the students the criteria for computing continuous assessment grades and submit the same to the Dean.
- 7.3.11.7. A Student who fails a course with a supplementable grade at the end of semester will be required to sit for a supplementary examination or if she/he fails with

unsupplementable grade they shall repeat the course in the next semester the course is being offered. This does not apply to Core Nursing Courses.

7.3.11.8. A student who misses an examination without a valid reason shall be awarded a mark of '0' for that examination.

7.3.12. Grading System

7.3.12.1. The following is the course grading system for end of semester academic theoretical assessments:

50 – 100	Pass
40 – 49	Fail (Supplementable)
0 – 39	Fail (Unsupplementable)

7.3.12.2. The following is the course grading system for end of semester academic clinical assessments:

60 – 100	Pass
0 – 59	Fail (Unsupplementable)

Note: The 60% passing mark for clinical practice is a requirement by the Nurses and Midwives Council of Malawi.

7.3.13. Supplementary Examinations, Repeating of Courses, and Withdrawal from the University

7.3.13.1. There are two categories of courses in Nursing and Midwifery i.e. Core Nursing courses and support courses. Core Nursing Science courses include Fundamentals of Nursing, Ethics and Professionalism, Medical Surgical Nursing I, II and III, Paediatric Nursing, Community Health Nursing I, II and III, HIV, STI and AIDS, Psychiatric Nursing, Health Services Management, Midwifery Part I and II, Neonatology, Community midwifery, Oncology Nursing, Critical care Nursing for upgrading.

7.3.13.2. Students are expected to pass all Core Nursing courses in each semester. If a student fails any of the core courses with unsupplementable grade, the student shall withdraw and repeat the failed course/s when it is next offered. However, the student shall inherit the grades they have already passed.

7.3.13.3. Where a core nursing course has an accompanying clinical course, a student should pass both components. Similarly, a student who fails either component of a core nursing course, shall repeat both when it is being offered.

- 7.3.13.4. A student who scores supplementable grades in up to 50% of courses per semester shall write supplementary examinations in those courses.
- 7.3.13.5. In levels where there are only three courses per semester, if a student:
- i. Fails 3 unsupplementable grades results to withdraw completely.
 - ii. Fails 3 supplementable grades he/she should withdraw and repeat.
 - iii. Fails 1-2 supplementable grades he/she should seat for supplementary examination.
 - iv. Fails 2 unsupplementable grades he/she should withdraw and repeat.
 - v. Fails 1 unsupplementable non-core course, shall repeat the course in the following year
 - vi. Fails unsupplementable core course/s, shall withdraw and repeat the course/s
- 7.3.13.6. A student who scores supplementable grades of 50% or more of courses per semester shall be withdrawn and repeat the failed courses in the following academic year.
- 7.3.13.7. A student who scores unsupplementable grades in two or more non nursing courses will be withdrawn and repeat the courses when they are offered.
- 7.3.13.8. A student who scores unsupplementable grades in more than 50% of courses shall be withdrawn completely from the university.
- 7.3.14. A student who scores one unsupplementable grade(s) in non-nursing/basic courses shall repeat the course(s) in the following year as long as it does not contravene section 12.3.8 and 12.3.9.
- 7.3.15. A student shall withdraw to repeat a particular semester if they fail one or more unsupplementable grades of nursing courses when course is offered.
- 7.3.16. No student will proceed to the next semester, if they fail a core nursing course. If a course is accompanied by a clinical course, a student shall repeat both if he or she fails either theory or clinical. No student will proceed to next semester if they fail a either clinical or theory of the core nursing course. The previous grade will be nullified.
- 7.3.17. A student who fails the supplementary examinations shall repeat the course
- 7.3.18. In a supplementary examination, a student who scores a mark above 50% will have their mark scaled down to 50%. A supplementary examination grade is a stand-alone grade and is not calculated with the continuous assessment grades.

- 7.3.19. Both continuous assessment and end-of-semester examination shall assess content that is representative of content in a given course in a semester.
- 7.3.20. End of semester grade in any course(s) shall comprise 40% continuous assessment and 60% final grade.
- 7.3.21. Research projects for end of programme shall comprise 25% oral, 75% written report.

