

SECTION 1

ADMINISTRATION

1.1 Registration

- 1.1.1 The University is operating on a semester system. There are two semesters in an academic year. All students must familiarize themselves with the system.
- 1.1.2 An orientation programme will take place in the first week of the first semester. It is obligatory for all new students to attend the orientation programme.
- 1.1.3 All new students admitted into the University shall be registered subject to submission of satisfactory medical report, original copies of their academic certificates or transcripts, and to meeting any special academic requirements in the faculty of admission.
- 1.1.4 All continuing students shall register on the first day of each semester before attending any classes. In the case of new students, registration must take place immediately after orientation.
- 1.1.5 No one shall be registered as a student of the University until all fees and other financial obligations are met.
- 1.1.6 Any student, who fails to register on the first day of each semester as in 1.1.4 above, can register and pay late registration fee per day from the official date of registration. Late registration will not be allowed after fourteen days.

1.2 The University Administration

- 1.2.1 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.
- 1.2.2 The administrative structure of the University is presented in an organogram in Appendix 1.

1.3 Financial Obligations

- 1.3.1 Mzuzu University is run on a cost-sharing basis for Malawian nationals in that students are required to pay 40% of the economic fees while the Government pays the difference in the form of a subsidy.
- 1.3.2 Council may revise fees from time to time with or without notice.
- 1.3.3 Non-Malawian students staying on-campus will pay full economic fees. Non-Malawian student living off-campus will pay 50% of the fees of on-campus students.

- 1.3.4 In order to assist students to meet their financial obligations, the Government has introduced a University Students Loan Scheme for normal entry Malawian students, which is administered by the Ministry of Education, Science and Technology. A student who is admitted into the University is eligible to apply for the loan to pay for his/her fee requirements including stationery.
- 1.3.5 Mature entry students are not eligible for the loan scheme.
- 1.3.6 The Vice Chancellor also awards a few scholarships in special cases.
- 1.3.7 Except where indicated, all fees are not refundable.

1.4 Security

- 1.4.1 The Security Section of the University has rules and regulations which will be enforced together with the rules and regulations contained in the *Handbook*.
- 1.4.2 In particular students should be aware of the following:
- i) Visitors will 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.

1.5 Care of University Facilities

- 1.5.1 Students are required to take care of University Property at all times. This includes sports equipment.
- 1.5.2 Unauthorised removal of furniture from any room or laboratory is prohibited. Where authority has been given to do so the student is required to return it after use.
- 1.5.3 Laboratory equipment will be taken out of the laboratory only with permission from the laboratory personnel or the lecturer concerned.

SECTION 2

ACADEMIC MATTERS

2.1 Academic Structures

- 2.1.1 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.
- 2.1.2 A Dean, who is head of a faculty, is responsible to the Vice Chancellor for the teaching, research, administration and other duties and responsibilities in the Faculty.
- 2.1.3 Currently, there are three faculties in the University: Faculty of Education, Faculty of Environmental Sciences and Faculty of Information Science and Communications.
- 2.1.4 Faculty of Education offers programmes leading to the award of Bachelor of Arts (Education), Bachelor of Science (Education), Bachelor of Science (Health Science Education), and Bachelor of Arts (Teaching Studies) degrees. The Faculty of Environmental Sciences offers programmes leading to the award of a Bachelor of Science (Forestry) degree. Faculty of Information Science and Communications offers programmes leading to the award of Diploma in Library and Information Science.
- 2.1.5 The Centre for Continuing Education coordinates the Bachelor of Science (Health Science Education) and Bachelor of Arts (Teaching Studies) programmes. The Centre for Testing and Training for Renewable Energy Technologies (TCRET), coordinates the BSc programme in renewable energy technology. Details of subject(s) and/or course combinations are available in the respective departments.
- 2.1.6 The Faculties facilitate and co-ordinate all matters and activities relating to teaching and research. They also monitor the progress of students and make recommendations to Senate for the award of Degrees, Diplomas and other qualifications depending on the programme the student was following.
- 2.1.7 The Faculty of Education has the following five departments:
- Department of Basic Sciences
 - Department of Education and Teaching Studies
 - Department of Humanities
 - Department of Languages and Literature
 - Department of Mathematics

