



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

Yearbook

2018/19

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FACULTY OF THE BUILT ENVIRONMENT

Dean

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A/Chief Technician

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Technician

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FACULTY REGULATIONS

1.0 PREAMBLE

- 1.1 These regulations should be used in conjunction with the General Academic Regulations for Degrees which take precedence over the Faculty Regulations where applicable.
- 1.2 The appropriate degree shall be awarded to a student who has successfully completed an approved programme in accordance with these Regulations.

2.0 PROGRAMMES OFFERED IN THE FACULTY

The Faculty of the Built Environment is made up of three (3) departments which offer the following programmes:

2.1 DEPARTMENT OF ARCHITECTURE

- 2.1.1 **Undergraduate**
 - 2.1.1.1 Bachelor of Architectural Studies Honours
- 2.1.2 **Postgraduate**
 - 2.1.2.1 Master of Architecture

2.2 DEPARTMENT OF LANDSCAPE ARCHITECTURE AND URBAN DESIGN

- 2.2.1 **Undergraduate**
 - 2.2.1.1 Bachelor of Science Property Development and Estate Management (BPE)
- 2.2.2 **Postgraduate**
 - 2.2.2.1 Master of Urban Design (MUD)
 - 2.2.2.2 Master of Land Architecture (MLA)

2.3 DEPARTMENT OF QUANTITY SURVEYING

- 2.3.1 **Undergraduate**
 - 2.3.1.1 Bachelor Quantity Surveying Honours (BQS)
- 2.3.2 **Postgraduate**
 - 2.3.3 Master of Science in Construction Project Management (MSc CPM)

3.0 ENTRY REQUIREMENTS

3.1.1 Applicants to the Faculty of The Built Environment programmes of study may be accepted provided they have satisfied the entry requirements prescribed under the General Regulations for acceptance to NUST and the following Faculty entry requirements:

A minimum of 5 subjects at `O' level at Grade C or better including Mathematics and English Language and at least THREE of which should be in the following list of subjects, or their recognized equivalents:

- Art or Craft & Design,
- Accounts,
- Building Studies or Technical Drawing/Graphics,
- Environmental Studies,
- Geography,
- History,
- General Science or Physics with Chemistry.

3.1.2 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned. Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their eligibility for admission.

DEPARTMENT OF ARCHITECTURE

Lecturer and Chairperson

T. Nyamande, B.A.S (NUST), B.Arch. (NUST)

Secretary

T. Dewa, Dip in Sec Studies (Bulawayo PolyTech)

ACADEMIC STAFF

Associate Professor

Professor I. Ahmed, B.Arch. (Bangladesh)

Lecturers

V. Madiro, Dip. Ing. MSc. Arch. (Bratislava)

C. Manyepa, B.A.S (NUST), B.Arch.(NUST), MSc.CPM. (NUST)

A. Furusa, B.A.S (NUST), B.Arch. (NUST)

Q. Ndebele, B.A.S (NUST), B.Arch. (NUST)

M. V. Mudombo, B.A.S (NUST), B.Arch. (NUST)

F. M. Svinurai B.A.S (NUST), B.Arch. (NUST)

B. Ncube, B.Arch. (UCLV, Marta Abreu), B.Arch. (NUST)

S. T. Katurura B.A.S (NUST), B.Arch. (NUST)

B. Madondo B.A.S (NUST), B.Arch. (NUST)

S. Zavirima B.A.S (NUST), M.Arch. (NUST)

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UNDERGRADUATE DEGREE PROGRAMME

SPECIAL REGULATIONS

BACHELOR OF ARCHITECTURAL STUDIES HONOURS DEGREE

1.0 PREAMBLE

- 1.1 The Bachelor of Architectural Studies Honours Degree Programme is a five-year design oriented programme structured to integrate the basic elements of architecture (construction, structure, function, form and space) with the professional requirements of architectural practice responsive to the changing needs of society in the contemporary world.
- 1.2 To qualify, register and practise as architects, graduates must satisfy the educational and professional practice requirements of the Institute of Architects of Zimbabwe and the Architects Council of Zimbabwe.
- 1.3 These include five years of full-time higher education in Architecture, and two years of work experience in an architectural office under the supervision of a registered architect, followed by an examination in Professional Practice.
- 1.4 The Department has established and maintains close ties with institutions such as the Institute of Architects of Zimbabwe, the Zimbabwe Institute of Quantity Surveyors, the Association of Building Contractors as well as the building industry in Zimbabwe.
- 1.5 Graduates can look forward to employment by developers, architects, engineers (civil, structural, mechanical and hydraulic) local government and central government agencies, contractors and sub-contractors in the project planning and implementation of a variety of projects.

2.0 ENTRY REGULATIONS

Applicants may be required to attend a special interview and/or to submit a portfolio of work.

Students admitted who do not have 'A' Level Mathematics or Physics are required to take BAR 1106 - Introduction to Architectural Mathematics in the first semester of Year One.

2.1 **NORMAL ENTRY**

Applicants must have a pass at 'A' Level or its equivalent in Mathematics, Physics, Art, Geometrical & Mechanical Drawing, or Design Technology, Building Technology and Design, and two other approved subjects at 'A' Level.

2.2 **SPECIAL ENTRY**

Applicants must have a National Diploma in Architecture, Architectural Technology and Architectural Graphics. Relevant experience preferably under a registered Architect will be an added advantage.

2.3 **MATURE ENTRY**

General Regulations shall apply.

3.0 STRUCTURE OF DEGREE PROGRAMMES AND SELECTION OF COURSES

3.1 The Bachelor of Architectural Studies Honours Degree Programme is a five-year design oriented programme structured to integrate the basic elements of architecture (construction, structure, function, form and space) with the professional requirements of architectural practice responsive to the changing needs of society in the contemporary world. The programme shall be offered on a full-time basis.

3.2 The Five-year Bachelor of Architectural Studies programme includes a minimum of 28 weeks of supervised Industrial Attachment. The attachment shall normally be taken during Year IV of the programme. During Industrial Attachment Year the student shall be governed by the General Regulations for Industrial Attachment as well as any other Faculty/Departmental Regulations where applicable. Students, who wish to have their Industrial Attachment Year outside Zimbabwe, must seek, and obtain Academic Board approval on recommendation by the Department and Faculty.

4.0 ASSESSMENT OF CANDIDATES

4.1 **Mode of Assessment**

The assessment of a module is based on formal Examinations and Continuous Assessment. Unless otherwise specified, the formal Examination shall normally contribute 50% and Continuous Assessment/Coursework shall contribute 50% of the final marks.

4.2 Examinations

Final Examinations shall take place towards the end of each Semester for each Module, at dates to be specified in the University Calendar.

4.3 Minimum Pass Mark and Aggregate Marks

4.3.1 The minimum pass mark for a module shall be 50% as prescribed in the General Regulations.

4.3.2 Modules within each Year of the degree programme are weighted according to the notional study hours spent on the module: Weight values are shown against each module title in the List of Modules.

4.3.3 The aggregate mark for a Year shall be the weighted average of aggregate marks for the modules constituting the programme of study for that Year.

4.3.4 The overall aggregate mark shall be the weighted average of aggregate marks for the Years constituting the programme of study for the degree.

4.4 Proceeding to the following Year

4.4.1 A student may proceed to the following Year upon satisfying the examiners in all the modules for the Year.

4.4.2 Subject to the provisions in the General Regulations, a student may proceed to the following Year provided he\she gets an aggregate of 50% or more and has passed at least 75% of the modules.

4.4.3 A student shall not be permitted to proceed to the following Year carrying Design Studio or a module which is prerequisite to the next module.

5.0 AWARDING OF A DEGREE AND CLASSIFICATION OF THAT DEGREE

In determining a student's Degree Classification, Years of the Degree Programme shall be weighted and credited as follows:

Year I	10%		
Year II	15%		
Year III	25%		
Year IV	10%		
		Year V	40%

PROGRAMME SUMMARY

YEAR I

Module Code	Module Description	Credits
BAR 1001	Design Studio I	64
BAR 1102	Architectural Presentation Techniques/ Descriptive Geometry I	8
BAR 1103	History of Architecture I	6
BAR 1104	Introduction to Materials & Construction I	6
BAR 1105	Society & the Built Environment I	6
BAR 1106	Introduction to Architectural Mathematics	4
BAR 1107	Fine Art I	4
BAR 1202	Architectural Presentation Techniques/ Descriptive Geometry II	8
BAR 1203	History of Architecture II	6
BAR 1204	Introduction to Materials & Construction II	6
BAR 1205	Society & the Built Environment II	6
BAR 1206	Applied Structural Statics and Dynamics	4
CTL 1101	Conflict Transformation & Leadership	10

YEAR II

Module Code	Module Description	Credits
BAR 2001	Design Studio II	64
BAR 2102	Building Construction I	12
BAR 2103	Computer Aided Architectural Design I	8
BAR 2104	Environmental Design I	6
BAR 2105	Structural Design I	4
BAR 2106	Introduction to Economics	4
BAR 2107	Fine Art II	4
BAR 2202	Building Construction II	12
BAR 2203	Computer Aided Architectural Design II	8
BAR 2204	Environmental Design II	6
BAR 2205	Structural Design II	4
BAR 2206	Zimbabwe Housing	4

YEAR III

Module Code	Module Description	Credits
BAR 3001	Design Studio III	64
BAR 3103	Building Services I	6
BAR 3104	Contemporary History & Theory of Architecture I	6
BAR 3105	Issues of Housing Supply in Developing Countries	4
BAR 3106	Urban Planning and Design I	6
BAR 3107	Fine Art III	4
BAR 3108	Building Construction III	12
BAR 3203	Building Services I	6
BAR 3204	Contemporary History & Theory of Architecture I	6
BAR 3207	Urban Planning and Design I	6
BAR 3208	Building Construction III	12
BAR 3209	Research Methods	4
BAR 3210	Introduction to Architectural Office Practice	4

YEAR IV

Module Code	Module Description	Credits
BAR 4001	Industrial Attachment	100
BAR 4004	Dissertation	
BAR 4005	Architectural Office Practice	20

YEAR V

Module Code	Module Description	Credits
BAR 5001	Design Studio IV	80
BAR 5102	Building Construction V	16
BAR 5103	Dissertation	24
BAR 5104	Introduction to Professional Practice	7
BAR 5105	Environmental Impact Assessment	7
BAR 5203	Topics in Rural Design	6
BAR 5204	Topics in Urban Design	6

TOTAL CREDITS FOR THE PROGRAMME

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Part I	134
Part II	136
Part III	140
Part IV	120
Part V	140
Total minimum credits:	670

MODULE SYNOPSES

BAR 1001 Design Studio

64 Credits

The teaching of architectural design in the studio is the core module of the programme of architectural studies and is the foundation of the education of every architect. As a discipline architectural design is a synthesis of the principles of composition animated by designer's creativity, and the functional requirements of human needs and purposes. An architect long ago identified the essential ingredients of architecture as: commodity, firmness and delight. The first two components require the architect to be a social scientist, knowledgeable about and responding to human needs and the ordering of society, and a technologist, capable of ensuring that his buildings are structurally sound, and work efficiently; the final component, delight, is less tangible, less easy to define. The capacity to create buildings that lift the spirit, give pleasure to the user and the visitor, and that enhance the environment requires the architect to be an artist. Architectural students, therefore, need to acquire skills and develop capabilities in all three areas, as social scientists, as technologists, and as artists: and to apply these skills and capabilities holistically. All the theoretical and practical modules in the five-year Bachelor of Architectural Studies programme teach skills and develop capabilities in one or other of these three areas. Design Studio in every Part of the programme, not only nurtures the architectural student as a creative designer, as an artist, but also draws all the areas of knowledge, all the disciplines together in one indivisible whole. At the end of the Part, students assemble a portfolio for review by staff to determine their attainment of the necessary design knowledge and skills for continuing into Part II.

Module Assessment: 100% Continuous Assessment

BAR 1102/1202 Techniques of Architectural Presentation/ Descriptive Geometry I/II

8 Credits

The first semester module is an introduction to the purpose of architectural drawings and the process of communication through architectural drawings. It covers types of two-dimensional and three-dimensional drawings and their uses as well as the relationship between scale and degree of detail. It also provides for architectural lettering, the use of hatching and shading, the layout of architectural drawing sheet. The second semester module continues with more complex presentation techniques: exploded 3 - dimensional projections, 1, 2 and 3-point perspectives. It sums it up with applications of Descriptive Geometry, Reprographic Techniques and the nature and function of working drawings.

Module Assessment: 100% continuous assessment

BAR 1103/1203 History of Architecture I/II 6 Credits

The first semester module aims to demonstrate the relevance of architectural history to contemporary practice, to equip the student with a basic vocabulary and the ability to recognize and interpret key historical architectural forms and ideas, and to impart an enthusiasm for historical architecture, rather than rote-learning of facts and figures. The second semester module examines the major architectural and urban design developments of the 19th and 20th Centuries and the underlying theories of form, function, composition and expression.

Module Assessment: 100% continuous assessment

BAR 1104/1204 Introduction to Materials and Construction I/II 6 Credits

This is an introductory review of the materials used in construction, of their physical properties and characteristics, and the processes they undergo to convert them to building materials. The module in the second semester, explores constructional systems, and the ways in which materials are used in construction; with visits to construction sites.

Module Assessment: 30% Coursework 70% Examination

BAR 1105/1205 Society and the Built Environment I/II 6 Credits

The module is a study, through selected readings and discussions, of the relationship between types of settlement and community structure and the built environment, and of the ways in which men and women, through the way they live and the work they do, shape their environment. In the second semester, the module introduces students to the basic principles of African cultures and to the architectural and settlement formation patterns derived from those principles. The impact of the slave trade, colonisation and of the modern global economy on African development is examined, and the ways these impacts are reflected in the built environment.

Module Assessment: 50% Coursework 50% Examination

BAR 1106 Introduction to Architectural Mathematics 4 Credits

This is a module for those students who do not have 'A' level Mathematics to prepare them for the module AAR 1206, Applied Structural Statics and Dynamics.

Module Assessment: 100% Continuous Assessment

BAR 1107 Fine Art Studio I**4 Credits**

Creativity, the ability to conceive designs for buildings and spaces, to visualize design concepts and to convey these in a comprehensible way graphically to people who have no architectural training is a talent few people are born with but all can acquire. This module and its successors in Parts II and III are designed to enable students to develop their individual creativity through a variety of fine art experiences. The Fine Art Studio programme begins with life drawing, line drawing and sketching.

Module Assessment: 100% Continuous Assessment

BAR 1206 Applied Structural Statics and Dynamics**4 Credits**

This module is an introduction to the static and dynamic behaviour of the major structural systems applied in architecture and an examination of monolithic wall, post-and-lintel and multi-storey framed construction, tunnels, vaults and domes, suspended, catenary and tensile structures, etc., to enable the students to develop their understanding of the structural principles that underlay their physical structural forms. It is also an investigation of the performance of structural systems subjected to variable loads and case studies to demonstrate the practical application of structural theory. Students are encouraged to develop their analytical capabilities in relating the sizes of components to the physical characteristics of structural elements and the analysis of forces acting on them.

Module Assessment: 50% Coursework 50% Examination

BAR 2001 Design Studio II**64 Credits**

The main emphasis in the second-year studio is the integration of structural and environmental factors (as taught in the parallel lecture modules) into the design of a building of moderate size and complexity. The studio shall investigate the application of a variety of constructional, structural and environmental systems, and assess the appropriateness of alternative technologies. In addition, students shall continue to develop an understanding of the decision-making processes of architectural design; they shall continue to develop their critical and analytical skills, and how to learn from architectural precedent. They shall prepare and submit a major integrated design project at the end of the year.

Module Assessment: 100% Continuous Assessment

BAR 2102/2202 Building Construction I/II**12 Credits**

The modules examine the construction process and the materials used in construction through lectures, case studies and project assignments. Students shall be required to study a building under construction and create a portfolio for documenting the project. The second semester of the module investigates a range of conventional construction systems, for foundations, walls, suspended floors and roofs. Systems are compared in timber, steel, masonry, as well as reinforced and precast concrete. Lectures are supplemented by demonstrations and site visits.

Module Assessment: 30% Coursework 70% Examination

BAR 2103/2203 Computer Aided Architectural Design I/II 8 Credits

Coursework in this module focuses on thinking skills, creativity and expression and provides a practical introduction to the use of computers in design, various electronic graphic representations used in design, and functionality and structure of modern CAD systems. Students are later given theoretical and practical introduction to the computer-based drawing and design tools and techniques through lectures and hands-on instruction and demonstration. Emphasis is placed on the creation of three-dimensional models using computer facilities, which includes PCs, plotters, digitisers, laser printers etc.

Module Assessment: 100% Continuous Assessment

BAR 2104/2204 Environmental Design I/II 6 Credits

This module is an introduction to the ways in which buildings respond to and modify the environment, with emphasis on thermal, acoustic and lighting performance. Simple methods of calculation are introduced. An investigation of the climatic factors derived from several African climatic zones, the influence of topography, surrounding buildings and open spaces on the micro-climate of buildings, and the principles of thermal comfort is done. In the second semester students shall be given guidance on the environmental design of their integrated design project in the studio and shall be required to present a detailed report.

Module Assessment: 100% Continuous Assessment

BAR 2105/2205 Structural Design I/II 4 Credits

The module is an introduction to structural systems, and their underlying physical principles, using historical and contemporary precedents. Simple methods of calculation are introduced and field trips and laboratory demonstrations are included. Students are shown a range of contemporary structures, and the rationale underlying their use. Special emphasis shall be placed on the enclosure of space, and the relationship between the functional uses of underlying (or overlying) spaces and the form of structure that encloses (or supports) them. Attention is given to detailed design and jointing systems. Students shall be given guidance on the choice and design of structure for their integrated design project in the studio, and shall be required to present a detailed report.

Module Assessment: 30% Coursework 70% Open Book Examination

BAR 2106 Introduction to Economics**4 Credits**

The objectives of the module are to familiarize students with the basic principles of economics and the relationship between economics and development. The module is a prerequisite for modules AAR 2206, AAR 3105 and AAR 3106. Topics covered include: Basic Principles of Economics; The economic basis of national development, and the role of the building industry; the relationship between the urban economy of cities and the national economy; the roles of property, infrastructure, and investment in the development of the urban economy; the effects of globalization on the national economy; the roles of international agencies (e.g. the World Bank) and Multi-national corporations in national development.

Module Assessment: 50% Coursework 50%

BAR 2107 Fine Art Studio II**4 Credits**

The Fine Art Studio programme continues with studies and exercises in the perception, application and use of colour in a variety of media.

Module Assessment: 100% Continuous Assessment

BAR 2206 Zimbabwe Housing**4 Credits**

This module is an investigation of the various types of housing that have been provided traditionally by local communities and more recently by (1) the state, (2) by individuals, non-governmental agencies and community groups, in terms of planning, design, production and delivery systems and household satisfaction.

Module Assessment: 50% Coursework 50% Examination

BAR 3001 Design Studio III**64 Credits**

The main emphasis in the third-year studio is the integration of Architectural Design Studies, so that students can understand the relationships, in formal and social terms, between the city, the settlement, the individual building and the people who live or work in them. Emphasis shall be placed on urban morphologies, and the spaces between buildings, and the interrelationships between form, structure, technology and detail. Selected specialised building types shall be explored within the urban context. Architectural and Urban Design Projects shall be set requiring students to develop their design brief, study and analyse the site, apply appropriate design methods to develop their design proposals and to present these to develop their design competence in the related Building Construction, Building Services, Environmental Design and Structural Design.

Module Assessment: 100% Continuous Assessment

BAR 3103/3203 Building Services I & II**6 Credits**

The modules introduce students to the important subject of building services, giving sufficient coverage of the topics to provide solid theoretical groundwork together with practical knowledge of the infrastructural services required in buildings. These include cold water supply and distribution, hot water supply and distribution, solid waste and rain water drainage, sewage treatment and its disposal, refuse/garbage removal and disposal, electrical and telephone services for buildings, ventilation and air conditioning, acoustics, services access (lifts and escalators), external access to buildings, fire-fighting. Apart from lectures, students are required to use their knowledge and understanding on practical projects in Design Studio. Investigative assignments are also undertaken on chosen sites which require students to liaise with public offices such as City Planners, Engineers and Surveyors. This enhances skills in preparation for office practice.

Module Assessment: 50% Coursework 50% Examination

BAR 3104/3204 Contemporary History and Theory of Architecture I & II 6 Credits

At the end of the modules, the student should be able to identify and classify historical and theoretical facts about the twentieth century architecture through their characteristics, as well as apply the same in practical use, in the process of application of these facts in their own discussions, works and designs.

Module Assessment: 100% Continuous Assessment

BAR 3105 Issues of Housing Supply In Developing Countries 4 Credits

This module is a series of lectures/seminars exploring the issue of housing in consideration of specific topics as related to socio-cultural, economic and political factors, building materials, structural systems, shelter accessories, and manufacturing technologies. The module examines major development theories and contemporary design issues and characteristics of low-income housing needs and housing delivery systems. It also examines the formal and informal housing sector and asks why the housing sector is important for both national governments and international organisations.

Module Assessment: 50% Coursework 50%

BAR 3106/3207 Urban Planning and Design I/II 6 Credits

The modules examine the evolution of the city in history and its contemporary manifestations in Africa and world-wide. The operations of several cities and metropolitan areas are analysed. A general survey is made of major development theories and contemporary issues and the characteristics of high, medium and low-income societies that establish contexts for development planning and policy-making. The module provides the theoretical basis for the Urban Design Project to be undertaken in Design Studio III. It examines settlement patterns, education, health and recreational facilities, streets and circulation/transportation networks, infrastructural provisions and services, and reviews and evaluates urban management systems. Students shall be introduced through design exercises to the vocabulary of design elements, both natural and artificial, that are available to the landscape architect, and to the scope of landscape planning at regional and district levels, and of landscape design in urban and rural context.

Module Assessment: 50% Coursework 50% Examination

BAR 3107 Fine Art Studio III 4 Credits

The Fine Art Studio programme concludes with elective studies in calligraphy, graphic design, interior decoration, photography and theatre design.

Module Assessment: 100% Continuous Assessment

BAR 3108/3208 Building Construction III & IV 12 Credits

These modules shall deal with the construction process and techniques of larger buildings and special topics in construction practice. Subsoil analysis and foundations for larger buildings, floors, roofs and wall construction systems for larger buildings, exclusion of rain water, internal components and finishes, industrial buildings. It covers structural fire protection and temporary works: formwork systems, shoring, scaffolding, underpinning, demolition works, construction plant and equipment. External work: roads, paving, durability and maintenance as well as building codes. (Site visits and site reporting shall be an integral of the module). An introduction to Building Economics is included in Semester 2 (AAR 3208).

Module Assessment: 50% Coursework 50% Examination

BAR 3209 Research Methods 4 Credits

The purpose of the module is to introduce the student to the role and purpose of research in the study and practice of architecture, and to research principles and techniques generally; to guide him/her in the selection of a research topic and the preparation and drafting of a research proposal; and to instruct the student in the techniques of research writing. This module has particular relevance to the selection and approval of the student's dissertation topic and it is a prerequisite for AAR 5103 Dissertation.

Module Assessment: 100% Continuous Assessment

BAR 3210 Introduction to Architectural Office Practice 4 Credits

The module is an introduction to the practice of architecture within the architectural office, in preparation for the year of Industrial Attachment. Topics covered include preparation and execution of working drawings, compliance with building codes and byelaws, office and site meeting procedures. It is a prerequisite for AAR 4005 Architectural Office Practice

Module Assessment: 100% Continuous Assessment

BAR 4001 Industrial Attachment 100 Credits

Students on completion of Parts I - III of the Bachelor of Architectural Studies programme shall be attached to architectural offices, to work as architectural assistants for a period of one full year of supervised Industrial Attachment.

Module Assessment: 100% Continuous Assessment

BAR 5103 Dissertation**24 Credits**

During their year of Industrial Attachment, students are required to register and set aside time outside normal working hours to work on their dissertations. The dissertation proposal is to be ready for presentation at a seminar in the middle of Semester I, following the approval of the Department after which, the student shall proceed to conducting the research. Supervision shall be provided and periodic seminars shall be held to review progress during the year of Industrial Attachment. In Year 5 of the programme of study, the final stages of the production of the dissertation which began during the Industrial Attachment are completed, and the dissertation is submitted for examination.

Module Assessment: 100% Continuous Assessment

BAR 5104 Introduction to Professional Practice**7 Credits**

This module provides a lecture/seminar format to discuss the historic development of the profession, role of the architect in contemporary society, current forms of practice and emerging trends, contractual relationships, ethical responsibility, office management and promotion. Case studies are used to demonstrate the practical application of information as well as analytical techniques to strengthen design and planning abilities.

Module Assessment: 100% Continuous Assessment

BAR 5105 Environmental Impact Assessment**7 Credits**

The concepts and issues in environmental planning and ecological conservation are covered in the module. Covered here are also objectives of and statutory provisions for EIA's in Zimbabwe, EIA techniques and analyses; mitigatory measures and project implementation. The module includes a case study of EIA's of infrastructural, industrial and urban developments.

Module Assessment: 100% Continuous Assessment

BAR 5203 Topics in Rural Design (Elective)**6 Credits**

The module offers a multi-disciplinary approach leading to the understanding of the political, socio-economic, and technological framework of rural systems and their dynamic interrelationships.

Module Assessment: 100% Continuous Assessment

BAR 5204 Topics in Urban Design (Elective)

6 Credits

The module offers a multi-disciplinary approach leading to the understanding of the political, socio-economic, and technological framework of urban systems and its dynamic interrelationships.

Module Assessment: 100% Continuous Assessment

MASTERS DEGREE PROGRAMME

SPECIAL REGULATIONS

MASTER OF ARCHITECTURE

1.0 PREAMBLE

- 1.1 The Master of Architecture Degree Programme is a one-year design and practice oriented programme structured to integrate the elements of architecture with the professional requirements of architectural practice responsive to the changing needs of society in the contemporary world.
- 1.2 To qualify, register and practise as architects, graduates must satisfy the educational and professional practice requirements of the Institute of Architects of Zimbabwe and the Architects Council of Zimbabwe. These include five years of full-time higher education in Architecture, and two years of work experience in an architectural office under the supervision of a registered architect, followed by an examination in Professional Practice.
- 1.3 The Department has established and maintains close ties with institutions such as Institute of Architects of Zimbabwe, the Zimbabwe Institute of Quantity Surveyors, the Association of Building Contractors as well as with the building industry in Zimbabwe.
- 1.4 Graduates can look forward to employment by developers, architects, engineers (civil, structural, mechanical and hydraulic) local government and central government agencies, contractors and sub-contractors in the project planning and implementation of a variety of projects.

2.0 ENTRY REGULATIONS

- 2.1 Students must be holders, of at least a Lower Second Class (2.2) of the Bachelor of Architectural Studies Honours Degree or its recognised equivalent. Students with a Pass Class (3) should have a minimum of twelve months' relevant post graduate work experience.
- 2.2 Students with a first degree in Architectural Studies awarded after a three-year programme of studies shall be required to register for and be examined in Part IV and V

of the NUST Bachelor of Architectural Studies Honours programme prior to admission to this programme.

3.0 STRUCTURE OF DEGREE PROGRAMMES AND SELECTION OF COURSES

A one year (two semesters) professionally oriented graduate programme structured to integrate advanced design studies with the professional requirements of architectural practice in the contemporary world.

4.0 ASSESSMENT OF CANDIDATES

4.1 Mode of Assessment

The assessment of a module is based on formal Examinations, Continuous Assessment and Coursework. Unless otherwise specified, the formal Examination shall normally contribute 50% and Continuous Assessment/Coursework shall contribute 50% of the final marks.

4.2 Examinations

Final Examinations shall take place towards the end of each Semester for each module, at dates to be specified in the University Calendar.

4.3 Pass Mark and Aggregate Marks

4.3.1 The pass mark for a module shall be 50% as prescribed in the General Regulations.

4.3.2 Modules within each part of the degree programme are weighted according to the notional study hours spent on the module. Weight values are shown against each module title in the List of Modules.

4.3.3 The aggregate mark for a Part shall be the weighted average of aggregate marks for the modules constituting the programme of study for that Part.

4.3.4 The overall aggregate mark shall be the weighted average of aggregate marks for the Parts constituting the programme of study for the degree.

4.4 Proceeding to the following Part

4.4.1 A student may proceed to the following Part upon satisfying the examiners in all the modules for the Part.

4.4.2 Subject to the provisions in the General Regulations, a student may proceed to the following Part provided he\she gets an aggregate of 50% or more and has passed at least 75% of the modules.

4.4.3 A student who fails the Design Studio module shall repeat the Part.

5.0. AWARDING OF A DEGREE AND CLASSIFICATION OF THAT DEGREE

In determining a student's Degree Classification, the Degree Programme shall be weighted and credited as follows:

Part I 100% Minimum Credits 300

80% and above	-	DISTINCTION	(D)
70% - 79%	-	MERIT	(M)
60% - 69%	-	CREDIT	(C)
50% - 59%	-	PASS	(P)
Below 50%	-	FAIL	(F)

PROGRAMME SUMMARY

PART I

Module Code	Module Description	Credits
BAR 6001	Design Studio	120
BAR 6102	Research for Architectural Design I	52
BAR 6103	Professional Practice and Management I	20
BAR 6104	Architectural Conservation and Heritage Management	18
BAR 6105	Computer Aided Design and Management	18
BAR 6106	Environmental Conservation	18
BAR 6107	Urban Sociology	18
BAR 6202	Research for Architectural Design II	52
BAR 6203	Professional Practice and Management II	20

TOTAL CREDITS FOR THE PROGRAMME

PART I 300

Total minimum credits: 300

MODULE SYNOPSES

BAR 6001 Design Studio

120 Credits

The Design Thesis Studio is an opportunity for graduate students to explore and develop their understanding of and competence in aspects of architecture which are of special interest to them, with the tutorial guidance of staff and visiting professional architects. Initially, students must identify the architectural issues which are to form the basis for their final projects. When the nature and scope of those issues have been identified, then the appropriate building type and location can be identified. The objectives of the module are to test the ability of the students to identify and define architectural issues and design opportunities and to plan the programme for the completion of the project within the time frame, of the academic year. The self-selected architectural problem must contain sufficient complexity and potential richness opportunity to enable the students to reveal and demonstrate their knowledge, competence and maturity as architectural designers, and their ability to integrate theoretical design issues with technological substantiation at a high level. Students shall be required to present and defend their final projects before a panel of staff and invited critics.

Module Assessment: 100% Continuous Assessment

BAR 6102/6202 Research For Architectural Design I/II

52 Credits

Within the architectural profession, design work is often preceded and substantiated by research studies in a variety of fields and disciplines. This module provides the student with an introduction to an overview of the major areas of design research and offers appropriate methodologies. Through the study of professional examples and through exercises that focus on and apply specific methodologies, the students carry out relevant research for their Graduate Design Studio project and equip themselves for their future role as design professionals. The module includes an overview of the following major areas of design research. Urban Analysis (site and context), Historical Precedent and Typology, Anthropological, Sociological and Behavioural Studies; Technological Strategies; and Project management and Cost Control are covered.

Module Assessment: 100% Continuous Assessment

Think in other terms

BAR 6103/6203 Professional Practice and Management I/II 20 Credits

The module introduces the student to the contractual, administrative managerial and legal responsibilities of and constraints on the practicing architect in principle, and registered architectural practices in Zimbabwe. Issues of professional indemnity insurance, arbitration and litigation are examined. With specific reference to the student's final project of graduate Design Studio, students are assigned three pieces of coursework: Pre-contract Programme; Post-Contract Programme and a Cost Plan.

Module Assessment: 100% Continuous Assessment

BAR 6104 Architectural Conservation & Heritage Management (Elective) 18 Credits

The module introduces the student to the principles and practice of architectural conservation, and examines the following aspects of the subject: conservation of historic buildings, of vernacular and traditional buildings, of colonial buildings, of vernacular and traditional building crafts and skills, and of areas of historical, cultural environmental value; the revitalization and adaptive re-use of old or obsolete buildings. The statutory provisions for the identification, protection and public accessibility for the architectural and built environment heritage are investigated, techniques for recording, repairing, consolidating and maintaining old buildings examined. The theoretical content of the module is supplemented by case studies and visits to representative examples of conservation practice.

Module Assessment: 100% Continuous Assessment

BAR 6105 Computer Aided Design and Management (Elective) 18 Credits

Through a series of seminars and computer based exercises, the module provides an update of a rapidly developing and expanding information technology, through exploration of new and more complex applications in technical drafting, architectural representation and animation, other computer-based architectural presentation techniques. Storage, administration and management of building projects using computer-based programmes are examined.

Module Assessment: 100% Continuous Assessment

BAR 6106 Environmental Conservation (Elective) 18 Credits

The module aims at introducing students to issues of environmental awareness with regards to the impacts of human activities and strategies for coping with the changing environment. The

module is to be conducted through lectures, case studies and seminars. The following broad topics are relevant: The environment-ecology of the environment; The ecosystems types and components; Impacts of man's activities on the ecosystem; Types of impacts; Concept and issues in environmental impact assessment (EIA); Case studies of sustainable communities and Indigenous knowledge and sustainability. The module also looks at the principles of architectural design for the survival of earth's resources and materials: the conservation of energy; respect for site, culture, climate; holism with reference to inventory of resources: natural systems; man-made systems and keeping with the earth's carrying capacity. Also a comprehensive plan for dynamic conservation: Environmental protection; the planned community; towards a green aesthetic and Integrating development and conservation are covered.

Module Assessment: 100% Continuous Assessment

BAR 6107 Urban Sociology (Elective)

18 Credits

The module provides a lecture/seminar format to discuss the historic development of the profession, role of the architect in contemporary society, current forms of practice and emerging trends, contractual relationships, ethical responsibility, office management and promotion. Case studies are used to demonstrate the practical application of information as well as analytical techniques to strengthen design and planning abilities.

Module Assessment: 100% Continuous Assessment

DEPARTMENT OF QUANTITY SURVEYING

Lecturer and Chairperson

R. Mabhayila, BSc QS (NUST), MSc CPM (NUST),

Secretary

A. Diya, Dip (Byo Poly), B Comm. (LSU),

ACADEMIC STAFF

Lecturers

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M. E. Manyangarirwa, Dip (Byo Poly) BSc (NUST), MSc (NUST)

T. Moyo, BSc (NUST), MSc (NUST)

C. Moyo, BSc (NUST), MSc (NUST)

UNDERGRADUATE DEGREE PROGRAMME

SPECIAL REGULATIONS

BACHELOR OF QUANTITY SURVEYING HONOURS DEGREE

1.0 PREAMBLE

- 1.1 The Bachelor of Quantity Surveying Honours Degree Programme is a four-year programme structured to integrate the basic elements of quantity surveying (measurement, estimating and pricing, building construction, construction law, and construction economics) with the professional requirements of quantity surveying practice responsive to the changing needs of society in the contemporary world.
- 1.2 To qualify, register and practise as quantity surveyors, graduates must satisfy the educational and professional practice requirements of the Zimbabwe Institute of Quantity Surveyors and the Quantity Surveying Council of Zimbabwe.
- 1.3 These include four years of full-time higher education in Quantity Surveying, and two years of work experience in a quantity surveying office under the supervision of a registered quantity surveyor, followed by a Test for Professional Competence examination.

2.0 ENTRY REGULATIONS

2.1 Normal Entry

Applicants must have at least a pass at “A” Level in Mathematics or Physics with a “C” or better, and any other two subjects at “A” Level approved by the University.

2.2 Special Entry

2.2.1 Applicants must have a minimum of a National Diploma in Quantity Surveying with a pass at “O” Level in Mathematics and English

2.2.2 Applicants shall attend selection interview

2.3 Mature Entry

General Regulations shall apply.

3.0 STRUCTURE OF DEGREE PROGRAMMES AND SELECTION OF COURSES

- 3.1 The Bachelor of Quantity Surveying Honours Degree Programme is a four-year full-time programme structured to integrate the basic elements of quantity surveying (measurement, estimating and pricing, building construction, construction law, and construction economics) with the professional requirements of quantity surveying practice responsive to the changing needs.
- 3.2 The four-year Bachelor of Bachelor of Quantity Surveying programme includes a minimum of 28 weeks of supervised industrial attachment. The attachment shall normally be taken during Year 3 of the programme. During Industrial Attachment, the student shall be governed by the General Regulations for Industrial Attachment as well as any other Faculty/Departmental Regulations where applicable. Students, who wish to have their Industrial Attachment outside Zimbabwe, must seek, and obtain Academic Board approval on recommendation by the Department and Faculty.

4.0 ASSESSMENT OF CANDIDATES

4.1 Mode of Assessment

The assessment of a module is based on formal Examinations, Continuous Assessment. Unless otherwise specified, the formal Examination shall normally contribute 60% and Continuous Assessment shall contribute 40% of the final marks.

4.2 Pass Mark and Aggregate Marks

- 4.2.1 The minimum pass mark for a module shall be 50% as prescribed in the General Regulations.
- 4.2.2 Modules within each Year of the degree programme are weighted according to the notional study hours spent on the module. Weight values are shown in brackets against each module title in the List of Modules.
- 4.2.3 The aggregate mark for a Year shall be the weighted average of aggregate marks for the module constituting the programme of study for that Year.
- 4.2.4 The overall aggregate mark shall be the weighted average of aggregate marks for the Year constituting the programme of study for the degree.

4.3 **Proceeding to the Next Year**

- 4.3.1 A student may proceed to the next Year upon satisfying the examiners in all the modules for the Year.
- 4.3.2 Subject to the provisions in the General Regulations, a student may proceed to the next Year provided he\she gets an aggregate of 50% or more and has passed at least 75% of the modules.

4.4 **Carrying Over**

- 4.4.1 No student may be permitted to proceed to the next Year carrying BQS1001 Measurement I, BQS2001 Measurement II and BQS2002 Construction Estimates and Pricing modules.

5.0 **AWARDING OF A DEGREE AND CLASSIFICATION OF THAT DEGREE**

In determining a student's Degree Classification, the Degree Programme shall be weighted and credited as follows:

Part I	10%	130 credits
Part II	35%	140 credits
Part III	10%	120 credits
Part IV	45%	135 credits
Total	100%	525 credits

PROGRAMME SUMMARY

YEAR I

Module Code	Module Description	Credits
BQS 1001	Measurement 1	26
BQS 1101	Theory and Practice of Quantity Surveying I	10
BQS 1102	Descriptive Geometry	12
BQS 1105	Introduction to Construction Legislation	8
BQS 1106	Introduction to Construction Materials I	8
BQS 1107	Principles of Economics	10
BQS 1110	Building Construction I	10
BQS 1111	Statistics	8
BQS 1201	Theory and Practice of Quantity Surveying II	10
CTL 1101	Conflict, Transformation, and Leadership	10
BQS 1205	Law: Construction and Engineering I	8
BAR 1206	Introduction to Applied Statics and Dynamics	4
BQS 1206	Introduction to Construction Materials II	8

YEAR II

Module Code	Module Description	Credits
BQS 2001	Measurement II	30
BQS 2002	Construction Estimates and Pricing	20
BQS 2104	Building Construction II	10
BAR 2105	Structural Design I	6
BQS 2106	Law: Construction and Engineering II	10
BQS 2110	Engineering Surveying	10
BAR 3103	Building Services I	6
BQS 2201	Building Construction III	10
BQS 2202	Research Skills	10
BQS 2206	Construction Economics	10
BQS 2207	Computer Applications in Quantity Surveying	12
BAR 3203	Building Services II	6

YEAR III

Module Code	Module Description	Credits
BQS 3001	Industrial Attachment	120

YEAR IV

Module Code	Module Description	Credits
BQS 4001	Quantity Surveying Research Practical Project	25
BQS 4102	Contract Administration I	10
BQS 4103	Construction Site Management	10
BQS 4106	Construction Accounting	10
BQS 4107	Measurement III	15
BQS 4108	Construction Equipment and Methods	10
BQS 4202	Contracts Administration II	10
BQS 4203	Construction Finance	10
BQS 4204	Measurement IV	15
BQS 4208	Property Studies	10
BQS 4209	Professional Practice & Procedure	10

TOTAL CREDITS FOR THE PROGRAMME

Part I	130
Part II	140
Part III	120
Part IV	135

Total minimum credits: 525

MODULE SYNOPSES

BQS1001 Measurement I

26 Credits

This is an introduction to Mensuration and Measurement in accordance with the System of Measurement of simple structures e.g. foundations, brickwork, surface beds, carpentry, joinery and ironmongery, glazing, doors, windows, floors and paving. Lectures shall also focus on measurement of simple structures e.g. internal and external finishes, and roof work. The module shall be examined at the end of Semester 2. The module is a prerequisite to BQS2001 Measurement II.