7.3.22. Clinical Assessment

- 7.3.22.1. The general grading system shall not apply to clinical assessment. There is no supplementary for clinical grades. It is either fail (0- 59%) or pass (60 – 100%)
- 7.3.22.2. A student shall be awarded a zero if he/ she misses a clinical assessment without any valid reason or prior excuse

7.3.23. Deferred Examinations

- 7.3.23.1. Deferred examinations shall normally be administered concurrently with supplementary examinations
- 7.3.23.2. A student who is unable to write an examination, may apply for deferred examination
- 7.3.23.3. A student shall be eligible for deferred for both clinical and theoretical examinations under the following circumstances:
- i. Illness supported by valid medical evidence submitted to the University Registrar prior to the examination date
 - ii. Bereavement due to loss of parents, guardians, children, spouse, or siblings during examination period
 - iii. Incapacitation with evidence during examination period
 - iv. Participation in important national and/or international activities, supported by documented evidence
- 7.3.23.4. A student who fails a deferred examination shall normally write supplementary examinations two weeks after the results of the examinations.
- 7.3.23.5. There is no deferred end-of-semester clinical examination. Therefore, failure to be assessed on a clinical end-of-semester examination (OSCE) results in repeating the course

7.3.24. Classification of Awards for Nursing and Midwifery Degrees

7.3.24.1. The following shall be classification of awards for a Bachelor of Nursing and Midwifery:-

- i. A First Class (FC) is awarded to a student with minimum mean marks of 70% in level 3 and in level 4 theoretical courses, minimum mean marks of 80% in level 3 and in level 4 clinical courses and with a mark of at least 70% in research project.
- ii. An Upper Second Class (USC) is awarded to a student with minimum mean marks of 65% in level 3 and in level 4 theoretical courses, minimum mean marks of 75% in level 3 and in level 4 clinical courses and with a mark of at least 65% in research project.
- iii. A Lower Second Class (LSC) is awarded to a student with minimum mean marks of 60% in level 3 and in level 4 theoretical courses, minimum mean marks of 70% in level 3 and in level 4 clinical courses and with a mark of at least 60% in research project
- iv. A Pass is awarded to a student with minimum mean marks of 50% in level 3 and in level 4 theoretical courses, minimum mean marks of 60% in level 3 and in level 4 clinical courses and with a mark of at least 50% in research project.

7.3.24.2. Classification for the Graduate Masters in Nursing Education (Clinical Teaching) programs.

The following will be the classification of award for the programme:

- (a) A distinction will be awarded if a candidate scores
 - a minimum mean mark of 75% in theoretical modules in each of the two semesters
 - a minimum mean mark of 75% in classroom and 85% clinical teaching practice
 - a minimum mark of 75% in the thesis.
 - No distinction shall be award if a student had repeated a module at any point of the programme.
- (b) A credit will be awarded if a candidate scores
 - a minimum mean mark of 65% in theoretical modules in each of the two semesters
 - a minimum mean mark of 65% in classroom and 75% clinical teaching practice
 - a minimum mark of 65% in the thesis.

- (c) A pass will be awarded if a candidate scores
- a minimum mean mark of 65% in theoretical modules in each of the two semesters
 - a minimum mean mark of 50% in the coursework and 60% in clinical practice
 - a minimum mark of 50% in the thesis.

(c) BACHELOR OF SCIENCE (BIOMEDICAL SCIENCES) PROGRAMME

7.3.25. The Bachelor of Science (Biomedical Sciences) programme involves both theoretical and practical work. The programme runs for a period of four academic years for Generic students and two academic years for upgrading students who joins at level 3. Upon successful accomplishment of all programme requirements, the student is awarded a Bachelor of Science (Biomedical Sciences) Degree.