2.1.8 The Faculty of Environmental Sciences has the following departments:

Department of Forestry
Department of Water Resources Management and Development
Department of Surveying and Land Resources Management
Department of Energy Studies

2.1.9 The Faculty of Information Science and Communications has the following departments:

Department of Library and Information Science
Department of Information Technology

The Faculty will also establish the Department of Archives and Record Management, and the Department of Communications for Development

2.1.10 Each Department has a head who is responsible to the Dean.

2.1.11 The functions of a department include:

- i) Developing and reviewing courses of study and areas of research within the Department and making recommendations to the Faculty Board.
- ii) Making recommendations for courses in the Department.
- iii) Registering students for courses.
- 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.

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

2.1.13 The University has at the moment two Centres namely the Centre for Continuing Education (CCE), and the Testing and Training Centre for Renewable Energy Technologies (TCRET). The Centres offer short courses and degree programmes. The CCE intends to use a combination of conventional and distance learning approaches in the delivery of programmes.

2.1.14 A Director, head of a Centre is responsible to the Vice Chancellor.

2.1.15 Students following a programme in the CCE may also take other courses offered by other Centres, Institutes or Faculties provided that they qualify to take such courses and that such courses have been prescribed by the CCE's programme(s).

2.2 Student Academic Performance

- 2.2.1 All students are required to read widely, attend all scheduled lectures, laboratory sessions, tutorials and practical sessions in their registered courses. The onus is on the student to acquaint himself or herself with the requirements of each department in which he or she is pursuing his or her studies.
- 2.2.2 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.
- 2.2.3 No student shall be allowed to sit for end of semester examinations if s/he misses 12 hours or more, of any registered course unless with Senate's approval. Further, no student shall be allowed to sit for end-of-semester examinations if s/he does not have continuous assessment grade.
- 2.2.4 All departments shall inform the students the criteria for computing continuous assessment grade and submit the same to the relevant Deans.
- 2.2.5 Both continuous assessment and end of semester examination shall assess content that is representative of content in a given course in a semester.
- 2.2.6 Students who fail courses at the end of semester will not automatically register for course(s) in the following semester.
- 2.2.7 Participation in extra-curricular activities will not be accepted as an excuse for poor academic performance.
- 2.2.8 End of semester grade in any course(s) shall comprise 50% continuous assessment and 50% final examination.
- 2.2.9 Research projects for end of programme shall comprise 25% oral, 75% written report.
- 2.2.9 A student who fails in her/his course shall be required to write supplementary examination or repeat or withdraw from the programme as the case may be.
- 2.2.10 A student who misses an examination without a valid reason shall be awarded a mark of '0' for that examination.

2.3 Publication of End of Semester Examination Results

- 2.3.1 The University Registrar shall be responsible for the publication of the end of semester examination results as approved by the Senate.
- 2.3.2 Lists of successful candidates shall be posted on University notice boards and the University Registrar shall notify every candidate in writing.

2.3.3 The results obtained by a candidate in any examination shall not be published unless and until he/she has paid all fees and other monies due and payable to the University.

2.4 Procedure for Academic Appeals

2.4.1 There shall be an Academic Appeals Committee which shall hear and decide on appeals against the decision of Senate.

2.4.2 Any complaint on academic grounds shall, in the first place be directed to the respective Dean who shall consider the complaint in consultation with the aggrieved student's head of department. Such a complaint shall be made within 21 days of the announcement of results.

2.4.3 Where the complaint has been resolved, the respective Dean shall report the outcome directly to Senate. If the student is dissatisfied with the Dean's decision, the student shall be advised to direct his/her complaint to the Vice Chancellor, who shall institute an appeals committee.

2.4.4 The appellant shall be heard on his/her appeal either orally or in writing and shall where necessary bear the cost of his/her travel, accommodation and upkeep during the appeals proceedings.