Module assessment: 50% Examination and 50% Continuous assessment

BQS1101 Theory and Practice of Quantity Surveying I

10 Credits

The module covers an introduction to quantity surveying and the construction industry professionals. It gives an overview of the building design and construction process, the scope of the activities of construction and the responsibilities of the stakeholders and discussion of the work environment in engineering architecture and site construction.

BQS1102 Descriptive Geometry

12 Credits

This module gives an introduction to the purpose of architectural drawings and the process of communication through presentation and working drawings, types of two dimensional drawings and their uses. It also looks into architectural lettering, relationship between scale and degree of detail, the use of hatching, the layout of architectural drawing sheets, dimensions- are some of the topics also covered in this module. Quantity surveying professionals deal with working drawings and also architectural presentation drawings. The main aim and objectives of this module is to make students able to interpret the architectural presentation and working drawings in detail.

Module assessment: 100% Continuous assessment

BQS1105 Introduction to Construction Legislation

8 Credits

An introduction review to risk and safety regulations, accident prevention, public welfare, discussion of laws, safety equipment and inspection procedures. Lectures and seminar discussions also cover other legal obligations and model building by-laws in Zimbabwe.

BQS1106 Introduction to Construction Materials I

8 Credits

The module is an introduction review of the materials used in construction, of their physical properties and characteristics, and the processes they undergo to convert them to building materials.

BQS1107 Principles of Economics

10 Credits

The model explores definitions of Economics, Economics as a social science Differences between Macro Economics and Micro Economics: Wants, Needs and Demand, Scarcity, Choice and Opportunity Cost, The Economic problem, Factors of production and Economic Systems. It seeks to introduce students to how economic aggregates such as national income, investment, savings, taxation, imports, exports, government expenditure, fiscal and monetary policies/employment/ unemployment and inflation are related to micro-economic behaviour. Emphasis is put on the definition; measurement and inter-linkage of these.

BQS1110 Building Construction I

10 Credits

The module examines the construction process and the materials used in construction of simple structures through lectures, case studies and project assignments. Students shall be required to study a building under construction and create a portfolio for documenting the project.

BQS1111 Statistics

8 Credits

Aspects covered in this module include: Randomness, probability. Random variables, probability distribution and density function as well as binomial, Poisson, exponential and normal distributions.

BQS1201 Theory and Practice Of Quantity II

10 Credits

The module covers an introduction to quantity surveying and the construction industry professionals. It gives an overview of the building design and construction process, the scope of the activities of construction and the responsibilities of the stakeholders and discussion of the work environment in engineering architecture and site construction.

CTL 1101 Conflict, Transformation and Leadership**10 Credits**

The module is tailored in a manner to provide students with intellectual skills on the symbiotic relationship that exist on the three tier terms (peace, leadership and conflict). The module attempts to probe into the interplay between these thematic motifs and show their role and complementarities in the process of human development. The module further seeks to provide a skills kit on how to analyse conflicts, identify their underlying causes, evaluate how conflict undermines the productive use of resources thereby plaguing development and how responsible leadership transforms adversity into peaceful, equitable and just global society in harmony with nature.

BQS1205 Law: Construction and Engineering I**8 Credits**

This module has lectures covering an introduction to Law to Tort and Contract, product liability, professional liability, surveying law as well as patents.

BAR1206 Introduction to Applied Statics and Dynamics**4 Credits**

This module is an introduction to the static and dynamic behaviour of the major structural systems applied in architecture. It is also an examination of monolithic wall, post-lintel and multi-story framed construction, tunnels, vaults and domes, suspended, catenary and tensile structures, etc., to enable the students to develop their understanding of the structural principles that underlay their physical structural forms.

BQS1206 Introduction to Construction Materials II**8 Credits**

This is a continuation of the module taught in the first semester, with an examination of constructional systems, and the ways in which materials are used in construction, and visits to construction sites.

BQS2001 Measurement II**30 Credits**

This module is an introduction to Measurement of plumbing and drainage, complex structures e.g. reinforced concrete multi-storey frames – the framed foundations, stepped foundations, reinforced concrete beams, columns, slabs, flat roofs, complex roofs, alterations and additions to existing structures. The module shall be examined at the end of Semester 2. The module is a prerequisite to BQS 3001 Industrial attachment.

Module assessment: 50% Examination and 50% Continuous assessment

Think in other terms

BQS2002 Construction Estimates and Pricing 20 Credits

The module explores concepts and techniques of estimating cost of engineering, construction and service operations, equipment, projects and systems; preliminary, detailed procedures, for example elemental, analytical etc., considering qualitative and quantitative aspects and using computer method. The module shall be examined at the end of Semester 2. The module is a prerequisite to BQS 3001 Industrial Attachment.

Module assessment: 50% Examination and 50% Continuous assessment

BQS2104 Building Construction II 10 Credits

The module examines the construction process and the materials used in construction of multi-storey buildings through lectures, case studies and project assignments. The module also studies roads and bridge construction. Lectures are supplemented by demonstrations and site visits.

BAR2105 Structural Design I 6 Credits

The module gives an introduction to structural systems and their underlying physical principles, using historical and contemporary precedents. Simple methods of calculation are introduced, and field trips and laboratory demonstrations are included.

BQS2106 Law: Construction and Engineering II 10 Credits

This module is a continuation from I, Second Semester with Lectures and seminar discussions covering in detail topics of contracts, product liability, professional liability, surveying law, patents, and preparation of documents utilized by quantity surveyors, engineers and architects, proposals and bidding, technical investigations, test reports and design documents.

BQS2110 Engineering Surveying 10 Credits

The module introduces students to definitions, classes and branches of surveying. It also covers theory of errors, chain surveying. Theodolites work: Triangulation: Calculations and theory Resection: Calculations Areas and Volumes: Setting out engineering plans and specifications. Curve Ranging; Quality take off, planning and scheduling Deformation Survey.

BAR3103 Building Services I

6 Credits

This module is a study of infrastructural services of water supply, drainage, sewage treatment: electricity: and telephone installations.

BQS2201 Building Construction III

10 Credits

The module investigates a range of conventional construction systems, for foundations, walls, suspended floors and roofs. Systems are compared in timber, steel, masonry, and reinforced precast concrete. Lectures are supplemented by demonstrations and site visits.

BQS2202 RESEARCH SKILLS

10 Credits

The module is an introduction and development of use of exploring source and preparation of specialised and technical information, document research organisation, format and style. It covers drafting and interpretation of in-depth technical reports, proposals and dissertations. Data analysis techniques: Histograms, Standard estimations and their distribution, confidence intervals, Hypothesis testing, and linear regression. Comprehensive specification in the various forms of surveying, construction and engineering shall be prepared.

BQS2206 Construction Economics

10 Credits

This module is a study of fundamental principles and basic techniques used in economic comparisons of various investment options, project appraisals, cost analyses of equipment and facility/ property ownership, retirement and replacement, considering the time value for money, inflation, depreciation, maintenance and related costs. Principles of engineering/technological economics, including compound interest, present worth, annuity, sinking fund, capital recovery, equivalence and uniform gradient series, are conceptualized. It also explores the efficient use of resources in the pursuit to increase the rate of growth in construction and development work in the most efficient manner. An examination is made into the cost implications of various building forms, functional requirement and construction methods. Influences of site and market conditions, and economics of fabrication and industrialisation, as well as in use techniques in Building design, are also studied.

BQS2207 Computer Applications in Quantity Surveying 12 Credits

This module is practical application of computer software in Quantity Surveying context; software instruction, including word processing, use of spreadsheets, data bases and specialised Quantity Surveying Software. Emphasis is laid on the generation of technical documents, bills of quantities, cost and tender reports, and interim valuations.

Module assessment: 50% Examination and 50% Continuous assessment

BAR3203 Building Services II 6 Credits

The module covers mechanical, electrical and telecommunications systems that enable large complex buildings to function efficiently. Air conditioning systems and Acoustics are also covered.

BQS3001 Industrial Attachment 120 Credits

The four-year Bachelor of Quantity Surveying Honours Degree Programme shall have 28 weeks of Supervised Industrial Attachment either with a professional quantity surveying firm or with a building contract. This attachment shall expose the students to commercial systems and practicalities not encountered in the classroom. The Industrial Attachment shall be taken during Part III of the programme before they return to NUST for the final Year.

BQS4001 Quantity Surveying Research Practical Project 25 Credits

The focus of this module is on preparation of dissertations. With practice and lectures, students shall choose topics of their choice and prepare a dissertation individually. The module shall be examined at the end of Semester 2:

Module assessment: 100% Continuous assessment.

BQS4102 Contracts Administration II 10 Credits

The module is a practical application of the Standard forms of Contract for Buildings and Civil Engineering.

BQS4103 Construction Site Management 10 Credits

This module focuses on the history and development of management, functions of management, organisational structures, decision making, communication centralisation and decentralisation, delegation, leadership and motivation, budgetary and non-budgetary controls. It also focuses on fundamentals of planning and scheduling of construction projects. The principles of operations management, including Network Analysis, Transport and Assignment models, are conceptualized.

BQS4106 Construction Accounting 10 Credits

This module offers an examination and analysis of the practices of financial and management accounting in the construction industry, including accounting processes, internal control, cost elements, overhead allocation and financial reports.

BQS4107 Measurement III 15 Credits

This module introduces students to measurement of different types of civil engineering works and structural steel works. The focus is on external works in roads, bridges, and surface and subsurface drainage systems.

Module assessment: 50% Examination and 50% Continuous assessment

BQS4108 Construction Equipment and Methods 10 Credits

This module is an advanced study in method of planning scheduling projects relate to heavy and large-scale construction, coursework focusing on the more complex issues of building construction estimating, considering both quantity surveying and pricing of labour, materials and equipment costs to determine resource allocations, levelling cost curves; application of manual computer network systems as well as team Research Project.

BQS4202 Contracts Administration II 10 Credits

This module offers a technical and legal assessment of market potential that develops overseas strategies, appraising alternative funding opportunities, estimating and tendering joint ventures and partnership.

BQS4203 Construction Finance**10 Credits**

This module explores the critical factors in national, regional and local markets that determine development opportunities, business and construction cycles, regional and urban growth trends restructuring of urban space, commercial and industrial location theories, and demographic analysis and projection techniques; principles of managerial finance focusing on financial markets, financial statement analyses, planning and control, working capital management and international finance, discussion centred on the research required to find the best financial packages projected development, including assessment of market potential strategies, appraising alternative funding opportunities, capital budgeting and estimating debt, cash flow and appraisal techniques, joint ventures and partnerships, various loan structures and micro-computer applications.

BQS4204 Measurement IV**15 Credits**

The module is to equip students with skills of measurement with special focus on electrical and mechanical services. It also includes measurement of specialist items found in building works.
Mode of assessment: 50% Examination and 50% Continuous assessment

BQS4208 Property Studies**10 Credits**

This module has lecture and discussion topics including techniques for selecting, organising, and managing the development team, scheduling and risk management, negotiating strategies, utilising government financing and subsidy programmes and marketing, managing completed projects, tax assessment procedures and appeals, negotiating public private partnerships, various loan structures and micro-computer applications.

BQS4209 Professional Practice and Procedure**10 Credits**

This module explores the ethics of the profession: values, ethical theory and practice; moral reasoning; morality in law and codes, Professional standards and societies. It includes an extensive use of case studies.

MASTERS DEGREE PROGRAMME

SPECIAL REGULATIONS

MASTER OF SCIENCE DEGREE IN CONSTRUCTION PROJECT MANAGEMENT

1.0 PREAMBLE

- 1.1 The MSc in Construction Project Management degree is an 18 month programme structured to integrate the project management knowledge areas with the professional requirements of construction project managers responsive to the changing needs of clients and society in the contemporary world.
- 1.2 The Department has established and maintains close ties with institutions such as the Institute of Architects of Zimbabwe, the Zimbabwe Institute of Quantity Surveyors, the Zimbabwe Association of Consulting Engineers, the Construction Industry Federation of Zimbabwe and the Zimbabwe Building Contractors Association.
- 1.3 Graduates can look forward to employment by developers, architects, engineers (civil, structural, mechanical and hydraulic), local government and central government agencies, contractors and sub-contractors in the project planning and implementation of a variety of projects.

2.0 ENTRY REGULATIONS

- To be admitted to the MSc in Construction Project Management degree programme, applicants must meet the following requirements:
- 2.1 Have at least an undergraduate degree in the following disciplines: Quantity Surveying, Architecture, Rural and Urban Planning, Building Economics, Civil Engineering and Property Management. Other programmes offered in the Built Environment shall be considered on individual merits. A minimum overall pass of lower second class (2.2)
 - 2.2 Additional qualifications and work experience may be an added advantage. In special circumstances, the Department may conduct selection interviews.

3.0 STRUCTURE OF DEGREE PROGRAMMES AND SELECTION OF COURSES

- 3.1 This is a Full time/Part time programme. The programme shall run over a period of 18 months for full time and 36 months for part time.
- 3.2 For full time, the first 12 months shall be devoted to the taught component of the programme and shall be divided into two semesters. The last 6 months shall be devoted to the writing of the dissertation.
- 3.3 For part time, the first 24 months shall be devoted to the taught component of the programme and shall be divided into four semesters. The last 12 months shall be devoted to the writing of the dissertation.
- 3.4 On completion of the dissertation, a student shall submit two leather bound copies of the dissertation for assessment.
- 3.5 Students must take any one of the electives which they are expected to pass in each of the first and second stages of the programme for full-time and part time.

4.0 ASSESSMENT OF CANDIDATES

4.1 Mode of Assessment

- 4.1.1 The assessment of a module is based on formal Examinations and Continuous Assessment. Unless otherwise specified, the formal Examination shall normally contribute 60% and Continuous Assessment shall contribute 40% of the final marks.
- 4.1.2 In the case of dissertation, oral examination (Viva voce) shall be conducted by a Departmental panel of examiners.

4.2 Pass Mark and Aggregate Marks

- 4.2.1 The pass mark for a module shall be 50% as prescribed in the General Regulations.
- 4.2.2 Modules within each part of the degree programme are weighted according to the notional study hours spent on the module: Weight values are shown in brackets against each module title in the list of modules.
- 4.2.3 The aggregate mark for a part shall be the weighted average of aggregate marks for the module constituting the programme of study for that Part.
- 4.2.4 The overall aggregate mark shall be the weighted average of aggregate marks for the Part constituting the programme of study for the degree.

In the event of a student failing, the following conditions shall apply:

- i. A student must clear all modules before proceeding to the next Part.
- ii. A student who fails the dissertation with a mark of at least 45% shall be allowed to resubmit within 3 months of publication of results.

5.0 AWARDING OF A DEGREE AND CLASSIFICATION OF THAT DEGREE

In order to be awarded the degree, a student shall be required to pass all the modules registered in the programme.

In determining a student's Degree Classification, the Degree Programme shall be weighted and credited as follows:

Part I	35%	100 credits
Part II	35%	120 credits
Part III	30%	80 credits
Total	100%	300 credits

PROGRAMME SUMMARY

PART I

Module Code	Module Description	Credits
BQS 5101	Contracts Procurement and Administration	20
BQS 5102	Advanced Construction, Planning and Management	20
BQS 5103	Resources Management	18
BQS 5104	Cost Management	16
BQS 5106	Construction Project Finance	16
BQS 5107	Communication Management (elective)	10
BQS 5108	Integrative Studies (elective)	10

PART II

Module Code	Module Description	Credits
BQS 5200	Research Methods	24
BQS 5206	Safety, Health and Construction Environments	18
BQS 5208	Principle of Construction Law	18
BQS 5209	Construction Risk Management	18
BQS 5210	Construction Time Management	16
BQS 5212	Sustainable Construction	16
BQS 5202	Team Development and Management (elective)	10
BQS 5203	Partnerships and Joint Ventures Management (electives)	10

PART III

Module Code	Module Description	Credits
BQS 6100	Dissertation	80

MODULE SYNOPSES

BQS 5101 Contracts Procurement and Administration

20 Credits

This module aims to provide an understanding of the principles required for the efficient development, negotiation, management and administration of contracts in the project. The objectives are to determine procurement requirements, establish agreed procurement processes, conduct procurement process activities, implement contracts and manage contract finalization procedures.

BQS 5102 Advanced Construction, Planning and Management

20 Credits

This module shall cover project planning and control, project internal and External Environment, Project Planning and Development, Project Management and Systems Theory, Project Organisation and Administration, The Project Manager's Role, Project Quality Management Principles, Project Appraisal, Project Management and Management Techniques, Project Practice and Management. The module forms the basis of managing the construction process. The aim is to take students through the project execution process from the time the project starts right up to the time the project closes. Areas to be covered include project start up, project execution plan, material management, construction productivity, cost control, resource allocation, resource estimation, forecasting and availability, supply management and project close up, information technology and equipment technology.

BQS 5103 Resources Management

18 Credits

The need to possess strong skills in organizational planning, team building, acquire resources and to undertake projects within the stipulated time are the cornerstone of resources management. The module provides students with a variety of tools and techniques of dealing with human resources, time management, procurement techniques, construction economics, plant and equipment. These are critical inputs in Project Management since they are the key determinants to project completion.

BQS 5104 Cost Management

16 Credits

The module aims to provide a working knowledge of Project Management, Cost Management Responsibilities that include cost estimation, budget establishment, construction economics, cost monitoring and control, financial accounting system, links and project pricing.

BQS 5106 Construction Project Finance

16 Credits

The module provides students with competency in financial management principles, theory and practice as applicable to the construction industry, project appraisal, capital investment appraisal techniques and their suitability to different client requirements.

BQS 5107 Communication Management

10 Credits

The aim of the module is to provide a working knowledge and the skills and procedures required to successfully provide effective communication management as well as information technology.

BQS 5108 Integrative Studies

10 Credits

Students are expected to simulate real life situations and apply project management techniques to a project throughout the project life cycle. They must be able to prepare marketing brochures, project briefs, and project proposals, carry out feasibility and project appraisal reports and produce professional services contracts.

BQS 5200 Research Methods

24 Credits

The module consists of comprehensive essays of Project Management topic of the student's choice. Areas to be covered shall include; foundation of empirical Research, the scientific Approach, Conceptional Foundation of Research, Ethics in research, design, and structuring research, sampling and sample designs, data collection, observation methods and questionnaire construction. The module provides theoretical basis on areas such as secondary Data Analysis, Data Processing and Analysis, Data Preparation and Analysis, the Universal Distribution, Bivariate Analysis; Control, Elaboration and Multivariate Analysis, Index Construction and Scaling Methods; Inferences.

Module Assessment: 100% Continuous Assessment

BQS 5206 Safety, Health and Construction Environment**18 Credits**

The module covers areas such as understanding the work and health standards in construction environments; construction safety, based on constructions codes and safety standards and personal protection, equipment and accident investigation.

BQS 5208 Principles of Construction Law**18 Credits**

The module covers introduction to the legal system, law of contract; law of restitution, contract formation, and contractual terms, misrepresentation, duties and undue influence, illegal contracts, discharge and contractual obligation, contracts and negotiations, conflict management, law of purchase and sale, credit agreement law and arbitration.

BQS 5209 Construction Risk Management**18 Credits**

The module covers identification of risks, analysis techniques, response decisions, policies and strategies, risks versus opportunities and insurance against risks.

BQS 5210 Construction Time Management**16 Credits**

This module covers Gantt Charts, Sloping Bar Charts, Pert, Critical Path and Precedence networks, line balancing programming, resource levelling and constraints, cash flow manipulations, contractual implications of time planning, path floats and information technology.

BQS 5212 Sustainable Construction**16 Credits**

The module covers sustainable development dimensions and their integration into the construction industry. It also outlines the sustainable construction principles, goals, processes and technology as well as sustainable construction practices in the construction industry.

BQS 6100 Dissertation**80 Credits**

Students are required to select a dissertation topic of their own choice with tutorial guidance, and to prepare a plan of work for reading, survey and documentation, research and analysis, and

writing, editing and production stages of its execution. The dissertation shall on its own constitute the final Part of the programme.

Module Assessment: 100% Continuous Assessment

BQS 5202 Team Development and Management

10 Credits

The aim of this module is to provide Project Managers with the working knowledge, skills and attitude necessary to manage the performance of teams in the project environment.

BQS 5203 Partnerships and Joint Ventures Management

10 Credits

The thrust of this module shall be on infrastructure project finance and especially the use of Built Operate and Transfer (BOT) schemes to finance infrastructure projects such as, railroads, bridges, telecoms, hospitals, waste, water etc. The areas covered shall include general principles, risk analysis and allocation, project feasibility and credit factors, structuring and funding, tenders, legal documentation issues and some case studies.

TOTAL CREDITS FOR THE PROGRAMME

PART I	100
PART II	120
PART III	80
Total minimum credits:	300

DEPARTMENT OF LANDSCAPE ARCHITECTURE AND URBAN DESIGN

Lecturer and Chairperson

Mr T Madyangove, BSc RUP (UZ), MSc UD (NUST)

Secretary

N Maduma, HND (Byo Poly), BSc (Hons) Pending (ZOU)

ACADEMIC STAFF

Lecturers

Dr B Chigara, BSc RUP (UZ), MSc CPM (NUST), PhD (Nelson Mandela Metropolitan)

Mr A B Ncube, BSc RUP (UZ), MSc RUP (UZ), MSc CPM (NUST)

Mr A Chigwenya, BSc RUP (UZ), MSc RUP (UZ), PhD Pending (SA)

Mr P Ndhlovu, BSc RUP (UZ), MSc CPM (NUST)

Mr J Mlotshwa BSc RUP (UZ), MSc UD (NUST)

UNDERGRADUATE DEGREE PROGRAMME

SPECIAL REGULATIONS

BACHELOR OF SCIENCE IN PROPERTY DEVELOPMENT AND ESTATE MANAGEMENT HONOURS DEGREE

1.0 PREAMBLE

The Bachelor of Science Honours in Property Development and Estate Management is developed to meet the needs of new entrants or aspiring professionals seeking to work in the property profession. Equally, the programme is relevant to those individuals already working in the property industry (as property developers and managers, estate managers, agents and Valuers) who seek to enhance their skills and knowledge on how to deal with real property challenges. Overall the programme equips graduates with analytical and problem-solving skills, and academic qualification necessary to practice in property development, management and valuation division of the property profession. The strength of the programme emanates from its ability to marry issues from the property development discipline to those from the estate management discipline including the legislative framework governing property development, management, transaction economics and property investment markets. It takes a theoretical and practical approach to study. Students shall be exposed to real property challenges or problems in valuation and management discipline.

2.0 ENTRY REGULATIONS

2.1 Normal Entry

Applicants must have at least 2 Advanced Level passes, in any of the following: Geography, Mathematics, Accounting, Economics, Business Studies or Management of Business, Geometrical and Mechanical Drawing, Law, Art, Physics, Sociology and Agricultural Studies.

2.2 Special Entry

A minimum of a National Diploma in any of the following: Town Planning, Valuation and Estate Management, Quantity Surveying, Architectural Technology, Construction, Agricultural Studies, Mining Estates, Tourism, Marketing, Civil Engineering, Banking, Finance and Business Studies; The Real Estate Institute of Zimbabwe certification or its equivalence.

2.3 Mature Entry

The admission of mature entry applicants shall be considered as provided in the General Regulations.

3.0 STRUCTURE OF DEGREE PROGRAMMES AND SELECTION OF COURSES

3.1 All candidates shall pursue a four-year full-time programme of study in which the third year shall be spent wholly on Industrial Attachment/Work-based experience in an institution or organization relevant to their degree programme. Candidates shall be required to obtain a total of 495 credits to be awarded the degree.

3.2 The four-year Bachelor of Bachelor of Property Development and Estate Management programme includes twenty-eight months of supervised industrial attachment. The attachment shall normally be taken during Part III of the programme.

4.0 ASSESSMENT OF CANDIDATES

4.1 Unless specified otherwise in the module synopses, all taught theory modules shall be assessed through continuous assessment in the form of assignments, tests, quizzes, short projects or oral and other presentations, and a formal 3-hour written examination.

4.2 The weighting of written examinations and continuous assessment shall be 70% and 30%, respectively.

4.3 The final year project shall be carried out over two semesters and shall be weighted as two standard modules, i.e. 20 credits.

5.0 AWARDING OF A DEGREE AND CLASSIFICATION OF THAT DEGREE

In determining a student's Degree Classification, Years of the Degree Programme shall be weighted and credited as follows:

Year I	10%
Year II	30%
Year III	10%
Year IV	50%

PROGRAMME SUMMARY

PART I

Module Code	Module Description	Credits
BLP1101	Principles of Property Development	15
BLP 1102	History of Urban Development	12
BLP 1103	Property Construction Material I	8
BLP 1104	Economic Principles	10
BLP 1105	Statistics for Property	8
BLP 1106	Introduction to Technology and Application	10
BLP 1201	Property Accounting	12
BLP 1204	Construction Law	12
BLP 1205	Property Construction material II	10
BLP 1206	Urban Planning and Environmental Design	12
BLP 1207	Land Economics	10

PART II

Module Code	Module Description	Credits
BLP 2101	Property Development II	12
BLP 2102	Property Valuation I	12
BLP 2104	Building Economics	10
BLP 2105	Property Law I	8
BLP 2106	Estate Planning	12
BLP 2107	Architectural Presentations	10
BLP 2108	Municipal Services	8
AQS1107	Techniques of Gathering Materials, Report Writing & Specifications I	8
BLP 2201	Property Valuation II	12
BLP 2202	Property Law II	10
BLP 2203	Land Economics	10
BLP 2205	Building Services	8
BLP 2206	Building Construction	8
BLP 2207	Research Tools and Techniques	10

Think in other terms

BLP 2208	Property Management	12
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PART III

Module Code	Module Description	Credits
BLP 3001	Industrial Attachment	120

PART IV

Module Code	Module Description	Credits
BLP 4001	Property Studies Research Project	20
BLP 4101	Property Valuation III	12
BLP 4102	Estate Management I	12
BLP 4103	Property Taxation	10
BLP 4104	Project Planning and Management	12
BLP 4105	Urban Management	12
BLP 4106	Sustainable Property Development	12
BLP 4201	Property Valuation IV	12
BLP 4202	Professional Practice and Procedure	10
BLP 4204	Property Development Finance	8
BLP 4205	Real Property Marketing	10
BLP 4206	Property and Facilities Management	12

TOTAL CREDITS FOR THE PROGRAMME

Part I	125
Part II	120
Part III	120
Part IV	130
Total minimum credits:	495

MODULE SYNOPSES

BLP1101 Principles of Property Development

15 Credits

The module introduces property development - definitions / structure of the real property industry & its links with the construction industry, characteristics of the real property industry, the property development process, actors in the property development process, managing risk in property development, feasibility studies and site appraisals, cost benefit analysis, real property industry and the economy (property cycles), property market research, team development & managing property development resources, contractual obligations and managing the property development.

BLP1102 History of Urban Development

12 Credits

The module covers City in history, [Paleolithic, Mesolithic and Neolithic period]. A general survey is made of major development theories and contemporary issues and the characteristics of high, medium and low-income societies that establish contexts for development planning and policy-making. Industrial cities and their problems, urban Legislation, Public Health Act 1848 and 1875, need for urban planning, design concepts [Radburn, neighbourhoods concept], the post-world war industrial city [modern city], new towns concept. The operations of several cities and metropolitan areas are analysed.

BLP1103 Property Construction Materials I

8 Credits

The module is an introductory review of the materials used in construction, of their physical properties and characteristics, and the processes they undergo to convert them to building materials. It also covers primary and unprocessed construction materials and secondary and industrially processed construction materials and their behavioural changes to environmental exposure. The advantages and disadvantages of different substituting construction materials are explored.

BLP 1104 Economic Principles**10 Credits**

This module covers basic foundation for the subject matter of Economics to enable students to prepare themselves to use the concept of rationality to analyzing behaviour at a micro-level and macro levels. The topics to be covered include: the economic problem, demand and supply, determination of market prices, theory of the firm, macro-economic analysis, national income, fiscal and monetary policies, inflation & unemployment.

BLP1105 Statistics for Property Studies**8 Credits**

This module covers basic concepts of statistics and probability theory. The topics covered include concepts of probability, basic statistical inference procedures of estimation, confidence interval and hypothesis testing, descriptive statistics, normal and Poisson distributions, T-test, analysis of variance, multiple regression, non-parametric procedures and the analysis of categorical data directed towards application in Property Development and Estate Management.

BLP1106 Introduction to Information Technology and Applications 10 Credits

This is a coursework based module on computer aided designs and applications to provide an insight into the use of computers in design and functionality of Modern CAD and GIS integrated systems. Emphasis is placed on the generation and use of software applications in property development and estate management such as MS Project, Primavera, Model Marker, Spreadsheets and so forth. Students should always be kept updated and abreast with IT changes and improvements.

Module Assessment: 100% Continuous Assessment

BLP1201 Property Accounting**12 Credits**

This module examines accounting for property rentals/commission; cash transfers and disbursements that include associated accounting records, reconciliation statement, financial statement, financial reports, cash flow statements, contract accounting, accounting ratios, trading, profit and loss account and stock control procedures. It also focuses on the production of balance sheets, assets and liabilities with particular reference to the real estate industry as well as trust accounting, management of trust funds

BLP1204 Construction Law**10 Credits**

The module focuses on the principles, purpose and sources of law, law of contract, terms of contracts, essentials of a contract, valid and void contracts and remedies thereto, law of restitution, law of tort, (misrepresentation, negligence, duress, undue influence, trespass,

Think in other terms

nuisance). Building contracts formation, general conditions of contract, standard building and civil engineering contracts, different types of building construction contracts and procurement systems are also analysed.

BLP1205 Land Economics

10 Credits

The module looks at the Supply and demand of land, location theory, determination of the price of land, rent-earning capacity and land use thresholds, a general pattern of urban land use, the impact of government economic policy objectives on land resources, urban land zoning, subdivisions and consolidations and land values.

BLP1206 Urban Planning and Environmental Design

12 Credits

The module examines the development planning process and paradigms. These include comprehensive, sectoral, transport, strategic and contingency planning. Development Plans (master and local plans, layout, site and building plans), subdivision and consolidation, incorporations, zoning and development control are covered. It also covers participatory, advocacy and lobbying works as well as the planning theories and models and their influences on the urban space (practice). Problems of urban growth and solutions are explored together with different types of land reforms and tenure systems, property development and reforms and institutional economics. It also covers rural properties, rights of access, control and ownership of common properties. Climatic issues, environmental site planning, outdoor designs, building envelopes (internal), designs, natural versus artificial systems design, ecological and biodiversity, adverse weather conditions and design for adversities, fabrics, facades and landscaping are also looked into.

Module Assessment: 100% Continuous Assessment

BLP1207 Property Construction Materials II

8 Credits

This module is a continuation of the first semester module through site visits and field studies, with an examination of construction systems, and the ways in which materials are used in construction and various financial and environmental costs implications. Aspects of Construction materials modeling and simulations are explored. Project based assignments and models are assessed as continuous assessment (CA).

Module Assessment: 100% Continuous Assessment

BLP 2102 Property Valuation I**12 Credits**

The module is an introduction to property valuation, reasons for valuation, methods of valuation (comparative, residual valuation, contractor's' method investment method), factors affecting property values. Discussions on real property rights/interests and the effect on property values and management are done.

BLP 2104 Building Economics**10 Credits**

The module explores the concepts and techniques of pricing, forecasting and estimating using preliminary methods of estimating [unit, cube superficial, approximate quantities, storey enclosure method] on building projects; Discussions are done on the fundamental principles and basic techniques used in economic comparisons of various investment options, project appraisals, cost analyses of equipment and facility/property ownership, retirement and replacement, considering the time value for money, discounted cash flow analysis, inflation, depreciation, maintenance and other related costs - principles of engineering/technological economics as they apply to evaluation of construction projects, assets, plant and equipment.

BLP 2105 Property Law I**8 Credits**

The module looks into property rights and legal descriptions (real vs. personal rights, fixtures, minerals, air & water rights; estates in land), Land tenure systems, Legal interests in real property [freehold, leasehold, condominium, etc.], landlord and tenant law, private restrictions on ownership (liens, covenants, easements, licenses, encroachments), licenses in real property, real property sales contract and case laws shall be used in the module of st

BLP 2106 Architectural Presentations**10 Credits**

The module gives an introduction to the purpose of architectural designs and drawings. It considers an appreciation of site layout planning, two to three dimensional drawings and their uses and the relationship between scale and degree of details, lettering, hatching, shading and colour detailing and their meanings. The overall elevations and three-dimensional presentations in different forms are explored.

Module Assessment: 100% Continuous Assessment

BLP 2107 Estate Planning**12 Credits**

The module covers estate planning, probate, inheritance, shall trusts, revocation, conveyance, hereditaments and the Administration of Estates Act and related legislation. Students should familiarize themselves with other relevant legal instruments. Estate planning and administration issues are covered as well as east planning processes such as probate, revocation and inheritance laws and systems. Formation and types of shall and trusts together with the effects of tenure, real rights and title systems on property and Afro-centric systems are explored.

BLP 2108 Municipal Services**8 Credits**

This module is a study of the infrastructural services of water supply, roads, drainage, and sewerage and sewage treatment, energy, and telephone installations. Student are expected to do Geographic Information (GIS) Mapping, photogrammetric remote sensing and practical surveys. The module includes case studies and project based assessments.
Module Assessment: 100% Continuous Assessment

BLP 2201 Property Valuation II**12 Credits**

The module look at mathematics of valuation, compound interest, present worth (uniform series, dual rate), term and reversionary valuations, Annual sinking fund, capital recovery [annuity \$1 shall purchase] as well as application of mathematics of valuation to practical valuation of properties.

BLP 2202 Property Law II**10 Credits**

The module examines extracts and cases as they relate to the business of real estate: Estate Agency Act, Valuers Act, RTCP Act, Urban Councils Act, Rural District Councils Acts, Deeds Registry Act, Land Acquisition Act, Environmental Management Act, Utilities and Infrastructure-related Acts and Commercial and Residential Rent Regulations, Property transactions laws & procedures, commission and other statutory fees.

BLP 2205 Building Services**8 Credits**

The module is a study of the integrated mechanism, electrical and telecommunications systems that enable large complex buildings to function efficiently as working environments. Air conditioning, acoustics, lighting, heating and fluid reticulation systems are covered.

BLP 2206 Building Construction**8 Credits**

The module investigates a range of conventional construction systems, for foundations, walls, suspended floors and roofs. Systems investigations and analysis such as timber, steel, masonry, and reinforced and precast concrete. Lectures are supplemented by demonstrations and site visits. The module examines the construction process and materials used in construction through lectures, case studies and project assignments. Students shall be required to study a building under construction and create a portfolio for documenting the project.

Module Assessment: 100% Continuous Assessment

BLP 2207 Research Methods**10 Credits**

The module is an introduction and development of use of exploring source and the preparation of specialised and technical information, document research organisation, format and style. Drafting and interpretation of in-depth technical reports and comprehensive specification in the various forms of surveying, construction and engineering drawings are covered. Research approaches and design, research topic formulation, data collection methods, objectives setting, hypothesis formulation, data presentation and analysis, research design, ethics in research, sampling techniques, questionnaire design, data gathering techniques, research proposal writing skills, research project documentation and reporting skills. Issues relating to professional communication and academic writing shall be covered.

Module Assessment: 100% Continuous Assessment

BLP 2208 Property Management**12 Credits**

The module focuses on an introduction to property management, estate setting, formation of estates, Lease agreements, rent regulations in Zimbabwe, Rent determination for retail, residential, industrial, office use; Role of Estate Agents in Property Management; Identification and assessment of building defects; repair and maintenance of buildings; aspects of architectural additions as well as alterations on buildings.

BLP 3001 Industrial Attachment**120 Credits**

The industrial attachment shall cover Twenty-eight weeks in compliance with University Regulations and Procedures. Students may be attached to professional Valuers and Estate Agents firms, Estates Department of Local Authorities, Parastatals, Central government, Building Societies and Commercial Banks, Insurance companies, contractors and property developers. This attachment should expose students to practical property development processes and applications, valuation, management and conveyancing experiences. Furthermore, students are expected to use the attachment period to identify potential research areas in preparation for their dissertations in Part IV.

BLP 4001 Property Studies Research Project**20 Credits**

The module borders on the preparation for dissertations. With the aid of lectures, students shall choose topics of their choice and prepare a dissertation individually.

Module Assessment: 100% Continuous Assessment at the end of academic year.

BLP 4101 Property Valuation III**12 Credits**

The module applies theories, principles and concepts of valuation to different sectors of real property. Emphasis shall be put to practical valuation assignments of office blocks, industrial properties, plant and equipment. Also included in this module is the preparation of a valuation reports, certificates, and calculation of professional fees for valuation using prevailing scale of fees. Risk and uncertainty, investment appraisal, component variables of a valuation are covered. Module Assessment: 100% Continuous Assessment

BLP 4103 Property Taxation**10 Credits**

This module looks at the general direct taxation and land resources, income tax, capital gains tax, stamp duty, estate duty, tax concessions in special areas, effect of taxation on property transactions. Computations of various forms of taxes and assessing their effect on real estate business are done.

BLP 4104 Project Planning and Management**10 Credits**

The module introduces the student to general management principles as applied to construction projects. Areas to be covered include: construction theory and practice, project planning and control, project scheduling, the project manager's role, project quality management principles,

Think in other terms

project proposal writing, project appraisal/assessments, project internal and external environment, project procurement requirements and process, project resources management.

BLP 4105 Urban Management

12 Credits

The module focuses on the provision and management of urban infrastructure, housing and related community facilities. These include transport, water, sewage, electricity and communication supply services. The Intervening issues such as waste management, urban agriculture and disaster management systems. Addresses governance, legal and policy frameworks for sustainable urban and land development projects. It also considers the paradigm shift from traditional systems to the development and management of sustainable city concepts. The Provision and maintenance of urban infrastructure services through the use of Public Private Partnerships (PPP) arrangements is covered together with creation and management of urban institutions & urban governance systems.

BLP 4106 Sustainable Property Development

12 Credits

The module introduces the principles of sustainable development to real property. Sustainability principles, Location and sustainability of buildings, property-related environmental issues, the economics of sustainable buildings, the use of sustainability rating tools in real property, design & procurement of sustainable buildings, environmental laws, stakeholder participation on sustainable / green projects are covered in this module.