7.3.26. Mode of delivery

- Theory (Lectures, Tutorials, Seminars etc)
- Practical (expectations and demonstrations)
- Clinical laboratory attachments and institutional visits

7.3.27. Assessment of Student's Academic Performance

7.3.27.1. Class Assessment (Theory and Practical)

Students learning progress will be monitored and evaluated through scores obtained in continuous assignments (e.g individual task(s), group task(s), mid-semester examinations e.t.c) and end of semester examinations.

7.3.27.2. Assessment Criteria

Aims at monitoring students' learning process and determining whether or not the student has met course objectives.

7.3.27.2.1. Continuous assignments shall contribute 50% to the total semester grade for a particular. The other 50% shall be contributed by the end of semester examination.

7.3.27.2.2. The pass mark for all theory and practical tests, assignments and exams will be at 50%.

7.3.27.2.3. Course grading for end of semester academic assessments shall be as follows:

- (i) 50 – 100 Pass
- (ii) 35 – 49 Fail (Supplementable)
- (iii) 0 – 34 Fail (Unsupplementable)

7.3.27.3.4. Supplementary Examinations

A student who scores less than 49% but more than 35% will be eligible to write supplementary exams. However, a student who has more than 2 supplementable grades in that semester, will be withdrawn to repeat the semester.

7.3.27.3.5. Repeating a course

A student who scores a final grade of less than 35% from all the semester academic assessments (Continuous assessments and End of semester examinations) shall repeat the course. The same shall apply to a student who fails a supplementary examination(s).

7.3.27.3.6. A course shall be repeated in the next phase it is being offered according to the University's academic calendar and not as an arrangement by the repeating student

7.3.27.3.7. Exclusion

A student who fails with less than 35% in 3 or more course will be withdrawn from the University on academic grounds.

7.3.28. Clinical Assessment

7.3.28.1. Acquisition of clinical laboratory skills will be assessed and evaluated through practical assessments and graded as follows:

(i) 60 – 100 Pass

(ii) 0 – 59 Fail

7.3.28.2. Repeating a clinical allocation

A student who fails a clinical allocation shall withdraw and repeat the clinical allocation in the preceding year. Please note that clinical assessments are not supplementable.

7.3.28.3. Classification of Awards

The following criteria will be applied when awarding the Bachelor of Science (Biomedical Sciences) degree.

- (i) A pass is awarded to a student with a minimum mean mark of 50% in Level 3 and 4 and a mark of at least 50% in their Research Project and a mean mark of 50% in clinical grades.

- (ii) A Lower Second Class is awarded to a student with a minimum mean mark of 55 in Level 3 and 4, and a mark of at least 60% in their Research and a mean mark of 60% in clinical grades.
- (iii) An Upper Second Class is awarded to a student with a minimum mean mark of 60% in Level 3 and 4 and a mark of at least 70% in their Research Project and a mean mark of 70% in clinical grades.
- (iv) A First Class is awarded to a student with a minimum mark of 70% in Level 3 and 4, and a mark of at least 75% in their Research Project and a mean mark of 75% in clinical grades.

7.4. FACULTY OF HUMANITIES AND SOCIAL SCIENCES

7.4.13. The Faculty of Humanities and Social Sciences has the following Departments:

- i. Communication Studies
- ii. Information Sciences
- iii. Theology and Religious Studies
- iv. History and Heritage Studies
- v. Language, Cultural and Creative Studies
- vi. Governance, Peace and Security Studies

7.4.1.1. Department of Communication Studies

The Department of Communication Studies offers the programme leading to the award of Bachelor of Arts in Communication Studies. The Department also services all the Faculties at the University.

7.4.1.2. Department of Information Sciences

The Department of Information Sciences offers programmes leading to the following awards:

- i. Diploma in Library and Information Science
- ii. Bachelor of Science in Library and Information Science

7.4.1.3. The Department of Governance, Peace and Security Studies

The Department offers upgrading programmes leading to the following awards:

- i. Diploma in Security Studies
- ii. Bachelor of Arts in Security Studies

7.4.1.4. Department of Theology and Religious Studies

The department offers a Bachelor of Arts (Theology & Religious Studies). This is an inter-disciplinary programme that draws from Biblical, Religious, Theological, Philosophical and Anthropological studies. The program is offered to generic and upgrading students.