2.4.5 The appellant shall pay all the necessary fees related to appeals as shall be determined by the Council.

2.4.6 The decision of Appeals Committee shall be final.

2.5 Supplementary Examinations Repeating of Courses and Withdrawal from University

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

45 – 100	Pass
35 – 44	Fail (Supplementable)
0 – 34	Fail (Unsupplementable)

2.5.2 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.

2.5.3 A student who scores supplementable grades in not more than two subjects/courses/units per semester shall write supplementary examinations in those subject/courses/units.

2.5.4 A student who scores three or more supplementable grades shall repeat the failed subjects/courses/units in the following academic year.

- 2.5.5 A student who scores one or two unsupplementable grade(s) shall repeat the course(s) in the following year. In the event that the student chooses to repeat the course(s) in the following semester, s/he may make special tutoring arrangements with the department. In the event that the department is not in a position to offer tutoring, the student may opt for self-study.
- 2.5.6 A student who scores three or more unsupplementable grades shall be withdrawn.
- 2.5.7 A student who fails the supplementary examinations shall repeat the subject/course/unit as long as he/she does not contravene sections 2.5.4 and 2.5.6.
- 2.5.8 A student shall be allowed to repeat once only. A student who fails after repeating shall be withdrawn.
- 2.5.9 A student writing a supplementary examination, and/or repeating a subject/course/unit shall pay fees as determined by Council.
- 2.5.10 In a supplementary examination a student who scores a mark above 45% will have their mark scaled down to 45%. A supplementary examination grade shall not include continuous assessment grades
- 2.5.11 A student will normally sit a supplementary examination at the first opportunity made available by the University.

2.6 Deferred Examinations

- 2.6.1 Deferred examinations shall normally be administered concurrently with supplementary examinations.
- 2.6.2 A student who is unable to write an examination, may apply for a deferred examination.
- 2.6.3 A student shall be eligible for deferred examinations under the following circumstances:
- i) Illness supported by valid medical evidence submitted to the University Registrar prior to examination date,
 - ii) Bereavement due to loss of parents, guardians, children, spouse or siblings during the examination period,
 - iii) Incapacitation with evidence during examination period.
- 2.6.4 A student who fails a deferred examination shall normally write supplementary examinations two weeks after the results of the examination.

2.7 Misconduct in Examinations

- 2.7.1 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.
- 2.7.2 Students should arrive fifteen (15) minutes before the start of an examination and must have their student identity cards with them.
- 2.7.3 Any candidate found guilty of misconduct in an examination may be disqualified not only in that examination and subject, but also from all other examinations, and the University may take further disciplinary action.
- 2.7.4 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 identity number in examinations, tests and other forms of 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 as a plea for failure to present oneself during University examinations.

2.8 Plagiarism and Penalties

- 2.8.1 Plagiarism is the unacknowledged use of another person's intellectual material or ideas, and as such it is a serious academic offence.
- 2.8.2 Cases of plagiarism shall be handled as follows:
- i) First Offence: To be handled by the concerned member of staff. The student shall be warned in writing and be given an opportunity to re-do and resubmit the work, which will be awarded a maximum score of 45%. A copy of the letter, should be sent to the Head of Department, and another copy to the University Registrar for the student's personal file,
 - ii) Second Offence: To be handled by the Head of Department. The student shall get a warning in writing from the Head of Department and be

awarded a score of zero for the work. A copy of the letter should be sent to the University Registrar for the student's personal file,

- iii) Third Offence: The concerned member of staff shall award a score of zero and report the matter to the Head of Department who shall refer it to the Dean in writing, who will refer the matter to the Faculty Assessments Committee which may recommend suspension of the student pending decision of Senate.

2.9 The Classification of Undergraduate Degrees

2.9.1 Bachelors degrees shall be classified as follows:

First Class, Upper Second Class, Lower Second Class and Pass.