BLP 4201 Property Valuation IV

12 Credits

The module builds on the provisions of the previous valuation modules. It intends to prepare the student to the practical realm of valuation of real property as they graduate. The module shall focus on advanced valuation of specialized property like hotels, chalets, recreational properties. Also included is statutory valuation (for taxation, compulsory acquisition etc.), and deceased estates valuation, valuation of property in a rural setting. More emphasis shall be placed on the legal issues relating to valuation of such properties.

Module Assessment: 100% Continuous Assessment

BLP 4202 Professional Practice and Procedure**10 Credits**

This module aims to inculcate the expected minimum expectations of a property professional. The discussions and seminars on ethical procedures, professionalism and, duty of care when dealing with other people's properties will be done and issues of corruption and gender in property industry will be conducted together with the professional role of a property Valuer and manager and how the property professional should diligently execute his/her professional duties.

BLP 4204 Property Development Finance**10 Credits**

The module explores sources finance for real property development, private versus public sources of capital, cost of capital, types of loans & mortgages to finance real estate, factors affecting financing of real property development, exploring the critical factors in national, regional and local markets that determine real property development opportunities; business and construction cycles, principles of managerial finance focusing on financial markets, planning and control, working capital management and international finance. Discussions centred on finding best financial packages for property development, including assessment of market and potential strategies, appraising alternative funding opportunities and estimating debt, cash flow and capital investments appraisal techniques will be done.

BLP 4205 Real Property Marketing and Sales**10 Credits**

The module covers the concept of real estate asset & space markets, pricing of various categories of real estate, principles of marketing, methods/ strategies of marketing real property, property marketing research techniques, real property conveyancing (complete and incomplete buildings), memorandum of agreement, deeds of sale, change of ownership of real property, registration of property, commission and other statutory fees as well as the challenges in marketing of real property.

BLP 4206 Property and Facilities Management**12 Credits**

The module focuses on understanding property portfolio and its development, investment analysis, principles behind portfolio and strategy, asset-mix ratio, getting tenants for property portfolio, tenant mix, managing a property portfolio, legal issues related to estate management, insurance regarding real property, scheduling of operation and maintenance of buildings and its environments, property management reports on management of public estates and institutions,

Think in other terms

management of the environs and facilities in and around the property, environment, health and safety of users of the building space, waste management, space allocation and management, demolition of leased premises & security deposit, role of facilities manager as well as .integrated property and facilities management

Module Assessment: 100% Continuous Assessment

Think in other terms

MASTERS DEGREE PROGRAMME

SPECIAL REGULATIONS

MASTER OF URBAN DESIGN

1.0 PREAMBLE

Urban Design deals with the urban microform at the macro-scale. The focus is on the shaping of various pieces of urban land at meso-scale and with spaces between them at micro-scale. It also deals with designing and construction of urban elements. In this regard, this programme aims at educating students with a background in town planning, architecture and other related disciplines in this subject. The main objective is to develop theoretical frameworks that will be used in practice.

2.0 ENTRY REGULATIONS

2.1 Normal Entry

At least successfully completed undergraduate degree in the following disciplines: Urban Design, Architecture, Rural and Urban Planning, Building Economics, Civil Engineering and Property Management and any other programmes offered in the built environment shall be considered on individual basis with a Minimum overall pass of lower second class (2.2).

3.0 STRUCTURE OF DEGREE PROGRAMMES AND SELECTION OF COURSES

3.1 This is a full time / part-time programme that shall extend over a period of 18 months for full time and 36 months for part-time. For full time, the first 12 months shall be devoted to taught component of the programme and shall be divided into two semesters and the last 6 months shall be devoted to the writing of a supervised dissertation. For part-time, the first 24 months shall be devoted to teach component of the programme and shall be divided into three semesters. The last 12 months shall be devoted to the writing of the dissertation.

3.2 Elective Courses

Only two electives will be selected from the list of modules, candidates will not be permitted to choose elective courses they have already studied.

4.0 ASSESSMENT OF CANDIDATES

- 4.1 Unless specified otherwise in the module synopses, all taught theory modules shall be assessed through continuous assessment in the form of assignments, tests, quizzes, short projects or oral and other presentations, and a formal 3-hour written examination.
- 4.2 The weighting of written examinations and continuous assessment shall be 70% and 30%, respectively.
- 4.3 The final year project shall be carried out over two semesters and shall be weighted as two standard modules, i.e. 60 credits.

5.0 AWARDING OF A DEGREE AND CLASSIFICATION OF THAT DEGREE

PROGRAMME SUMMARY

PART I

Module Code	Module Description	Credits
BUD 6101	Principles and Practice of Urban Design I	16
BUD 6102	Urban Policy and Infrastructure	14
BUD 6103	Urban Design Studio	20
BUD 6105	Transportation Engineering	12
BUD 6106	Project management for Urban Design	12
BUD 6107	Environmental Design and Conservation	12
BUD 6108	Urban Economics	14

PART II

Module Code	Module Description	Credits
BUD 6201	Principles and Practice of Urban II	16
BUD 6202	Research Methods in Urban Design	14
BUD 6203	Urban Design Studio II	20
BUD 6204	Urban Design Seminars	18
BUD 6205	Geographic Information Systems (GIS)	12

PART III

Module Code	Module Description	Credits
BUD 7101	Dissertation	60
BUD 7102	Urban Design Thesis	60

TOTAL CREDITS FOR THE PROGRAMME

PART I	106
PART II	100
PART III	120

Total minimum credits: 326

MODULE SYNOPSES

BUD 6101 Principles and Practice Of Urban Design I

16 Credits

The module covers basic theory and practice of urban design. Topics include history of urban form; buildings and spaces; urban design analysis; urban design approaches; efficiency of urban design and evaluation criteria; case studies. A student shall not proceed to do Principles and Practice of Urban Design II before clearing this module.

BUD 6102 Urban Policy and Infrastructure

14 Credits

Against relevant aspects of land use theory and implications for site planning, the module introduces the principles and practice of site planning and infrastructure design for large urban developments. Topics include reclamation, land use and density thresholds, settlement capacity, infrastructure master planning, utilities planning, site layout and future design trends.

BUD 6103 Urban Design Studio I

20 Credits

This module shall focus on the introduction to urban design graphics and computer aided design: an introduction to basic drafting, graphics and computer-related tools and techniques in professional practice. The module shall cover:

- **Urban Design Project I**

A series of sessions that will encompass practical drawings and sketches of urban design proposals for selected sites in Zimbabwe.

- **Urban Design Project II**

A group project which will normally be a real-life large-scale urban design and development project involving land reclamation and infrastructure provision leading to a 3-D built form. Designed to professional standards involving relevant urban design theory and implementation criteria, and conducted with participation of professionals in both public and private sectors.

BUD 6107 Environmental Design and Conservation

14 Credits

The module aims at introducing students to issues of environmental awareness with regards to the impacts of human activities and strategies for coping with the changing environment. The module

Think in other terms

is conducted through lectures, case studies and seminars. The following broad topics are relevant: the ecology of the environment; the ecosystems-types and components; impacts of man's activities on the ecosystem and types of impacts; concepts and issues in environmental impact assessments. The design of environmental spaces both external and internal spaces versus natural environment.

BUD 6108 Urban Economics

14 Credits

This module covers main economic forces that lead to the existence of cities and regional agglomeration. It studies the economics of cities and urban problems by understanding the effects of geographic location on the decisions of individuals and firms. The topics include, inter alia: location decisions of firms and households; the role of spatial economics in shaping the internal structure of cities, role of cities in aggregate economic development, institutional economics and the economics of sustainable designs.

BUD 6201 Principles and Practice Of Urban Design II

16 Credits

This advanced module in urban design attempts to build a coherent theory of urban form from the historical and material conditions of production. Hence the lectures/seminars progress in three main stages. Firstly, the economic and political determinants in the production of urban space are considered (urban politics, the state, ideology, social class, professionalism etc.). Secondly, considerations in the technology of form (forms of space, analogical models, and problems of aesthetics). Thirdly, a case study of Zimbabwe which moves from the realm of theory into concrete social practices - urban planning, high-density development, public housing, and the other formal properties of a major world city.

BUD 6202 Research Methods in Urban Design

12 Credits

The module focuses on various methods and techniques fundamental in data collection, analysis and presentation. The overall objective of the course is to impart skill to students that can assist them in preparing technical reports and dissertations.

BUD 6203 Urban Design Studio II

20 Credits

The urban design project 3 module is a series of sessions encompassing the practical management and implementation of urban design proposals involving larger sites, taking into account issues

Think in other terms

such as land acquisition, planning approvals, concept development, financing, the consultancy team, construction and marketing among others.

BUD 6204 Citizen-Led Urban Design Seminars

18 Credits

This is a cross cutting module in which seminars introduce students to the designing and management of urban places. The focus is on issues arising in current urban design practice. The subject matter includes current contexts for urban design; the role of urban design in the development process; different urban design roles and levels of influence; public sector urban design, framework plans, design guidelines and implementation strategies. The module addresses urban economic analysis in the planning and development of urban areas from the point of view of practitioners and community studios in the field as well as feedbacks. During the course of the semester, each student will prepare a thesis proposal. The module emphasizes citizen and community participation frameworks in urban planning, design and sustainable development and management.

BUD 6205 Geographic Information Systems

12 Credits

This module builds on spatial land-use analysis techniques. Focus is on the advanced theory and practice of Geographic Information Systems (GIS); GIS applications; design and implementation of GIS applications.

BUD 7101 Dissertation

60 Credits

This is an in-depth investigation of urban design or development issues which relate directly to the physical planning problems and potentials of urban areas. The topic chosen should be both academic and practical in nature and a report not exceeding 20,000 words or equivalent is required.

BUD 7102 Urban Design Thesis

60 Credits

This is an in-depth urban design project based on a specific urban case study. The expected work at this level is of advanced standing and allows an in-depth exploration of complex design problems. In addition, it must be conducted in collaboration with city agencies addressing identified needs.

BUD 6106 Project Planning and Management (Elective)

12 Credits

This module will cover a wide range of issues relating to project planning and control, project internal and external environment, project planning and development, project organisation and administration, the project manager's role, project quality management principles, project appraisal, project management techniques, project practice and management. Project management knowledge areas such as cost, scope, time, risk, quality, performance, communication and so forth are also covered.

BUD 6105 Transportation Planning and Management (Elective)

12 Credits

The focus of this module is on the traditional transport study which focuses on trip generation, trip distribution, modal distribution and trip assignment; land-use modelling; the town and regional planner's contribution to transport planning.

BUD 6207 Professional Practice For Urban Design (Elective)

12 Credits

This module examines practice management and project management in the built environment professions. Topics in practice management include: ethical practice; the character and operation of practices; legal requirements; corruption; running a business; professional memberships and its registration; risk and professional liability; and personal career planning. Topics in project management include: project stages; procurement and feasibility; statutory requirements; management of time, cost and quality; and contracts and contract administration in private and public realms. Alternative and innovative pathways through the profession are also considered.

MASTER OF LANDSCAPE ARCHITECTURE

1.0 PREAMBLE

The continual growth of both the population and the urban environment does have implications on the social, economic and physical environment. This growth is having implications on the planning and designing of human settlements. In this regard, the Masters in Landscape Architecture is designed to prepare students in planning and designing the physical and built environment within sustainable means. Focus is therefore on the relationship between people and their environment. It provides an opportunity to be creative in engagement with the environment through fundamental theories and techniques designed to positively influence the human habitat.

2.0 ADMISSION/ENTRY REQUIREMENTS

To be admitted to the Masters in Landscape Architecture and Urban Design degree programme, a candidate must meet the following requirements:

- 2.1 At least successfully completed an undergraduate degree in the following disciplines: Landscape Architecture, Urban Design, Architecture, Rural and Urban Planning, Building Economics, Civil Engineering and Property Management. Other programmes offered in the built environment shall be considered on individual basis.
- 2.2 Minimum overall pass of lower second class (2.2).
- 2.3 Additional qualifications and work experience may be required from all candidates.
- 2.4 Submission of portfolio of work and/or special interviews shall be conducted where necessary.

3.0 STRUCTURE OF DEGREE PROGRAMMES AND SELECTION OF COURSES

This is a full time / part-time programme.

- 3.1 The programme shall extend over a period of 18 months for full time and 36 months for part-time.
- 3.2 When feasible the programme can be run on block release.
- 3.3 For full time, the first 12 months shall be devoted to taught component of the programme and shall be divided into two semesters. The last 6 months shall be devoted to the writing of a supervised dissertation and landscape design studio

- project.
- 3.4 For part-time, the first 24 months shall be devoted to taught component of the programme and shall be divided into three semesters. The last 12 months shall be devoted to the writing of the dissertation and design studio project.
- 3.5 Students must take any one of the electives which they are expected to passing each of the first and second stages of the programme for full-time and part-time.

4.0 ASSESSMENT OF CANDIDATES

No exemptions shall be allowed for any module on the basis of modules that were taken at undergraduate level or any programme of study that is deemed to be equivalent to an undergraduate degree. In exceptional cases, recommendations for exemption shall be sought from the Senate for modules that have been undertaken at postgraduate level and are deemed equivalent to modules being offered in this programme.

4.1 EXAMINATIONS

- 4.1.1 Formal examinations shall be conducted at the end of each semester for all modules with the exception of dissertation and integrative studies.
- 4.1.2 Candidates shall be required to pass all the modules as indicated in the programme.
- 4.1.3 Each candidate shall be required to write a one three-hour paper in each of the modules for which he/she registered in addition to the dissertation.
- 4.1.4 Each module, as well as the dissertation shall be marked out of one hundred percent.
- 4.1.5 Each module as well as dissertation where applicable shall have its assessment mark for presentation to the Board of Examiners' meeting.
- 4.1.6 In certain modules such as dissertation, oral examination shall be conducted by Departmental panel of examiners.
- 4.1.7 Each candidate shall be required to satisfy the examiners in the following areas:
- | | |
|------------------------------------|-----|
| i. Continuous assessment component | 30% |
| ii. Written examination | 70% |
- 4.1.8 For dissertation, a resubmission period of three months shall normally be required.

- 4.2 The University marking scheme shall apply in all examinable modules as follows:

80 – 100 %	-	Distinction	(D)
70 – 79 %	-	Merit	(M)
60 – 69 %	-	Credit	(C)
50 – 59 %	-	Pass	(P)
0 – 49 %	-	Fail	(F)

- 4.3 A candidate must pass all registered modules. In the event of a candidate failing, the

following conditions have to be noted:

- 4.3.1 A candidate must clear all modules before proceeding to the next Part
- 4.3.2 A candidate who fails the dissertation with a mark of at least 45% shall be allowed to resubmit within 3 months of publication of results.
- 4.3.3 A candidate who fails the Landscape Design Studio Project shall be allowed to repeat the module.

- 4.4 On completion of the dissertation, a candidate shall submit two typed and spiral bound copies of the dissertation for assessment.
- 4.5 On completion of the Landscape Design Studio Project, the candidates shall submit a portfolio of designs and two typed and spiral bound copies of the written statements.
- 4.6 A candidate must pass all modules to qualify for the award of the Master of Urban Design degree.
- 4.7 The determination of the overall degree programme aggregate shall be:

Part	I	25%	Minimum 80 Credits
Part	II	25%	Minimum 80 Credits
Part	III	50%	Minimum 140 Credits

5.0 AWARDING OF A DEGREE AND CLASSIFICATION OF THAT DEGREE

- 5.1 Candidates for the degree programme must satisfy the examiners in all the prescribed modules and in all requirements for the programme
- 5.2 For the degree to be awarded, the minimum number of 300 credits must be satisfied.
The classification of the degree programme shall be as in the General Regulations

PROGRAMME SUMMARY

PART I 80 CREDITS

Module Code	Module Description	Credits
BLA 6101	Landscape Architecture Studio I	20
BLA 6102	Landscape Architecture Theory and Practice	14
BLA 6103	Landscape Sciences	12
BLA 6104	Landscape Construction I	12
BLA 6105	History of Design in the Environment	12

PART II 80 CREDITS

BLA 6201	Landscape Architecture Studio II	20
BLA 6202	Rural and Urban Landscape Planning	12
BLA 6204	Landscape Construction II	14
BLA 6205	Design with Plants and Management of Organic Landscapes	12
BUD 6202	Research Methods in Urban Design	12

PART III 140 CREDITS

BUD 7101	Dissertation	50
BUD 7102	Landscape Design Studio Project	90

ELECTIVES (A Candidate shall be required to select 1 elective for Parts I and II)

BUD 6205	Geographic Information Systems	10
BUD 6105	Transportation Planning and Management	10
BUD 6106	Project Planning and Management	10
BUD 6207	Environmental Design and Conservation	10

TOTAL CREDITS FOR THE PROGRAMME

PART I	80
PART II	80
PART III	140
Total minimum credits:	300

Think in other terms

MODULE SYNOPSIS

BLA 6101 Landscape Architecture Studio I 20 Credits

This is a timetabled studio based module involving, briefing and critiques. These will include abstract design exercises, and life design projects for up to 6 weeks duration. The focus is on introductory projects that help to understand fundamental design compositional principles and developing a hand and digital-based approach to exploring design problems.

BLA 6102 Landscape Architecture Theory and Practice 14 Credits

This module shall be based on lectures and seminars in natural processes, social processes, methodology, technology and values. The module explains the modern designed landscape as a distinct mode of cultural production. It examines design treaties, manifestos and contemporary theoretical writings from outside the design field.

BLA 6103 Landscape Sciences 12 Credits

This module shall be based on lectures and practicals in basic geology, soils, ecology, and horticulture. Field skills that are necessary for reading the land such as identification of plant communities, orientation, geology, hydrology, topography and soils will also be explored. Using this knowledge, site design issues will be explored and how they relate to be urban and non-urban environments.

BLA 6104 Landscape Construction I 12 Credits

The module shall be based on lectures site visits and exercises. Focus will be on site investigation, earthworks and grading, land drainage, roads paving and hard surfaces, fences, gates and walls. It empowers students with tools and skills for exploring, designing and critiquing the interrelationships of sites and the dynamic ecological systems that shape them.

BLA 6105 History of Design in the Environment 12 Credits

The module will give lectures on the history of design with focus on African, European, and Eastern examples of design and the environment concepts, historic purposes of designs, religious, symbolic display and function. Understanding of design concepts will be from the

Think in other terms

BUD 7102 Urban Design Studio Project

90 Credits

This is an in-depth urban design project based on a specific urban case study. The expected work at this level is of advanced standing and allows an in-depth exploration of complex design problems. In addition, it must be conducted in collaboration with city agencies addressing identified needs.

ELECTIVE MODULES

Only two electives shall be selected from the following list:

BUD 6207 Environmental Design and Conservation

10 Credits

The module aims at introducing students to issues of environmental awareness with regards to the impacts of human activities and strategies for coping with the changing environment. The module is conducted through lectures, case studies and seminars. The following broad topics are relevant: the ecology of the environment; the ecosystems-types and components; impacts of man's activities on the ecosystem and types of impacts; concepts and issues in environmental impact assessments. The design of environmental spaces both external and internal spaces is also explored.

BUD 6106 Project Planning and Management

10 Credits

This module shall cover a wide range of issues relating to project planning and control, project internal and external environment, project planning and development, project organisation and administration, the project manager's role, project quality management principles, project appraisal, project management techniques, project practice and management. Project management knowledge areas such as cost, scope, time, risk, quality, performance, communication and so forth are also covered.

BUD 6205 Geographic Information Systems

10 Credits

This module builds on spatial land-use analysis techniques. Focus is on the advanced theory and practice of Geographic Information Systems (GIS); GIS applications; design and implementation of GIS applications.

BUD 6105 Transportation Planning and Management

10 Credits

The focus of this module is on the traditional transport study which focuses on trip generation, trip distribution, modal distribution and trip assignment; land-use modelling as well as the town and regional planner's contribution to transport planning.

Think in other terms



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

Yearbook

2018/19

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THE MISSION STATEMENT

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

THE VISION

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

CORE VALUES

- In the delivery of value to our clients, we pursue academic excellence with integrity, honesty and ethical behaviour.
- We are committed to responsible research and innovation that drives commercialisation and industrialisation.
- We thrive on mutual respect, teamwork and effective partnerships.
- We are driven by a passion to fulfil your dream.

Think in other terms



Interpretation of Logo

Colours

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

Symbols

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

Think in other terms

ADDRESSES

Main Campus:

Cnr Gwanda Road and Cecil Avenue, Bulawayo

Postal Address:

P. O. Box AC 939, Ascot

Bulawayo

+ 263 292 282842 | www.nust.ac.zw

OTHER LOCATIONS

School of Medicine

Mpilo Central Hospital

Bulawayo

Institute of Development Studies (IDS)

Surburbs

Bulawayo

Centre for Continuing Education

55 Jason Moyo

Bulawayo

+263 292 88 75 48

+263 292 88 74 88

NUST Guest House

12 Kerr Road

Kumalo

Bulawayo

Harare Office

Zimdef House 18572

Off Mother Patrick Avenue

Rotten Row

Harare

+263 242 251534/ Fax +263 242 794848

Think in other terms

FACULTIES AND TEACHING DEPARTMENTS

Faculty of Applied Science

Department of Applied Biology and Biochemistry

Department of Applied Chemistry

Department of Applied Mathematics

Department of Applied Physics

Department of Computer Science

Department of Environmental Science and Health

Department of Forest Resources and Wildlife Management

Department of Radiography

Department of Statistics and Operations Research

Department of Sports Science and Coaching

Faculty of Commerce

Department of Accounting

Department of Banking

Department of Finance

Department of Business Management

Department of Marketing

Department of Insurance and Actuarial Science

Graduate School of Business

Institute of Development Studies

Faculty of Communication and Information Science

Department of Journalism and Media Studies

Think in other terms

Department of Library and Information Science
Department of Records and Archives Management
Department of Publishing Studies

Faculty of Engineering

Department of Chemical Engineering
Department of Civil and Water Engineering
Department of Electronic Engineering
Department of Industrial and Manufacturing Engineering
Department of Fibre and Polymer Materials Engineering

Faculty of Medicine

Department of Anatomy & Physiology
Department of Pharmacology and Biochemistry
Department of Pathology
Department of Psychiatry and Social Behavioural Sciences
Department of Nursing and Midwifery Sciences
Department of Surgery and Anaesthetics
Department of Obstetrics and Gynaecology
Department of Paediatrics
Department of Medicine

Faculty of The Built Environment

Department of Architecture
Department of Quantity Surveying
Department of Landscape Architecture and Urban Design (LAUD)

Faculty of Science and Technology Education

Department of Art, Design and Technology Education

Think in other terms

Department of Science, Mathematics and Technology Education
Department of Technical and Engineering Education and Training

Think in other terms

PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor

*The President of the Republic of Zimbabwe,
His Excellency Cde Emmerson Dambudzo Mnangagwa*
LLB, London; Hon. LLD, MSU; Hon. LLD, UZ; Hon. DPIR, GZU; LLB, LPI, UNZA

Vice-Chancellor

Professor Mqhele E. Dlodlo; PhD (Delft University of Technology, The Netherlands); MSEE (Kansas State University, USA); BSEE, BS- Mathematics and Engineering Management (Geneva College, USA)

Pro Vice-Chancellor (Acting): Academic, Research and Consultancy

Dr Nduduzo Phuthi; PhD (Ass & Quality Ass in HE & Training); Pretoria, (2012), MScEd (Science Education); Curtin, Australia (1998), PGradDip (Educational Technology) UZ; 1992, BEd (Biol); University of Zimbabwe (1988)

Pro Vice-Chancellor: Innovation and Business Development

Dr Gatsha Mazithulela; PhD (Genetic Engineering); University of East Anglia, John Innes Centre Norwich, UK (1998); MBA, Middlesex University Business School, London, UK (2002); B.ApSc Hons Biology and Biochemistry (1994)

Registrar

Mr Fidelis Mhlanga; TI Science, Z'bwe; Bed, Msc, UZ; MBA NUST, Z'bwe

Librarian

Ms Katherine Matsika; BA (Hons) Rhodesia, Dip.AdEd.Z'bwe, HDip. LibSci (UNISA)

Bursar

Dr F S Nkomo; B.B.S Z'bwe, MBA Finance, Stirling, C.I.S, Ex DBA (PSB)

Senior Proctor

Professor S. Dube; BSc, MSc Benin, (Nigeria); Grad CE (UZ)

UNIVERSITY COUNCIL

(As constituted in terms of Section 10 of the National University of Science and Technology Act Chapter 25..13 (Formerly Act, 1990)

a) *Ex officio:*

Vice-Chancellor

Professor Mqhele E. Dlodlo; PhD (Delft University of Technology, The Netherlands); MSEE (Kansas State University, USA); BSEE, BS- Mathematics and Engineering Management (Geneva College, USA)

Pro-Vice-Chancellor: Innovation and Business Development

Dr Gatsha Mazithulela; PhD (Genetic Engineering); University of East Anglia, John Innes Centre Norwich, UK (1998); MBA, Middlesex University Business School, London, UK (2002); B.ApSc Hons Biology and Biochemistry NUST (1994)

Pro-Vice-Chancellor (Acting): Academic, Research and Consultancy

Dr Nduduzo Phuthi; PhD (Ass & Quality Ass in HE & Training); Pretoria, (2012), MSc Ed (Science Education); Curtin, Australia, (1998), PGradDip (Educational Technology) UZ; 1992, BEd (Biol); University of Zimbabwe (1988)

b) *Appointed by the Minister of Higher and Tertiary Education, Science and Technology Development:*

Ambassador Zenzo Nsimbi; Msc Industrial Metallurgy and Management, Aston University , Higher National Diploma in Metallurgy, Certificate in Metallurgy, Professional Manager's Program, Professional Manager's Workshop, Mineral Project Management in Developing Countries, Finance for Non-Financial

Mrs Nomathemba Ndlovu; MSc Marketing NUST, BCom

Mr Job Sibanda; Bachelor of Laws Honours Degree

Mr Japhet Gwante Ndabeni–Ncube; M.A Economics, Post graduate Diploma, Financial Economics, B. A Economics

Mr Israel Ndlovu; Chartered Management Accountant (CIMA); B.Acc (UZ)

Mrs Sithembinkosi Nyathi; Bachelor of Philosophy Honours in Marketing; Masters in Business Administration, Post Graduate Diploma in Management, Diploma in General Management, Diploma in Marketing Management

Ms Elizabeth Chikwanda; Master of Business Administration (MBA)

Mr Obert Sibanda; Masters of Business Administration, Executive Development Programme, HND Marketing Management, ND Marketing Management, NID in Business Studies, Diploma in Salesmanship, Diploma in SMEs Management & Development

Mr Stephen Nyambuya; Bachelor of Architecture

Engineer Simela Dube; Bachelor of Science Honours (Civic)

Mr Casper Ronney; Master of Business Administration Degree, Bachelor of Science Honours Degree In Accounting, Post graduate diploma in Management, Grad ICOSA, Advanced diploma in Accounting and Business, Diploma in Secondary Education

Rev. Dr Rudo Lois Moyo; PhD in Theology, Master of Theology, Honours Bachelor of Theology in Biblical Studies, Certificate in Education

Engineer Todd G Nkiwane; Master of Science in Electrical Engineering, Programmable logic Controller and Mechano-electronics, Wiring Regulations, Portable Appliance Testing
Engineer Gratitude Charis; M Eng. Manufacturing Systems and Operations Management, Bachelor of Engineering Honours Degree in Chemical engineering

Mrs Kezinet Ndhlovu; Master of Business Administration Degree in Banking, Bachelor of Commerce Honours
Degree in banking, Diploma in Credit Management & Advanced Bank Credit Management, Business Systems & Training, Relationship Management, Selling Skills

Mr Chrispen Mugova; Bachelor of Commerce in Accounting

Pastor (Dr) Jefrety Sibanda; Doctor of Ministry in Leadership, Master of Arts in Theology, Bachelor of Education in Educational Administration and Policy Studies, Certificate in Education

Engineer Josephine Makuvara; BSc in Electrical Engineering

Dr Mbongeni Ndlovu; MB ChB, Mmed,

Mr Alois Muzvuwe; Master of Science in Finance and Actuaries, Bachelor of Commerce Honours Degree in Actuarial Science

Ms Bridget Chipungu; Master of Science in Telecommunication Engineering, Bachelor of science in Electrical Engineering, Certificate in Project Management

Engineer E Gwaze; Master of Business Administration, Bachelor of Science Honours Degree in Metallurgy

Ms Fiona Gandiwa Magaya; Certificate in Public Policy, Governance and Leadership, Post Graduate Diploma in law Conciliation and Arbitration, Certificate in Globalisation and Labour Rights, Certificate – Educators development Training, Certificate in Paralegal Training, Diploma in Business Studies accounting

Mr Godwin Zarura Manyonganise; Certificate in Management of Development Programme, Certificate in Post Harvesting and Processing of Certificate in Monitoring and Evaluation, Horticultural Crops, LCCI Diploma In Marketing, Diploma in Project Planning and Management; National Diploma in Agriculture

Mrs Mildred Mkandla; MSc Health Education, (University of London), BA Hons Applied Social Studies; Certificate in Health Visiting, Certificate in Neonatal Intensive Care, State Certified Neonatal Intensive Care, State certified Midwife's Certificate, State Registered Nurse, Primary Teacher's Certificate

c) *Appointed by the Senate:*

Engineer Dr A Chinyama

Dr D J Hlatywayo

Ms V Madiro

Mr H Tshuma

Dr P Nkala

Professor P J Mundy

Mr T Nyamande

Mrs A Chivore

Professor L Nkiwane

Professor E O Enwerem

Dr N Phuthi

Dr C Mabhena

Ambassador M Ngulani

Mr M Mukawa

d) *President of the Student' Union (Ex officio):*

Mr D Mwashita

e) *A distinguished Academic Appointed by the Council on the recommendation of Senate:*

Professor P J Mundy

- f) ***A woman appointed by the Minister to represent women's interests:***
(Vacant)
- g) ***Elected by the Non-Senate Members of the Academic Staff and approved by the Vice-Chancellor:***
Mr Alois Muzvuvwe
- h) ***Elected by the Administrative Staff and approved by the Vice-Chancellor:***
Mr Lawrence Ncube
- i) ***Appointed by the Workers Committee and approved by the Vice-Chancellor:***
Mr R Dube
- j) ***Appointed by the Minister from the Zimbabwe Congress of Trade Union (ZCTU):***
(Vacant)
- k) ***Appointed by the Minister from a list of Associations or Organisations representing Lecturers/Teachers Associations:***
(Vacant)
- l) ***Appointed by the Minister from a list of the Zimbabwe National Chamber of Commerce (ZNCC):***
(Vacant)
- m) ***Appointed by the Minister from a list of the Confederation of Zimbabwe Industries (CZI):***
(Vacant)
- n) ***Appointed by the Minister from a list of the Council of Zimbabwe Institution of Engineers:***
(Vacant)
- o) ***Appointed by the Minister from a list of names of the Chamber of Mines of Zimbabwe:***
(Vacant)
- p) ***Appointed by the Minister from a list of names of Farmers' Union:***
(Vacant)
- q) ***Appointed by the Minister from a list of Church Organisations:***
(Vacant)
- r) ***Appointed by the Minister from a list of Organisations representing the Youth Secretary:***
The Registrar

ADMINISTRATIVE STAFF

Vice-Chancellor

Professor Mqhele E. Dlodlo; PhD (Delft University of Technology, The Netherlands); MSEE (Kansas State University, USA); BSEE, BS- Mathematics and Engineering Management (Geneva College, USA)

Communication and Marketing

Director –*Mr Felix F. Moyo*; MSc Marketing, BA Comm & Ind.Psy

Marketing–*Lindiwe Nyoni*; MSc Journalism & Media Studies, BSc Journalism & Media Studies

Pro-Vice-Chancellor (Acting): Academic, Research and Consultancy

Dr Nduduzo Phuthi; PhD (Ass & Quality Ass in HE & Training); Pretoria, (2012),MSc Ed (Science Education); Curtin, Australia, (1998), PGradDip (Educational Technology) UZ; 1992,BEd (Biol); University of Zimbabwe (1988)

Research and Innovation Office

Director- *Y S Naik*; BSc (Univ of Bombay), MSc (Univ of Bombay), PhD (Univ Zim)

Chief Research Officer- *P Makoni*; BSc (Hons) (UZ), MSc (UZ), PhD (Univ of Copenhagen)

Research Administrator- *Cinderella Dube*; Cert in Education, (UZ), Cert in Env. Edu., (Rhodes), B.A., (UNISA), M.ED. (EAPPS), (ZOU), MBA, (NUST)

Centre for Continuing Education

Professor S Mpofu; B Admin, MSc RUP (Rhodesia), PhD Michigan State

Senior Assistant Registrar/AVU Learning Centre Manager

Mr V A Mkandla; BA GRAD C.E MPhil, UZ. Diploma Personnel Mgt and Industrial Relation CTC, UK

Administrative Assistant

Buhlebenkosi Bumhira; B.Com (UNISA)

Pro-Vice-Chancellor: Innovation and Business Development

Dr Gatsha Mazithulela; PhD (Genetic Engineering); University of East Anglia, John Innes Centre Norwich, UK (1998); MBA, Middlesex University Business School, London, UK (2002); B.ApSc Hons Biology and Biochemistry NUST (1994)

Innovation and Business Development Operations Manager (Acting)

Arnold Moyo; Bachelor of Textile Technology, Master of Science in Marketing

Alumni Affairs Officer

Concillia Mpofo; Bsc Hons. Journalism and Media Studies – NUST, PGDIP - Management in Marketing – University of Cape Town

Innovation, Product and Service Development**Acting Director**

Mr A Ncube; BA, Media Studies, MSc. Information Science, MIP. (Masters in Intellectual Property)

Physical Planning Works and Estate**Acting Director**

Mr. M. Maphosa; BQS (Hons) in Quantity Surveying, NUST

Administrative Officer

Mr R. Moyo; BA (Gen), PGDE, UZ; MBA, MSc Mktng, NUST

Information and Communications Technology Services**Director**

CC L Sibanda; BSc (Hons) Comp Science NUST Z'bwe; MSc Elect Eng (Telecoms), UCT

Managers

Mr Z E Ndlovu; BSC Computer Science, MSc Information Systems

Ms Novuyo N T Bobo; BBA Computer and Management Information Systems, MSc Computer Science, Diploma in ICT and Pedagogical Development.

H Tsokodayi, BSc (Hons) Comp. Science NUST Z'bwe

Engineers

Mr Alan Ntini; BSc (Hons) Computer Science, MBA

Ndlovu Thulani; BEng (Hons) Electronic Engineering (NUST) Reading MSc in Communication Engineering (UZ)

Webmaster

Ngqabutho B Nhlabano; BSc Computer Science, MSc Information Systems

Chief Technician

Tiese D Maseko; BSc (Hons) Computer Science (NUST)

Registrar

Mr Fidelis Mhlanga; TI Science, Z'bwe; Bed, Msc, UZ; MBA NUST, Z'bwe

Deputy Registrar, Academic

Mr E Phiri; BSc (Hons) Pol Admin, UZ, MBA NUST Z'bwe

Senior Assistant Registrar: Admissions and Student Records

Mr L J Hadebe; Med (ZOU), BEd (UZ), Cert in Edn (Gwanda Zintec)

Administrative Assistant : Admissions and Student Records

Mrs Shorayi Manjeru; MBA (Executive) (NUST), B Mgt Human Resources, ND Secretarial Studies

Administrative Assistant: Admissions and Student Records

Mrs D Dengu; BEd, Bristol, Dip Ed, MED, UZ, IPMZ fellow

Senior Assistant Registrar: Examinations

Mrs J Nyathi; JEB TIP Diploma in Typing, Pitman UK, BA English and Communication ZOU, MBA NUST Z'bwe

Administrative Assistant - Examinations

Ms Ndlelenhle Mpala; MSc RAM, BSc(Hons) RAM NUST

Deputy Registrar, Administration

Ms V R Dube; Cert Tng & Dev. (IPMZ), Dip. Pers. Mgt (IPMZ) BSc Home Economics Messiah USA, MBA NUST

Senior Assistant Registrar: Human Resources – Academic Section

Mr T Moyo; BA, Grad CE (UZ); MBA NUST; Dip Training Mgt; Higher Dip HR

Senior Assistant Registrar: Human Resources– Non -Academic Section

(Vacant)

Senior Assistant Registrar: Human Resources – Training and Staff Development Section

Mrs Nonsikelelo Ndlovu; BBA, Solusi; MBA, NUST

Administrative Assistant: Human Resources

Mrs Faith Ndlovu; B Com (Hons) HR, HND in Secretarial

Central Services: Acting Assistant Registrar

Mrs Monicah Matema; B. Management Human Resources (ZOU), MSc Marketing (NUST)

Security

Chief Security Officer

Mr C C Banda; MSc Aeronautical Eng, Hellenic Academy-Greece, City and Guilds, QA Psc. SqnLdr (rtd)

Administrative Assistant

Mr L Mazhanyuro; EMBA (NUST), B Ad Edu (UZ), Dip in Ad Edu (UZ), Dip in Dev and Disaster Management (NUST), Soccer Referees' Certificate (ZiFA), InterAction Leadership

Think in other terms

Programme (British Council), Police Driving School Instructor's Certificate (Z R Police Driving School), Certificate of Achievement, Manager's Toolkit (Aura Factor), Certificate of Attendance (Human Rights and the Law) (Legal R/Foundation), Human Rights and the Law (ZiPAM), Basic Counselling and Communication (ZOU), Certificate in Internal Controls and Fraud detection (NUST), Certificate of Attendance, Communication (Rowa), Certificate in Basic Counselling Skills (ZOU), Certificate in Security, Human Rights and the Law (NUST CCE)

Security Officer

Abednico Dube; MSc Disaster Management, BSc (Hons) degree in Police and Security Studies (BUSE), Diploma in General Management (CACC), Certificate in Training Methods (UZ), Certificate in Basic Police Training, Certificate in Investigations

Student Affairs Division

Dean of Students

Sibongile Kamusoko; Doctorate in Educational Leadership (Ed.D) (Higher Education Administration)

Assistant Dean of Students

Stylish Magida; CE, (UCE); STC (Hillside); Dip Adult Edn, Bed, Med, MAdult Edn, UZ

Student Health Services- Medical Doctor

(Vacant)

Chief Nursing Sister

(Vacant)

Student Employment and Career Guidance

C. Ncube; Dip in Edn (Hillside Teachers College), Dip in French (University of Tampon, Reunion), BSc Hons Sociology (UZ), MA UNISA

Director Residences, Campus Life and Catering

Mr P Z Khumalo; Bachelor of Education (Bed) (Chem) (UZ) University Certificate in Education (CEd-Sc) UR, Master in Business Administration (MBA) (UZ)

Chaplain

Mr T Dube; BA Hons (UZ), Grad CE (UZ), Dip in Church Ministry (Calgary University, CA), MIIM (SIT, USA)

Senior Administrative Assistant

(Vacant)

Sports Administrator

Judith Siziba; BSc (Hons) in Sports Science and Coaching (NUST), Master of Sports Science and Coaching (University of KwaZulu Natal)

Think in other terms

Administrative Assistant (Sports)-

Sibonile Madhodha; Dip, Edu, UZ. BSc. Sports, ZOU

Student Counselor

Sibongile Munzara; Bsc (Hons) Counseling, MBA

Racheal Ndebele; MSc in Counseling, BSc (Hons) Psychology; Dip in Edn

Librarian

Ms Katherine Matsika; BA (Hons) Rhodesia, Dip.AdEd.Z'bwe, HDip. LibSci (UNISA)

Bursar

Dr F S Nkomo; Ex DBA (PSB), B.B.S Z'bwe, MBA Finance, Stirling, C.I.S

Deputy Bursar Accountancy & Systems Management

Ms T. Ncube; B Sc Economics(UR), ACMA (CIMA)

Deputy Bursar Finance and Administration

R Noko; BCom(Hons) Accounting, MCom Accounting, CPA (Zim), RPAcc (Zim)

Principal Accountant

Mr Lawrence Ncube; Msc - Banking and Financial Services (NUST-Zimbabwe), Bcom (Honors) in Banking (NUST-Zimbabwe), Cert.in basics of Business University of South Africa (UNISA), Cert.in Retirement Funds Trusteeship Insurance Institute of Zimbabwe (IIZ)

Mr C Ncube; B Com Accounting (ZOU), MBA (Banking and Finance) (UZ)

Nomathemba Moyo; MBA Banking and Finance (NUST), BCom Hon in Accounting (MSU), HND Higher National Diploma in Accountancy (Byo Poly)

Procurement Manager(Acting)

Mrs T Ngwenya; BCom Hons Purchasing and Supply, HND Purchasing and Supply Mgt, PGDM in Mgt

Assistant Accountants

Ms T Karikoga; HND (Bulawayo Polytechnic), B.Com Accounting (NUST) Master of Science in Finance and Investments (Nust)

Phendlinhlalo Nkomo; BBA -Accounting degree

HISTORICAL PERSPECTIVE

The idea of a Second University in Zimbabwe was first mooted in June 1982 in the Report of the University of Zimbabwe, Vice Chancellor's committee of Inquiry into the high failure rates which that University experienced in the years 1980 and 1981. The report observed that:

"It is estimated that the maximum number of students which the present campus can carry is about 6 000. From existing projections there will be about 5 000 students by 1985 and 6 000 in 1986 or 1987. This fact together with the already existing problem of applicants with minimum requirements failing to gain admission makes it imperative that plans should begin to be made for the establishment of a Second University Campus in Zimbabwe. The committee considered that the best and most cost effective way to do this is to set up another campus of the University of Zimbabwe which will grow towards specialisation in certain fields of study such as Education/and or Science and Technology. The campus could eventually grow into a College of the University of Zimbabwe and perhaps, into a Second University in the long run".