7.4.2. Assessment of Student Academic Performance

7.4.2.1. Type of assessment employed in the departments include written, oral and practical work to match learning outcomes of individual courses.

7.4.2.2 Assessment methods are communicated to students beforehand to enable them prepare adequately. Results of student assessment are used for student progression and also as feedback to lecturers on student performance and achievement of the learning objectives. Lecturers also use assessment information to make appropriate adjustments in the teaching and learning process.

7.4.2.3 Assessment of students includes 40% continuous assessment and 60% final examinations.

7.4.2.4 The following is the grading system for end of semester academic assessments:

- i. 50 – 100 Pass
- ii. 35 – 49 Fail (Supplementable)
- iii. 0 – 34 Fail (Unsupplementable)

7.4.2.5 A student who scores an average of 70% and has no mark below 65% in any course will appear on the Dean's List.

7.4.2.6 A student who scores supplementable grades in not more than two courses per semester shall write supplementary examinations in those courses

7.4.2.7 A student who scores more than two supplementable grades shall repeat the semester in the following academic year.

7.4.2.8 A student who scores one unsupplementable grade shall repeat the course without being tutored in the following semester.

7.4.2.9 A student who scores two or more unsupplementable grades shall be withdrawn.

7.4.2.10 A student shall be allowed to repeat once only. A student who fails after repeating shall be withdrawn.

7.4.2.11 In a supplementary examination a student who scores a mark above 50% will have their mark scaled down to 50%. A supplementary examination grade shall not include continuous assessment grades.

7.4.2.12 A student will normally sit a supplementary examination at the first opportunity made available by the University.

7.4.3. Classification of Awards

7.4.3.1 Bachelors programs

The Bachelor's degrees in the faculty are classified as follows:

- First Class
 - Upper Second Class
 - Lower Second Class
 - Pass
- i. A **First Class** shall be awarded to a student with a minimum mean mark of 70% in level 3 and 4, and a mark of at least 70% in both their internship and research project (Dissertation). A student who repeats a course in level 3 or 4 shall not be awarded a **First Class** degree.
 - ii. An Upper Second Class is awarded to a student with a minimum mean mark of 65% in level 3 courses and another minimum mean mark of 65% in level 4 courses, and a mark of at least 60% in both their internship and research project (Dissertation).
 - iii. A Lower Second Class is awarded to a student with a minimum mean mark of 60% in level 3 courses and another minimum mean mark of 60% in level 4 courses, and a mark of at least 55% in both the internship and the research project (Dissertation).
 - iv. A Pass shall be awarded to a student with a minimum mean mark of 45% in level 3 and 4, and a mark of at least 45% in both the internship and research Project (Dissertation).

7.4.3.2 Diploma programs

Diploma in the faculty are classified as follows:

- i. Distinction
 - ii. Credit
 - iii. Pass
- i. A Distinction is awarded to a student with a minimum mean mark of 70% in level 1 and another minimum mean mark of 70% in level 2.
 - ii. A Credit is awarded to a student with a minimum mean mark of 60% in level 1 and another minimum mean mark of 60% in level 2.
 - iii. A pass is awarded to a student with a minimum mean mark of 50% in level 1 and another minimum mean mark of 50% in level 2.

7.5. FACULTY OF TOURISM, HOSPITALITY AND MANAGEMENT

7.5.1 The Faculty of Tourism, Hospitality and Management has the following departments:

- i. Department of Tourism
- ii. Department of Hospitality Management
- iii. Department of Management

7.5.2. The Faculty of Tourism, Hospitality and Hospitality Management offers programmes leading to the following awards:

- i. Bachelor of Science (Tourism)
- ii. Bachelor of Science (Hospitality Management)
- iii. Bachelor of Arts (Cultural and Heritage Tourism)
- iii. Bachelor of Culinary Arts
- iv. Diploma in Travel and Tourism)
- v. Diploma in Pastry and Bakery)

7.5.3 Assessment Criteria

7.5.3.1 The Faculty shall follow a 40%:60% assessment criteria (40% for continuous assessment and 60% for end of semester examinations).