Award of a Pass, Lower Second Class, Upper Second Class, First Class for Bachelor of Arts (Education), Bachelor of Science (Education), Bachelor of Science (Health Science Education) and Bachelor of Arts (Teaching Studies) Degree

2.9.2 The following criteria will be applied when awarding the Bachelor of Arts (Education), Bachelor of Science (Education), Bachelor of Science (Health Science Education) and Bachelor of Arts (Teaching Studies) Degree:

- i) A Pass is awarded to a student with a minimum mean mark of 45% in level 3 and 4 courses, and a mark of at least 45% in Teaching Practice as well as in Research Project.
- ii) A Lower Second Class is awarded to a student with a minimum mean mark of 55% in level 3 and 4 courses, and a mark of at least 60% in Teaching Practice as well as in Research Project.
- iii) An Upper Second Class is awarded to a student with a minimum mean mark of 60% in level 3 and 4 courses and a mark of at least 70% in Teaching Practice 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 4 courses, and a mark of at least 75% in Teaching Practice as well as in Research Project.

2.9.3 A student who for academic reasons repeated a subject/course/unit at level 3 or level 4 shall not be awarded a First Class degree.

Award of a Pass, Lower Second Class, Upper Second Class, First Class for Bachelor of Science (Forestry) Degree

2.9.4 The following criteria will be applied when awarding the Bachelor of Science (Forestry) Degree:

- i) A Pass is 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 their Research Project and Forest Management Plan.
 - 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 both their Research Project and Forest Management Plan.
 - 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 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 4, and a mark of at least 75% in both their Research Project and Forest Management Plan.
- 2.9.5 A student who for academic reasons repeated a subject/course/unit at level 3 or 4 shall not be awarded a First Class degree.

2.10 Other Awards

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

2.11 Academic Transcript

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

2.11.2 Additional copies of the transcript shall be at a fee to be determined by the University Council.

SECTION 3

LIBRARY AND LEARNING RESOURCES CENTRE

3.1 Regulations governing Use of Library and Learning Resources Centre

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

3.2 Membership

3.2.1 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, Academic Related and Administrative staff of the University.
 - iii) Members of University Council for the duration of their term of office.
 - iv) Non-Academic staff on the recommendation of their departmental or section head.
 - v) Visiting lecturers, research fellows, and other *bona fide* visitors on 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 the University.
 - vi) Institutional membership, through a formal written agreement between an educational or research organization, NGO, etc. and the Mzuzu University Library.
- 3.2.2. All registered students and members of staff of the University are required to complete a registration form upon which they will be issued with Identification Cards for identifying themselves at the entrance and within the library building.
- 3.2.3 Members of Council are required through the Office of the Registrar, to complete a registration form upon which they will be issued with an identification card (ID) for borrowing.
- 3.2.4 Non-University members may under special consideration by the University Librarian be permitted to use the library for reference only.

3.3 Opening Hours

A	During Semester	
	Monday - Friday	08:00 – 22:00 hours
	Saturday	08:00 – 12:00 hours
	Sunday	Closed
B	Vacation	
	Monday - Friday	08:00 – 17:00 hours
	Saturday	Closed
	Sunday	Closed
C	Public Holidays	Closed

3.4 Guidelines for Use of the Library

- 3.4.1 All registered members shall be held responsible for loss or damage of items they borrow.
- 3.4.2 Books marked “For Reference Only” are not to be taken out of the library.
- 3.4.3 Journals are not to be taken out of the library.
- 3.4.4 Audio-Visual and multimedia materials, equipment and software are not to be taken out of the library.

3.5 Loan Entitlements

Category of User	No. of books	Loan period
Academic staff	10	8 weeks
Academic Related staff	10	“
Senior Administrative Staff	10	“
Accredited visitors	10	“
Council Members	10	“
Undergraduate Students	6	4 weeks
Graduate Students	8	“
Non-Academic Staff	4	2 weeks

3.6 Short Loan (Reserve) Collection

- 3.6.1 Items placed on Short Loan or on Reserve are to be used within the Library on a two-hour loan period. Only on special request from the Librarian, permission may be granted to use the Short Loan items outside the library before 21:00 hours.
- 3.6.2 Short loan or reserve items will be issued out for overnight use between 21:00 hours and 21:45 hours. Items on Short Loan/reserve borrowed for overnight reading must be returned by 8am the following day.