Unfortunately, this recommendation was not taken seriously at the time. Government seemed to have considered the matter to be premature while the University of Zimbabwe thought it was largely a matter for the Government to decide upon.

It was not until late 1987, that the Vice Chancellor of the University of Zimbabwe, Professor W. J. Kamba, discussed with his colleagues the necessity of approaching Government about setting up a feasibility study of a second university/campus. As a result of this discussion a recommendation was made to the then Minister of Education, Dr Dzingai Mutumbuka, that a Commission be set up to look into the question of a second institution of higher education in Zimbabwe.

On the 15th of April 1988, His Excellency the President, Cde R. G. Mugabe appointed a Commission under Statutory Instrument 59A. Seven Commissioners were sworn in on April 25, 1988, by the Acting President, Cde S. V. Muzenda. The three remaining commissioners were sworn in by His Excellency the President himself on June 15, 1988.

The membership of the commission was as follows:

Mr P. R. Williams: (Chairman)

Dr S. Mahlahla

Professor R. J. Amonoo

Mr S. R. S. Dangarembwa

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Mr M. F. Haddon
Professor Z. Krajina
Rev. G. Malaba
Mr S. C. Mumbengegwi
Professor E. A. Ngara
Dr G. G. Sikipa
Mr S. Q. Mphisa served as Commission Secretary

The commission was given comprehensive terms of reference, among which were:

- To investigate the need for and assess the feasibility of setting up a Second University/Campus bearing in mind the manpower requirements and development objectives of Zimbabwe.
- To make recommendations on whether the Second University/Campus should have a Science and Technology bias and or other alternative bias, taking into account the need for rapid technological and industrial development in Zimbabwe.

The Commission presented its report to His Excellency the President on the 1st of February 1989. Its major conclusion was that, on the basis of manpower requirements for economic growth as well as the increasing number of well qualified 'A' level school leavers, University expansion *"is not only justified: it is also a necessity"*.

After considering the argument put to it for different possibilities in which University education could be expanded, such as: the creation of a new autonomous University; the establishment of a second major campus of the University of Zimbabwe; or starting several University Colleges or satellites in different parts of the country, the Commission opted for a new autonomous University.

It recommended that a *"Second University should be established with a Science and Technology bias"*, and that the University *"be located in Bulawayo and should admit its first students in 1993"*.

After considering the report of the Commission, the Government of Zimbabwe decided to accept all the recommendations contained therein, except the one relating to the timing of the first intake of students. Instead of 1993, the government decided that the University should open its "doors" to the first intake of students in May 1991.

However, there was a delay in taking steps for the actual implementation of the commission's report. It was not until late 1989 that a committee was formed by the Ministry of Higher Education to make a first draft of the new University's enabling legislation. The final draft Bill was presented to the Zimbabwe Parliament by the then Minister of Higher Education, Cde David Karimanzira on the 24th of October, 1990.

It was piloted through Parliament together with a Bill amending the 1982 University of Zimbabwe Act. The effect was to make the Acts of the two universities virtually identical. Some of the provisions of the two Bills were considered controversial by the University community. Students and staff demonstrations were held at the University of Zimbabwe against these provisions which were

considered as significantly reducing the University's academic freedom and autonomy by shifting the power base towards the Government.

In spite of the demonstrations, protests and protracted discussions which followed the publication of the Bills, they sailed through Parliament and have now become laws of Zimbabwe. The name "National University of Science and Technology (NUST)" was adopted for the New University in Bulawayo.

Meanwhile, even before the new University Bill was presented to Parliament the Minister of Higher Education had constituted the Foundation Committee of the then proposed National University of Science and Technology.

The membership of the Foundation Committee was as follows:-

Professor P. M. Makhurane (Chairman)

Professor C. J. Chetsanga (Vice-Chairman)

Dr F. Takawira

Professor G. L. Chavunduka

Dr E. J. Chanakira

Dr M. N. Mambo

Dr S. C. Mumbengegwi

Mr M. M. Ndubiwa

Mr A. Maboyi-Ncube

Mr W. Bako

Dr J. B. Dube

Mr F. Munezvenyu

Mr V. R. M. Nyathi

Dr S. Muchena

Mr N. Kudenga

Mr P. M. Kodzwa

Mrs S. D. Nyoni

Mr A. Read

Mr A. Moyo

Mr R. Chitrin

Mr P. S. Mahlangu

Eng. M. Grant

Mr N. Mabodoko

Mr E. W. Sansole

Mr Justice G. Chinengundu

The Foundation Committee was officially launched by the Minister of Higher Education in the Large City Hall in Bulawayo on the 17th of August 1990. It became a legal entity on the 21st of December 1990 when the National University of Science and Technology Act was published in the Government Gazette.

By the time it was dissolved the Foundation Committee had met nine times. Most of its work was carried out by the Chairman who operated on a semi-full time basis having been kindly and informally seconded to NUST by the University of Zimbabwe.

In order to expedite its work, the Foundation Committee established several Sub-Committees including the following:-

the Executive Sub-Committee

the Academic Sub-Committee

the Planning/Building Sub-Committee

the Senior Non-Academic Staff Sub-Committee

the Staff Development Sub-Committee

Like the Foundation Committee, these Sub-Committees operated until the proper Council of the University had been constituted. The terms of reference of the Foundation Committee were set out in Section 30 of the Act (See Part VI).

In spite of numerous rather frustrating delays resulting from the launching of the Foundation Committee before the enabling Act had been promulgated, the long gap between the presentation of the Bill to Parliament in October 1990 and its Publication in December 1990, the lack of financial and budgetary provisions for the work of the Committee and the protracted negotiations with Treasury emanating from this, the Foundation Committee managed to meet the deadline set by the Minister of Higher Education at the launching ceremony. The Committee managed to arrange for the first intake of students into NUST to take place in April 1991.

The Committee further decided that for the 1991 academic year the University should offer first year teaching in the Faculties of Commerce, Industrial Technology and Applied Sciences. These were chosen mainly by virtue of the fact that they offered courses which were closest to those which were being offered by the University of Zimbabwe through its Bachelor of Technology (B. Tech.) programme at the Bulawayo Polytechnic. This made it possible for NUST to make use of the facilities at the Bulawayo Polytechnic for the benefit of its first year students. B. Tech. staff in Bulawayo were appointed by NUST and the transitional arrangements were satisfactory.

Meanwhile, the University of Zimbabwe decided to phase away the B. Tech. programme in the wake of the establishment of NUST. Thus there was no intake into the B. Tech. Programme in 1991.

However, the 2nd, 3rd and 4th year students on the B. Tech programme continued to be taught at both the Harare and Bulawayo Polytechnics. The academic staff were fully consulted on this and

Think in other terms

they were aware of the fact that for the next few years they would serve the interests of both Universities. A special honorarium was to be paid to them in recognition of this arrangement.

In appreciation, the Chairman of the Foundation Committee, Professor P.M. Makhurane, wrote,

"As former Chairman of the Foundation Committee I wish to express my great appreciation to all members of the Committee for their co-operation and assistance at all times. Although some of the meetings were called at very short notice we managed to achieve good attendance so that decisions could be taken. I also wish to extend my gratitude to all the people who were so ready to render their services either as members of the Sub-Committees or in other capacities. The then Permanent Secretary of Higher Education, Dr E. J. Chanakira, deserves special mention for his willingness to bend some of the rules in order to place facilities, equipment and personnel at the Foundation Committee's and my disposal. The principal of the Bulawayo Polytechnic, Mr A. Maboyi-Ncube, apart from being a member of the Foundation Committee also assisted the Committee tremendously in willingly allowing us to use his Board Room for all our meetings and for providing tea and some lavish meals. The then Acting Principal of the United College of Education, the late Mr G. T. Msengezi and the Principal Miss S. Chakanyuka were of invaluable service to me in that they provided the two offices and their Guest House to the National University of Science and Technology. After providing the offices and the Guest House, they continued to be very valued "neighbours" and they were untiring in offering help in all sorts of ways including some meals, teas and the collection of very heavy mail. I must express my appreciation for the services of Miss Ketive Dhliwayo who will go down in history as the first Secretary of the National University of Science and Technology. She was kindly seconded to me by the Secretary for Higher Education to assist with all the secretarial work. She discharged her duties with distinction and much patience. Later on she was joined briefly by Miss Thembinkosi Dube as a Temporary Clerical Assistant and more permanently by Miss Eureka Dube in the same capacity. I wish to express my personal hope that the National University of Science and Technology will grow to become a flourishing and reputable institution not only in Zimbabwe and in Southern Africa but also among the international fraternity of Universities. I hope and pray that it will achieve its Mission of, among other things, 'encouraging in all its members and in society those attitudes of fair mindedness, understanding, tolerance and respect for people and views which are essential for the attainment and maintenance of justice, peace and harmony at all times".

On the 8th of April 1991, NUST opened for the very first time with 270 students in the three Faculties mentioned above. The number of academic staff was 28.

On the 19th of May 1991, Professor P. M. Makhurane was appointed as the inaugural Vice-Chancellor of the University and soon after that Mr Lameck Sithole and Mr Michael Kariwo were

appointed as the first Bursar and first Registrar respectively. Other staff followed and by the 1st of October 1991, the total number of people involved on a full-time basis with what was going on at NUST was as follows:-

270 students

28 academic staff

41 administrators

11 support staff

On the 28th of October 1991, the University organised a large public ceremony to install its first Chancellor, His Excellency Cde R. G. Mugabe, President of Zimbabwe and its first Vice-Chancellor, Professor Phinias Makhurane, as well as to lay the institution's Foundation stone. The ceremony was held at the University site where a large and colourful camp had been constructed for the purpose. A separate report on the installation and Foundation laying ceremony was prepared and all the speeches delivered on that day are included in the report.

For the 1992/93 academic year the University admitted an additional 300 students into the first year in the three existing faculties viz. Commerce, Applied Science and Industrial Technology. Student numbers grew to over 1200 by 1995. During the same period Academic Staff in post grew to 85.

On Saturday 27 May 1995 the University held its first Graduation Ceremony at which the Doctor of Technology honorary degree was conferred upon the President and Chancellor, Cde R.G. Mugabe. Some 163 graduates from the Faculties of Commerce and Applied Sciences were capped. This was indeed a historical event.

On the 20th of July, 1996 the University held its second graduation ceremony, where 281 graduands were capped. The first cohort of graduates from the Faculty of Industrial Technology and the Department of Computer Science were conferred with degrees on that occasion.

The generous donation by the Bulawayo City Council of a site 160 hectares in size and provision of a capital budget by Government enabled the first construction phase to begin.

The Building programme was initially delayed by the shortage of water in Bulawayo. Work started in March 1992 when the first contract valued at Z\$4,6m was awarded to A. P. Glendenning for the bulk earth works and civil engineering construction for roads. Briefs for the building were completed in May 1992. In July 1993 the construction programme started with the award of our first contract to Belmont Construction for the Administration Block. A year later, in September 1994 the second contractor, International Construction Zimbabwe started work on the Faculty of Commerce block. In November and December 1994 work also started on the departments of Chemistry and Chemical Engineering respectively. Construction of the first student hostel began a year later, in September, 1995. However, progress on the construction of this building has been hampered by cash flow

problems. Work on the Library began in April 1998, followed by the Ceremonial Hall and the Student Services Centre in November of the same year.

The University moved to campus on the 1st of August, 1998, to occupy the Faculty of Commerce and Administration Buildings. The first lectures on campus took place in the Faculty of Commerce Building on the 17th of August, 1998.

THE NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY ACT, 1990 ARRANGEMENT OF SECTIONS

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY ACT CHAPTER 25.13 (FORMELY ACT, 1990)

ARRANGEMENT OF SECTIONS

Section

1. Short title and the date of commencement.
2. Interpretation.
3. Establishment of University.
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7. Chancellor.
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12. Chairman and Vice-Chairman of Council.
13. Executive Committee of the Council.
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15. Functions of Senate.
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20. Convocation.
21. Terms and Conditions of Service.
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27. Statutes.
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29. Validity of Decisions of Council, Senate, Convocation and Boards and Committees.

30. Appointment and Functions of Foundation Committee.

SCHEDULE: Statutes of the University

To establish the National University of Science and Technology and also to provide for matters connected therewith or incidental thereto.

ENACTED by the President and the Parliament of Zimbabwe.

Short title and Date of Commencement	1.	(1)	This Act may be cited as National University of Science and Technology Act Chapter 25..13 (formerly Act 1990).
		(2)	Sections two to twenty-nine shall come into operation on a date to be fixed by the President by statutory instrument.
		(3)	This section and section thirty shall come into effect on the date of publication of this Act.
Interpretation	2.	(a)	In this Act:- “Academic Staff” means all persons employed, whether full-time or part-time, by the University as – (a) professors, lecturers of any class or persons engaged in research; or (b) holders of posts declared by the Senate to be academic posts: “Administrative Staff” means all persons employed by the University who are categorized in terms of the Statutes as members of the administrative staff; “Bursar” means the person holding office as Bursar of the University in terms of Section Eighteen; “Chairman of Department” means a person appointed in terms of the Statutes to be chairman of a Teaching Department or head of an Institute or Centre controlled by the University; “Chairman of the Council” means the person elected to be chairman of the Council in terms of Section Twelve; “Chancellor” means the President in his capacity as Chancellor of the University in terms of Section Seven; “Council” means the University Council established in terms of Section Ten; “Faculty” means a Faculty of the University established in terms of the Statutes; “Institute” means an Institute established in terms of the Statutes;

“Librarian” means the person holding the office of Librarian of the University in terms of Section Nineteen;

“Minister” means the Minister of Higher and Tertiary Education, Science and Technology Development or any other Minister to whom the President; may from time to time assign the administration of this Act;

“Non-academic staff” means all persons employed by the University who are not members of the academic staff;

“Pro-Vice-Chancellor” means a person holding office as Pro-Vice-Chancellor in terms of Section Nine;

“Professor” means a professor of the University;

“Registrar” means the person holding office as Registrar of the University in terms of Section Seventeen;

“Regulations” means regulations made by the Senate under Section Twenty-eight;

“Senate” means the Senate established in terms of Section Fourteen;

“Senior,” in relation to the staff of the University, means the Registrar, the Bursar and such other members of staff as the Council may determine from time to time;

“Statutes” means the Statutes of the University set out in the Schedule as amended from time to time or replaced in terms of Section Twenty-seven;

“Students’ Union” means any association of students recognized by the Council as the Students Union;

“University” means the National University of Science and Technology constituted in terms of this Act;

“Vice-Chancellor” means the person holding the office of Vice-Chancellor in terms of Section Eight;

“Workers” means all persons employed by the University who are categorised in terms of the Statutes as workers.

Establishment of
the University

3. (1) There is hereby constituted a university to be known as the National University of Science and Technology.

Think in other terms

Objects and Powers
of the University

- (2) The University shall be a body corporate with perpetual succession and shall be capable of suing and being sued in its corporate name and subject to this Act, of performing all acts that bodies corporate may by law perform.
4. (1) The objects of the University are the advancement of knowledge with a special bias towards the diffusion and extension of science and technology through teaching, research and, so far as is consistent with these objects, the nurturing of the intellectual, aesthetic, social and moral growth of the students of the University.
- (2) For the achievement of its objects, the University shall, subject to this Act, have the following powers:-
- (a) to provide for research and courses of instruction, whether on a full-time or part-time basis, by correspondence or extramurally, and to take such other steps as may appear necessary and desirable for the advancement and dissemination of knowledge;
 - (b) to hold examinations and to confer degrees, including honorary degrees, diplomas, certificates and other awards, upon persons who have followed courses of study approved by the Senate and additionally, or alternatively, have satisfied such other requirements as may be determined by the Senate;
 - (c) to provide courses not leading to degrees, diplomas or certificates, including training for persons wishing to enter the University;
 - (d) to provide opportunities for staff and students and such other persons as the University may approve to engage in productive activity in the fields of science and technology and any other fields in which the University may from time to time be engaged;
 - (e) to promote research with emphasis on scientific, technological, industrial and developmental projects, with particular reference to the developmental needs of Zimbabwe;
 - (f) to institute professorships, lectureships, research fellowships, staff development fellowships and other posts and offices and to make appointments thereto;

- (g) to institute and award fellowships, bursaries, prize medals, exhibitions and other distinctions, awards and forms of assistance consistent with its objects;
- (h) to erect, equip and maintain laboratories, offices, halls of residence, lecture halls, libraries, museums and other buildings and structures required for the promotion of its objects;
- (i) to regulate and provide for the residence of its students and members of staff;
- (j) to provide and maintain sports fields and other recreational facilities for its students and members of staff;
- (k) to demand and receive such fees as may from time to time be prescribed by or in terms of the Statutes;
- (l) to enter into such contracts and to establish such trusts and to appoint such staff as the University may require;
- (m) to establish pension, superannuation or provident or other credit fund schemes for the benefit of its staff or any section thereof and to enter into arrangements with the Government or any organization or person for the operation of such schemes;
- (n) to acquire any property, movable or immovable, and to take, accept and hold any property which may become vested in it by way of purchase, exchange, grant, donation, lease, testamentary disposition or otherwise;
- (o) to sell, mortgage, let on hire, exchange, donate or otherwise dispose of any property held by it;
- (p) to invest in land or securities such funds as may be vested in it for the purpose of endowment, whether for general or specific purposes, or such other funds as may not be immediately required for current expenditure;
- (q) to borrow money for any purpose which the Council thinks fit;
- (r) to lend money in the form of short-term loans to its staff on terms and conditions approved by the Council;
- (s) to do all such acts and things, whether or not incidental to the powers specified in this subsection and whether inside Or outside Zimbabwe, as may be requisite in order to further its objects or any of them.

Membership
of the University

5. The University shall consist of:-
- (a) a Chancellor, and
 - (b) a Vice-Chancellor, and
 - (c) one or more Pro-Vice-Chancellors, and
 - (d) members of the Council, and
 - (e) members of the Senate, and
 - (f) members of staff, and
 - (g) students, and
 - (h) the Convocation

Prohibition against
discrimination in
membership of
University

6. (1) No test of religious or political belief, race, ethnic origin, nationality or sex shall be imposed upon or required of any person in order to entitle him to be admitted as a member of staff or student of the University or to hold any office therein or privilege thereof.
- (2) Nothing in subsection (1) shall be constructed as preventing the University from giving preference to citizens or residents of Zimbabwe when making appointments or promotions or when admitting students.

Chancellor

7. (1) The President of Zimbabwe shall be Chancellor of the University.
- (2) The Chancellor shall be the Head of the University.
- (3) The Chancellor shall have the right:-
- (a) to preside over any assembly or meeting held by or under the authority of the University, and
 - (b) upon the recommendation of the Council and the Senate, to confer degrees, diplomas, certificates and other awards and distinctions of the University and to withdraw or restore such awards.

Vice-Chancellor

8. (1) The Vice-Chancellor shall be appointed by the Chancellor after consultation with the Minister and Council and shall hold office for such period as is provided in his contract of employment.
- (2) Subject to the general control of the Council, the Vice-Chancellor shall be the chief academic, administrative and disciplinary officer of the University, with general responsibility for maintaining and promoting the efficiency, effectiveness and good order of the University.
- (3) Subject to sub-sections (4) and (5), the Vice-Chancellor may:-
- (a) suspend from duty any member of staff of the University;

Think in other terms

- (b) subject to section six, prohibit the admission of a student or any person to the University;
- (c) prohibit, indefinitely or for such period as he may specify, any student or groups of students from attending any class or classes;
- (d) prohibit any student or group of students or person or group of persons from entering or remaining on such part or parts of the University campus as he may specify;
- (e) expel or suspend, indefinitely or for such a period as he may specify, any student or group of students;
- (f) dissolve or suspend, indefinitely or for such period as he may specify, the Students Union or any of its committees or organs, or prohibit or suspend, indefinitely or for such period as he may specify, any activity or function of the Students' Union or any of its committees or organs;
- (g) impose any other or give any other order in respect of:-
 - (i) a member of staff, which is recommended by the Disciplinary Committee in terms of subsection (6) of section *twenty-four*;
 - (ii) a student, which is recommended by the Student Disciplinary Committee in terms of subsection (6) of section *twenty-five*.

- (4) The Vice-Chancellor shall not expel a student for misconduct unless the student has been found guilty of that misconduct by the Student Disciplinary Committee in terms of section *twenty-five*.
- (5) Any action taken by the Vice-Chancellor in terms of subsection (3) shall be subject to ratification by the Council.

Pro-Vice
Chancellors

- 9. (1) One or more Pro-Vice Chancellors may be appointed by the Council with the Approval of the Minister in accordance with the Statutes.
- (2) A Pro-Vice Chancellor shall assist the Vice-Chancellor in the performance of his functions and, in addition, shall have such functions as may be specified in the Statutes.
- (3) The Vice-Chancellor may delegate to a Pro-Vice Chancellor, either absolutely or subject to conditions, any of his functions in

Think in other terms

terms of this Act and may at any time amend or withdraw any such delegation;

Provided that the delegation of a function in terms of this subsection shall not prevent the Vice-Chancellor from himself exercising that function.

- Council
10. (1) Subject to this Act any general directions as to policy given by the Minister, the government and executive authority of the University Shall be vested in the Council, which shall consist of:-
- (a) the Chancellor, the Vice-Chancellor and the Pro-Vice Chancellors, who shall be ex-officio members; and
 - (b) sixteen persons appointed by the Minister; and
 - (c) nine persons who are members of the of the academic staff appointed by the Senate, other than the Vice-Chancellor and the Pro-Vice Chancellors; and
 - (d) the President of the Students' Union, who shall be an ex-officio member; and
 - (e) one person who is a distinguished academic appointed by the Council on the recommendations of the Senate; and
 - (f) one woman appointed by the Minister to represent women's interests; and
 - (g) one person approved by the Vice-Chancellor and elected by the non-Senate members of the academic staff from among themselves; and
 - (h) one person approved by the Vice-Chancellor and elected by the administrative staff from among themselves; and
 - (i) one person approved by the Vice-Chancellor and elected by the workers' committee of the University; and
 - (j) one person appointed by the Minister from a list of names submitted by the Zimbabwe Congress of Trade Unions or, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister to whom the administration of the Labour Relations Act, 1985 (No.16 of 1985) has been assigned, recognizes as its successor for the purposes of this paragraph; and
 - (k) one person appointed by the Minister from a list of names submitted by such organization representing teachers and additionally, or alternatively, lecturers, as the Minister recognizes for the purposes of this paragraph; and

- (l) one person appointed by the Minister from a list of names submitted by the Zimbabwe National Chamber of Commerce, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for commerce, recognizes as its successor for the purposes of this paragraph; and
- (m) one person appointed by the Minister from a list of names submitted by the Confederation of Zimbabwe Industries or, if that organization ceases to exist, by such organization after consultation with the Minister responsible for industry, recognizes as its successor for the purposes of this paragraph; and
- (n) one person appointed by the Minister from a list of names submitted by the Council of the Zimbabwe Institution of Engineers (Private) Act (Chapter 226) or if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for public construction, recognizes as its successor for the purposes of this paragraph; and
- (o) one person appointed by the Minister from a list of names submitted by the Chamber of Mines of Zimbabwe Incorporation (Private) Act (Chapter 162) or, if that organization ceases to exist, by such other organization as the Minister, after consultation with the Minister responsible for mines, recognizes as its successor for the purposes of this paragraph; and
- (p) one person appointed by the Minister from a list of names submitted by such farmers unions as the Minister, after consultation with the Minister responsible for agriculture, recognizes for the purposes of this paragraph; and
- (q) one person appointed by the Minister from a list of names submitted by such organization representing churches or organizes religion as the Minister recognizes for the purposes of this paragraph; and
- (r) one person appointed by the Minister from a list of names submitted by such organization representing youths or the interests of youths as the Minister recognizes for the purposes of this paragraph.

- (2) If any person, organization or authority fails or declines:-
 - (a) to appoint or elect any person in terms of paragraph (c), (g), (h), or (i) of subsection (1) within a reasonable time after being called upon to do so, the Council, after consultation with the Minister, may appoint any person to fill the vacancy;
 - (b) to submit a list of names in terms of paragraph (j), (k), (l), (m), (n), (o), (p), (q) or (r) of subsection (1) within a reasonable time after being called upon to do so, the Minister may appoint any person to fill the vacancy.

Functions of Council

11.

- (1) Subject to this Act and the Statutes, the Council shall:-
 - (a) appoint –
 - (i) with the approval of the Minister, the Pro-Vice-Chancellors and the Registrar;
 - (ii) the Bursar, the Librarian and academic staff; and
 - (iii) the administrative staff and other employees of the University.

Provided that the Council may delegate its duties under this paragraph to such committee as may be prescribed in the Statutes;
 - (b) on the recommendation of the Senate, institute professorships, associate professorships and other academic offices, and abolish or hold in abeyance any such offices;
 - (c) receive and, if the Council considers it proper to do so, give effect to report and recommendations from the Senate on those matters upon which the Senate is authorized or required by this Act or the Statutes to make reports and recommendations;
 - (d) cause to be prepared annually a statement of expenditure of the University during the previous financial year, and of the assets and liabilities of the University on the last day of that previous financial year;
 - (e) submit statements of income and expenditure referred to in paragraph (d) to audit by an auditor appointed by the Council, and shall publish such statements and the auditor's reports thereon;
 - (f) cause to be prepared annually estimates of income and expenditure for the following financial year;

(g) cause to be prepared and made available to the public a report on the activities of the University during each year.

- (2) Without limitation on any other powers conferred on Council by this Act, the Council shall have the following powers:-
- (a) to receive recommendations from the Senate for conferment, withdrawal or restoration of degrees, including honorary degrees, and diplomas, certificates and other awards and distinctions of the University and, if approved, to submit them to the Chancellor;
 - (b) to administer the property of the University and to control its affairs and functions;
 - (c) to exercise on behalf of the University such of the powers set out in subsection (2) of section *four* as are not exercisable in terms of this Act by any other authority;
 - (d) to do such other acts as it considers to be necessary for the proper administration of the University and the achievement of its objects.

Chairman and
Vice-Chairman of
Council

12. (1) The Council shall elect a chairman and a vice-chairman from amongst its members to hold office for such period and subject to such terms and conditions as are prescribed in the Statutes.
- (2) At all meetings of Council at which the Chancellor is not present the chairman of the Council or, in his absence, the vice-chairman shall preside.
- (3) If at any meeting of the Council the Chancellor and the chairman and vice-chairman of Council are all absent, the members of the Council who are present shall elect a person from amongst their number to preside at the meeting.

Executive
Committee of
Council

13. (1) There shall be a principal committee of the Council to be known as the Executive Committee.
- (2) The Executive Committee shall consist of:-
- (a) the chairman and vice-chairman of the Council and
 - (b) the Vice-Chancellor and every Pro-Vice-Chancellor; and
 - (c) ten members of the Council, of whom:-
 - (i) five shall be appointed by the Minister; and
 - (ii) three shall be appointed by the Senate; and
 - (iii) two shall be appointed by the Council.
- (3) The Chairman and Vice-Chairman of the Council shall be the chairman and vice-chairman of the Executive Committee.

- (4) the Executive Committee shall exercise such of the functions of the Council as the Council may delegate to it.
- (5) Any delegation of functions by the Council in terms of subsection (4) may be made absolutely or subject to conditions and may be amended or withdrawn at any time.
- (6) A delegation of any function by the Council in terms of subsection (4) shall not prevent the Council from itself exercising that function.
- Senate 14. (1) Subject to this Act, the Academic Authority of the University shall be vested in the Senate, which shall consist of:-
- (a) the Vice-Chancellor, the Pro-Vice-Chancellors, the Deans, the Full Professors, the Chairmen of Departments and the Librarian, who shall be *ex-officio* members; and
- (b) one member of the permanent academic staff from each Faculty elected annually by such staff; and
- (c) six students elected annually by the Students' Union:
Provided that such students shall not be entitled to attend deliberations of the Senate on matters which are considered by the chairman of the Senate to be confidential.
- (2) If the full-time academic staff or the Students' Union fails or declines to elect a person in terms of paragraph (g) or (h) of subsection (1), the council may appoint a suitably-qualified person to fill the vacancy.
- Function of Senate 15. The Senate shall have the following functions:-
- (a) to promote the advancement of knowledge through research;
- (b) to formulate and carry out the academic policy of the University;
- (c) to regulate the programmes, subjects and courses of study and the examinations held by the University;
- (d) to regulate the admission of students to the University;
- (e) to recommend to the Chancellor, through the Council, the conferment of degrees, including honorary degrees, diplomas, certificates and other awards and distinctions of the University and the withdrawal and restoration of such awards;
- (f) to fix, subject to the consultation with any sponsors and subject to the approval of the Council, the times, modes and conditions of competitions for fellowships, scholarships and prizes;

- (g) to appoint examiners for examinations conducted by the University;
- (h) to cause to be prepared estimates of expenditure required to carry out the academic work of the University and to submit them to the Council;
- (i) subject to the approval and direction of the Council, to formulate, modify and revise the organization of Faculties, Departments, Institutes, Centres and units of the University and to assign to them their various subjects or functions, and to advise the Council on the establishment of the Faculties, Departments, Institutes, Centres or units;
- (j) to recommend to the Council the institution, abolition or holding in abeyance of professorial chairs and other academic offices;
- (k) without derogation from the powers of the Council, to propose changes to the Statutes;
- (l) to make any regulations it is authorized to make by or in terms of this Act;
- (m) to appoint committees, which may include persons who are not members of the Senate, to exercise any of the functions of the Senate, other than the power to make regulations;
- (n) to report on any matter referred to it by Council;
- (o) to do such other acts as the Council may authorize or direct it to do.

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| Academic Board | 16. | <ul style="list-style-type: none"> (1) There shall be a principal committee of Senate to be known as the Academic Board. (2) The Academic Board shall consist of:- <ul style="list-style-type: none"> (a) the Vice-Chancellor, who shall be chairman; and (b) every Pro-Vice-Chancellor; and (c) <i>four</i> full professors of the University, elected annually by the Senate; and (d) all the Deans of Faculties; and (e) the Librarian; and (f) two members of the Senate elected annually by the persons referred in paragraphs (a) and (b) of subsection (1) of Section <i>Fourteen</i>. (3) The Academic Board shall exercise such of the functions of the Senate as the Senate, with the approval of the Council, may delegate to it. |
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- (4) Any delegation of functions by the Senate in terms of sub-section (3) may be made absolutely or subject to conditions and may be amended or withdrawn at any time.
- (5) A delegation of any function by the Senate in terms of sub-section (3) shall not prevent the Senate from its exercising that function.
- Registrar 17. (1) There shall be a Registrar of the University who shall be appointed by the Council with the approval of the Minister in the manner provided in the Statutes.
- (2) Subject to the directions of the Council, the Registrar shall be responsible for the general administration of the University, and shall perform such other functions as may be specified in the Statutes.
- (3) The Registrar, or a member of his staff whom he may authorize to act for him, shall be secretary of the Council and the Senate.
- Bursar 18. (1) There shall be a Bursar of the University who shall be appointed by the Council in the manner provided in the Statutes.
- (2) Subject to the directions of the Council, the Bursar shall act as the accountant of the University and shall be responsible for the safeguarding of its funds and, in accordance with the general directions of the Vice-Chancellor, for authorizing its investments and expenditure.
- (3) The Bursar shall perform such additional functions as may be specified in the Statutes.
- Librarian 19. (1) There shall be a Librarian of the University who shall be appointed by the Council in the manner provided by the Statutes.
- (2) Subject to the directions of the Senate and the Vice-Chancellor, the Librarian shall be responsible for the administration and safeguarding of the libraries of the University.
- Convocation 20. (1) The Convocation of the University shall consist of all persons whose names appear on the Convocation roll maintained by the Registrar.
- (2) The Vice-Chancellor and all Pro-Vice-Chancellors, lecturers, Chairman of Departments, the registrar, the Librarian and the Bursar shall be *ex-officio* members of the Convocation.
- (3) All graduates of the University who signify in writing addressed to the Registrar that they desire to be members of the Convocation and who inform the Registrar of their address shall be entitled to have their names entered on the Convocations roll.
- (4) Subject to section seven, the Vice-chancellor or such other person as he may appoint shall be chairman of meetings of the

- Convocation.
- (5) Meetings of the Convocation shall be held at such time and places as the Council shall direct.
- (6) The convocation may deal with any matter relating to the University which may be referred to it by the Council.
- Terms and Conditions of Service of Staff 21. The terms and conditions of service for each category of staff employed by the University, including the Vice-Chancellor and every Pro-Vice-Chancellor, shall be determined by the Council in terms of this Act, and such terms and conditions shall provide that:-
- (a) any person so employed shall be entitled to resign from his employment on giving such notice in writing to the Registrar as may be fixed such terms and conditions;
- (b) any person so employed shall, subject to any exception that may be provided, retire from his office at such time or in such circumstances as may be fixed in such terms and conditions;
- (c) no summary termination of the employment of any person so employed shall take place except for good cause and, in the event of any such termination, the person concerned shall have a right of appeal to the Council, whose decisions shall be final.
- Appointment and Grading of Staff 22. (1) Every appointment to the academic staff shall be made by an Academic Appointments Board consisting of :-
- (a) the Vice-Chancellor or his nominee, who shall be chairman; and
- (b) two members appointed by the Council from amongst those of its members who are not members of staff of the University; and
- (c) the Chairman of the Department to which the appointment is made; and
- (d) one other member approved by the Vice-Chancellor, of the Department to which the appointment is made; and
- (e) the Dean of the Faculty to which the appointment is made; and
- (f) the Chairman of a Department approved by the Council as being related to the Department referred to in paragraph (c).
- (2) Subject to this Act and the Statutes, the Council shall appoint Boards of Selection for the purpose of appointing members of staff other than the Vice-Chancellor, a Pro-Vice-Chancellor, the Registrar, the Bursar, the Librarian and academic staff.
- (3) The Council shall appoint a Grading Committee for the purpose of

- Promotion of Staff 23. (1) determining all matters relating to the grades and points of entry upon salary scales by members of staff of the University.
Every promotion of a person to a post or grade within the academic staff shall be effected by an Academic Staff Promotions Committee consisting of:-
(a) the Vice-Chancellor or his nominee, who shall be Chairman; and
(b) every Pro-Vice-Chancellor; and
(c) four members of the Council who are not members of staff of the University, appointed by the Council; and
(d) all Deans of Faculties; and
(e) at least three full professors of the University appointed by the Senate once every three years.
- (2) Every promotion of a person to a post or grade within the non-academic staff shall be effected by a Non-Academic Staff Promotions Committee appointed by the Council and consisting of:-
(a) a Pro-Vice-Chancellor, who shall be chairman; and
(b) the Registrar; and
(c) the Bursar; and
(d) the Librarian; and
(e) two members of the Council who are not members of staff of the University; and
(f) one representative of each category of the non-academic staff prescribed in the Statutes; and
(g) one representative of each Faculty.
- Staff Disciplinary Committee 24. (1) There shall be a Staff Disciplinary Committee which shall consist of the following members appointed by the Vice-Chancellor:-
(a) a Pro-Vice-Chancellor, who shall be chairman; and
(b) a senior member of the academic or administrative staff; and
(c) a member of the academic or administrative staff of similar status to the person charged.
- (2) Two members of the Staff Disciplinary Committee shall form a quorum.
- (3) All matters to be decided at any meeting of the Staff Disciplinary Committee shall be decided by a simple majority and, in the event of an equality of votes, the chairman or person presiding shall have a casting vote in addition to his deliberative vote.
- (4) The functions of the Staff Disciplinary Committee shall be to

investigate any breach of a Statute, regulation, ordinance or other misconduct on the part of any member of the academic or administrative and general staff and, subject to subsection (6), to recommend to the vice-Chancellor the punishment to be imposed on or order to be made in respect of the member if it finds him guilty of such misconduct.

- (5) A person charged with misconduct referred to in subsection (4) shall have a right of audience before the Staff Disciplinary Committee.
- (6) Where the Staff Disciplinary Committee has found a person guilty of misconduct referred to in subsection (4), the Committee shall recommend to the Vice-chancellor any one or more of the following:-
 - (a) that the person's employment be terminated;
 - (b) that the person pay a fine to the University not exceeding one thousand dollars;
 - (c) that the person be demoted;
 - (d) that the person be censured or reprimanded;
 - (e) such other penalty or order as may be provided for by or in terms of the Statutes.

Student Disciplinary
Committee

25.