7.5.3.2 For courses that involve practical work, the 40% continuous assessment shall constitute:

- i. A minimum of two tests weighted at 15%;
- ii. A minimum of two practical work weighted at 15%; and
- iii. At least one individual assignment and/or a group assignment weighted at 10%.

7.5.3.3 For courses that do not involve practical work, the 40% continuous assessment shall constitute:

- i. A minimum of two tests weighted at 30%; and
- ii. At least one individual assignment and/or a group assignment weighted at 10%.

7.5.3.4 The pass mark shall be 50%

7.5.3.5 The following is the grading system for end of semester academic assessments:

- i. 50% - 100% Pass
- ii. 35% - 49% Fail (Supplementable)
- iii. 0 – 34% Fail (Unsupplementable)

- 7.5.3.6 A student who scores an average of 70% and has no mark below 65% in any course will appear on the Dean's List.
- 7.5.3.7 A student who scores supplementable grades in not more than two courses per semester shall write supplementary examinations in those courses.
- 7.5.3.8 A student who scores three or more supplementable grades shall repeat the semester in the following academic year.
- 7.5.3.9 A student who scores one or two unsupplementable grade(s) shall repeat the courses in the following academic year.
- 7.5.3.10 A student who scores three or more unsupplementable grades shall be withdrawn.
- 7.5.3.11 A student who fails the supplementary examination shall repeat the courses as long as he/she does not contravene sections 3.5.3.7. and 3.5.3.9
- 7.5.3.12 In a supplementary examination, a student who scores a mark above 50% will have their mark scaled down to 50%. A supplementary examination grade shall not include continuous assessment grades.
- 7.5.3.13 A student will normally sit a supplementary examination at the first opportunity made available by the University.

7.5.4 Classification of Undergraduate Degrees

7.5.4.1 Classification of award for degrees

- i. A Pass is awarded to a student with minimum mean mark of 50% in Level 3 and 4, and a mark of at least 50% in both their Internship and Research Project (Dissertation).
- ii. A Lower Second Class is awarded to a student with a minimum mean mark of 60% in level 3 and 4, and a mark of at least 60% in both their Internship and Research Project (Dissertation).
- iii. An Upper Second Class is awarded to a student with minimum mean mark of 65% in level 3 and 4, and a mark of at least 65% in both their Internship and Research Project (Dissertation).
- iv. A First Class is awarded to a student with a minimum mean mark of 70% in level 3 and 4, and a mark of at least 70% in both their Internship and Research Project (Dissertation).

7.6.4.2 Classification of award for Diplomas

The Diploma in Information and Communication Technology will be classified as Distinction, Credit or pass.

- i. A Distinction is awarded to a student with a minimum mean mark of 70% in level 1 and another minimum mean mark of 70% in level 2.
- ii. A Credit is awarded to a student with a minimum mean mark of 60% in level 1 and another minimum mean mark of 60% in level 2.
- iii. A pass is awarded to a student with a minimum mean mark of 50% in level 1 and another minimum mean mark of 50% in level 2.

7.6. FACULTY OF SCIENCE, TECHNOLOGY AND INNOVATIONS

7.6.1 The Faculty of Science, Technology and Innovation has the following departments:

- i. Department of Biological Sciences
- ii. Department of Chemistry
- iii. Department of Information and Communication Technology
- iv. Department of Mathematics and Statistics
- v. Department of Physics and Electronics
- vi. Department of Energy Systems

Apart from these Departments, the Faculty has two Centres:

- i. Testing Centre for Renewable Energy Technologies
- ii. Centre for Technological Minds (T-Minds) in Collaboration with FAIR Denmark.