- 3.6.3 No person shall take out short loan material without using a reader's pocket stamped Short Loan.
- 3.6.4 No person shall borrow more than one item from the short loan.
- 3.6.5 No person shall use another person's pocket for borrowing items from the Short Loan.
- 3.6.6 Keeping short Loan items overdue is not permitted. Infringement of this clause attracts a fine for every two hours from the time the book was due for return.
- 3.6.7 Cases of keeping short loan items overdue for longer than 24 hours will be brought to the Student Disciplinary Committee.

3.7 Malawiana and Theses

- 3.7.1 Malawiana comprises written/electronic materials on Malawi and/or by Malawians on any subject.
- 3.7.2 All Malawiana, theses and dissertations are to be used within the Library only.

3.8 Books on Open Shelves

- 3.8.1 The loan period for books on open shelves (i.e. not those on Short Loan/reserve) shall be four weeks. Keeping such books overdue is not permitted.
- 3.8.2 A fine per day shall be imposed for late return of each item.
- 3.8.3 A higher fine per day shall be imposed for failure to return an overdue item within 14 days from the date of sending him/her the first overdue reminder.
- 3.8.4 Disciplinary action will be taken against a borrower who fails to respond to overdue reminders 21 days from the date of sending him/her the first overdue reminder.

3.9 End of Semester Return of Library Materials

- 3.9.1 All students are required to obtain a clearance certificate from the library at the end of each semester ascertaining that they have returned all Library materials.

3.10 Library Rules and Regulation

- 3.10.1 A student who violates these Rules and Regulations may be denied the use of the Library.
- 3.10.2 No library material may be taken out of the library unless they have been properly borrowed and stamped.

- 3.10.3 Items taken in and out of the library are subject to security inspection/check.
- 3.10.4 As student is responsible for returning all library material on time and in good condition.
- 3.10.5 Noise and causing disturbance in the library is prohibited.
- 3.10.6 Brief cases, bags, hats/caps are not allowed in the library.
- 3.10.7 Smoking, eating and drinking in the library are prohibited.
- 3.10.8 Cell phones and other gadgets, which may distract other library users, are strictly forbidden in the library.
- 3.10.9 All students are subject to fines as prescribed from time to time and such fines must be paid promptly.

3.11 Specific Rules for Internet Facility in the Library

- 3.11.1 The following are strictly prohibited:
 - i. Installing software
 - ii. Deletion of software
 - iii. Saving data on hard disk
 - iv. Changing the configurations
 - v. Cracking computers (logging on to computers illegally)
 - vi. Viewing of pornographic and other undesirable material.

3.12 Theft and Mutilation of Library Materials

- 3.12.1 Any person removing library materials from the library without following prescribed procedures or any person found defacing or damaging library materials shall be subject to disciplinary action, which may include suspension or expulsion from the University.
- 3.12.2 Lost materials must be paid for in full. Under normal circumstances, there will be no refund for lost materials subsequently returned.
- 3.12.3 Fines shall be imposed on all un-returned materials.
- 3.12.4 The University Librarian has the authority to search students and their rooms for missing library materials, in conjunction with Security Services of the University.

3.13 Offences and Penalties

The list of offences and penalties below is by no means exhaustive. The Student Disciplinary Committee has discretionary powers to impose additional penalties.