- (1) There shall be a Student Disciplinary Committee which shall consist of the following members appointed by the Vice-Chancellor:-
 - (a) a Pro-Vice-Chancellor, who shall be chairman; and
 - (b) the Senior Proctor, who shall be vice-chairman; and
 - (c) four members of the academic staff; and
 - (d) one student nominated by the Student's Union.
- (2) Five members of the Student Disciplinary Committee shall form a quorum.
- (3) All matters to be decided at any meeting of the Student Disciplinary Committee shall be decided by a simple majority and, in the event of an equality of votes, the chairman or person presiding shall have a casting vote in addition to his deliberative vote.
- (4) The functions of the Student Disciplinary Committee shall be to investigate any breach of a Statute, regulation or ordinance or other misconduct on the part of any student and, subject to subsection (6), to recommend to the Vice-Chancellor the

- punishment to be imposed on the student if it finds him guilty of such misconduct.
- (5) A student charged with misconduct referred to in subsection (4) shall have right of audience before the Student Disciplinary Committee.
- (6) Where the Student Disciplinary Committee has found a student guilty of misconduct referred to in subsection (4), the Committee shall recommend to the Vice-Chancellor the imposition upon the student of any one or more of the following punishments:-
- (a) expulsion or suspension from the University;
 - (b) the withdrawal of any academic or University privilege, benefit, right or facility other than to follow courses of instruction and present himself for examination;
 - (c) the imposition of a fine not exceeding five hundred dollars, which fine may be deducted from any allowances payable to the student and shall be paid to the University;
 - (d) a censure or reprimand;
 - (e) such other penalty as may be provided for by or in terms of Statutes.
- Finance Committee 26. (1) Subject to this Act, there shall be a Finance Committee of the Council consisting of:-
- (a) the Chairman of council, who shall be Chairman; and
 - (b) the Vice-Chancellor; and
 - (c) every Pro-Vice-Chancellor; and
 - (d) three persons appointed by the Council from among its members who are not members of the University staff; and
 - (e) two persons appointed by the Senate from among its members; and
 - (f) the Bursar, who shall be the secretary of the Finance Committee; and
 - (g) the Registrar; and
 - (h) a representative of the Deans of Faculties appointed by the Council.
- (2) The functions of the Finance Committee shall be as provided in the Statutes.
- Statutes 27. (1) Subject to this Act, the University shall be administered in accordance with the Statutes.
- (2) With the approval of the Minister the Council may, by statutory instrument, amend, repeal or replace the Statutes set out in the

Schedule in order to prescribe all matters which, in terms of this Act, are required or permitted to be prescribed in Statutes or which, in the opinion of the Council are necessary or convenient to be so prescribed for carrying out or giving effect to the provisions of this Act or for the proper administration of the University.

- (3) Subject to this Act, Statutes made in terms of subsection (2) may provide for:-
- (a) the appointment, conditions of service and functions of the Vice-Chancellor, the Pro-Vice-Chancellors, the Registrar, the Bursar, the Librarian and all members of staff and the categorization of such members of staff;
 - (b) the functions of the Pro-Vice-chancellors;
 - (c) the election or appointment of persons to the Council and the Senate to committees of the Council and the Senate;
 - (d) the terms of office of members of the Council and its committees, other than *ex-officio* members thereof;
 - (e) the terms of office and conditions of service of the chairman and vice-chairman of the Council;
 - (f) the convening of meetings of the Council and the Senate, the quorum at such meetings and the procedure to be adopted thereat;
 - (g) the terms of office of members of the Academic Appointments Board and the Academic Staff Promotions Committee, the convening of meetings of that Board and Committee, the quorum at such meetings and the procedure to be adopted thereat;
 - (h) the functions of the Academic Appointments Board, Boards of Selection, the Grading Committee, the Academic Staff Promotions Committee, the Non-academic Staff Promotions Committee and the Finance Committee;
 - (i) the persons who may enter into contracts and sign documents on behalf of the University, and the procedure to be followed in relation to transactions entered into by or on behalf of the University;
 - (j) the establishment and organization of Faculties, Departments, Centres and Institutes;
 - (k) the functions of Deans of Faculties, Chairmen of Departments and heads of Centres and Institutes;

		(l) the holding of congregations of the University for the purpose of conferring degrees, diplomas, certificates and other honours and awards;
		(m) the seal of the University and its use and custody;
		(n) the academic year of the University;
		(o) the discipline of members of staff and students and the procedures to be adopted in respect thereof;
		(p) fees and charges to be paid for anything done by any person in terms of this Act;
		(q) empowering any person specified in the Statutes to make ordinances or rules in respect of any matter referred to in paragraphs (a) to (p).
Regulations	28.	(1) Subject to this Act and the Statutes and with the approval of the Council, the Senate may make regulations prescribing any matter which, in the opinion of the Senate, is appropriate to be prescribed for the better carrying out of the Senate's functions.
		(2) Regulations may provide for:-
		(a) teaching within the University, whether generally or in relation to specific subjects;
		(b) progress reports to be submitted by members of the academic staff;
		(c) schemes of study and research and the conditions subject to which such schemes may be embarked upon or continued;
		(d) the use of libraries of the University;
		(e) the conduct and supervision of examinations;
		(f) the award of degrees, diplomas, certificates and other academic honours and awards, other than honorary degrees, honours or awards.
		(3) The Senate may at any time amend or repeal any regulations.
		(4) Regulations need to be published in the <i>Gazette</i> , but the Senate shall publish them in such manner as the Senate considers will best make them known to the persons to whom they apply.
Validity of decisions Council, Senate, Convocation and boards and Committees	29.	No decision or act of the Council, the Senate, the Convocation or any of board or committee established by or in terms of this Act shall be invalid solely on the ground that:-
		(a) the Council, Senate, Convocation, board or committee, as the case may be, consisted of fewer than the number of members for which provision is made by or in terms of this Act; or

Appointments and
Functions of
Foundation Committee

30.

- (b) a disqualified person acted as a member of the Council, Senate, Convocation, board or committee, as the case may be; if the duly qualified members who took the decision or did or authorized the act constituted a quorum of the membership of the Council, Senate, Convocation, board or committee, as the case may be.
- (1) Subject to this section, the Minister may appoint not fewer than ten and not more than twenty-five persons to constitute a committee to bring the University into existence.
- (2) Persons appointed in terms of subsection (1) shall be chosen for their ability and experience in academic matters or administration or their professional qualifications or their suitability otherwise for appointment.
- (3) The Minister shall designate one of the persons appointed in terms of subsection (1) to be the chairman and another such person to be the vice-chairman of the committee.
- (4) the functions of the committee appointed in terms of subsection (1) shall be:-
- (a) with the approval of the Minister, to appoint a Vice-Chancellor, one or more Pro-Vice-Chancellors and other officers and members of staff of the University and to fix their terms and conditions of employment;
 - (b) to provide for election or appointment of the first Council of the University;
 - (c) to acquire movable and immovable property on behalf of the University;
 - (d) to make arrangements for the admission of students to the University;
 - (e) to make Statutes for the University;
 - (f) generally, to do all things necessary or expedient to bring the University into existence and make this Act effective on the date fixed in terms of subsection (2) of section one.
- (5) For the purpose of subsection (4), the appropriate provisions for this Act shall apply to the committee appointed in terms of subsection (1) as if it were the Council, notwithstanding that those provisions have not yet come into operation in terms of subsection (2) of section *one*.
- (6) any decision taken or act done or authorized by the committee appointed in terms of subsection (1) shall be deemed:-
- (a) on or after the date fixed by the President in terms of

- subsection (a) of section one; or
 - (b) after the period specified by the Minister in terms of paragraph (a) of subsection (7); whichever is the later, to be a decision taken or act done or authorised, as the case may be, by the Council.
- (7) Notwithstanding any other provision of this Act, if the Minister is satisfied that it is necessary or expedient for the committee appointed in terms of subsection (1) to continue to exercise its functions after the date fixed in terms of subsection (2) of section one, he may, by notice in writing to the chairman of the committee:-
- (a) authorise the committee to continue exercising its functions for such period after that date, not exceeding twelve months, as the Minister may specify; and
 - (b) suspend or modify such of the provisions of this Act as the Minister may specify, for the purpose of enabling the committee to continue exercising its functions; and the provisions concerned shall be suspended or shall apply with the appropriate modifications for the period specified in terms of paragraph (a).

SCHEDULE (SECTIONS 2 AND 27)

STATUTES OF THE UNIVERSITY

ARRANGEMENT OF STATUTES

1. Appointment of Pro-Vice-Chancellor.
2. Length of appointment of members of Council.
3. Casual vacancies in Council.
4. Meetings and quorum of Council.
5. Resolutions by circulation among members of Council.
6. Meetings and quorum of Senate.
7. Convocation.
8. Faculties.
9. Deans.
10. Composition of Faculty Boards
11. Functions of Faculty Boards
12. Meetings of Faculty Boards.
13. Teaching Departments.
14. Institutes and Centres.
15. Appointment of Registrar, Bursar Librarian.
16. Procedure generally.
17. Financial procedures.
18. Auditors.
19. University seal.
20. Ordinances.
21. Arrangements with other Universities, affiliated bodies, etc.

1.Appointment of Pro-Vice-Chancellors

- (1) For the purpose of considering appointments to the office of Pro-Vice-Chancellor, there shall be a joint committee of the Council and the Senate consisting of –
 - (a) the chairman of the Council, who shall be chairman of the joint committee; and the Vice-Chairman of the Council; and
 - (b) the Vice-Chairman of the Council; and
 - (c) the Vice-Chancellor; and
 - (d) two persons appointed by the Council from among its members who are not members of the Senate; and
 - (e) three persons appointed by the Senate from among its members.
- (2) The joint committee constituted by this Statute shall consider each applicant for appointment to a vacancy in the office of Pro-Vice-Chancellor and shall make recommendations thereon to the Council, and the Council, after considering the joint committee's recommendations, shall make the appointment concerned with the approval of the Minister.
- (3) A Pro-Vice-Chancellor shall hold office for three years from the date of his appointment and, subject to subsection (2) and the approval of the Minister, shall be eligible for re-appointment.

2. Length of appointment of members of Council

- (1) Members of the Council, other than ex-officio members, shall hold office for three years, and shall be eligible for re-appointment or re-election, as the case may be; provided that –
 - (i) of the first sixteen members appointed by the Minister, five shall be appointed for a period ending one year after the date of commencement of the Act and further five shall be appointed for a period ending two years after the date of commencement of the Act.
 - (ii) of the first nine members appointed by the Senate, three shall be appointed for a period ending one year after the date of commencement of the Act and a further

three shall be appointed for a period ending two years after the date of commencement of the Act;

- (2) Any member of Council, other than an ex officio member, may resign his membership at any time by notice in writing addressed to the Registrar.

3. Casual vacancies in Council

Any casual vacancy occurring among the appointed or elected members of the Council shall be filled as soon as possible by the person, persons or body which appointed or elected the member whose place has become vacant, and the person so appointed or elected shall hold office for the remainder of the period for which he fills was appointed or elected.

4. Meetings and quorum of Council

- (1) The Council shall meet at least three times a year.
- (2) The quorum of the Council shall be one-half of the members holding office at the time of the meeting.

5. Resolutions by circulation among members of Council

A resolution proposed by the Executive Committee of the Council, other than for the purpose of making a Statute, which is on its authority circulated by the Registrar to all members of the Council and which receives the written agreement of not less than two-thirds of such members shall, upon receipt of such agreement by the Registrar, have the same force and effect as a resolution passed at a meeting of the Council.

6. Meeting and quorum of Senate

- (1) The Senate shall meet at least three times a year.
- (2) The quorum of the Senate shall be one-half of the members holding office at the time of meeting.
- (3) The Vice-Chancellor or, in his absence, a Pro-Vice-Chancellor, shall be the chairman of Senate.

7. Convocation

There shall be no quorum for meetings of the Convocation, the proceedings of which shall be regulated by the chairman, subject to any general or special direction of the Council.

8. Faculties

The University shall include such Faculties as may from time to time be established by the Council.

9. Deans

- (1) There shall be a Dean of each Faculty, who shall be appointed by a Selection Board appointed by the Council, and chaired by the Vice-Chancellor, or in his absence, a Pro-Vice-Chancellor. The Selection Board shall consist of the Vice-Chancellor, the Pro-Vice-Chancellor(s), two persons not belonging to the Faculty appointed by the Senate, and three persons appointed by the Faculty. Normally, the Dean must be a prominent academic with a proven administrative record who commands respect among the staff in the faculty and within the University community.
- (2) A Dean shall hold office for four years or such other period as may be prescribed by Ordinance, and shall be eligible for re-appointment for a further term of office.
- (3) A Dean shall preside at meetings of the Faculty Board of his Faculty and at meetings called by him in terms of these statutes, and shall have such functions as are prescribed by Ordinance.

10. Composition of Faculty Boards

For each Faculty there shall be a Faculty Board which shall consist of –

- (a) all the full-time academic staff of the Faculty; and
- (b) such persons as may be assigned to the Faculty Board by the Senate; and
- (c) two students elected annually by the students in the Faculty

11. Functions of Faculty Boards

A Faculty Board shall have the following functions –

- (a) to regulate, subject to the approval of the Senate, the teaching and study of the subjects assigned to the Faculty;
- (b) To report to the Senate on any matter specifically relating to the work of the Faculty;
- (c) To deal with any matter referred or delegated to it by the Senate;
- (d) To appoint committees, which may include a minority of persons who are not members of the Faculty Board, to carry out any of the duties or exercise any of the powers of the Board.

12. Meetings of Faculty Boards

- (1) The Dean of each Faculty shall call regular meetings of the Faculty Board at which matters relating to the policy of the Faculty and appointments shall be discussed and recommendations adopted for submission to the appropriate authorities on appointments.
- (2) The Vice-Chancellor and every Pro-Vice-Chancellor shall be entitled to attend any meeting of a Faculty board or any committee thereof.

13. Teaching Departments

- (1) The Teaching Departments and their allocation to Faculties shall be prescribed by ordinances
- (2) A Chairman of Department shall be appointed by the Vice-Chancellor, on behalf of the Council, from among the full-time members of the academic staff of the Department, and the Dean of the Faculty to which the Department is allocated.
- (3) A Chairman of Department shall hold office for a period of three years, or such other period as may be determined by ordinance, and shall be eligible for re-appointment.
- (4) A Department may be allocated to two or more Faculties.

14. Institutes and Centres

The Council, after consultation with the Senate, may establish Institutes or Centres of learning within or outside the University and shall appoint at the head of any such Institute or Centre and give directions as to its studies and research and administration.

15. Appointment of Registrar, Bursar and Librarian

- (1) For the purpose of considering appointments to the offices of Registrar, Bursar and Librarian, there shall be a joint committee of the Council and the Senate consisting of –
 - (a) the chairman of the Council, who shall be the chairman of the joint committee; and
 - (b) the vice-chairman of the Council; and
 - (c) the Vice-Chancellor; and

- (d) every Pro-Vice-Chancellor; and
 - (e) two persons appointed by the Council from among its members who are not members of the Senate; and
 - (f) three persons appointed by the Senate from among its members
- (2) The joint committee constituted by this Statute shall consider each applicant to a vacancy in the office of Registrar, Bursar or Librarian and shall make recommendations thereon to the Council.

16. Procedure generally

- (1) Except as otherwise specifically provided by the Act or these Statutes, in the absence of the chairman or vice-chairman at a meeting of a board or committee the members present shall elect from those present a chairman to preside over that meeting.
- (2) Except as otherwise specifically provided by the Act or these Statutes, the quorum at any meeting of a board or committee shall be as fixed by the person or authority that appointed the board or committee.
- (3) Except as otherwise specifically provided by the Act or these Statutes, each board or committee shall determine and may make rules for the time, place and procedure of its meetings.
- (4) The minutes of a meeting of a board or committee shall be laid on the table at the next following meeting of the body that appointed it.
- (5) At a meeting of board or committee, in the event of an equality of votes on any matter, the person presiding shall have a casting vote in addition to his original vote.
- (6) Subsection (3), (4) and (5) shall apply, *mutatis mutandis*, to the Council and the Senate, save that minutes of the Council shall be sent to the Chancellor and the Minister and a report of each meeting of the Senate shall be laid on the table at a meeting of the Council.

17. Financial Procedures

- (1) The Council shall fix the financial year of the University.
- (2) The Finance Committee shall submit to the Council, before the beginning of the financial year, draft estimates of income and expenditure, and such estimates, amended as the Council thinks fit, shall be approved by the Council before the beginning of the financial year.

- (3) The Council may revise the estimates during the course of the financial year and give directions for the manner in which amendments of expenditure estimates may be made, which directions may make provision for delegating the powers of revision so long as such delegation does not extend to altering the total estimated expenditure.
- (4) As soon as practicable after the end of financial years, a balance sheet and income and expenditure account with supporting schedules shall be submitted to the auditors.
- (5) The audited accounts, with any comments thereon made by the auditors, shall be submitted to the Council.

18. Auditors

- (1) Subject to subsections (2) and (3), the Council shall, before the beginning of each financial year, appoint auditors who are registered in terms of the Accountants Act (Chapter 215).
- (2) No person shall be appointed as an auditor in terms of subsection (1) if he, or any of his partners or employees, holds any other office in the University.
- (3) If no appointment of new auditors is made before the beginning of any financial year, the auditors in office shall continue in office.
- (4) An auditor appointed in terms of subsection (1) shall be entitled at all reasonable times to require any officer, employee or agent of the University:-
 - (a) to produce all accounts and other records relating to the financial affairs of the University as may be in the custody of such officer, employee or agent; and
 - (b) to provide such information or explanation as, in the opinion of the auditor, is necessary for the purposes of the audit.

19. University seal

- (1) There shall be a seal of the University, of such design as may be approved by the Council.
- (2) The seal of the University shall be kept in the custody of the Registrar and, subject to the directions of the Council, shall be affixed to-
 - (a) certificates, degrees and diplomas conferred by the University; and
 - (b) any document attested by the signature of the Vice-Chancellor and the Registrar.

20. Ordinances

- (1) The Council may, with the approval of the Minister, make ordinances providing for any matter referred to in paragraphs (a) to (p) of subsection (3) of section 27 of the Act.
- (2) The Registrar shall publish any ordinance made in terms of subsection (1) in such manner as the Council may direct, being a manner which the Council considers will best make the ordinance known to the persons whom it applies.

21. Arrangements with other universities, affiliated bodies, etc.

- (1) The Council may make arrangements with any other university whereby students of the University may be registered as students of such other university and so enabled to study for, enter the examination of and be afforded the degrees of such other university.
- (2) The Council may affiliate to the University, any other institution or any branch or departments thereof and recognize selected members of the staffs thereof as teachers of the University and admit the members thereof to any of the privileges of the University and accept attendance at courses of study in such institutions or branches or departments thereof in place of such part of the courses of study in the University and upon such terms and conditions and subject to such rules as may from time to time be determined by the Council.

THE FACULTY GOVERNANCE

ORDINANCE: 2003

In terms of Statute 20(1), The Council of the National University of Science and Technology in exercise of its powers under Section 27 of the National University of Science and Technology Act Chapter 25..13 (formerly Act 1990), hereby makes the following Ordinance:-

1.0 FACULTY

A Faculty shall consist of related teaching Departments, Research Institutes, Schools and Centres as established by the Council on the recommendations of Senate.

2.0 THE FACULTY BOARD

2.1 There shall be a Faculty Board for each Faculty which shall consist of:

2.1.1 The Dean of the Faculty,

2.1.2 The Deputy Dean of the Faculty,

2.1.3 All full-time Academic Staff of the Grade of Lecturer or above of the Faculty,

2.1.4 All full-time Research Fellows of the Faculty,

2.1.5 All Teaching Assistants,

2.1.6 Where relevant, one representative of the Technical Staff of the Faculty,

2.1.7 Such persons as may be assigned to the Faculty Board by Senate, and

2.1.8 Two Student Representatives, elected annually by the students from among the Student Representatives to the Departmental Boards in the Faculty. The Chairperson shall have the authority to exclude Student Representatives from Faculty Board deliberations on matters considered by the Board to be confidential to members of staff only.

2.2 The Vice-Chancellor and Pro-Vice-chancellor(s) shall be entitled to attend Faculty Board Meetings and any Committee Meetings thereof in an *ex-officio* capacity

2.3 The Faculty Board may invite staff from the other Faculties and other persons to attend meetings of the Board.

- 2.4 A Faculty Board shall meet at least three times every Semester and shall maintain a proper record of Agendas and Minutes for every Meeting.
- 2.5 The quorum of the Faculty Board shall be 50% of the membership.
- 2.6 Normally, the Faculty Assistant Registrar/Senior Assistant Registrar shall serve as the Secretary of all Faculty Board Meetings.
- 2.7 Fifty Percent (50%) of members of the Faculty Board may petition the Dean to require him to call a Special Meeting.

3.0 DUTIES AND RESPONSIBILITIES OF THE FACULTY BOARD

Subject to the provisions of the University Statutes, the authority of the Senate and the provisions of this Ordinance, the Faculty Board:

- 3.1 shall regulate, subject to the approval of the Senate, the teaching and study of the subjects assigned to the Faculty.
- 3.2 shall make reports to the Senate on any matters specifically relating to the work the Faculty.
- 3.3 shall make recommendations to the Senate for the establishment of new Courses and Programmes and the Faculty Regulations thereof, and the amendment of existing General Regulations, Faculty Regulations and Syllabi relating to studies within the Faculty.
- 3.4 may appoint Committees, to carry out any of the duties or exercise any of the responsibilities of the Faculty Board.
- 3.5 shall deal with any matter referred or delegated to it by Senate
- 3.6 shall exercise such responsibilities as may be conferred upon it by the Senate and the Vice-Chancellor.
- 3.7 shall make such other recommendations and decisions as may be required of the Faculty by other University Ordinances and Regulations and make decisions on such other matters as it may deem appropriate for other proper functioning of the Faculty.

4.0 DEAN

- 4.1 There shall be a Dean of each Faculty who shall be appointed by a Selection Board appointed by the Council and chaired by the Vice-Chancellor, or in his absence, a Pro-Vice-Chancellor.

The Selection Board shall consist of the Vice-Chancellor, the Pro-Vice-Chancellor(s), two persons not belonging to the Faculty appointed by the Senate, and three persons appointed by the Faculty. Normally, the Dean must be a prominent academic with a proven administrative record who commands respect among the staff in the Faculty and within the University Community.

- 4.2 The term of office shall be four (4) years and, on the expiry of his term of office, shall be eligible for re-appointment. Normally, a Dean may not serve for more than two consecutive terms. At the end of office, if not re-appointed, a Dean who is appointed from one of the Departments in the University shall revert to an academic position within the Faculty, if he so wishes.
- 4.3 The performance of a Dean shall be evaluated annually by a Committee appointed by the Vice-Chancellor and consisting of Senior Academic Staff and Administrators of which at least fifty-percent (50%) shall be drawn from the Faculty concerned.
- 4.4 A Dean may resign from his office by giving the Vice-Chancellor three months' written notice or such longer or shorter notice as the Dean and the Vice-Chancellor may agree on.
- 4.5 Subject to the approval of the Council, the Vice-Chancellor may terminate the appointment of a person as Dean:
 - 4.5.1 on the recommendations of a Committee referred to in Section 4.3 above or
 - 4.5.2 for any other good cause
- 4.6 A Dean whose appointment has been terminated in terms of Section 4.5 above may appeal to the Council within fourteen days of being notified of the termination, and on any such appeal the Council may confirm, vary or rescind the termination, as the case may be, or give such other direction in the matter as it thinks appropriate.

5.0 DUTIES AND RESPONSIBILITIES, OF THE DEAN

- 5.1 The Dean is the Chief Academic, administrative and Financial Officer for the Faculty and shall be responsible to the Vice-Chancellor for:-
 - 5.1.1 The character and quality of the academic and teaching programmes of the Faculty.
 - 5.1.2 The proper direction, control and management of the staff, students, property, equipment and finances of the Faculty

- 5.1.3 Contributing to the evolution and maintenance of an environment conducive to learning at the University.
- 5.2 Without limiting Sub-Section 5.1, a Dean's function shall include:
 - 5.2.1 Provision of leadership in innovative curriculum design and delivery.
 - 5.2.2 Promotion of academic achievement and learner satisfaction consistent with the nationally and internationally accepted standards in the programmes.
 - 5.2.3 Ensuring the quality and integrity in academic functions of the Faculty.
 - 5.2.4 Motivation and support of research activities with the Faculty and facilitation and encouragement of inter-Faculty multi-disciplinary research programmes.
 - 5.2.5 Fostering collegiality within the Faculty at all levels and maintaining a close working relationship with Chairpersons of Departments in the Faculty.
 - 5.2.6 Calling and Chairing regular Meetings of the Faculty Board.
 - 5.2.7 Chairing the Faculty Planning Committee Meetings.
 - 5.2.8 Implementing policies approved by the Faculty Planning Committee, Faculty Board, Senate, Senior University Management and Council.
 - 5.2.9 Provision of leadership for increasing national and international visibility and reputation.
 - 5.2.10 Attracting new resources and planning and managing the use of all resources responsibly within the Faculty.
 - 5.2.11 Developing innovative and strategic alliances with industry, government and international partner institutions and organizations.
 - 5.2.12 Maintaining collaborative and consultative relationships with other Deans and with the University Administration.
 - 5.2.13 Chairing Faculty Board of Examiners Meetings.
 - 5.2.14 Representing the Faculty in appropriate University Committees and other bodies as required.
 - 5.2.15 Entitlement to attend Departmental Board and Panel of Examiner's meetings in an *ex-officio* capacity.

- 5.2.16 Making recommendations with respect to Probation, Advancement and Promotion of all staff within the Faculty.
- 5.2.17 Presenting to the Congregation for Conferment of Degrees, persons who have qualified for the degrees of the University at examinations held in Departments for which responsibility is allocated to that Faculty. This shall exclude honorary degrees.
- 5.2.18 Report to the Vice-Chancellor annually on the activities of the Faculty.
- 5.3 In exercising his/her duties and responsibilities, the Dean shall take full cognizance of the provisions of the Ordinance on Departmental Governance.

6.0 THE DEPUTY DEAN OF A FACULTY

- 6.1 In every Faculty there shall be a Deputy Dean, whose term of office shall be three (3) years. The Deputy Dean shall be appointed by the Vice-Chancellor after consultation with the Faculty Planning Committee.
- 6.2 In addition to teaching, research and other duties and responsibilities, the Deputy Dean of a Faculty shall:
 - 6.2.1 serve as the Acting Dean in the absence of the Dean.
 - 6.2.2 perform such other functions as may be delegated to him/her by the Dean.

Date of Operation

This Ordinance shall apply with effect from 1 January 2003, or any later date as approved by the Minister of Higher and Tertiary Education, Science and Technology Development, and shall remain in force until otherwise repealed or varied by a further Faculty Governance Ordinance of the National University of Science and Technology.

- 1.0 This Ordinance may be cited as The Departmental Governance Ordinance 1982 and shall take effect from 3 April 1992.

2.0 THE DEPARTMENTAL BOARD

- 2.1 There shall be a Departmental Board for each Department which shall consist of:-
 - 2.1.1 The Chairman of the Department,
 - 2.1.2 All full-time members of the Academic Staff of the Department,

- 2.1.3 Honorary and Part-time Lecturers in the Department or their representative, as determined by the Departmental Board,
 - 2.1.4 Where relevant, at least one representative of the technical staff in the Department, or where technical staff are assigned to the Faculty and not to Departments and the Board considers it helpful to have representatives of such staff, at least one representative of the technical staff in the Faculty, elected annually by such staff, provided that the representative(s) so elected shall not be entitled to attend for deliberations on matters considered by the Chairman to be confidential,
 - 2.1.5 Two students in the Department elected annually by the students from amongst themselves, provided that the students so elected shall not be entitled to attend for deliberations on matters considered by the Chairman to be confidential.
- 2.2 The Vice-Chancellor, the Pro-Vice-Chancellor(s) and the appropriate Dean and Deputy Dean shall be entitled to attend Departmental Board meetings in an *ex-officio* capacity.
 - 2.3 From time to time, the Chairman of the Department, after consultation with members of the Departmental Board, may invite other persons to attend Departmental Board meetings.
 - 2.4 Each Departmental Board shall meet at least twice every Semester and shall maintain a proper system of Agendas and Minutes for such meetings.
 - 2.5 Subject to Section 3 of this Ordinance, each Departmental Board shall regulate its own procedures, including the establishment of a quorum.

3.0 DUTIES AND POWERS OF THE DEPARTMENTAL BOARD

Subject to the provisions of the University Statutes, the authority of the Senate, provision of this Ordinance and such limitations as the Faculty of which the Department forms a part may impose, the Departmental Board:-

- 3.1 Shall arrange for, conduct and control the teaching and instruction of students within the Department and the setting and marking of examination papers in accordance with regulations approved by the Senate, the general academic policy agreed by the Faculty Board and the approved administrative procedures of the University.

- 3.2 Shall make recommendations to the Faculty Board for the establishment of new courses and the amendment of existing regulations and syllabuses relating to studies within the Department.
- 3.3 May delegate functions and responsibilities to individuals or groups of individuals within the department.
- 3.4 Shall exercise such powers as may be conferred upon it by the Faculty Board, the Senate or the Vice-Chancellor.
- 3.5 May provide consultancy services on matters concerning the subject assigned to the department within the limitations of its capabilities and subject to the general University policy on consultancy services.
- 3.6 Shall monitor the implementation of the University's conditions relating to the undertaking of private remunerative work in respect of the members of the Department.
- 3.7 May take recommendations in respect of estimates of expenditure in the department Budget Committee.
- 3.8 Shall suggest preliminary short-list of candidates for appointment to academic and technical posts within the Department, taking into account the need to maintain strict confidentiality in handling applications, and shall forward such short-lists to the relevant Board of Selection for consideration.
- 3.9 Shall recommend candidates for Staff Development Programmes.
- 3.10 Shall formulate general guidelines on pure and applied research and suggest means of funding research programmes in the Department.
- 3.11 Shall submit recommendations to the Senate in respect of the appointment of External Examiners and any other consultations.

4.0 CHAIRMEN OF DEPARTMENTS

- 4.1 There shall be a Chairman of each Department appointed by the Vice-Chancellor, on behalf of the University Council, from among the full-time members of the Academic Staff of the Department.

- 4.2 Before appointing a Departmental chairman, the Vice-Chancellor:-
- 4.2.1 shall consult and take note of the views of each member of the academic staff in the Department about the appointment.
 - 4.2.2 Shall consult and take note of the views of at least one of the Pro-Vice-Chancellors and the Dean of the Faculty concerned.
- 4.3 The Chairman of a Department shall hold office as such for a period of up to three years and shall be eligible for re-appointment.
- 4.4 After consultation with a Pro-Vice-Chancellor, the Dean of the Faculty and the Chairman concerned, the Vice-Chancellor may terminate the appointment of a Chairman of Department as such by giving him two months' notice in writing.
- 4.5 The Chairman of a Department may resign his appointment as such by giving the Vice-Chancellor two months' notice in writing.
- 4.6 Where the Chairman of a Department is unable, either by reasons of his absence from the University or for any other reason, to carry out his functions as Chairman, the Vice-Chancellor may, subject to the provisions of Section 4.2 of this Ordinance, appoint an Acting Chairman of the Department for such a period and under such conditions as he may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Chairman.
- 4.7 A Chairman of Department shall be paid a responsibility allowance at a rate determined from time to time by the Finance Committee of Council for the duration of his term of office as Chairman, provided that no allowance shall be payable where the Chairman is absent or unable to perform his functions for a period of more than 10 days.
- 4.8 An Acting Chairman of Department who is appointed Acting Chairman for a period in excess of 10 days shall be paid a responsibility allowance at a rate determined from time to time by the Finance Committee of Council for the duration of his term of office as Acting Chairman.

5.0 DUTIES AND POWERS OF THE CHAIRMAN OF DEPARTMENT

In addition to his teaching, research and other duties and responsibilities, the Chairman of Department shall:-

- 5.1 Serve as Chairman of Departmental Board meetings.
- 5.2 Represent the Department on the appropriate University Committees and other bodies as required.
- 5.3 At all times use his best endeavour to ensure that proper and acceptable standards of teaching and instruction are maintained in the Department.
- 5.4 Make recommendations with respect to probation, advancement and promotion of academic staff within the Department, provided that:-
 - 5.4.1 In so doing the Chairman shall consult full-time academic members of the Department.
 - 5.4.2 If the Chairman is himself a candidate for promotion, the appropriate recommendations shall be made by the Dean of the relevant Faculty after consultation with all full-time academic members of the Department.
- 5.5 Serve as executive officer of the Department in the implementation of Departmental Policy, as determined by the Departmental Board and other University authorities, and be responsible for the day to day administration of the Department.

ACADEMIC STAFF GRADING, TENURE AND PROMOTIONS ORDINANCE (1997): ORDINANCE 28

1.0 This Ordinance may be cited as the Academic Staff Grading, Tenure and Promotions Ordinance 1983, and shall take effect from 1 January 1984.

2.0 The Staff (Tenure) Ordinance 1973 is hereby repealed.

3.0 Objectives

In making this Ordinance, the Council has as its objective the establishment within the University of an equitable and workable system of appointments and promotions which satisfy the legitimate career aspirations of academic staff and which ensure the achievement of the University's academic aims whilst maintaining the high quality of its academic staff.

4.0 Structure of Academic Staff Grades

4.1 the following structure of grades and notches for Academic Staff shall apply within the University;

Grade	Number of notches
<i>Professor</i>	<i>As approved by the University from time to time</i>
<i>Associate Professor</i>	
<i>Senior Lecturer</i>	
<i>Lecturer</i>	

- 4.2 The salary scales applicable to each grade and the salary step applicable to each notch within a scale shall be such as may be approved by University Council from time to time, and published as part of the University's Salary Scales.
- 4.3 The University Council or its authorized committees shall have sole discretion to determine the academic staff establishment in each Academic Department and Faculty in the University, and in so doing, may designate that posts be established at any of the grades listed in Section 4.1 above, but normally:
- 4.3.1 there shall be only one established Professorial Chair in a Department which shall be filled by appointment;
- 4.3.2 each of the other academic posts on a Department's or Faculty's establishment may be filled at professorial level only by the promotion of existing staff.

5.0 Grading and Notching on Initial appointment

- 5.1 On initial appointment of the University's Academic Staff, a successful candidate shall be graded and notched according to his or her qualifications experience and published research, and in so doing, the following criteria will apply;

5.2 Qualifications

- 5.2.1 The basic qualification for appointment to the University's academic staff is a good first degree or an approved equivalent in the appropriate discipline.
- 5.2.2 An appointee with a good first degree or any approved equivalent in the appropriate discipline, but without any relevant post-graduate experience, shall be placed at the first notch of the teaching assistant scale.
- 5.2.3 An Appointee with approved research or non-research post-graduate qualifications which have been the subject of an examination process, shall be granted additional notches within a grade according to the following guidelines:-
- 5.2.3.1 a postgraduate diploma or postgraduate Masters Degree extending over less than 2 years of study or equivalent. (1 notch).
- 5.2.3.2 a postgraduate Masters Degree extending over 2 years of study or equivalent. (2 notches).
- 5.2.3.3 a DPhil or PhD Degree or equivalent. (3 notches).

- 5.2.4 The qualifications which are accepted by the University as approved equivalent to the basic levels recognized are set out in the First Schedule to this Ordinance.
- 5.2.5 A serving member of the University's Academic Staff who obtains a further qualification, as described in Section (c) above, shall be awarded the appropriate additional notches with effect from the 1st of the month after the additional qualification is finally awarded, provided that such additional notches do not result in the member of staff being effectively promoted to a higher grade.

5.3 Experience

- 5.3.1 New appointees to the University's Academic Staff will be awarded, on initial appointment, one notch on the salary scales for each year of relevant postgraduate experience, provided that such recognition of experience does not result in the appointee being appointed at a higher grade than that of the Lecturer, unless the appointee also satisfies the criteria for promotion to such higher grade as specified in Section 7.5 of this Ordinance.
- 5.3.2 in granting recognition to relevant postgraduate experience the University shall:
- 5.3.2.1 make no distinction between professional experience
 - 5.3.2.2 recognise in full, the time spent as a full-time member of the academic (teaching and/or research) staff of a reputable university.
 - 5.3.2.3 no grant credit in notching on the scales for the time an appointee has spent in full time study for a postgraduate qualification.
- 5.3.3 in all disciplines, any postgraduate experience in the appropriate discipline will be recognized as relevant, and in particular internship year following graduation as an MBChB or B. Pharm, or equivalent will be recognized as a postgraduate experience.
- 5.3.4 In general, the University will not provide any credit in notching an appointee, on initial appointment, for pre-graduate experience, but from time to time the University may recognize such experience and, in so doing, shall specify the type

of experience and the extent of its recognition by the University, by including such information in the Second Schedule to this Ordinance.

5.4 Published Research

The University recognizes published research, other than that forming part of a post-graduate qualification, for the purposes of determining the notch on initial appointment.

The University does not prescribe specific mechanisms or guidelines for such recognition, and relies on the appropriate Appointment Board to make recommendations in each appointee's case. In making such recommendations, Appointment Boards shall take cognizance of the quality of the published work and whether it had been referred by persons expert in the particular field.

6.0 PROFESSIONAL SUPPLEMENT

6.1 There shall be only one Academic (Teaching and Research) grading and salary structure, and the same salary scales shall apply to all posts in all Faculties within the University.

6.2 In certain fields a pensionable, professional supplement in addition to the basic salary may be paid to staff.

7.0 PROMOTION

7.1 Criteria for Promotion

In assessing the suitability of members of the academic staff for promotion to a higher grade, the University shall take into account the following broad criteria;

7.1.1 Teaching

7.1.2 Research, Scholarship and Creative Work and

7.1.3 University Service.

7.2 Assessment of Teaching

In making an assessment of a candidate's teaching, the University regards the following general areas as being of central importance.

7.2.1 Teaching method;

7.2.2 Course content;

- 7.2.3 The general performance of students in the course taught by the candidate for promotion;
- 7.2.4 The quality of the candidate's supervision of graduate students;
- 7.2.5 The development of new and effective techniques of instruction.

7.3 **Assessment of Research, Scholarship and Creative Work**

7.3.1 In making an assessment of a candidate's research, scholarship and creative work (hereinafter referred to as "research"), the University recognizes that research has a number of dimensions and, therefore, would examine a candidate's research to determine which of the following dimensions apply:-

7.3.1.1 The accumulation of data that confirms an existing theory

7.3.1.2 The application of existing theory to acts specific to given contexts;

7.3.1.3 The generation of new theory and its empirical testing;

7.3.1.4 The generation of new methodologies for dealing with problems in the discipline or in practice;

7.3.1.5 Originality and innovation in contributions to issues of culture, of creative arts, writing, architectural designs etc.

7.3.2 Normally, the University would take into account for promotion purposes only research which has been published, been accepted for publication or, in the case of longitudinal studies, is in written-up form which can be referred. Invariably, the University will seek the views of referees, which it appoints, on the quality of the candidate's research.

7.3.3 In addition to making an assessment of a candidate's research from the point of view of its quality, the University would also make an assessment in terms of the quantity of research output.

7.4 **Assessment of University Service**

In assessing a candidate's University service, the University is conscious of the fact that every member of the academic staff should be a good University citizen, performing his/her duties conscientiously and well, attending and participating on committees to which he/she is assigned. The University regards such activity as adequate University service. If a candidate has taken a leadership role in University service such as serving as Dean,

Chairman of Department, Chairman of a Committee or in organizing a Faculty or organizing vacation research for students or is involved in student counseling and does the activities outstandingly well, the University would regard such service as better than adequate.

7.5 **Criteria for Promotion to Specific Grades**

7.5.1 Criteria for Promotion to the Senior Lecturer Grade

7.5.1.1 Assessments at the level of satisfactory in teaching, research and University service and

7.5.1.2 An assessment at the level of outstanding in at least one of the following, teaching, research and University service.

7.5.2 Criteria for the Promotion to the Associate Professor Grade

The criteria for promotion to the Associate Professor Grade are as follows:-

7.5.3.1.1 An international reputation for scholarship in the candidate's field as testified by external assessors, examiners or reviewers of the candidate's work;

7.5.3.1.2 In some fields, one or more books and substantial publications in scholarly journals;

7.5.3.1.3 It is possible, but unlikely, for a Lecturer to be promoted directly to the Associate Professor Grade;

7.5.5 An Associate Professor would be required to demonstrate the sustained record required for promotion to a Professor in the period he/she was promoted or appointed as an Associate Professor.