7.6.2. The Faculty of Science, Technology and Innovation was established in 2017 following the faculty restructuring process in the University. Faculty aims at being a complete student-oriented faculty where research, innovation and education meet. Currently, the Faculty of Science, Technology and Innovation offers programmes that lead to the following awards:

- i. Master of Science (Applied Chemistry)
- ii. Master of Science (Information Theory, Coding and Cryptography)
- iii. Bachelor of Science (Parasitology and Disease Vector Control)
- iv. Bachelor of Science (Biodiversity Conservation and Management)
- v. Bachelor of Science (Chemistry)
- vi. Bachelor of Science (Information and Communication Technology)
- vii. Bachelor of Science (Mathematical Sciences)
- viii. Bachelor of Science (Data Science)
- ix. Bachelor of Science (Physics and Electronics)
- x. Bachelor of Science (Physics and Instrumentation) (Honours)
- xi. Bachelor of Science (Renewable Energy Technologies)
- xii. Diploma in Information and Communication Technology

7.6.3 Assessment Criteria - Undergraduate Programmes

7.6.3.1 The Faculty follows a 40%:60% assessment criterion (40% for continuous assessment and 60% for end of semester examinations).

7.6.3.2 For courses that involve practical work, the 40% continuous assessment constitutes:

- i. A minimum of two tests weighted at 30%;
- ii. A minimum of two practical work weighted at 10%

- 7.6.3.3 For those courses that do not involve practical work, the 40% continuous assessment usually constitute either:
- i. Wholly based on a minimum of two tests weighted at 40%;
 - ii. or a minimum of two tests weighted 30% and at least one individual assignment and/or a group assignment weighted at 10%.
- 7.6.3.4 The pass mark shall be 50%
- 7.6.3.5 The following is the grading system for end of semester academic assessments:
- i. 50% - 100% Pass
 - ii. 35% - 49% Fail (Supplementable)
 - iii. 0 – 34% Fail (Unsupplementable)
- 7.6.3.6 A student who scores an average of 70% and has no mark below 65% in any course will appear on the Dean's List in that semester.
- 7.6.3.7 A student who scores supplementable grades in not more than two courses per semester shall write supplementary examinations in those courses.
- 7.6.3.8 A student who scores three or more supplementable grades shall repeat the semester in the following academic year.
- 7.6.3.9 A student who scores one or two unsupplementable grade(s) shall repeat the courses in the following academic year.
- 7.6.3.10 A student who scores three or more unsupplementable grades shall be withdrawn.
- 7.6.3.11 A student who fails the supplementary examination shall repeat the courses as long as he/she does not contravene sections 6.3.1.7 and 6.3.1.9.
- 7.6.3.12 In a supplementary examination a student who scores a mark above 50% will have their mark scaled down to 50%. A supplementary examination grade shall not include continuous assessment grades.
- 7.6.3.13 A student will normally sit a supplementary examination at the first opportunity made available by the University.

7.6.4. Assessment criteria - Postgraduate Programmes

Assessment criteria for postgraduate programmes under the Faculty of Science, Technology and Innovation are detailed in specific programme documents.

7.6.5. Classification of Degrees

7.6.5.1. Classification for undergraduate degree

- i. A Pass is awarded to a student with minimum mean mark of 50% in Level 3 and 4, and a mark of at least 50% in both their Internship and Research Project (Dissertation).
- ii. A Lower Second Class is awarded to a student with a minimum mean mark of 60% in Levels 3 and 4, and a mark of at least 60% in both their Internship and Research Project (Dissertation).
- iii. An Upper Second Class is awarded to a student with minimum mean mark of 65% in level 3 and 4, and a mark of at least 65% in both their Internship and Research Project (Dissertation).
- iv. A First Class is awarded to a student with a minimum mean mark of 70% in level 3 and 4, and a mark of at least 70% in both their Internship and Research Project (Dissertation).

7.6.5.2 Classification of award for Diplomas

The Diploma in Information and Communication Technology will be classified as Distinction, Credit or pass.

- iv. A Distinction is awarded to a student with a minimum mean mark of 70% in level 1 and another minimum mean mark of 70% in level 2.
- v. A Credit is awarded to a student with a minimum mean mark of 60% in level 1 and another minimum mean mark of 60% in level 2.
- vi. A pass is awarded to a student with a minimum mean mark of 50% in level 1 and another minimum mean mark of 50% in level 2.



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