Offence	Penalty
3.13.1 Proven case of theft	Suspension from the University for the whole academic year plus cost of material(s) and a fine
3.13.2 Mutilation or defacing library material(s)	Suspension from use of the Library for one semester plus cost of replacement of material(s)
3.13.3 Noise making and causing disturbance in the library	Suspension from use of the Library for 4 weeks plus a fine
3.13.4 Eating, drinking and smoking in the library	Suspension from use of the Library for 2 weeks plus a fine
3.13.5 Disruption of filing sequence of books on the shelves	Suspension from use of Library for one week plus a fine
3.13.6 Moving of equipment or any library property from one place to another without the authority of the University Librarian.	Suspension from use of the Library for two weeks plus cost of repairing for any breakage caused.
3.13.7 Infringement of Internet rules	Suspension from use of Internet and possibly the library as well for a period of 4 weeks during University session. If the period includes the University holiday the student shall also be barred from using the library during the holiday.

3.14 Copyright

3.14.1 Photocopying or reproduction of published works held in the University will be subject to copyright laws.

SECTION 4

STUDENTS WELFARE

4.1 Services, Guidelines and Regulations

- 4.1.1 This section outlines the services, guidelines and regulations, which the University has put in place to promote and protect the general welfare of students.
- 4.1.2 The student body of the University is organized through the Mzuzu University Students Union (MUSU) whose function is to represent student's opinion and to provide official channels of communication between students and the University administration. MUSU shall elect representatives. MUSU will also initiate, organize and coordinate social and cultural activities.

4.2 Registration of Societies and Clubs

- 4.2.1 All Societies and Clubs in the University shall be registered with the office of the Deputy Vice Chancellor (DVC) through Mzuzu University Students Union (MUSU) provided the application is accompanied by the following:
- i) The constitution of the club,
 - ii) Names and signatures of at least 10 interested registered students,
 - iii) MUSU affiliation fee,
 - iv) A name and signature of a patron who shall be a member of staff.
- 4.2.2 Within three weeks 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 Deputy Vice Chancellor.
- 4.2.3 Where an academic department has initiated the club, the head of department concerned shall submit the application to the DVC.
- 4.2.4 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.

4.3 Publications

- 4.3.1 Any student magazine, newsletter and/or occasional publication whether produced in print or by electronic means shall be registered with the office of the Deputy Vice Chancellor and such publication shall indicate their registration number and name on their front page.
- 4.3.2 All published materials will be cleared by the editorial board under the auspices of the DVC.

- 4.3.3 The Printing and Publications Act requires that any published item be registered with the National Archives of Malawi.
- 4.3.4 A copy of each issue shall be lodged with the Vice-Chancellor, Deputy Vice-Chancellor and University Librarian before its circulation.
- 4.3.5 Any member of the University Community who feels aggrieved by material appearing in student publications may refer the matter to the Deputy 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.

4.4 Use of Notice Boards and Chalkboards

- 4.4.1 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. Any student found posting notices and/or posters within the University campus without permission shall be disciplined.
- 4.4.2 Offensive writing on chalkboards, in lecture theatres, lecture rooms and other places is also prohibited.
- 4.4.3 Chalkboards should be cleaned after use.

4.5 Requests to Use University Transport

- 4.5.1 University transport may be used for approved trips by the organizers of any student body through the Assistant Registrar (Administration).
- 4.5.2 University transport will be available at a charge. Rates for using transport may change from time to time.
- 4.5.3 Request for transport should include the following:
 - i) The destination and purpose of the journey.
 - ii) The date and time when the transport will be required.
 - iii) Expected time of return.
 - iv) The names of students who will travel together with the names of their Halls of Residence.
 - v) The signature of the organizer of the trip who will be responsible for payments to the Finance Officer before the trip is made.
 - vi) Name and signature of the patron.

- 4.5.4 All requests for use of transport must be submitted in writing to the Transport Officer through the Assistant Registrar (Administration) at least 48 hours before the date of travelling.
- 4.5.5 The Assistant Registrar (Administration), Transport Officer, the Patron, the Head of Department, the MUSU executive member and the driver should ensure that University vehicles are not overloaded.

4.6 Communication with Outside Institutions

- 4.6.1 Students communicating with outside institutions and the press do so in their own private capacity and it is an offence to claim to represent the University in such communications.