7.6 **Promotion Procedures**

7.6.1 Annually, in the early part of each calendar year, the Chairman of a department shall place in the file of each academic member of that Department a report concerning the member's teaching, research and University service in the previous year. This report shall be available to the member of staff concerned, the Faculty and the appropriate members of the University administration.

- 7.6.2 The Annual Reports filed in terms of Section 7.6.1 will form the basis of a chairman of Department's report to the Promotion or appropriate Academic Appointments Board for the purposes of application for promotion.
- 7.6.3 A member of staff wishing to apply for promotion should do so in response to the annual invitation to apply for promotion issued by the University Administration. In the first instance, such applications shall be submitted to the Chairman of the member's Department who will submit to the Promotions Committee, through the Dean of Faculty, a dossier containing the following documents:-
- 7.6.3.1 The candidate's complete, up-to-date curriculum vitae;
 - 7.6.3.2 The candidate's application for promotion;
 - 7.6.3.3 Copies of each of the Annual Reports on the member since initial appointment or since the date of promotion whichever is the most recent;
 - 7.6.3.4 A summary of the Departmental Board's views on the candidate's application;
 - 7.6.3.5 A report containing his recommendations on the candidate's application, which shall first have been made available to the candidate for comment, but in all other respects should be regarded as confidential to the Promotions Committee;
 - 7.6.3.6 Any comments on the Chairman's report which the candidate may wish to submit to the Promotions Committee.
- 7.6.4 In circumstances where the candidate expressly wishes the Departmental Board to consider any difference of opinion between him/herself and the Departmental Chairman he/she may request the Departmental Board to do so, in which event the outcome of the Departmental Board's deliberations would be included in the dossier submitted through the Dean to the Promotions Committee.
- 7.6.5 The dossier shall also include a list, in order of preference, of assessors to whom the Promotions Committee may refer. This list shall be prepared by the Departmental Board and shall be as follows in applications for promotions to:-
- 7.6.5.1 Senior Lecturer: 3 assessors, at least one of which shall be an outsider to the University.

7.6.5.2 Associate Professor or Professor: 6 assessors, at least two of which shall be outsiders to the University.

7.6.6 The Dean of each Faculty shall forward to the Promotions Committee the dossier received from the Chairman of Department on each candidate, together with a report and recommendation by him/herself as Dean. The Dean's report shall be confidential, except that if he/she disagrees with the Chairman's report, the Dean is required to make his report available to the Chairman and the candidate, in which event the candidate's comments on the Dean's report shall be included in the final dossier submitted to the Promotions Committee.

7.6.7 The Promotions Committee shall have final authority in all promotion matters and, in particular, shall be the sole arbiter as to whether or not to seek reports from assessors in any case for promotion. If a "prima facie" case for promotion is judged to exist then the Committee shall seek the opinion of external assessors, in which event the assessors' reports shall be confidential to the Promotions Committee.

7.7 **Composition of Annual Report**

7.7.1 The Annual Report placed in each academic member of staff's personal file each year by the Chairman of the Department shall include an assessment of the member's teaching, research and University services as indicated in Section 1.2.1.3 and 1.4 above.

7.7.2 **Report on Teaching**

In compiling the section of the Annual Report on a member's teaching the Chairman of Department shall include an evaluation arrived at after implementing at least the following means assessment.

7.7.2.1 **Peer Evaluation of Teaching**

The Departmental Board shall establish a panel of at least two academic members of staff for each academic member of the Department, with the responsibility of attending lectures given by their colleagues on different occasions and without prior notice to the person giving the lecture. The panel's report will be considered by the Departmental Board and after

constructive, open discussion with the member of staff concerned, will become a component in the assessment of each member of staff's teaching.

7.7.2.2 Evaluation by Students

Students will be provided with an opportunity to complete an evaluation form in respect of each course. In the first instance, evaluation forms completed by students will be submitted to the Chairman of Department who will discuss the views expressed with the member of staff concerned and the Departmental Board before including any informal comment in the Annual Report.

7.7.2.3 Assessment by External Examiners

Any comments by External Examiners on a member's teaching shall be included in the Annual Report.

7.7.2.4 Seminars

All departments are required to encourage members of the staff to hold seminars on relevant subjects of their choice to which staff and students should be invited to attend. The feed-back from these seminars is seen as being helpful to the Lecturer but need not be included formally in the assessment of teaching ability for the Annual Report.

7.7.3 Report on University Services

The Section of the Annual Report on a member's University service shall comprise:-

7.7.3.1 a report by the Chairman of Department on the quality and quantity of the member's University service during the year in question;

7.7.3.2 any written comments by the member of the Chairman's report made in terms of Section 7.7.3.1 above.

8.0 TENURE

- 8.1 Only citizens and residents of Zimbabwe, in accordance with section 6(2) of the University Act, shall be appointed on permanent terms of service which enable the gaining of tenure in due course should the University so determine.
- 8.2 Persons who are not citizen or residents of Zimbabwe shall be appointed only on fixed term contracts, which do not entitle such staff to being considered for tenure, and therefore, the further provisions of this section of this Ordinance do not apply to such staff.
- 8.3 All academic staff appointed by the University shall be required to serve a probationary period before being considered for tenure.
- 8.4 The duration of the probationary period shall be:-
- 8.4.1 In the case of staff who, before appointment, had tenure at another reputable university or institution of higher education: 2 years.
- 8.4.2 In the case of staff who had not previously had tenure: 3 years
- 8.5 Appointments Boards are authorized to recommend the granting of immediate tenure, and the consequent waiver of the probationary period, in cases where the Board is recommending an appointment at the Associate Professor or Professor level and feels there are good grounds for making the appointment with immediate tenure.
- 8.6 The criteria for granting of tenure on completion of the requisite probationary period shall be:
- 8.6.1 Satisfactory teaching;
- 8.6.2 Satisfactory research;
- 8.6.3 Satisfactory University service.
- 8.7 The procedures for determining whether or not to grant tenure shall be as stipulated above for the consideration of applications for promotion, and therefore, the provisions of sections 7.2.3, 7.4, 7.6.2, 7.6.3, 7.6.4, 7.6.6 and 7.7 shall apply except that:-
- 8.7.1 the appropriate final authority shall be the appropriate Academic Appointments Board rather than the Academic Promotions Committee.
- 8.7.2 the initiation of the process will be made by the University Administration, at a time suitably in advance of the scheduled date of completion of a member's probationary period of service.

- 8.8 If a member of staff is not granted tenure after the completion of his/her probationary period the University may either:-
- 8.8.1 extend the probationary period by up to two further years with permission for the member of staff to apply for tenure before the expiry of that time, or terminate the member of staff's employment with the University.
- 8.9 If at the end of the probationary period a member of staff is granted tenure then the appointment shall be without time limit up to the age fixed by the University for retirement except that:-
- 8.9.1 a member may resign his appointment by giving not less than 3 months' notice in writing, provided that he/she may not give notice of resignation while he/she is on Sabbatical Leave or Contact Visit, nor may any period preceding or spent on such leave visit be counted as a period or portion of a period of notice.
- 8.9.2 the University Council may terminate the appointment for "good cause" by giving the member of staff not less than 3 calendar months' notice or paying the member's salary in lieu thereof.
- 8.10 Before terminating appointment in terms of Section 8.9.2 the Council:-
- 8.10.1 shall inform the member in writing of the matters alleged against him/her and give the member the opportunity of replying in writing to those charges.
- 8.10.2 may, and if so requested by the member of staff shall, before considering such dismissal, refer the case to the Staff Disciplinary Committee established in terms of Section 24 of the University Act.
- 8.11 "Good Cause" for the termination of an appointment in terms of Section 2.9.2 means:-
- 8.11.1 conviction of any offence which the Council considers to be such as to render the person concerned unfit for the execution of the duties of his/her office.
- 8.11.2 any physical or mental incapacity which Council considers to be such as to render the person concerned unfit to continue to hold his/her office.
- 8.11.3 conduct of an immoral, scandalous or disgraceful nature which the Council considers to be such as to render the person concerned unfit to continue to hold his office.

- 8.11.4 conduct which the Council considers to be such as to constitute failure or inability of the person concerned to perform the duties of his office or to comply with the conditions of tenure of his office.

9.0 TRANSITIONAL ARRANGEMENTS

- 9.1 On the coming into effect of this Ordinance, all existing academic staff shall be incorporated into the new grades designated in Section 4.1 of the Ordinance in accordance with the arrangements set out in the Fourth Schedule to this Ordinance.
- 9.2 In addition, all academic members of staff below the grade of Senior Lecturer shall have their grading and notching reviewed in the light of the criteria set out in the Section 5 of this Ordinance provided that such review:-
- 9.2.1 does not result in a member of staff being re-notched to a lower grade than he/she is currently on,
- 9.2.2 such review does not result in a member of staff being re-notched to a new higher grade,
- 9.2.3 the results of such review shall only come into effect from the member of staff's next incremental date.

10.0 INTERPRETATION

In this Ordinance:-

“Academic Staff” means all persons employed by the University as professors, associate professors, senior lecturers or lecturers and who are contractually required to carry out teaching, and administrative duties and to conduct research,

“A good first degree” means a first degree classified at the level of Upper Second or equivalent,

“Longitudinal” means research which is carried out over a period of at least 5 years before final results are obtainable.



Think in other terms

FIRST SCHEDULE

QUALIFICATIONS ACCEPTED BY THE UNIVERSITY AS APPROVED EQUIVALENTS

(SECTIONS 5.2.4 OF THE ORDINANCE)

1.0 Qualifications recognized as equivalent to a postgraduate Diploma or postgraduate Masters Degree extending over less than 2 years of study.

Faculty/Department	Qualifications
1.1 Agriculture	No specific equivalent qualifications identified.
1.2 Architecture and Quantity Surveying	Bachelor of Architecture Degree
1.3 Arts	Aggregation
1.4 Commerce	Membership of the Institute of Cost and Management Accountants
1.4.1 Accountancy	Membership of the Institute of Chartered Secretaries and Administrators
1.4.2 Business Studies	Membership of the Institute of Marketing Management. Membership of the Institute of Chartered Secretaries and Administrators. Membership of the Institute of Personnel Management
1.5 Education	Graduate Certificate of Education.
1.6 Engineering	No specific equivalent qualifications identified.

1.7	Medicine	No specific equivalent qualifications identified.
1.8	Science	No specific equivalent qualifications identified.
1.9	Social Studies	No specific equivalent qualifications identified.
1.10	Veterinary Science	Specialty certificates issued after one year's full time study, or the equivalent in part-time study, and after examination by Universities and bodies such as the Royal College of Veterinary Surgeons, the American Veterinary Medical Association, and the Australian College of Veterinary Scientists.

2.0 Qualifications recognized as equivalent to a Postgraduate Masters Degree extending over 2 years of study.

Faculty/Department		Qualifications
2.1	Agriculture	No specific equivalent qualifications identified.
2.2	Art	B.Litt., B Phil.
2.3	Commerce Accounting	Membership of the Institute of Chartered Accountants of Zimbabwe or Membership of an approved society as defined in the Accountants By-Laws promulgated in terms of the Accountants Act.
2.4	Education	No specific equivalent qualifications identified.
2.5	Engineering	Corporate Membership of an appropriate Institute of Engineering obtained by

examination at a professional interview procedure.

Faculty/Department	Qualifications
2.6 Medicine	<p>M.Gen.Med. M. Med.(in Medicine, Surgery, Pathology, Paediatrics, Obstrics and Gynaecology or Psychiatry) MRCP (UK) FRCS (Eng.), (Glasg),(Edin)or (Irel) MRCOP, FFARCS, MRCPPath</p> <p>any other qualification s acceptable to the Medical, dental and allied Professions Council of Zimbabwe for registration as a Practitioner on a Specialist Register</p>
2.7 Science	No specific equivalent qualifications identified.
2.8 Social Studies	No specific equivalent qualifications identified.
2.9 Veterinary Science	Speciality Diplomas or Certificates issued after 2 years or 3 years full- time study, or the equivalent in part-time study, and after examination by Universities and bodies such as the Royal College of Veterinary Surgeons, the American Veterinary Medical Association, and the Australian College of Veterinary Scientists.
3.0	Qualifications recognized as equivalent to a DPhil or PhD Degree.
Faculty/Department	Qualifications

Think in other terms

3.1	Agriculture	No specific equivalent qualifications identified.
3.2	Arts	No specific equivalent qualifications identified.
3.3	Commerce	No specific equivalent qualifications identified.
3.4	Education	No specific equivalent qualifications identified.
3.5	Law	No specific equivalent qualifications identified.
3.6	Medicine	MD, Pharm. D
3.7	Science	No specific equivalent qualifications identified.
3.8	Social Studies	No specific equivalent qualifications identified.
3.9	Veterinary Science	No specific equivalent qualifications identified.

SECOND SCHEDULE
RECOGNITION OF PRE-GRADUATE EXPERIENCE
(SECTION 5.3.4 OF THE ORDINANCE)

Faculty/Department	Recognised Postgraduate	Extent of Recognition
1.0 Agriculture	Experience in the Agriculture Industry following award of a recognized Diploma in Agriculture.	One notch for each complete year of the relevant experience up to a maximum of years.
2.0 Arts	Nil	Nil
3.0 Commerce		
3.1 Accountancy	Relevant experience at an appropriate level in any of Auditing, Taxation, Financial and Management Consultancy.	One notch for each complete year of experience up to maximum of 5 years.
3.2 Business Studies	Experience at an appropriate	One notch for each complete year

Think in other terms

	level in a relevant activity in Business or Government administration at a supervisory or more senior level.	of experience up to a maximum of 5 years.
4.0 Education complete	Depending on the job description of the post involved, teaching at Primary or Secondary level educational administrative experience following the award of a recognized certificate in education.	One notch for each complete year of experience up to a maximum of 5 years.
5.0 Engineering	Relevant experience at an appropriate level in engineering.	One notch for each complete year of experience up to a maximum of 5 years.
6.0 Law	Relevant experience at an appropriate level in law.	One notch for each complete year of experience up to a maximum of 5 years
7.0 Medicine	Relevant experience at an appropriate level in Medical Laboratory Technology following the award of a Diploma in Medical Laboratory Technology.	One notch for each complete year of experience up to a maximum of 5 years
8.0 Science	Depending on the job description of the post involved, certain technical experience may be	One notch for each complete year of experience up to a maximum of

Think in other terms

recognized following the award of an appropriate technical qualification. 5 years.

9.0 Social Studies

Professional full time experience in areas such as counseling fiscal, public and social administration following the award of a recognized qualification. One notch for each complete year of experience up to a maximum of 5 years.

10.0 Veterinary Science

Depending on the job description following the award of an appropriate qualification in a field related to the Veterinary profession. Examples of appropriate qualifications for this purpose are degrees in Animal Science, Microbiology or Zoology and Diplomas in Medical Laboratory or Animal Nursing. One notch for each complete year of experience up to a maximum of 5 years

THE RULES OF STUDENT CONDUCT AND DISCIPLINE ORDINANCE NO.30 (AMENDED 2006)

These shall be the rules of Student Conduct and Discipline read together with the NUST Act Chapter 25.13 (formerly Act 1990).

1. This Ordinance may be cited as “The Rules of student Conduct and discipline Ordinance, Ordinance No. 30 (Amended 2006)”.
2. The Student Disciplinary Committee hereby delegates to the officials referred to in the Rules of Student Conduct and Discipline the power of investigating and exercising disciplinary authority in respect of misconduct by any student to the extent and in the manner set out in the Rules of Student Conduct and Discipline.
3. The Student Disciplinary Committee may:-
 - 3.1 Order a student to pay to the University the amount of any financial loss caused to the University by such a student;
 - 3.2 After reference to the Vice-Chancellor, impose any penalty on a student which in the circumstances of a particular case it deems appropriate.

SCHEDULE

RULES OF STUDENT CONDUCT AND DISCIPLINE

1.0 INTERPRETATION

The University Officers charged with the administration of these rules will at all times seek to implement the letter and spirit of the University Act and will, in particular, have regard to the following principles:

- 1.1 The University is a Society in which high standard of communal life must be established and maintained for the benefit of both present and future members of the University;
- 1.2 A high level of personal integrity and a developed sense of responsibility towards others are as important to the University as outstanding scholastic achievement;
- 1.3 A proper concern for the reputation of the University and what it ought to stand for makes it incumbent upon its members to live decent and orderly lives;
- 1.4 Individual or collective action by members of the University which constitutes a breach of these rules may require to be punished, notwithstanding that the motive or goal of such action was a commendable one in the belief of such members.

2.0 UNDERTAKING AT REGISTRATION

When registering as a member of the University a student shall be given a copy of these rules and shall sign a statement in which he/she acknowledges that he/she has been furnished with the rules, and he/she undertakes to conduct himself/herself while a student of the University in accordance therewith and with any amendments duly made thereto.

3.0 STUDENT CONDUCT

- 3.1 No student of the University shall:-
 - 3.1.1 Use the University premises contrary to University Regulations, residence, Faculty or Departmental rules or do any act reasonably likely to cause such mis-use;

- 3.1.2 Damage or deface any property of the University or do any act reasonably likely to cause damage or defacement thereto;
 - 3.1.3 Disrupt teaching, study, research or administrative work, or prevent any member of the university or its staff from carrying on his/her study or work, or do any act reasonably likely to cause disruption or prevention;
 - 3.1.4 Engage in any conduct whether on or off the campus which is or is reasonably likely to be harmful to the interests of the University, members of the University staff or students.
- 3.2 The following would be regarded by the University as instances of breaches of the rule contained in 3.1 (above):-
- 3.2.1 Displaying violence by word or act towards any member of the University, whether academic or administrative staff or student, or a guest of the University, or any visitor to the University or in any way intimidating or obstructing the free movement of such member, guest or visitor;
 - 3.2.2 Disrupting or seeking to disrupt any proper function of the University whether it be an official function, Council Meeting, Senate Meeting, Faculty or Committee Meeting, Lecture, teaching session, the function of any University Society or day to day administrative activity;
 - 3.2.3 Seeking to prevent a speaker invited by any section of the University Community from lawfully expressing his/her views.
- 3.3 Students are informed that:-
- 3.3.1 If a group of students forms a common intention to commit certain acts and assist each other in their commission, and in due course a breach of these Rules is committed by one or some of the group, then each member of the group who foresaw that the breach would occur, may be held to have committed that breach of the Rules. A member of such a group can avoid this happening to him/her by taking clear and unequivocal steps, before such a breach is committed, to show that he/she dissociates himself/herself from the acts of the group with whom he/she has so far been associating;

- 3.3.2 Where a number of students have committed a breach of these Rules and only one or more of these students can be identified, the University will not hesitate to take disciplinary action against those students who can be identified and against whom there is sufficient evidence to warrant such a disciplinary action;
- 3.3.3 Where a student commits an act which is both an offence according to the laws of the country and one which after investigation appears to be a breach of the disciplinary rules of the University, the University may punish such a student notwithstanding that he/she is prosecuted and/or punished by the courts of the country;
- 3.3.4 A Student Identity Card is solely for the legitimate use by the person to whom it has been issued.
- 3.4 A student shall obey any Rules made from time to time by the Vice-Chancellor and shall further obey all instructions given by the Vice-Chancellor and shall further obey all instructions given by the Vice-Chancellor, the Proctors, and all those persons whom the Vice-Chancellor has charged to assist him/her in the maintenance of discipline, and in this regard:-
- 3.4.1 Academic staff and Senior Administrative staff may order any member of a gathering of students which is committing an offence, or whose activities are likely to lead to a breach of Rule 3 (above), to disperse, and may further order any such member to furnish his/her full name or to accompany the member of staff for an interview with the Vice-Chancellor or a Proctor, or give both such orders. For the purposes of this section 'Senior Administrative Staff shall include the Registrar, Deputy Registrars, the Bursar, Deputy Bursars, Librarian, Deputy Librarian, Sub-Librarians, Directors, Dean of Students, Deputy dean of Students, Assistant/Senior Assistant Registrars, Assistant/Senior Assistant Librarians, Chief Security Officer, Accountants, Principal accountants, and Wardens of University Residence.
- 3.4.2 If a student misbehaves in a lecture or teaching session or interferes with the conduct of a lecture or teaching session the member of staff conducting such a lecture or teaching session may order the student to leave or to cease such interference.
- 3.4.3 Failing to comply with any order given as stated above constitutes a serious offence.

4.0 THE POWERS OF THE UNIVERSITY PROCTORS

The Vice-Chancellor shall from time to time appoint as many Proctors as he deems necessary from among the academic staff who are not members of the Student Disciplinary Panel or Wardens. One Proctor shall be known as the Senior Proctor with the responsibility of organising and supervising the work of the other Proctors. A second Proctor shall have legal expertise and known as the Legal Proctor with a particular responsibility for the presentation of cases before the Student Disciplinary Committee.

4.1 A Proctor shall be charged with ensuring the proper observance of these Rules by students on or off the University site and to this end shall, in addition to his power under Rule 3.4, have the following powers:

- 4.1.1 To receive and investigate reports of student misconduct;
- 4.1.2 To summon any student to appear before him/her either to answer a charge or complaint against him/her or to answer questions in regard to any matter under investigation by him/her;
- 4.1.3 To proceed in the absence of a student who in the opinion of the Proctor has been duly summoned but has failed to appear;
- 4.1.4 To recommend to the Registrar that a student be summoned to appear before the Student Disciplinary Committee to answer a charge or complaint against him/her or to answer questions in regard to any matter under investigation by the Student Disciplinary committee or Proctors;
- 4.1.5 To reprimand a student;
- 4.1.6 To impose a maximum fine on a student not exceeding 25% of the average annual tuition fees as stipulated by the Fees Ordinance for the State Universities for the first offence, and a maximum not exceeding 50% of the average annual tuition fees for the second offence. Any subsequent offences should be referred to the Registrar;

- 4.1.7 To order a student to pay to the University the amount of any financial loss caused to the University by such student;
- 4.1.8 To withdraw an existing student privilege, other than residence, for a period not exceeding 1 (one) semester.
- 4.2 When a report is made to a Proctor of an alleged misconduct by a resident of a Residential Unit, the Proctor shall communicate such a report to the Warden of the Residential Unit concerned before taking action against the resident.

5.0 POWER OF THE WARDENS

- 5.1 A Warden of a Residential Unit shall have the power to investigate any breach of these Rules by a student of his/her Residential Unit committed within any residential Unit and to make any of the following orders in respect of such student adjudged by him/her to have committed a breach of these rules.
 - 5.1.1 To reprimand a student;
 - 5.1.2 To withdraw an existing resident student privilege;
 - 5.1.3 To impose a maximum fine not exceeding 5% of the average annual tuition fees as stipulated by the Fees Ordinance for State Universities;
 - 5.1.4 To order a student to pay to the University the amount of any financial loss caused to the University. Such an order may be made on the person or persons who caused the loss or, where identity cannot be established, on members of the residence in which the loss was sustained;
 - 5.1.5 To suspend a student from his/her University Residence;
 - 5.1.6 To expel a student from his/her University Residence for a period not exceeding two semesters.
- 5.2 Where a warden wishes to impose penalties 5.1.5 or 5.1.6 above, he/she shall first furnish the Senior Proctor with a full report concerning the alleged offence and the proposed penalty. On receipt of this report the Senior Proctor may, either:-

- 5.2.1 Confirm the proposed penalty and order of the Warden and in the event of variation, order the Warden to execute such varied order; or
 - 5.2.2 Institute a further investigation of the matters before making such order at the conclusion as he/she deems fit; or
 - 5.2.3 Recommend to the Registrar that a Student Disciplinary Committee be convened to examine the case.
- 5.3 A Warden of a University Residence and the Warden of Non-resident Students shall have the power to report any matter of student misconduct to the Proctors or, through the registrar, to the Student Disciplinary Committee.
- 5.4 Where a warden has imposed any of the penalties set out in Section 5.1.1 to 5.1.4 above on a student he/she shall submit a report to the Senior Proctor, Registrar and Dean of Students.

6.0 RULES FOR UNIVERSITY STUDENT RESIDENCES

6.1 General

A resident shall obey all Rules made by the University and instructions given by the Warden, Deputy and Sub-Wardens of the residence and shall refrain from conduct which:-

6.1.1 May bring discredit upon his/her Residential Unit; or

6.1.2 Is prejudiced to the welfare of other residents of the Unit.

6.2 Powers of University Residence Committee Members

Members of Residence Committee shall have power;

To investigate and if necessary reprimand residents for any infringement of the Rules contained in this Section, and report such investigation or reprimand to the Warden.

6.3 Damage to University Residence Property

A residence shall be liable to compensate the University in full for any damage caused by him/her to University property. Damage caused to a study - bedroom shall be presumed to have been caused by the resident to whom such a room has been allocated unless the contrary is proved.

6.4 Fire

6.4.1 Normally, fire drills shall be conducted at least three times per Semester (beginning, middle and end of the Semester)

6.4.2 A resident having knowledge of the outbreak of fire in, or adjacent to Resident premises shall as soon as possible:-

6.4.2.1 Raise the alarm;

6.4.2.2 Inform the Warden, Deputy or Sub-Warden;

6.4.2.3 Summon the Municipal fire-brigade;

6.4.2.4 Inform the Director of Physical Planning, Works and Estates/Dean of Students.

6.5 **Vacation Residence (Only for NUST Campus Residence)**

6.5.1 A resident may not occupy a study-bedroom during University vacations, save with the prior written authority from the Office of the Dean of Students, on the recommendation of the Dean of the appropriate Faculty and the Warden. Applications for vacation residence must be submitted through the prescribed channels and on the prescribed form.

6.5.2 A student granted leave to reside in University Residence during vacation who no longer wishes to avail himself/herself of this privilege shall furnish the Office of the Dean of Students with at least 3 (three) days' written notice of such fact. Omission to do so will, normally, render such resident liable to monetary penalty equivalent to the amount that was due.

6.6 **Absence from Residence**

To be absent from University Residence for two or more consecutive nights, a resident student needs to inform the Dean of his/her Faculty in addition to the Warden. A resident student may be required to be in residence every night by such time as may be laid down in Residence Regulations unless he/she has given prior notice to the Warden or a Sub-warden that he/she will return to Residence at a later hour.

6.7 **Visitors**

6.7.1 Resident students' parents may visit them in their rooms from 1000 to 2230 hours.

6.7.2 Students in University Residence may visit each other's rooms between the following hours:

Monday to Friday	-	1000 to 2230 hrs
Saturday	-	1000 to 0000 hrs
Sunday	-	1030 to 2230 hrs

6.7.3 Students may have other Visitors between 1630 and 2030 hours.

6.7.4 Outside the prescribed visiting hours, all parts of the Residence except the Common rooms and entrance foyers are out of bounds.

6.7.5 Special arrangements for visits may be made by application to the Warden of the Residence concerned.

6.7.6 These provisions apply to all students – undergraduate and postgraduate, living in undergraduate residence.

6.7.7 No visitor or non-resident student may make unauthorised use of accommodation or dining facilities in University Residence. Students introducing visitors or non-resident students to the Residences may be held responsible by the Wardens for the conduct of such visitors, and non-resident students making unauthorized use of the residence facilities shall be guilty of misconduct.

6.8 **Withdrawal from Residence**

If a student should leave the University or withdrawal from Residence before the end of the session for which he/she has been admitted, fees already paid by him/her are not normally returnable, except that a student gives proper notice before the end of a session that he/she wishes to vacate Residence for the remainder of the session may be refunded the balance of Residence fees in respect of the remaining period of session.

6.9 **Loss of Valuables**

A resident shall report as soon as possible to the Warden, Deputy or Sub-Warden the loss of any article from Residence.

6.10 **Relationship of Resident and Staff**

A resident shall not require a member of the Central Services Department Staff to perform a service outside the scope of his/her normal employment duties.

6.11 **Illness**

For a resident who is confined in bed, the Sub-Warden/Warden must ensure that his/her illness is reported to the University Student Health Service.

7.0 **RULES FOR THE USE OF VEHICLES**

7.1 A student wishing to keep or use a motor vehicle including a motor cycle, motor scooter or motorized bicycle within the boundaries of the University site shall previously notify the Registrar in writing on the form prescribed.

7.2 Save with the prior written permission of the Registrar, a student shall not, within University grounds:-

7.2.1 Park a vehicle in a parking place marked “for staff and visitors only”;

7.2.2 Park a vehicle in any place at which parking by any persons has been prohibited;

7.2.3 Bring a vehicle within any University building;

7.2.4 Ride or drive a vehicle on any part other than roads, tracks or parking places;

7.2.5 Leave a vehicle in an unusable condition for a period longer than is reasonably required to effect necessary repairs.

7.3 Whenever a vehicle registered with the University is driven, ridden or parked in contravention of the Rules set out in Section 7.2 it shall be presumed that it was so driven, ridden or parked by the person in whose name the vehicle has been registered with the University unless the contrary is proved.

7.4 **Penalties**

7.4.1 The Wardens, Proctors and such other persons so authorized by the Vice-Chancellor shall have power to investigate breaches of the Rules contained in this Section and to impose penalties calculated as proportions of the average annual tuition fees as stipulated by the Fees Ordinance for State Universities.

7.4.1.1 First offence, 2% of annual Tuition Fees

7.4.1.2 Second offence, 4% of annual fees

7.4.2 In the case of a third subsequent offence the name of the offender, with particulars of his previous offences under this Section, shall be reported to the Proctors, who shall exercise appropriate authority in Terms of Rule 4.

RULES OF PROCEDURE IN DISCIPLINARY PROCEEDINGS BEFORE THE STUDENT DISCIPLINARY COMMITTEE

- 1.1 The Chairman of the Committee shall regulate proceedings in a manner as simple and informal as possible which is, notwithstanding, best fitted to do substantial justice and at all times in accord with the principles of natural justice. More particularly, a student charged with breach of the Rules of Student Conduct and Discipline shall at any investigation thereof before the Committee and with no derogation of his/her rights in terms of Section 23 (3) of the University Act:-
 - 1.1.1 Be furnished with a full and fair opportunity to meet such allegations if he so desires;
 - 1.1.2 Be permitted to present any relevant facts or call any witness capable of giving testimony relevant to the investigation;
 - 1.1.3 Be permitted to put questions to witnesses save those which are irrelevant, frivolous or vexatious;
 - 1.1.4 Be permitted to be present at all times save when the Committee is deliberating upon its decision of the matter;
 - 1.1.5 Be advised as fully and clearly as possible of the Committee's decision or recommendation and of its reasons for arriving at that decision or recommendation.
- 1.2 The Proctors and Wardens shall conduct any proceedings before them in accordance with Rule 8.1 save that the provisions of Section 25 (3) of the University Act will not be applicable.
- 1.3 In the event of the Legal Proctor conducting an investigation before the Student Disciplinary Committee it shall further be his/her duty:-

- 1.3.1 To elicit all evidence brought to his/her attention which is relevant to the investigation and admissible, whether favourable to or prejudicial to the student whose conduct is the subject thereof;
 - 1.3.2 If so required by the Committee, to advise the Committee as to the issues which they have to decide and as to any point of law or procedure so as to ensure that the conduct of the investigation is consistent with the principles of natural justice;
 - 1.3.3 To be absent at all times from the deliberations of the Committee upon its final judgments.
- 1.4 A notice to a student summoning him/her to appear before the Committee for investigation of an alleged breach of the University Rules of Student Conduct and Discipline shall be contained in a letter addressed to him/her and advising him/her of:-
- 1.4.1 The place at which he/she is to attend;
 - 1.4.2 The date and time at which he/she is to attend, provided that such date shall be not less than 5 days after the date upon which such notice is received;
 - 1.4.3 The rule which he/she is to have contravened and full particulars of his/her alleged contravention;
 - 1.4.4 His/her right to make any relevant statements he/she wishes to the Committee;
 - 1.4.5 His/her right to call witnesses to attend and give any relevant testimony on his/her behalf before the Committee;
 - 1.4.6 His/her right to be accompanied and represented before the Committee by a legal practitioner;
 - 1.4.7 The right to furnish to the Proctors in advance of the investigation any information which he/she wishes to have given due consideration.
- 1.5 A member of the Committee who has acquired, other than in the course of his University life, knowledge of evidence in an investigation of misconduct to be held before the Committee' shall not participate in such investigation.

- 1.6 The member of the Committee who is a relative of a student charged with breach of the Rules of Student Conduct and Discipline shall not participate in the Committee's proceedings.
- 1.7 The Committee shall only find a student to have committed a breach of the rules of Student Conduct and Discipline when it is satisfied beyond reasonable doubt that the student has committed such breach.
- 1.8 In the event of the Committee finding a student to have committed a breach of the rules, either on the student's own admission or at the conclusion of an investigation, it shall, before determining the punishment it should impose or the terms of its recommendation to the Vice-chancellor, permit such a student a full opportunity to make a statement or produce evidence which he/she wishes to be taken into consideration in mitigation of his/her punishment.
- 1.9 The Chairman of the Committee or his/her nominee shall keep full notes of any proceedings before the Committee but these need not be a verbatim record.

Date of Operation

This Ordinance shall apply with effect from 1 October, 2006, or any later date as approved by the Minister of Higher and Tertiary Education, Science and Technology Development, and shall remain in force until otherwise repealed or varied by further Rules of Student Conduct and Discipline Ordinance of the National University of Science and Technology.

GENERAL ACADEMIC REGULATIONS FOR UNDERGRADUATE DEGREES

1.0 PREAMBLE

- 1.1 The Senate shall be the final authority for the interpretation of these regulations.
- 1.2 The Senate reserves the right to alter, amend, cancel, suspend, or replace any of these regulations.
- 1.3 The Senate has the power to exempt any student from any of the regulations.
- 1.4 A student who has started a programme of study following one set of regulations shall not be affected by regulations subsequently adopted unless agreed to in writing by the student.
- 1.5 There shall be academic regulations for each Faculty which shall be subject to approval by the Senate and which shall include provision for admission to Programmes, Subjects and Modules within the Faculty and schemes of examinations for these Programmes.
- 1.6 The General Academic Regulations shall take precedence over the Faculty Regulations.
- 1.7 Detailed syllabi for Subjects or Modules in a Subject will not form part of the General or Faculty Regulations but shall be submitted to the appropriate Faculty Boards for approval.
- 1.8 In these regulations the following shall be used as described:-

- “Academic Year” - A defined portion of a Programme consisting of two semesters.
 - “Part” - A defined portion of a Programme covering one academic year.
 - “Continuous Assessment” - Prescribed assignments to be completed within a given period and forming a part of a module.
 - “Industrial Attachment” - A prescribed period of hands-on experience in a relevant work setting.
 - “Module” - Is a component within a Programme which is separately examinable.
 - “Programme” - A plan of study lasting over a period of time which leads to the award of a degree, diploma, or certificate of the University.
 - “Project” - A defined practical assignment which is separately examinable.
 - “Semester” - A prescribed period normally comprising 15 weeks, including teaching, revision and examinations.
 - “Subject” - A field of study offered by a Department.
 - “Credit” - Quantified means of expressing the volume of learning based on the workload students need in order to achieve the expected outcomes of a module.
 - “Credit accumulation” - The process of collecting credits awarded for achieving the learning outcomes of a module component of a programme.
- 1.9 A schedule of Programmes, Subjects and Modules and their codes for use in computerised student records shall be maintained by the Registrar. These codes shall be alphanumeric.

2.0 PROGRAMMES

2.1 The University may offer programmes for undergraduate Bachelor's Degrees at Honours Level.

2.2 Honours Degrees

2.2.1 The structure of Honours Degree Programmes shall be as prescribed in the Faculty Regulations. These structures may vary in accordance with the particular requirements of different Faculties and Subjects but all Honours Programmes shall normally contain the following elements:-

- (a) one or more 'subjects' shall be studied over at least four years of full-time study (or equivalent), including one academic year of Industrial Attachment. These subjects shall be studied intensively and progressively (i.e. studies in the final year(s) assume prior knowledge of the Subject at first, second and third year level) and be taught and examined at a level requiring great breadth and depth of knowledge and understanding.
- (b) the combination of subjects and modules within an Honours Programme shall be prescribed so as to focus on specific topics and to disallow a wide choice of disparate options. This specific focus may be influenced by the requirements for professional recognition and registration within a particular field.
- (c) one or more subsidiary subjects or modules may be studied within the Honours programme but assessment in these subjects/courses either will not contribute to the final classification of the degree awarded or will be assigned a relatively lighter weighting in the overall calculation.
- (d) a student for an 'Honours' degree shall normally be required to complete a project or dissertation within the programme of study. Normally, at least 60% of the courses taken in an 'Honours' Programme will be in the major subject(s)

2.2.2 The following are Degrees offered by the University:

Bachelor of Architectural Studies Honours (BArch Studies Hons)

Bachelor of Commerce Honours (BCom Hons)

Bachelor of Engineering Honours (BEng Hons)

Bachelor of Technology Honours (BTech Honours)
Bachelor of Science Honours (BSc Hons)
Bachelor Medicine and Bachelor of Surgery (MBBS)
Bachelor of Quantity Surveying Honours (BQS Hons)
Bachelor of Education Honours (BScEd Hons)
Bachelor Design Education (BDesEd)
Bachelor of Technology Education Honours (BTechEd Hons)

3.0 ENTRY REGULATIONS

3.1 Normal Entry

3.1.1 For normal entry candidates should:-

- (a) have satisfied the general requirements as prescribed below; and
- (b) have satisfied the special requirements for entry into the particular programme chosen; and
- (c) have passed English Language and Mathematics at Ordinary Level or approved equivalents.

General Requirements

Passes in at least 5 subjects at Ordinary Level and at least 2 subjects at Advanced Level or their equivalents.

The following are acceptable to the University:-

Ordinary Level Pass or Equivalent.

Ordinary Level of the Associated Examining Board's General Certificate of Education.

Credit standard of the Cambridge Overseas Higher School Certificate;

Ordinary Level of the University of London's General Certificate of Education;

Ordinary Level of the Zimbabwe General Certificate of Education/
Zimbabwe School Examinations Council.

Subsidiary standard of the Cambridge Overseas Higher School Certificate;

Advanced Level Pass or Equivalent

Advanced Level of the Associated Examining Board's General Certificate of Education.

Principal subject standard of the Cambridge Overseas Higher School

Certificate;

Advanced Level of the University of London's General Certificate of Education.

Advanced Level of the Zimbabwe General Certificate of Education/Zimbabwe School Examinations Council.

3.1.2 **General Subject Provisions**

Subjects must have been chosen from the approved list below and restrictions against the combination of overlapping subjects must have been observed.

3.1.3 **APPROVED SUBJECTS FOR ADMISSION PURPOSES:**

Subjects approved by the Associated Examining Board; and/or the Cambridge Local Examination Syndicate and/or the London General Certificate of Education/and/or Zimbabwe General Certificate of Education/Zimbabwe School Examinations Council.