4.7 Rules and Regulations for Halls of Residence

- 4.7.1 All students except those admitted on non-residential basis will remain in residence for the full duration of the semester unless they are withdrawn from residence.
- 4.7.2 No illegal drugs shall be brought into or consumed in Halls of Residence. Liquor shall be consumed in places designed for that purpose.
- 4.7.3 No offensive weapons including firearms shall be brought into or used in the Halls of Residence and on campus.
- 4.7.4 Students are not allowed to cook in the Halls of Residence.
- 4.7.5 Construction sites are out of bounds to students.
- 4.7.6 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

- 4.7.7 Outside the above prescribed hours, all areas of the Halls of Residence are out of bounds to members of the opposite sex.
- 4.7.8 Visitors are not allowed entry into the Halls of Residence from 18:00 hours to 06:00 hours.
- 4.7.9 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 stay is at the expense of the department concerned.
- 4.7.10 The University reserves the right of admission to the Halls of Residence and therefore may inspect them at any time.

- 4.7.11 A student who would like to be away from the University for more than a day must obtain permission from the Matron or Warden who shall notify the Registrar and relevant academic department(s). In the case of sickness, the Clinical Officer will inform the Registrar and relevant academic department(s).
- 4.7.12 Students are required to care for all University facilities. Students shall be liable to compensate the University in full for any damage or loss caused to the University property. Damage caused to a room shall be presumed to have been caused by the resident to whom such a room has been allocated unless the contrary is proved. Where two students share a room, any damage caused, unless the causer is identified, the two shall be responsible.
- 4.7.13 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.
- 4.7.14 The University reserves the right to expel from her/his room any student who abuses or misuses the room.
- 4.7.15 A student is required to complete a room inventory form on registration.

4.8 Hall Representatives

- 4.8.1 To ensure social harmony in the Halls of Residence, Hall Representatives will be elected to co-ordinate activities pertaining to the general welfare, domestic relations and discipline among students in the halls of residence. In addition to the Hall Representatives, the University has a Matron and two Wardens.

4.9 The Matron/Wardens

- 4.9.1 The Matron and 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.
- 4.9.2 Funeral messages should firstly be reported to the Matron and/or Warden(s) who will undertake to inform the affected student(s).

4.10 Spiritual Welfare

- 4.10.1 The spiritual well-being of students will be taken care of and coordinated by a University Chaplain and/or the Students Advisor on Spiritual Affairs, in liaison with the various religious leaders in the neighbourhood and community.
- 4.10.2 The University Chaplain and the Student Advisor on Spiritual Affairs are available for counselling students irrespective of denomination or religious affiliation.
- 4.10.3 There are several churches and mosques in the University neighbourhood.
- 4.10.4 Students are advised to make their own transport arrangements to and from their prayer houses.

4.11 Cafeteria

- 4.11.1 On-campus students will be issued with meal coupons upon registration, which should be presented to the cafeteria during meals. Off-campus students will be required to pay for meals at rates to be determined by council from time to time.
- 4.11.2 Meals shall not be taken outside the cafeteria.
- 4.11.3 A student's visitor(s) may be served meals at the host's expense provided a four-hour advance booking notice is made with the Catering Manager. Meals for visitors will be served on cash basis.
- 4.11.4 Any student who loses his/her meal coupon booklet will be required to buy the meal for each lost coupon.
- 4.11.5 The University Cafeteria has an approved menu. However, there may be times when it is not possible to serve a particular meal on a scheduled day. The University will be obliged to find an alternative meal. Students should understand such problems and appreciate the University's effort.
- 4.11.6 Crockery, glasses, cutlery etc belonging to the University should not be taken out of the cafeteria.
- 4.11.7 No student, other than members of the Catering Committee, is allowed entry into the kitchen.
- 4.11.8 No student is allowed to bring any kind of liquor into the Cafeteria. Smoking in the Cafeteria is prohibited.
- 4.11.9 Catering staff, in liaison with the Matron or Warden, will be responsible for serving food to sick students in the Halls of Residence.
- 4.11.10 The University will consider special dietary needs where possible.

4.12 Health Services

4.12.1 The University will be serviced for all its health requirements by Mzuzu University Clinic, and in referral cases by Mzuzu Central Hospital. The University shall not be responsible for costs of health services incurred by students from private or personal medical practitioners.

4.13 Guidelines on Pregnancy

4.13.1 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.

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

4.13.3 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.

4.13.4 If the student opts to use other medical services for her check-ups, she should keep the Clinic nurse/Matron informed.

4.13.5 Readmission shall normally be effected at the beginning of a semester provided the student submits a satisfactory medical report from a qualified medical practitioner.

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

4.13.7 Where there is a miscarriage or the baby is still born, a student will be allowed to return to her studies as soon as her health is certified as satisfactory in a medical report.

4.13.8 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 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.

4.14 Care of Personal Property

4.14.1 Students are requested to take care of their personal property.

4.15 Travel

4.15.1 Travel to and from the University is at the students' expense.

4.15.2 A student shall inform the University about his/her travel outside Malawi during holiday.

SECTION 5

GENERAL RULES AND DISCIPLINARY PROCEDURES

5.1 Rules and Regulations

- 5.1.1 Every student is subject to these rules and regulations.
- 5.1.2 Rules and regulations in the handbook shall be used to guide the general conduct of students within and without the University campus.
- 5.1.3 The University Council shall review rules and regulations from time to time.
- 5.1.4 Individual's freedoms, opinions, 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.

5.2 Misconduct

- 5.2.1 In the context of these rules and regulations misconduct shall comprise behaviour 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) Engages in 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 during 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 unauthorised person(s) in the University halls of residence beyond times stipulated in clauses 4.7.6, 4.7.7, 4.7.8, and 4.7.9.
- 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 behaviour.

5.2.2 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 rules and regulations 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.

5.3 Student Disciplinary Committee

5.3.1 Student Disciplinary Committee is a Committee of the Vice Chancellor.

Cases of misconduct shall be referred to the Chairperson of the Student Disciplinary Committee.

5.3.2 The Student Disciplinary Committee shall consist of the following:

A faculty dean appointed by Vice Chancellor – Chairperson,
The University Registrar or her/his representative- Secretary,
The Matron and the Wardens,
Two student representatives appointed by MUSU
One head of department and
One co-opted member on an *ad hoc* basis.

5.3.3 The Committee may invite witnesses.

5.4 Procedure of Student Disciplinary Committee

5.4.1 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.

5.4.2 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.

5.4.3 The Committee shall promptly make a decision and the outcome made known to the Vice Chancellor.

5.5 Rules and Procedure in Disciplinary Proceedings.

5.5.1 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. 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 Committee's decision and the reasons for arriving at it as soon as is practicable.

5.5.2 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.
- 5.5.3 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 settlement of the matter.
- 5.5.4 No legal litigation shall be entered into in matters of the Student Disciplinary Committee.
- 5.5.5 A member of the Committee who is an interested party shall make a declaration and refrain from the deliberations.
- 5.5.6 The Committee shall find a student to have breached the rules and regulations either on the student's own submission or at the conclusion of the hearing when it is beyond reasonable doubt that the student has committed such a breach.
- 5.5.7 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.
- 5.5.8 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. If the student has committed an offence for the second time, the decision shall also be published on the official Notice Board of the University.

5.6 Disciplinary Measures

- 5.6.1 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 for the rest of the programme

- vii) Suspension from the University
 - viii) Dismissal from the University
- 5.6.2 The Student Disciplinary Committee may recommend any other disciplinary measures commensurate with the offence.

5.7 Disciplinary Appeals

- 5.7.1 A student not satisfied with the decision of the Student Disciplinary Committee may appeal to the Vice Chancellor within a week from the date of the decision.
- 5.7.2 The Vice Chancellor shall appoint a Student Disciplinary Appeals Committee to review the case.

Mzuzu University Wishes You a Happy and Profitable Time