Level

OA	Accounting
O	Accounts
OA	Accounts, Principles of
OA	Ancient History
A	Ancient History and Literature
OA	Applied Mechanics
O	Applied Statistics
OA	Art
OA	Art and Crafts (AEB)
OA	Bible Knowledge
OA	Biology
O	Bookkeeping and Accounting
OA	Botany
O	Building Studies
OA	Business Management
OA	Business Studies
OA	Chemistry
O	Commerce
OA	Computer Studies
A	Computing Science
O	Computing Studies

OA Divinity
O Drama and Theatre Arts (AEB)
A Economic & Political Studies
O Economic and Public Affairs
A Economic and Social History
A Economic Geography
OA Economic History
O Economic Principles
OA Economics
A Electronic Systems (AEB)
O Electricity & Electronics
O Elementary Physiology
O Elements of Sociology
OA Engineering Drawing
OA Engineering Science
O English Language
OA English Literature
O Environmental Biology (AEB)
OA Environmental Studies
OA Fashion and Fabrics/Dress and Textiles
OA Food and Nutrition/Food Studies
OA French
O French Literature (Cambridge)
O French Studies
O General Mathematics
O General Paper (Use of English)
OA General Principles of English Law
O General Science
OA Geography
OA Geology
A Government & Political Studies/Politics
O Government Economics and Commerce
OA Health Science
OA History
OA History, Ancient
O History & Appreciation of Music
O Home Economics
OA Human Biology

OA	Law
OA	Mathematics
A	Mathematics, Applied
OA	Mathematics, Pure
O	*Metalwork
O	*Metalwork Engineering
OA	Music
OA	Ndebele
OA	Physical Science
OA	Physics
O	Physics with Chemistry
OA	Political Studies
OA	Portuguese
O	Principles of Economics
OA	Psychology
OA	Religious Studies
O	Rural Biology
OA	Shona
OA	Social Science
OA	Sociology
OA	Statistics
O	*Surveying
OA	Technical Drawing
O	Technical Graphics
O	*Woodwork
OA	Zoology

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

Other subjects and other Examining Boards may be accepted by the Senate on the recommendation of the Registrar.

3.1.4 Restrictions against the combination of Overlapping Subjects:

In the selection of subjects for the purpose of satisfying the general requirement, subjects listed under Column A in the Table below cannot be counted with any corresponding subjects under Column B.

COLUMN A	COLUMN B
Accounting	Accounts, Principles of Accounts, Bookkeeping.
Art	History of Art
Biology	Rural Biology, Botany, Zoology, General Science
Chemistry	Physical Science, Physics with Chemistry, General Science
Economic Geography	Geography, Environmental Studies
Economics	Economic Principles, Commerce, Economic History
Elementary Physiology	Human Biology
Elements of Sociology	Sociology
Engineering Drawing	Technical Drawing, Technical Graphics and Design
Environmental Studies	Geography
General Mathematics	Mathematics
General Science	Physics, Physical Science, Physics with Chemistry, Biology, Zoology, Botany, Rural Biology
Geography	Economic Geography
Government & Political Studies	Government & Politics
Health Science	Human Biology
Human Biology	Zoology, Biology, Health Science
Mathematics	Pure & Applied Mathematics, Pure Mathematics, Applied Mathematics, Additional Mathematics, Mechanical Mathematics, Statistics
Physical Science	Physics with Chemistry, Chemistry, General Science, Physics
Physics	Physics with Chemistry, Physical Science, General Science
Pure & Applied Mathematics	Pure Mathematics, Applied

Think in other terms

Social Science	Mathematics
Zoology	Sociology
Building Technology and Design	Human Biology, Health Science
Business Enterprise	Business Studies
Design and Technology	
History	
Literature in Shona	
Literature in Ndebele	
Literature in Tonga	
Sport Management	Physical Education, Sport and Mass Displays, Sport Science and Technology
Computer Science	Software Engineering
Theatre Arts	Dance, Music
Wood Technology and Design	
Animal Science	
Communication Skills	
Food Technology and Design	
Home Management	
Literature in English	
Metal Technology and Design	
Technical Graphics and Design	
Agricultural Engineering	Crop Science
Shona	
Ndebele	
Tonga	
French	
Textiles Technology and Design	
Family and Religious Studies	

3.1.5 Faculty Requirements

For admission to a particular programme of study and/or for Subject/ Courses within the programme there may be specific restrictions on the choice of subjects in the General Requirements and/or additional requirements concerning entry. Such additional requirements shall be prescribed in the Faculty Regulations.

3.2 **Special Entry**

3.2.1 The following persons may apply for Special Entry and for permission to proceed to a first degree with exemption from the whole or part of the normal entry requirements:

3.2.1.1 A person who has obtained a degree of this or another University or degree awarding Institution.

3.2.1.2 A person who has obtained from a University or an Institution of similar status, academic qualifications (other than degrees) acceptable to the Senate;

3.2.1.3 A person who has obtained an appropriate number of subjects at An approved examination equivalent to the standard of the Ordinary Level of the General Certificate of Education examination and has subsequently passed an intermediate or equivalent examination at a University acceptable to the Senate;

3.2.2 Students who qualify under this regulation for Special Entry may apply to the Senate to be exempted from certain courses and examinations. Permission may be given to complete the programme for a Bachelor's degree in less than the normal required period provided that no student shall be allowed direct entry to the Final Part of any Programme;

3.2.3 Students who apply for admission under this regulation may be required to attend interviews and/or special tests at the University to determine their suitability for admission to Bachelor's degree studies.

3.3 **Mature Entry**

Persons who are at least 25 years of age on the first day of the academic year in which admission is sought and who are not eligible for entry under the Normal or Special Entry Regulations may apply for Mature Entry provided that:

3.3.1 Applicants must have passed at least five approved 'O' level subjects including English Language and Mathematics (or equivalents) and must have demonstrated potential suitability for university studies by virtue of their attainments and/or relevant work experience.

3.3.2 Normally, applicants should have completed their full-time school or college education at least five years before the start of the academic year in which admission is sought.

3.3.3 **Requirements for Mature Entry**

Applicants who wish to be considered under the Mature Entry provisions may be required to attend interviews and/or special tests at the University designed to assess their command of the English Language, numeracy and reasoning ability and general suitability for admission to Bachelor's degree studies. Applicants who have previously attended Mature Entry tests and/or interviews without success will not be considered for admission under this form of entry unless in the intervening period they have acquired additional qualifications and/or experience.

3.4 **Submissions of Applications**

3.4.1 Applications must be submitted on the official Admission forms.

3.4.2 The closing dates for receipt of application forms for Normal Entry shall be as advised for each year. Another date shall also be advised for receipt of late application forms. Late applications may be considered upon payment of the prescribed late- application fee until the advised date for such applications.

3.4.3 The closing date for Special Entry and Mature Entry applications shall be as advised for each year.

3.5 **General Provisions**

3.5.1 Every student must satisfy the University that he/she has an adequate command of the English Language. New students may be required to undertake a test in English proficiency set by the University, upon registering for Bachelor's degree studies.

- 3.5.2 Students admitted under the Special Entry provisions may be exempted from this requirement.
- 3.5.3 A student may not register simultaneously for more than one programme at the University without the permission of the Senate.
- 3.5.4 Registration will take place in accordance with the arrangements prescribed each year through the Registrar's Office.
- 3.5.5 A student's registration shall not be confirmed until he/she has fulfilled the requirements for payment of fees.
- 3.5.6 Normally, no student shall be admitted to any programme or any course more than two weeks after its commencement. Any exception to this Regulation must have the written endorsement of the Chairperson of the Department and the Dean of Faculty concerned and will be subject to approval through the Registrar's office.
- 3.5.7 Students who enter or return to the University late shall not be entitled to special tuition.
- 3.5.8 Such students shall be liable to pay the late registration fine, unless permission for such late registration has been given by the Registrar.
- 3.5.9 A student registered for a Subject and/or Course is expected to attend all classes prescribed for such Subject and/or Course. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed a student is required to attend and to complete any assignment set.
- 3.5.10 If a student is unable to attend classes for health reasons for longer than 72 hours, he/she must notify the appropriate Faculty Office of the facts as soon as possible and submit certification in support thereof by a medical practitioner registered in accordance with the Medical, Dental and Allied Health Professions Act.

For absence on grounds other than health, prior permission from the Dean on the recommendation of the Chairperson of Department concerned shall be

necessary.

3.5.11 After taking due consideration of the academic progress of a student, the Senate may require or allow a student originally registered for one programme or Subject to register for another Programme or Subject on the completion of either the First Part or the Second Part of the Programme for which he/she is registered.

3.5.12 Normally, no programme shall commence with fewer than five students.

4.0 STRUCTURE OF PROGRAMMES

4.1 The duration of Bachelor's Degree Programmes shall be prescribed in the Faculty Regulations.

4.1.1 Maximum Time Allowable to Complete an Undergraduate Degree Programme.

Except as otherwise provided for in the General Academic Regulations, a student must complete a Degree Programme within the specified duration period as provided for in the respective Faculty Regulations.

The maximum time allowable to complete a Degree Programme shall be calculated based on the expected course duration and shall include deferments. The maximum time allowable to complete a Degree Programme shall be calculated as follows:

For all undergraduate degrees offered by the University either Full-time or Part-time it shall be the normal duration period of the degree programme plus 2 years.

4.1.2 Process of Requesting for an Extension of Programme Time Limit for Undergraduate Degree Programmes.

A student who reaches the maximum time limits allowed for their programme shall submit an Application in writing for an Extension of Programme Time Limit in the prescribed Form to the Department and payment of a fee determined by the University. The Department shall recommend its decision to the Faculty which in turn will recommend to the Academic Board. The application shall be considered by the Academic Board on behalf of the Senate, which may approve or reject the application. The decision of the Academic Board shall be final.

A student whose application is rejected or does not submit an application shall be deregistered from the programme. A student who wishes to rejoin the University shall be required to re-apply.

A student who is differently abled may apply for a time limit extension for reasons directly related to their disability. Such an application shall be in the prescribed Form and must be accompanied by a supporting letter from a Medical Doctor. Such an application for an extension due to a disability shall be exempted from payment of an application fee.

Applications to extend a time limit shall be submitted before the programme Time Limit expires.

Each Programme shall be divided into Years of Study.

An academic year of study shall comprise of not less than 30 weeks excluding vacations. Before the beginning of each academic year there shall be an orientation week for Part I students. Normally, before university examinations begin, there shall be a minimum period of one week of individual study/revision.

The possible combinations of Modules within a Subject shall be in accordance with the Faculty Regulations and shall be subject to approval by the Chairperson of the Department and the Dean concerned.

5.0 MARKING SCHEME DEGREE CLASSIFICATION

- 5.1 All Bachelor's degrees, except the MBBS degree, shall be classified in the following divisions:
- 5.1.1 First Division, Upper Second Division, Lower Second Division, Pass.
 - 5.1.2 In determining the degree classification of a programme, the weightings of all parts of the degree programme shall be taken into consideration. The actual weightings shall be prescribed in the programme regulations.
- 5.2 The following Grading Scheme shall be adopted for all Modules and Programmes:
- | | | | |
|-----|-----------|------|-------------------------|
| 75% | and above | 1 | (First Division) |
| 65% | - 74% | 2.1 | (Upper Second Division) |
| 60% | - 64% | 2.2 | (Lower Second Division) |
| 50% | - 59% | PASS | (P) |

Below 50% FAIL (F)

5.3 The following Credit Accumulation regulations shall apply to all Modules and Programmes:

5.3.1 A Credit shall be equivalent to 10 notional hours of learning.

5.3.2 All programmes offered by the University shall use an academic credit allocation system approved from time to time by the Senate. The University shall adopt the following credit level framework prescribed by the Zimbabwe Council for Higher Education for all programmes offered:

SADC- QF LEVEL	QUALIFICATION
8	Bachelor's Honours
7	Bachelor's General

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

5.3.4 **Award of Credit**

A student shall be awarded credits on successful completion of a module.

5.3.5 **Credit Accumulation and Degree Qualification**

A student shall progressively accumulate credits for modules that they successfully complete. A student shall be required to accumulate sufficient credits to progress through the programme and would be required to gain the total credits required for the award of the degree qualification as prescribed in the Faculty Regulations.

5.3.6 **Accreditation of Prior Learning**

A student who is exempted from the first year of study shall be awarded credit determined by the Faculty recognising prior learning that matches the learning outcomes gained from an accredited institution and relevant work experience.

6.0 ASSESSMENT OF CANDIDATES FOR BACHELOR'S DEGREES

- 6.1 Normally, evaluation shall be based on Continuous Assessment as well as University Examinations. Unless otherwise approved by the Senate, Continuous Assessment will contribute between 25% and 50% of the overall assessment.
- 6.2 Each Department shall determine which items of coursework and practical work will be included in the Continuous Assessment and shall define the relative weighting assigned to each item of coursework or practical work. Each Department shall inform the students of these details at the beginning of the module and shall maintain written records of each student's Performance in these elements of Continuous Assessment. Items Incorporated in the Continuous Assessment may include assignments, tests, essays, fieldwork, laboratory work and projects.
- 6.3 University Examinations shall normally be taken by students at the end of each appropriate semester as prescribed in the Faculty Regulations.
- 6.4 External Examiners shall be appointed to moderate all University Examinations.
- 6.5 All matters relating to the conduct of University Examinations shall be the responsibility of the Registrar.
- 6.6 To be admitted to any University Examination, a candidate must:-
 - 6.6.1 be registered as a student of the University in accordance with the General Regulations;
 - 6.6.2 have satisfactorily completed approved modules of study at the University. 'Satisfactory completion' of modules may require submission of written work, attendance at lectures, seminars, tutorials, Industrial Attachment and other activities as stated in the Faculty Regulations;
 - 6.6.3 have completed and submitted work on Continuous Assessment and has been awarded a mark for such work.
- 6.7 Exclusion from a University Examination shall require the authority of the Senate.
- 6.8 The Examiners may require any candidate to attend an oral examination and/ or write a special examination.

7.0 DETERMINATION OF CANDIDATES' RESULTS

Results shall be determined by the Senate on the recommendations from the Faculty Boards of Examiners.

- 7.1 Departmental Panels of Examiners shall comprise of all full-time lecturing staff in that Department, the External Examiner (s) and, where appropriate, as determined by the Departmental Panel, part-time lecturers and/or teaching assistants for the Course/Subject concerned.
- 7.2 Faculty Boards of Examiners shall comprise of the Dean and Deputy Dean of the Faculty, the Chairperson of each Department, and one other academic member of the Department nominated by the Departmental Panel from each Department involved in the subjects for that examination and normally the External Examiner(s) for the Department. The Chairperson of the Board of Examiners shall normally be the Dean of the Faculty who shall have a casting vote.
- 7.3 The Departmental Panel of Examiners shall:
- 7.3.1 agree, for each candidate, marks in terms of percentages, for Continuous Assessment, for the University Examinations and overall marks (combining the Continuous Assessment and University Examination) in courses and, where required, in terms of the Faculty Regulations, in Subjects.
 - 7.3.2 recommend to the Faculty Board of Examiners whether a candidate should pass or fail the relevant Module (s) and Subject (s) taken.
 - 7.3.3 where Subject/Course prizes are available for award, make recommendations for the award of these prizes.
- 7.4 The Faculty Board of Examiners shall:
- 7.4.1 consider the recommendations of the Panels of Examiners and recommend to the Senate an overall result for each candidate and any other conditions as it may deem appropriate;
 - 7.4.2 make recommendations to the Senate with regard to the award of any prizes which may be available for candidates within the Programme.
- 7.5 In determining results, all Departmental Panels of Examiners and Faculty Boards of Examiners shall have regard to all special requirements as prescribed in the Faculty Regulations. Such regulations may require candidates to satisfy the examiners in Continuous Assessment and University Examinations separately and/or that candidates must satisfy the examiners in individual components of the University Examinations either separately or in aggregate.

8.0 PROVISIONS FOR PASSING A COURSE OR PART, AND PROCEEDING IN A PROGRAMME

- 8.1 A candidate shall be deemed to have passed a Part of a Programme if he/she has satisfied the Examiners in terms of the Scheme of Examination as prescribed in the relevant Faculty Regulations.
- 8.2 Each Scheme of Examination shall indicate which Courses must be passed before a candidate may be allowed to proceed to a subsequent part of the Programme (or portion thereof).
- 8.3 Normally, a student shall not be allowed to proceed in a Subject without having passed the previous final examination (s) in that subject and having satisfied all the prerequisites for proceeding in that Subject as may be specified in the Faculty Regulations and to timetable feasibility.
- 8.4 A student who passes in one part with an aggregate of 45% or above may be permitted to proceed to a subsequent part carrying a course or courses subject to the provisions in Faculty Regulations.

9.0 FAILURE TO SATISFY THE EXAMINERS

- 9.1 A candidate who fails to satisfy the Examiners in terms of these General Academic Regulations and Faculty Regulations may be required by the Senate to:
 - 9.1.1 proceed to the next part of the Programme carrying not more than 25 % of the modules from the preceding Parts
 - 9.1.2 repeat
 - 9.1.3 discontinue
 - 9.1.4 withdraw
- 9.2 Where a dissertation or a project is prescribed in any programme, a candidate shall be informed in advance of the deadline for submission of such dissertation or project. Unless prior permission for an extension of this deadline has been granted by the Academic Board, any candidate who fails to meet this submission deadline shall normally fail and would be required to repeat the dissertation or project. A candidate who fails the dissertation or project but obtains a mark of 40% - 49% may on the recommendation of the Examiners, be permitted to submit the dissertation or project at a later date, normally within three months of the publication of the results. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

9.3 CARRY OVER

- 9.3.1 The number of carry-over modules may be limited by Faculty Regulations.
- 9.3.2 For all Parts, other than the Industrial Attachment year which consists of only onemodule, the total number of carry-over modules shall not exceed 25% of the number of normally scheduled modules in a particular year of a Programme.
- 9.3.3 A student shall be required by Senate to undertake Continuous Assessment with their carry-over modules. This assessment will then be taken into account in the usual way in determining the overall assessment.
- 9.3.4 No candidate may carry over a particular module for more than two years.

9.4 REPEAT

- 9.4.1 A candidate who is not allowed to proceed to the subsequent Part of the Programme, but has passed at least 50% of the modules in that Part of the Programme, may be allowed to apply to repeat.
- 9.4.2 'Repeat' means that the student may apply for readmission into the same Programme and his/her application will be considered through the normal procedures.
- 9.4.3 If a student is repeating a module(s), he/she shall only be credited with the marks obtained during the 'repeat' year. A Repeat student shall only repeat failed courses.

9.5 DISCONTINUE

- 9.5.1 A candidate who fails more than half of the modules for any year of their programme or obtains an overall aggregate mark of less than 35% (40% in the Faculty of Medicine) shall discontinue.
- 9.5.2 'Discontinue' means that the student must discontinue the Programme in which he/she failed. Such a student will be free to apply for admission/transfer into a different programme and his/her application will be considered through the normal admission procedures.

9.6 WITHDRAW

- 9.6.1 A candidate who is not allowed to proceed to the subsequent Part of the Programme, and

9.6.1.1 has passed less than 25% of the modules in that Part of the Programme,
or

9.6.1.2 has failed the same Part of the Programme twice, or

9.6.1.3 has failed two different Programmes, will be required to withdraw.

9.6.2 'Withdraw' means that the student must withdraw from the University.
Once 'withdrawn' the student may not apply for admission until after a
period of two years has elapsed.

10.0 INDUSTRIAL ATTACHMENT

10.1 Programmes at the University shall normally include one academic year of supervised Industrial Attachment approved by the appropriate Departmental Board, in the penultimate year of the undergraduate course. Exception will be in the MBBS programme, where the period of this attachment shall be determined by the Faculty Board.

10.2 The implementation of Industrial Attachment programme shall be as provided by Faculty Regulations.

10.3 Assessment of the Industrial Attachment programme will be carried out in accordance with the following regulations:

10.3.1 To obtain an overall pass, a student must pass both the Continuous Assessment and the Final Assessment components of the Industrial Attachment.

10.3.2 A student who fails the Continuous Assessment component will be required to repeat.

10.3.3 The Overall Assessment shall be as follows:-

50% Continuous Assessment and 50% Final Assessment.

- 10.3.4 The Continuous Assessment mark shall be determined by the Departmental Panel of Examiners from the marks awarded by the industrial and academic supervisors on the appropriate forms.
- 10.3.5 The Final Assessment mark shall be determined on the basis of the final report assessment (40%) and oral presentation assessment (10%).
- 10.3.6 Two copies of the final report in a form approved by the University must be submitted to the Department within two weeks of the end of the lecture period for the second semester of the academic year.
- 10.3.7 A student who fails to meet the required date for submission of the final report will normally be considered to have failed the Final Assessment.
- 10.3.8 A Student who fails the Final Assessment but has passed the Continuous Assessment component may be allowed to resubmit the industrial attachment report within two months, and be reassessed. Unless otherwise determined by Senate, the maximum mark allowable for such referred work shall be 50%.
- 10.3.9 The General Academic Regulations on repeat, discontinue and withdraw shall apply to industrial attachment.
- 10.4 A student who fails the Industrial Attachment Part shall not proceed to the Final Year of the Degree Programme.

11.0 INDUSTRIAL ATTACHMENT GENERAL GUIDELINES FOR STUDENTS

GUIDELINES FOR STUDENTS

- 11.1 The student is subject to university regulations and the company regulations during the industrial attachment.
- 11.2 The student is expected to:-
- 11.2.1 conform to the company's regulations, working time and discipline;

- 11.2.2 fulfil the supervisor's instructions concerning the training process and carrying out of the industrial research project;
 - 11.2.3 write a log book on a daily basis and submit a report after finishing the training in a given department (or training unit);
 - 11.2.4 take part only with educational purpose in mind according to the ultimate instructions of the supervisor;
 - 11.2.5 put his/her best efforts to acquire extensive knowledge and skills in order to achieve the required standard of training;
 - 11.2.6 keep good relations with all the staff of the company;
 - 11.2.7 promote the good name of NUST.
- 11.3 The choice of a company for the industrial attachment will not be based on any probable monetary benefits the students may stand to gain.
- 11.4 The student must always bear in mind that his/her conduct during the industrial attachment period will reflect not only on him/her but also on NUST and that it may also affect considerably the future Industrial attachment placements and the relationship between NUST and the company.

12.0 GUIDELINES FOR THE INDUSTRY ON THE TREATMENT OF THE STUDENT DURING THE INDUSTRIAL ATTACHMENT

- 12.1 The student will be subject to the company's regulations and is expected to function like a full time employee of the company.
- 12.2 For the period of the industrial attachment the student will have an insurance and medical aid cover from the University.
- 12.3 The company is requested to provide the student every opportunity to function like a full-time employee and permit him/her to actively participate in all aspects of the business including management and administration except where confidentiality constraints may not permit his/her participation.

- 12.4 Wherever possible, the company is requested to assist the student by providing welfare measures such as providing help in finding suitable accommodation close to the company, access to canteen facilities, company transport facilities etc.
- 12.5 If the company wishes to pay the student an extra allowance, the arrangement is only between the two parties, that is the student and the company involved.

13.0 APPEALS AGAINST TERMINATION OF STUDIES

- 13.1 Any candidate who, having failed to satisfy the Examiners, is required to withdraw from the University or discontinue a programme, has a right to appeal.
- 13.2 A committee shall be established by the Senate to consider such an appeal.
- 13.3 Any candidate who wishes to lodge an appeal against withdrawal or discontinuation must do so in writing to the Registrar within 21 days after the publication of the Examination results.
- 13.4 On appeal, the candidate must state clearly the grounds of the appeal. Medical grounds must be substantiated in writing by a medical practitioner registered in terms of the Health Professions Act. Any other evidence which the candidate wishes to submit in support of his/her case must also be lodged with the written appeal.
- 13.5 The Registrar will refer all timeous appeals to the Appeals Committee for consideration.
- 13.6 The Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the Examiners. Extenuating circumstances of a force majeure' nature, which explain and are directly relevant to the student's academic performance and which he/she could not reasonably have been expected to have foreseen or avoided, will be considered.
- 13.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence as it may consider pertinent.
- 13.8 No right to automatic oral hearing is conferred upon appeals and the University will not reimburse any expenses incurred by an appellant in making a personal appearance

before the Committee.

- 13.9 The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to the Senate for approval, or to the Academic Board or the Vice-Chancellor on behalf of the Senate for consideration.

14.0 AEGROTAT PROVISIONS

- 14.1. If a candidate, having completed a substantial component of a Part of his/her Programme, is prevented by serious illness or other sufficiently substantiated cause, from completing the prescribed requirements for that Part of the Programme, he/she may be deemed by the Senate to have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as the Senate may decide, provided that:-
- 14.1.1 The candidate will not normally be exempted from presenting a thesis or dissertation where such is prescribed.
- 14.1.2 The award of an Aegrotat Degree shall be without classification.
- 14.2 Where a student qualifies for an Aegrotat Degree, he/she may opt instead to write a special examination in order that an overall grade may be determined and formally credited to the student. Application for such an option must be submitted in writing to the Registrar not later than four weeks before the scheduled examinations.
- 14.3 The Senate may require any candidate, irrespective of his/her Programme or Faculty, whose examination performance has been adversely affected by sufficiently substantiated circumstances of 'force majeure' nature to write a special examination at an appropriate future date, normally not later than three months after the date of the last examination missed.

In such a case, unless otherwise stipulated by the Senate, the mark obtained in the special examination will be counted in the overall assessment for purposes of degree classification.

- 14.4 A candidate who wishes to be considered for an Aegrotat Degree must apply in writing, together with written substantiation for his/her case, to the Registrar normally within ten days of the end of the University Examinations for the Programme concerned. Appeals which are submitted on medical grounds must be supported by

a certificate from a medical practitioner registered in terms of the Health Professions Act.

- 14.5 A candidate who is awarded an Aegrotat Degree may not re-enter the examination for that same degree, but shall be eligible to apply to proceed to an appropriate higher degree.

15.0 PLAGIARISM

- 15.1 Definition
Plagiarism is the unacknowledged use of another person's material or ideas. As such, plagiarism is an academic offence in the sense that theft is in ordinary daily life.

- 15.2 Recommendations on the severity of the penalty shall be determined by the appropriate Departmental Board or Board of Examiners. Cases of plagiarism shall be handled in the following manner:-

15.3 Minor Cases of Plagiarism

15.3.1 **FIRST OFFENCE** : In the case of plagiarism being discovered in a piece of work such as an essay or laboratory report or Dissertation the student shall get a Chairman's warning but shall be given an opportunity to re-do and re-submit an acceptable piece of work after one week and shall be awarded a maximum of 50%.

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

15.3.3 **THIRD OFFENCE**: The Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.

15.4 Major Cases of Plagiarism

15.4.1 In the case of plagiarism being discovered in a project at the end of the year the candidate shall be denied the opportunity to resubmit the project, but will be required to submit a new project.

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

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

15.4.2 In the case of plagiarism being discovered in a project for the second time and after re-submission, a mark of zero shall be awarded and recorded, and the Senate shall take disciplinary action either to suspend or expel the student.

16.0 MISCONDUCT AT EXAMINATIONS

16.1 Subject to Ordinance 30, any candidate found using unauthorised material, or attempting to obtain information from other candidates or their papers, or otherwise guilty of misconduct during the examination shall be disqualified not only in that examination and subject, but in the whole examination, and further disciplinary action may be taken by the University.

17.0 PUBLICATION OF RESULTS

17.1 The Registrar shall be responsible for the publication of the results of University Examinations as approved by the Senate.

17.2 Results lists shall be published individually to the student's web portal, and where necessary, shall be posted on University Notice Boards.

18.0 ACADEMIC TRANSCRIPT

On leaving the University each student may obtain, on application to the Registrar, one copy of a formal transcript of his/her complete academic record at the University.

19.0 AWARD OF DEGREES

The award of Degrees of the University shall be subject to approval by the University Council.

Candidates completing the requirements for such award will be entitled to receive a formal certificate of the University, bearing the University seal and signed by the Vice-Chancellor and the Registrar, confirming the award.

20.0 MUST COURSE CODING SYSTEM

The MUST coding system is based on a format of Three Alphabetical Letters and Four Figures i.e.

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

Three Letters are explained as follows:

- First letter stands for the Faculty.
- Subsequent two letters stand for the department.

The Four Figures are explained as follows:

The First "digit" or figure from the last letter denotes the year of study i.e.

PART I CODE 1

PART II CODE 2

PART III CODE 3

PART IV CODE 4

PART V CODE 5

The Second "digit" or figure from the last letter denotes the semester, i.e.

- 0 - (Zero) whole year course
- 1 - First semester course
- 2 - Second semester course

The last two "digits" or figures denote the course number

However, it must be noted that fixing semesters for subjects does not deny the department flexibility to offer these subjects at any other point of the programme as long as it accords the relevant sequence in the teaching

The last two positions (figures) are designated for the different subjects offered by the departments. Each subject number is at the discretion and choice of the department concerned.

The need for two positions for each subject arose as a concern for department that have more than nine subjects on offer although normally not more than nine subjects can be on offer per given semester.

DEFERMENT AND LEAVE OF STUDIES POLICY

PURPOSE

The formulation of the policy on deferment of studies is an acknowledgement that students enrolled at the National University of Science and Technology (NUST) may apply for a deferment of studies and take leave from studies.

The policy is developed with the objective of ensuring that students are able to apply for deferment or leave of studies. In addition this policy will facilitate efficient and effective management of deferment of studies by the University.

SCOPE

This policy shall allow the Deferment and Leave of Studies in all programmes offered by NUST.

Students who have been formally offered a place to study at the University and have not registered, have the option to defer the offer while students who have registered and have commenced studies may apply to take Leave from studies at any time.

Applications by students with pending disciplinary cases shall be considered after finalisation of their disciplinary cases. Applications for Deferment and Leave of studies shall be considered by the University according to their respective individual merits. Conditions listed on the offer Letter of Admission must be satisfied before an application for Deferment or Leave of Studies is considered.

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

2. Definitions

Deferment:	Postponement of studies for a period of up to 12 months, normally covering the Academic Year, for a person who has been offered a place, or a person who is allowed to proceed to the next part of the programme and has not registered.
Leave of Studies:	A period of 6 to 12 months covering the normal teaching period when a registered student is excused from formal study. Leave applies to students that have commenced studies.
Offer:	When an applicant is informed in writing that he has been offered a place in a programme to study.
Programme:	A plan of study lasting over a period of time which leads to the award of a diploma or a degree of the University.

DEFERMENT AND LEAVE OF STUDIES

3. Deferment

Applicants who have received a written offer of a place or applicants who have been allowed to proceed to the next part of the programme and have not registered, **MAY** be granted deferment of studies on application, a written application in the prescribed form must be submitted before the end of the registration period.

The maximum period of deferment shall be one Academic Year (12 months). A period of the semester of six months may be granted where appropriate. Deferment shall not be granted once a student is registered. Granting of a deferment of studies shall be on condition that the applicant has paid part of the prescribed fees. Application for deferment during the First Semester where there are course prerequisites for the Second Semester shall **NOT** be granted and the applicant shall not register for the Second semester.

4. Leave of Studies

When a student has registered and commenced studies, he may apply for Leave of Studies for a period of between one and two semesters in an academic year. An application in the prescribed form for Leave of Studies shall be granted upon recommendation of the Department and the Faculty. In the case of Higher Degrees, the Faculty Higher Degrees Committee shall consider the application for leave of Studies and recommend to the Academic Board in accordance with the General Academic Regulations for Higher Degrees. Application

for Leave of Studies during the First Semester where there are course prerequisites for the Second Semester shall **NOT** be granted and the applicant shall not register for the Second semester. Such applicants shall apply for Leave of studies for the whole academic year (Semester I and Semester II)

IMPORTANT NOTES

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

1. Medical reasons and special circumstances (such as family crisis, tuition fees and national duty) are normally the acceptable reasons for Deferment or Leave of Studies.
2. A student may indicate in which semester he would like to resume his studies; however, the actual resumed semester will be subject to the discretion of the University. Normally the maximum Deferment or Leave of Studies period shall be two semesters.
3. If a student has completed some coursework requirements before Deferment or Leave of Study is granted, the Department offering the degree programme has the discretion to decide whether he shall be required to resubmit these requirements upon resuming his studies.
4. No refund of fees shall be given to students whose applications are approved. Students whose deferment is made before the start of a semester or Block shall have their fees credited to their accounts.
5. In the event that there is an increase in programme fees during the deferment period, a student will not be required to pay the difference if their deferment is approved.
6. A student should continue with their studies until a formal approval has been received from the University.
7. If the programme, for which Deferment or Leave of Study is approved, is not on offer when one is due to resume studies, the University reserves the right to transfer the student to another degree programme subject to the student meeting of entry requirements for this other programme.
8. A student may not defer a course but instead should defer studies for a whole semester.
9. Where a Leave of Study is granted, the fees paid shall be credited on a pro-rata basis. In a case of a student who has attended more than 75% of the lectures, the student shall not be credited with fees paid for the semester which a Leave of studies has been granted.

10. In the event of a curriculum review during a student's deferment or leave of study period, the student shall be required to sign for the new approved curriculum when the student resumes studies.

GENERAL REGULATIONS FOR POSTGRADUATE DIPLOMAS MASTERS DEGREES BY COURSEWORK, MASTER OF PHILOSOPHY DEGREES DOCTOR OF PHILOSOPHY DEGREES HIGHER DOCTORATE DEGREES

1.0 PREAMBLE

- 1.1 The Senate shall be the final authority for the interpretation of these Regulations.
- 1.2 The Senate reserves the right to alter, amend, repeal, suspend or replace any of these Regulations.
- 1.3 The Senate has the power to exempt any student from any of the Regulations.
- 1.4 A student who has started a programme of study following one set of Regulations shall not be affected by Regulations subsequently adopted unless agreed to in writing by the student.
- 1.5 There shall be Academic Regulations for each Faculty which shall be subject to approval by the Senate and which shall include provision for admission to Programmes.
- 1.6 The General Academic Regulations shall take precedence over the Faculty Regulations.
- 1.7 In these Regulations the following terms shall be used as described:-

“Continuous Assessment”	-	Prescribed assignments to be completed within a given period and forming a part of a module.
“Module”	-	A component which is separately examinable within a subject.
“Part”	-	A defined portion of a Programme.
“Programme”	-	A plan of study lasting over a period of time which leads to the award of a diploma or

		degree of the University.
“Project”	-	A defined practical assignment which is separately examinable.
“Subject”	-	A field of study offered by a Department.
“Credit”	-	Quantified means of expressing the volume of learning based on the workload students need in order to achieve the expected outcomes of a module.
“Credit Accumulation”	-	The process of collecting credits awarded for achieving the learning outcomes of a module component of a programme

A schedule of Programmes, Subjects and Modules and their codes shall be maintained by the Registrar. These codes shall be alpha/numeric; alphabetical codes being used to identify Programmes and Subjects, with prefixing numerical module codes being used to indicate the level of study and individual examination components (units) within that module.

2.0 PROGRAMMES

2.1 Postgraduate Diploma Programmes

The University may offer Post Graduate Diploma Programmes in the following fields of study:

2.1.1 Faculty of Applied Science

Applied Biology
Applied Biochemistry
Applied Chemistry
Applied Mathematics
Applied Physics
Computer Science
Radiography
Sports Science and Coaching
Environmental Science and Health
Forest Resources and Wildlife Management

2.1.2 Faculty of Commerce

Think in other terms

Accounting
Actuarial Science
Banking
Management
Marketing
Finance
Risk Management and Insurance

2.1.3 Faculty of Engineering

Chemical Engineering
Civil and Water Engineering
Electronic Engineering
Industrial and Manufacturing Engineering
Fibre and Polymer Engineering

2.1.4 Faculty of the Built Environment

Architecture
Construction Project Management
Landscape Architecture
Quantity Surveying
Urban Design

2.1.5 Faculty of Communication and Information Science

Journalism and Media Studies
Library and Information Science
Publishing Media Studies
Records and Archives Management

2.1.6 Faculty of Science and Technology Education

Art, Design and Technology Education
Science Mathematics and Technology Education
Technical and Engineering Education and Training

2.2 MASTERS DEGREE PROGRAMMES BY COURSEWORK

The Masters Degree Programmes by Coursework shall normally consist of prescribed lectures, practicals and assignments, a dissertation and written examinations.

The University may offer Masters Degree Programmes by Coursework in the following fields of

Think in other terms

study:-

2.2.1 Faculty of Applied Sciences

Master of Science in:

Applied Biology
Applied Biochemistry
Computer Science
Applied Mathematics
Operations Research and Statistics
Applied Physics
Radiography
Sports and Coaching
Environmental Science and Health
Forest Resources and Wildlife Management

2.2.2 Faculty of Commerce

Master of Business Administration

Development Studies
Disaster Management

Master of Science in:

Accounting
Actuarial Science
Banking
Finance
Management
Marketing
Risk Management and Insurance

2.2.3 Faculty of Engineering

Master of Engineering in:

Chemical Engineering
Civil and Water Engineering
Electronic Engineering
Industrial and Manufacturing Engineering
Fibre and Polymer Engineering

2.2.4 **Faculty of the Built Environment**

Architecture
Construction
Landscape Architecture
Quantity Surveying
Urban Design

2.2.5 **Faculty of Communication and Information Science**

Journalism and Media Studies
Library and Information Science
Publishing Media Studies
Records and Archives Management

2.2.6 **Faculty of Medicine**

Medicine
Midwifery

2.2.7 **Faculty of Science and Technology Education**

Accounting and Business Studies
Art
Biology
Chemistry
Civil and Construction Engineering
Clothing Textile
Computer Science
Design and Technology
Electrical and Electronic Engineering
Mechanical and Industrial Engineering
Mathematics
Physics
Technical Graphics
Wood Science

2.3 **MASTER OF PHILOSOPHY DEGREE PROGRAMMES**

The University may offer Master of Philosophy Degree Programmes in the following fields of study:-

2.3.1 **Faculty of Applied Science**

Applied Biology
Applied Biochemistry
Applied Chemistry
Applied Mathematics
Applied Physics
Computer Science
Operations Research and Statistics
Operations Research
Statistics
Radiography
Sports Science and Coaching
Environmental Science and Health
Forest Resources and Wildlife Management

2.3.2 Faculty of Commerce

Accounting
Actuarial Science
Banking
Finance
Management
Marketing
Risk Management

2.3.3 Faculty of Engineering

Chemical Engineering
Civil and Water Engineering
Electronic Engineering
Industrial and Manufacturing Engineering
Fibre and Polymer Engineering

2.3.4 Faculty of the Built Environment

Architecture
Construction Project Management
Landscape Architecture
Quantity Surveying
Urban Design

2.3.5 Faculty of Communication and Information Science

Journalism and Media Studies

Library and information Science
Publishing Media Studies
Records and Archives Management

2.3.6 Faculty of Medicine

Medicine

2.3.7 Faculty of Science and Technology Education

Accounting and Business Studies

Art

Biology

Chemistry

Civil and Construction Engineering

Clothing Textile

Computer Science

Design and Technology

Electrical and Electronic Engineering

Mechanical and Industrial Engineering

Mathematics

Physics

Technical Graphics

Wood Science

2.4 DOCTOR OF PHILOSOPHY DEGREE PROGRAMMES

The University may offer Doctor of Philosophy Degree Programmes in the following fields study:-

2.4.1 Faculty of Applied Sciences

Applied Biology

Applied Biology and Biochemistry

Applied Mathematics

Applied Physics

Computer Science

Radiography

Operations Research and Statistic

Operations Research

Statistics

Sports Science and Coaching

Environmental Science and Health
Forest Resources and Wildlife Management

2.4.2 Faculty of Commerce

Accounting
Actuarial Science
Banking
Finance
Management
Marketing
Risk Management

2.4.3 Faculty of Engineering

Chemical Engineering
Civil and Water Engineering
Electronic Engineering
Industrial and Manufacturing Engineering
Textile Technology

2.4.4 Faculty of the Built Environment

Architecture
Construction Project Management
Landscape Architecture
Quantity Surveying
Urban Design

2.4.5 Faculty of Communication and Information Science

Journalism and Media Studies
Library and information Science
Publishing Media Studies
Records and Archives Management

2.5 HIGHER DOCTORATE DEGREE PROGRAMMES

The University may offer Doctor of Science Degree in the following fields of study:-

2.5.1 Faculty of Applied Sciences

Applied Biology

Think in other terms

Applied Biochemistry
Applied Chemistry
Applied Mathematics
Applied Physics
Computer Science
Operations Research and Statistics
Operations Research
Statistics
Radiography
Sports Science and Coaching
Environmental Science and Health
Forest Resources and Wildlife Management

2.5.2 Faculty of Commerce

Accounting
Actuarial Science
Banking
Finance
Management
Marketing
Risk Management

2.5.3 Faculty of Engineering

Chemical Engineering
Civil and Water Engineering
Electronic Engineering
Industrial and Manufacturing Engineering
Textile Technology

2.5.4 Faculty of the Built Environment

Architecture
Construction Project Management
Landscape Architecture
Quantity Surveying
Urban Design

2.5.5 Faculty of Communication and Information Science

Journalism and Media Studies
Library and information Science

Publishing Media Studies
Records and Archives Management

2.5.6 Other Higher Doctorates include the Doctor of Laws and Doctor of Literature (D.Litt.) which may be offered in the Faculties of Humanities and Commerce.

2.5.7 **Faculty of Medicine**
Medicine

2.5.8 **Faculty of Science and Technology Education**

Accounting and Business Studies
Art
Biology
Chemistry
Civil and Construction Engineering
Clothing Textile
Computer Science
Design and Technology
Electrical and Electronic Engineering
Mechanical and Industrial Engineering
Mathematics
Physics
Technical Graphics
Wood Science

3.0 ENTRY REGULATIONS

3.1 POSTGRADUATE DIPLOMAS

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

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

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

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

3.2 **MASTERS DEGREES BY COURSE WORK**

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

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

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

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

3.3 **MASTER OF PHILOSOPHY DEGREES**

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

3.3.2 An appropriate Honors Degree in the Lower Second Division or Third Division may be considered provided performance in the intended field of study was in the First or Upper Second Division.

3.3.3 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned. Normally, for such qualifications the University shall require applicants to pass a qualifying examination to decide on their acceptability for admission.

3.4 **TRANSFER FROM MASTER OF PHILOSOPHY TO DOCTOR OF PHILOSOPHY DEGREE**

A student who is registered for the Master of Philosophy Degree may apply, after

completing one year, if his/her Supervisor so recommends, to transfer his/her registration and to proceed to Doctor of Philosophy Degree programme. Retrospective registration may be permitted.

On recommendation of the Supervisor (s) the Departmental Board may recommend to Senate through the Faculty Higher Degrees Committee that a student, who is registered for the Master of Philosophy degree transfers his/her registration and proceeds to the Doctor of Philosophy programme.

3.5 TRANSFER FROM DOCTOR OF PHILOSOPHY TO MASTER OF PHILOSOPHY

A student who is registered for the Doctor of Philosophy Degree but wishes to proceed to the Master of Philosophy Degree, may apply if his/her Supervisor so recommends, to transfer his/her registration and to proceed to the Master of Philosophy Degree Programme. The length of requisite further study, if any, shall be prescribed.

On recommendation of the Supervisor(s) the Departmental Board may recommend to Senate through the Faculty Higher Degrees Committee that a student who is registered for the Doctor of Philosophy degree transfers his/her registration and proceeds to the Master of Philosophy programme.

3.6 DOCTOR OF PHILOSOPHY

The normal entrance requirement shall be an appropriate Masters Degree.

3.7 HIGHER DOCTORATE DEGREES

Applicants shall be approved graduates in the tenth or subsequent year after the date of their graduation and must have published work of an exceptionally high standard such as would confer on them an authoritative and international standing in their subject and in their particular field of research.

4.0 FACULTY REGULATIONS

There shall be Faculty Regulations which should be read in conjunction with the General Academic Regulations.

For admission to a Programme of study and/or for Subject/Course within the Programme there may be specific restrictions on the choice of subjects and additional requirements for entry. Faculty Regulations may prescribe additional requirements

5.0 SUBMISSION OF APPLICATIONS

5.1 POST GRADUATE DIPLOMAS AND MASTERS DEGREES BY COURSEWORK

- 5.1.1 Applications shall be submitted on the official forms.
- 5.1.2 Application forms shall be submitted by the closing dates as advertised.
- 5.1.3 Late applications may be considered upon payment of the prescribed late application fee.

5.2 MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

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

5.3 HIGHER DOCTORATE DEGREES

- 5.3.1 Applications shall be made on the official forms.
- 5.3.2 An eligible candidate may make an application at any time and shall, at the same time, submit evidence of his qualifications; such evidence shall consist of published work, papers or books containing original contribution to the advancement of knowledge.
- 5.3.3 Where a part of the work submitted is not in a candidate's sole name, the candidate shall produce satisfactory evidence of his/her part in the initiation, direction and conduct of the work.
- 5.3.4 A candidate shall indicate what part, if any, of the work has been submitted for a Degree in this or any other university, by himself/herself or in the case of joint work, by any of his co-authors.
- 5.3.5 The term 'published' in these Regulations shall mean printed in a periodical or as a pamphlet or book which has been available for criticism by relevant experts. The Examiners shall be given discretion to disregard any of the work submitted, if any, in their opinion, the work has not been so available for criticism either on account of its inaccessibility or because it has been submitted for the Degree at too short an interval after its publication.
- 5.3.6 The application and supporting documentation shall be submitted to the appropriate Departmental Board for preliminary consideration. The Departmental Board shall make recommendations to the Faculty Higher

Degrees Committee.

- 5.3.7 If the Faculty Higher Degrees Committee considers that the application has sufficient merit, it shall recommend to Senate the appointment of both Internal and External Examiners and that the applicant be formally registered as a candidate for examination.

6.0 STRUCTURE AND DURATION OF PROGRAMMES

6.1 POSTGRADUATE DIPLOMAS

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

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

6.2 MASTERS DEGREES BY COURSEWORK

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

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

6.3 MASTER OF PHILOSOPHY DEGREE

The duration of the Master of Philosophy Programmes shall be:-

Full-time	-	18 months
		3 years maximum
Part-time	-	3 years
		5 years maximum

6.4 DOCTOR OF PHILOSOPHY DEGREES

The duration of the Doctor of Philosophy Degree Programmes shall be:-

Full-time	-	3 years
		4 years maximum
Part-time	-	5 years
		6 years maximum

6.5 **Maximum Time Allowable for Postgraduate Degree Programmes by Coursework.**

The maximum limit of study allowable to complete a Postgraduate Degree by Coursework shall be as follows:

For a Full-time mode of study, the maximum limit of study allowable to complete shall be the normal duration period plus 1 year.

For a Part-time mode of study, the maximum limit of study allowable to complete shall be the normal duration period plus 1 year.

6.6 **Process of Requesting for an Extension of Programme Time Limit for Postgraduate Degree Programmes by Coursework**

A student who reaches the maximum time limits allowed for a Programme shall submit an Application in writing for an Extension of the Programme Time Limit in the prescribed Form to the Department and payment of a fee determined by the University. The Department shall recommend its decision to the Faculty which in turn shall recommend to the Academic Board. The application shall be considered by the Academic Board on behalf of the Senate, which may approve or reject the application. The decision of the Academic Board shall be final.

A student who is differently abled may apply for a time limit extension for reasons directly related to their disability. Such an application shall be in the prescribed Form and must be accompanied by a supporting letter from a Medical Doctor. Such an application for an extension due to a disability shall be exempt from payment of an application fee.

An application to extend a time limit shall be submitted before the programme Time Limit expires.

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

6.7.1 If a student reaches his/her time limit and has not submitted his/her thesis, the student's registration status shall automatically lapse and may be withdrawn from the University. Only in very exceptional circumstances shall a student be granted a time limit extension after submitting an application.

6.7.2 An application for an extension using a prescribed Form, shall be considered on its merits by the Department and Faculty Higher Degrees Committee which shall recommend to the Senate through the Academic Board.

6.7.3 In his/her application, a student must clearly state the reason why he/she failed to submit the thesis on time and demonstrate how he/she shall use the requested extension period effectively in order to complete the writing of the thesis and meet the new deadline.

6.7.4 An application to extend a time limit shall be submitted three months before the programme Time Limit expires and shall be considered by the Academic Board on behalf of the Senate. The decision of the Academic Board shall be final.

If a student's application is approved and the student fails to submit the thesis at the end of the final extension period, the student shall be withdrawn. Any data or material gathered during the period of study prior to the withdrawal shall remain the property of the University.

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

7.1 Applications for the Master of Philosophy and Doctor of Philosophy studies shall not follow the normal University calendar. Faculty Higher Degrees Committees can receive and process these anytime of the Year.

7.2 Registration/Enrolment for the Master of Philosophy and Doctor of Philosophy Degrees shall follow after acceptance of submitted proposals and suggested supervisors by the Academic Board.

7.1 Each student shall be required to pursue a prescribed programme of study under the direction of a supervisor, who shall be a member of the academic staff of the University in the appropriate discipline. Normally, one or more Associate Supervisors will also be appointed.

7.3 Each student shall be required to pursue a prescribed programme of study under the direction of a Supervisor who shall be a member of the academic staff of the University in the appropriate discipline. If the need arises, a Co-supervisor and an Associate Supervisor(s) may also be appointed.

7.4 The appointment of all Supervisors shall be made by the Senate on the recommendations of the appropriate Faculty Higher Degrees Committee.

7.3 The Supervisor shall report on each student's progress every six months to the Faculty Higher Degrees Committee through the appropriate Departmental Board.

- 7.5 A student shall maintain regular contact with the supervising Department and shall be required to attend for certain periods at the University as directed by their approved Supervisor (s).
- 7.4 Students shall maintain regular contact with the supervising Department and shall be required to attend for certain periods at the University as directed by their approved Supervisor (s). Replaces 7.3 as above
- 7.6 The student shall complete the relevant Progress Report Form and submit it after every six months to the Supervisor. The Supervisor shall report on each student's progress every six months to the Faculty Higher Degrees Committee through the appropriate Departmental Board.
- 7.7 The Faculty Higher Degrees Committee shall recommend and submit the student's progress report to the Academic Board for publication.
- 7.8 A student who fails to submit a progress report within a six-month period of study shall receive a written warning from the Chairperson of the Department.
- 7.9 No break in the normal continuity of study shall be permitted, except by permission of the Senate on the recommendation of the Faculty Higher Degrees Committee.
- 7.10 A student who fails to submit a progress report within a twelve-month period of study shall be regarded as having had a break in the normal continuity of study and may be deregistered from the programme.
- 7.11 A full-time student may be engaged in limited teaching at the University.
- 7.12 A student who is employed outside the University, or a staff member employed in the University, other than on the research programme for which he/she proposes to be registered, may normally be accepted for registration only on a part-time basis.
- 7.13 If a student does not begin his/her studies for the Master of Philosophy or Doctor of Philosophy Degree within one calendar year from the date of approval, his/her registration shall lapse, and he/she will be required to re-apply to the University if he/she still desires to proceed.
- 7.14 A student may be required, as part of their Programme, to complete elements of course work to enhance their research studies, provided that such course work shall amount to not more than 25% of the minimum period allowed for the full programme.

The prescription of any coursework element shall require the approval of the Senate on the recommendation of the Departmental Board through the Higher Degrees Committee concerned. Where such course work is prescribed, the Department concerned shall ensure that the student is informed in writing of the precise requirements for satisfactory completion of the course work for reporting in due course to the Board of Examiners.

7.15 SUBMISSION OF THESIS

The Supervisor and the Chairman of the Faculty of Higher Degrees Committee shall satisfy themselves that the thesis is in a form suitable for submission for examination and that, where items of course work have been set, the candidate has satisfactorily completed these items.

The Chairman of the Department and the Chairman of the Faculty Higher Degrees Committee shall request that the thesis be subjected to professional proofreading and editing before submission.

Plagiarism is an academic offence in the sense that theft is in ordinary daily life hence every submission shall be checked for originality. An originality report showing the similarity index shall be submitted together with the thesis.

A thesis whose originality report shows an unacceptably high level of similarity index shall not be accepted for examination by the Faculty Higher Degrees Committee.

A soft copy, together with four hard copies of the thesis, in loose-bound form shall be submitted by the Department to the Deputy Registrar Academic Affairs for examination.

After examination, the Deputy Registrar Academic Affairs shall submit one corrected loose-bound copy of the thesis to the Academic Board.

After approval by the Academic Board, a soft copy together with five hard copies of the final thesis, in hard-bound form shall be submitted by the Department to the Deputy Registrar Academic Affairs.

8.0 MARKING SCHEME AND CLASSIFICATION

8.1 POSTGRADUATE DIPLOMAS AND MASTERS DEGREES BY COURSEWORK

Postgraduate diplomas and Masters Degrees by Coursework shall be awarded in the

categories; distinction, merit, credit and pass.

The following Grading Scheme shall be used for the Modules and Programmes:

80% and above	-	DISTINCTION	(D)
70% - 79%	-	MERIT	(M)
60% - 69%	-	CREDIT	(C)
50% - 59%	-	PASS	(P)
Below 50%	-	FAIL	(F)

8.2 MASTER OF PHILOSOPHY DEGREES

The Master of Philosophy Degrees shall not be classified.

8.3 DOCTOR OF PHILOSOPHY DEGREES

The Doctor of Philosophy Degrees shall not be classified.

8.4 HIGHER DOCTORATE DEGREES

The Higher Doctorate Degrees shall not be classified.

9.0 ASSESSMENT OF CANDIDATES

9.1 MODE OF ASSESSMENT

9.1.1 Normally, evaluation shall be based on continuous assessment, dissertation and formal examinations. The percentage allocation of each component of the assessment shall be set by the Senate on the recommendation of the appropriate Faculty Board;

9.1.2 Satisfactory completion of modules may require submission of written work, attendance at lectures, seminars, tutorials, industrial attachment and other activities as stated in the Faculty Regulations;

9.1.3 Each Department shall determine which items of the module shall be included in the continuous assessment and shall define the relative weighting assigned to each item. Each Department shall inform the students of these details at the beginning of the module and shall maintain written records of each student's performance in these elements of continuous

assessment. Items incorporated in the continuous assessment include assignments, tests, essays and projects;

- 9.1.4 External Examiners shall be appointed to moderate all formal examinations;
- 9.1.5 All matters relating to the conduct of formal examinations shall be the responsibility of the Registrar;
- 9.1.6 To be admitted to any formal examination, a candidate shall:-
 - a) be registered as a student of the University in accordance with the General Academic Regulations;
 - b) have satisfactorily completed approved modules of study at the University.
- 9.1.7 Exclusion from a formal examination shall require the authority of the Senate.
- 9.1.8 The Examiners may require any candidate to attend an oral examination and/or write a special examination.

9.2 CREDIT ACCUMULATION

- 9.2.1 The following Credit Accumulation regulations shall apply to all Modules and Programmes:
- 9.2.2 A Credit shall be equivalent to 10 notional study hours of learning.
- 9.2.3 All programmes offered by the University shall use an academic credit allocation system approved from time to time by the Senate. The University shall adopt the following SADC qualification framework as prescribed by the Zimbabwe Council for Higher Education for all programmes offered:

SADC-QF LEVEL	QUALIFICATION
10	Doctorate
9	Masters

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

9.2.5 **Award of Credit**

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

9.2.6 **Credit Accumulation and Degree Qualification**

A student shall progressively accumulate credits for modules that they successfully complete. A Student shall be required to accumulate sufficient credits to progress through the programme and shall be required to gain the total credits required for the award of the degree qualification as prescribed in the Faculty Regulations.

9.2.7 **Accreditation of Prior Learning**

A student who is exempted from the first year of study shall be awarded credit determined by the Faculty recognising prior learning that matches the learning outcomes of the programme gained from an accredited institution and relevant work experience.

9.3 **MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES**

9.3.1 **THESIS**

9.3.1.1 **TITLE OF THESIS**

A candidate shall submit to the Faculty Higher Degrees Committee, the title of his/ her thesis for approval by Senate at least six months before final submission of the thesis. After the title has been approved, it may not be changed except with the permission of the Senate.

9.3.2 **SUBMISSION OF THESIS**

The Supervisor and the Chairman of the Faculty Higher Degrees Committee

shall satisfy themselves that the thesis is in a form suitable for submission for examination and that, where items of coursework have been set, the candidate has satisfactorily completed these items. Four copies of the thesis, in loose-bound form shall be submitted to the Deputy Registrar (Academic Affairs).

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

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

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

9.3.3.3 A Master of Philosophy thesis shall provide evidence that the candidate has mastered relevant research techniques, has shown scholarship, has developed a capacity for criticism of his/her own and other work, and has widened his/her knowledge and understanding of literature of his field of study.

9.3.3.4 A Doctor of Philosophy thesis shall constitute an original and substantial contribution to the advancement of knowledge in the Subject chosen, and show evidence of a greater depth of scholarship than that required for the Master of Philosophy degree described above.

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

9.3.3.6 The thesis shall be written in English.

9.3.3.7 The literary form of the thesis shall be satisfactory.

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

9.3.3.9 The thesis may describe work done in conjunction with the candidate's Supervisor(s), and include material obtained or produced with technical or other assistance, provided that the candidate shall state clearly his/her personal share in the investigation and specifically acknowledge all such assistance. This statement shall be certified by his/her Supervisor and bound as part of the preface of the thesis.

Work done jointly with persons other than the candidate's Supervisor(s) may be accepted as a thesis, or part of a thesis, in certain circumstances, provided the candidate's share is clearly certified.

9.3.3.10 Work already published, including that published in Joint names, may be included only if it forms an integral part of the thesis. A series of publications alone shall not be acceptable as a thesis.

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

9.3.4 A candidate shall not be permitted to submit as his/her thesis, a thesis which had been submitted to another university. However, a candidate shall not be precluded from incorporating work which he/she shall indicate on his/her thesis for entry to the examination and also in his/her thesis, any work which has been so incorporated.

9.3.5 The format of the thesis submitted for examination shall be as follows: Typed, or printed, double-spacing form or reproduced there from, (except for the abstract which shall be in single-spacing form) in the following format:-

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

9.3.5.2 There shall be a margin of 40 mm on the left-hand side of the page, to allow for binding, a margin of 10 mm on the right-hand side and a margin of 20 mm at the top and at the bottom of the page.

9.3.6 A candidate may submit as subsidiary matter in support of his/her candidature, any publications or contributions to the advancement of his/her subject which he/she may have published independently or jointly. In the event of a candidate submitting such subsidiary matter, he/she shall be required to state fully his/her own share in any joint work. Where there is a substantial computing content in the thesis, a machine readable copy of the source programme shall be submitted together with the copies of the thesis.

9.3.7 After the completion of the examination process, a candidate shall

submit four copies of the successful thesis which shall be bound in accordance with University Regulations.

10.0 DETERMINATION OF CANDIDATES' RESULTS

10.1 POSTGRADUATE DIPLOMA AND MASTERS DEGREE BY COURSEWORK

- 10.1.1 Results shall be determined by the Senate on recommendation of Faculty Boards of Examiners.
- 10.1.2 Departmental Panels of Examiners shall comprise all full-time lecturing staff in that Department, the External Examiner(s) and, where appropriate, as determined by the Departmental Panel, Part-time Lecturers for the course/subject concerned.
- 10.1.3 Faculty Boards of Examiners shall consist of the Dean and Deputy Dean of the Faculty, the Chairman of each Department, the External Examiner for the Department and normally one other academic member of the Department, nominated by the Departmental Panel from each Department involved in the subjects for that examination.

The Departmental Panel of Examiners shall:

- 10.1.3.1 agree, for each candidate, marks in terms of percentages, for continuous assessment, for the dissertation where applicable, for the formal examination and overall course work in terms of the Faculty Regulations for courses.
 - 10.1.3.2 recommend to the Faculty Board of Examiners whether a candidate should pass or fail the relevant module(s) and subject(s) taken, and recommend the category of passing.
 - 10.1.3.3 where subject/module prizes are available for award, make recommendations for the award these prizes.
- 10.1.4 The Faculty Board of Examiners shall:
- 10.1.4.1 consider the recommendations of the Panels of Examiners and recommend to the Senate an overall result for each candidate and any other conditions as it may deem appropriate;

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

10.2 MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY DEGREES

10.2.1 EXAMINATION AND DETERMINATION OF CANDIDATES' RESULTS

Results shall be determined by the Senate on the recommendation of the Faculty Board of Examiners which shall consist of the following:

10.2.1.1 the Dean or Deputy Dean of the Faculty (Chairman), the Chairman of the Faculty Higher Degrees Committee, the Chairman of Department concerned, Supervisor(s), one Internal Examiner who is an expert in the field.

THE EXTERNAL EXAMINER: The External Examiner need not be present at the Board of Examiners Meeting for the Master of Philosophy Degrees.

10.2.1.2 candidates shall be assessed on the merits of their thesis but where elements of course work have been prescribed, they shall also satisfy the examiners that this has been satisfactorily completed.

10.2.1.3 when a candidate is ready to submit his/her dissertation in detail for examination, the Departmental Board shall recommend to the Senate through the Faculty Higher Degrees Committee, the appointment of Examiners, one being an External Examiner and two being members of staff of the University who are specialists in the field of study concerned. These Examiners shall assess the dissertation in detail and shall each submit a written report with comments and recommendations to the Dean of the Faculty concerned. A member of staff who has been appointed as Supervisor for the dissertation may not be appointed as one of these Examiners.

10.2.1.4 on receipt of reports of the Examiners, the Dean of the Faculty concerned shall refer these reports to the Board of Examiners.

10.2.1.5 the Board of Examiners shall normally examine the candidate orally. The Board of Examiners may require further examination through written papers, or practical examination, or both, on the subject of the

- thesis and, if they see fit, subjects relevant thereto.
- 10.2.1.6 after the Board of Examiners has considered the written reports of the Examiners it may recommend to the Senate that the candidate be passed or failed.
- 10.2.1.7 If the thesis is adequate, but the candidate fails to satisfy the Examiners at the oral or other examination, the Board of Examiners may recommend to the Senate that the candidate be permitted to represent the same thesis and submit to further oral or other examination within a period of one calendar year.
- 10.2.1.8 the candidate may be required to make editorial amendments to his/her thesis to the satisfaction of the Chairman of the Board of Examiners, after consultation with the Chairman of the Department concerned before lodgement of the final bound copies of the dissertation.
- 10.2.1.9 if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the Board of Examiners may recommend to the Senate that the candidate be permitted to represent his/her thesis in a revised form within one calendar year from the decision of the Senate with regard thereto. The Board of Examiners shall not, however, make such recommendation without submitting the candidate to any oral examination or, exceptionally, if an oral examination is impracticable, a written examination.
- 10.2.1.10 in the event of a disagreement between Examiners on the merits of the work, the Board of Examiners may refer the thesis to a second External Examiner.

10.3 HIGHER DOCTORATE DEGREES

- 10.3.1 The Board of Examiners shall consist of the following persons:

The Dean or Deputy dean of the Faculty (Chairman), All Professors in the Faculty, The Chairman of the Faculty Higher Degrees Committee, The Chairman of the Department concerned, The Internal Examiners and, where appropriate, one or more suitably qualified persons who shall, normally be members of the academic staff. Such persons may be appointed to the Board at the discretion of the Dean after consultation with the Chairman of the Department concerned.

- 10.3.2 Assessment of the work submitted by the candidate shall be made initially by two or more External Examiners and by two or more Internal examiners appointed by the Senate on the recommendation of the appropriate Faculty Higher Degrees Committee.
- 10.3.3 Each External Examiner shall be required to submit a formal written report on the submission, to the Deputy Registrar (Academic Affairs) with his/her recommendations.
- 10.3.4 On receipt of the report from the External Examiner(s), the Deputy Registrar (Academic Affairs) shall refer it to the Chairman of the Department concerned, through the Dean of the Faculty, for consideration by the Internal Examiners.
- 10.3.5 Having read the submission and the report(s) from the External Examiners, the Internal Examiners shall report formally and make recommendations to a Board of Examiners which shall, in turn, report and recommend to the Senate.

11.0 FAILURE TO SATISFY EXAMINERS

- 11.1 A candidate who fails to satisfy the examiners in terms of the Faculty Regulations may be required by the Senate to 'repeat' or to 'withdraw'.
- 11.2 'Repeat' means that the student may apply for readmission into the same Programme and his/her application shall be considered through the normal procedures. This measure would normally be taken in respect of a student who has failed in a Programme. Such a candidate shall be re-admitted only if a place is available after normal entry candidates have registered. If a student is repeating a module(s), he/she shall only be credited with the marks obtained during the 'repeat' examination. Nevertheless where this is provided in the Faculty Regulations a 'repeat' student may be exempted from re-attendance and re-examination in any module(s) in which he/she previously passed, or may take another approved course or other approved modules instead of the module(s) previously passed. Exemptions shall be granted only in those cases where a candidate has scored credit or better pass.
- 11.3 'Withdraw' means that the student shall withdraw from the University. This measure would normally be taken in respect of a student who has either failed in two

programmes failed overall twice in one Part of one Programme. Once 'withdrawn' the student shall not apply again for admission until after a period of two years has elapsed.

- 11.4 Where a dissertation or a project is prescribed in any programme, candidates shall be informed in advance of the deadline for submission of such dissertation or project. Unless prior permission for an extension of this deadline has been granted by the Academic Board, any candidate who fails to meet this submission deadline shall normally fail and would be required to repeat the dissertation or project. A candidate who fails the dissertation or project but obtains a mark of 40% - 49% shall on the recommendation of the Examiners, be permitted to submit the dissertation or project at a later date, normally within three months of the publication of the results. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

12.0 APPEALS AGAINST TERMINATION OF STUDIES

- 12.1 Any candidate who, having failed to satisfy the Examiners, is required to withdraw from the University or discontinue a programme, has a right to appeal.
- 12.2 A committee shall be established by the Senate to consider such an appeal.
- 12.3 Any candidate who wishes to lodge an appeal against withdrawal or discontinuation must do so in writing to the Registrar within 21 days after the publication of the Examination results.
- 12.4 On appeal, the candidate must state clearly the grounds of the appeal. Medical grounds must be substantiated in writing by a medical practitioner registered in terms of the Health Professions Act. Any other evidence which the candidate wishes to submit in support of his/her case must also be lodged with the written appeal.
- 12.5 The Registrar will refer all timeous appeals to the Appeals Committee for consideration.
- 12.6 The Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the Examiners. Extenuating circumstances of a force majeure' nature, which explain and are directly relevant to the

student's academic performance and which he/she could not reasonably have been expected to have foreseen or avoided, will be considered.

- 12.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence as it may consider pertinent.
- 12.8 No right to automatic oral hearing is conferred upon appeals and the University will not reimburse any expenses incurred by an appellant in making a personal appearance before the Committee.
- 12.9 The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to the Senate for approval, or to the Academic Board or the Vice-Chancellor on behalf of the Senate for consideration.

13.0 AEGROTAT PROVISIONS

- 13.1. If a candidate, having completed a substantial component of a Part of his/her Programme, is prevented by serious illness or other sufficiently substantiated cause, from completing the prescribed requirements for that Part of the Programme, he/she may be deemed by the Senate to have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as the Senate may decide, provided that:-
 - 13.1.1 The candidate will not normally be exempted from presenting a thesis or dissertation where such is prescribed.
 - 13.1.2 The award of an Aegrotat Degree shall be without classification.
- 13.2 Where a student qualifies for an Aegrotat Degree, he/she may opt instead to write a special examination in order that an overall grade may be determined and formally credited to the student. Application for such an option must be submitted in writing to the Registrar not later than four weeks before the scheduled examinations.
- 13.3 The Senate may require any candidate, irrespective of his/her Programme or Faculty, Whose examination performance has been adversely affected by sufficiently substantiated circumstances of 'force majeure' nature to write a special examination at

an appropriate future date, normally not later than three months after the date of the last examination missed.

In such a case, unless otherwise stipulated by the Senate, the mark obtained in the special examination will be counted in the overall assessment for purposes of degree classification.

- 13.4 A candidate who wishes to be considered for an Aegrotat Degree must apply in writing, together with written substantiation for his/her case, to the Registrar normally within ten days of the end of the University Examinations for the Programme concerned. Appeals which are submitted on medical grounds must be supported by a certificate from a medical practitioner registered in terms of the Health Professions Act.
- 13.5 A candidate who is awarded an Aegrotat Degree may not re-enter the examination for that same degree, but shall be eligible to apply to proceed to an appropriate higher degree.

14.0 PLAGIARISM

14.1 Definition

Plagiarism is the unacknowledged use of another person's material or ideas. As such, plagiarism is an academic offence in the sense that theft is in ordinary daily life.

- 14.2 Recommendations on the severity of the penalty shall be determined by the appropriate Departmental Board or Board of Examiners. Cases of plagiarism shall be handled in the following manner:-

14.3 Minor Cases of Plagiarism

14.3.1 **FIRST OFFENCE:** In the case of plagiarism being discovered in a piece of work such as an essay or laboratory report or Dissertation the student shall get a Chairman's warning but shall be given an opportunity to re-do and re-submit an acceptable piece of work after one week and shall be awarded a maximum of 50%.

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

14.3.3 **THIRD OFFENCE:** The Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.

14.4 **Major Cases of Plagiarism**

14.4.1 In the case of plagiarism being discovered in a project at the end of the year the candidate shall be denied the opportunity to resubmit the project, but will be required to submit a new project.

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

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

14.4.2 In the case of plagiarism being discovered in a project for the second time and after resubmission, a mark of zero shall be awarded and recorded, and the Senate shall take disciplinary action either to suspend or expel the student.

15.0 **MISCONDUCT AT EXAMINATIONS**

15.1 Subject to Ordinance 30, any candidate found using unauthorised material, or attempting to obtain information from other candidates or their papers, or otherwise guilty of misconduct during the examination shall be disqualified not only in that examination and subject, but in the whole examination, and further disciplinary action may be taken by the University.

16.0 **PUBLICATION OF RESULTS**

16.1 The Registrar shall be responsible for the publication of the results of University Examinations as approved by the Senate.

16.2 Results lists shall be published individually to the student's web portal, and where necessary, shall be posted on University Notice Boards.

17.0 **ACADEMIC TRANSCRIPT**

On leaving the University each student may obtain, on application to the Registrar, one

copy of a formal transcript of his/her complete academic record at the University.

18.0 AWARD OF DEGREES

The award of Degrees of the University shall be subject to approval by the University Council.

Candidates completing the requirements for such award will be entitled to receive a formal certificate of the University, bearing the University seal and signed by the Vice-Chancellor and the Registrar, confirming the award.

DEFERMENT AND LEAVE OF STUDIES POLICY

PURPOSE

The formulation of the policy on deferment of studies is an acknowledgement that students enrolled at the National University of Science and Technology (NUST) may apply for a deferment of studies and take leave from studies.

The policy is developed with the objective of ensuring that students are able to apply for deferment or leave of studies. In addition this policy will facilitate efficient and effective management of deferment of studies by the University.

SCOPE

This policy shall allow the Deferment and Leave of Studies in all programmes offered by NUST. Students who have been formally offered a place to study at the University and have not registered, have the option to defer the offer while students who have registered and have commenced studies may apply to take Leave from studies at any time.

Applications by students with pending disciplinary cases shall be considered after finalisation of their disciplinary cases. Applications for Deferment and Leave of studies shall be considered by the University according to their respective individual merits. Conditions listed on the offer Letter of Admission must be satisfied before an application for Deferment or Leave of Studies is considered.

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

2. Definitions

Deferment: Postponement of studies for a period of up to 12 months, normally covering the Academic Year, for a person who has been offered a place, or a person who is allowed to proceed to the next part of the programme and has not registered.

Leave of Studies: A period of 6 to 12 months covering the normal teaching period when a registered student is excused from formal study. Leave applies to students that have commenced studies.

Offer: When an applicant is informed in writing that he has been offered a place in a programme to study.

Programme: A plan of study lasting over a period of time which leads to the award of a diploma or a degree of the University.

LIBRARY

1.0 INTRODUCTION

The Library is the nerve centre of academic activity, working to enrich the total study experience by utilising new and emerging technologies in the provision of information services. It creates learning spaces both physical and virtual using state of the art tools and methods to stimulate learning and respond to student needs.

2.0 HISTORICAL BACKGROUND

The NUST Library was established in 1992 with a small collection of 2000 books and two members of Staff. It has since grown to over 55 000 books, more than 54 electronic databases, 50 000 plus e-books and 50 members of staff. The Library computerised its systems by installing INNOPAC Millennium, an Integrated Library Management System in 2003 through the assistance from SIDA/SAREC which availed a grant to NUST.

3.0 Physical Address

The Main Library is located at 114 Fort Street, in the city centre of Bulawayo until the construction of a new-state- of- The-art Library is completed.

3.1 Physical expansion

Resources are not the only expansion witnessed at the NUST Library. Apart from the main Library, there has since been established 3 more branch libraries:

- 3.1.1 The Graduate School of Business Library
- 3.1.2 FOBE Library (Faculty of the Built Environment)
- 3.1.3 Faculty of Medicine Library (located at Mpilo Hospital in Bulawayo)

3.2 The Library is an institutional member of:

- ZIMLA (Zimbabwe Library Association),
- One of the inaugural Members of ZULC (Zimbabwe University Libraries Consortium),
- IFLA (International Federation of Library Associations and Institutions)
- AFLIA (African Library and Information Associations and Institutions) and
- EIFL (Electronic Information for Libraries)

4.0 Who Can Use the Library?

- 4.1.1. All full-time and part-time registered NUST students, NUST members of staff, visiting academics and NUST Members of Council are eligible for membership of the Library.

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

4.2. **Is the Library easily accessible?**

Yes it is. The Library opens up to 2100hrs during the semester. Online services like electronic resources are accessible 24 hours a day through remote access.

5.0 SERVICES

5.1 **Reference Services**

The Reference Section or Help Desk provides personal assistance to library users. It is essentially concerned with helping patrons locate relevant information pertinent to their needs, either within or outside the Library. Queries range from patron registration, accessing past examination papers, using the Library catalogue and assistance in using the library's electronic databases.

5.2 **Ask the Librarian facility**

This is an e-mail based reference service for those seeking assistance with library and research related questions. This service is accessible via the Library website.

5.3 **Library Chat facility**

This is a virtual reference service that opens doors for students, faculty members and researchers to connect with the library's reference team and receive real time library and research assistance through chat. This service is accessible via the Library website.

5.4 **E-Resources**

The Library provides access to over 54 scholarly databases that comprise of e-journals and more than 50 000 electronic books. These resources can be accessed from within campus as long as you are on the NUST network. They are also accessible 'remotely OR off campus' as long as you are a registered NUST student or member of staff with a University I.D.

Advantages of using these resources are that:

- They are convenient, can be accessed from anywhere
- They provide both current and retrospective information in one click
- They allow multiple access to a single resource
- They are quicker to search or browse AND
- They come in mixed media, e.g images, video, audio and so on.

The Library also provides access to other numerous e-resources like thesis and dissertations, past examination papers, subject guides and the Institutional Repository access is 24/7 round the clock.

5.5 Faculty Liaison

The Library has a team that works in partnership with academic units. Their role is to:

- 5.5.1. Provide information services
- 5.5.2. Keep faculties up to date with library developments and activities
- 5.5.3. Engage in collection development
- 5.5.4. Conduct e-resources training
- 5.5.5. Conduct information literacy skills training
- 5.5.6. Ensure there is effective and efficient use of library resources by staff and students.

5.6 Institutional Repository

This is a digital depository of NUST's intellectual output. It

- 5.6.1. Creates global visibility to NUST's scholarly research.
- 5.6.2. Collects content in a single location.
- 5.6.3. Provides access to institutional research output by self archiving it.
- 5.6.4. Stores and preserves the other institution's digital assets.

5.7 Past Examination Papers

Past examination papers are accessible online from the Library homepage.

5.8 Information Literacy Skills (ILS)

The Library conducts ILS training programmes to equip students with the requisite skills necessary for the effective use of online information.

It enables students to:

- Identify the different sources of information
- Use online search strategies,
- Evaluate information and its sources critically
- Understand the economic, legal and social issues surrounding the use of information.

Faculty Librarians are responsible for organising and conducting training.

5.9 Circulation Services

The Circulation Services of the Library encompass activities offered at the circulation/issue desk and the reserve section of the library. The aim is to ensure the proper movement of library material among patrons. The following are some of the services in the unit:

5.9.1 Short loan/Reserve Service

Books in high demand can be placed on Short term Loan or Reserve at the recommendation of academic staff.

5.9.2 Long Term Loans

Library material that may be required for constant use in a department can be placed on Long Term Loan at the request of the chairperson of the department.

5.10 Library Fines

Reading material borrowed from the Library should be returned on or before the due date. Overdue material attracts a fine at a rate to be determined by the Library from time to time. Different levels of fines shall apply on Ordinary Loans, Short term Loans, Library use Only/Reserved Material, Overdue items (15 days) or more and lost material.

5.11 Book Requests

Academic units are to make requests for books to be purchased at the beginning of the year or upon introduction of a new course. The Library will only consider requests that have been signed and authorised by the chairperson of the department.

5.12 Photocopying Services

The Library has outsourced photocopying services for the convenience of library users. A small fee is levied for the service. All photocopying is subject to the Copyright Act.

6.0 RULES AND REGULATIONS

6.1 General Rules

- 6.1.1 Users must present a valid University Identity Card, to the Security Guard upon entering Library premises.
- 6.1.2 For security reasons, bags, cases, etc, do not go inside the Library. Bags should be left at the baggage bay accessible through the side entrance.
- 6.1.3 Smoking, eating, and drinking are strictly prohibited.
- 6.1.4 Cell phones must be switched off or put on silent so that they do not distract others
- 6.1.5 Viewing of pornographic sites is prohibited in the library.
- 6.1.6 Readers are expected to observe silence in the library. Conversation and any other behavior likely to disturb or inconvenience others must be avoided in the reading areas.
- 6.1.7 All losses of and damage to library materials must be reported to the Library promptly.
- 6.1.8 All items taken in or out of the Library are subject to a security check.
- 6.1.9 The Library will confiscate any material not belonging to NUST Library if there is no proof it was borrowed legally from the lending institution.
- 6.1.10 Users are required to comply with the provisions of the Copyright Law. The Library and its resources are to be used for the purpose of Academic Learning and Research and not for the other forms of commercial gain.
- 6.1.11 Results for students with overdue material and unpaid fines will be withheld until payment is received in full.

- 6.1.12 Breaking into the University Library Computer system will attract a heavy fine or suspension from the library.
- 6.1.13 Personal belongings may be brought into the library at the user's own risk. The Library will not be held responsible for loss of, or damage to personal property.
- 6.1.14 Repeated infringement of the above rules would result in the Librarian suspending and or referring the matter to the University Proctor.

6.2 **Borrowing Regulations**

- 6.2.1. Only registered users can borrow material from the Library.
- 6.2.2. All items taken out of the Library must bear the current Library Due Date Stamp and a receipt.
- 6.2.3. Fines will accrue on all overdue material.
- 6.2.4. Library material shall not be issued to persons who hold overdue books or with outstanding fines.
- 6.2.5. Items not in demand may be renewed once/except for Short loan books.
- 6.2.6. All items are subject to RECALL if in demand.
- 6.2.7. Periodicals, Reference Books, Thesis, Dissertations and material stamped 'Library Use Only' may not be taken out the Library.
- 6.2.8. Members of staff going for staff development must return all books before proceeding for study leave.
- 6.2.9. Library users terminating membership of the Library must return all outstanding material and clear all fines before they can be cleared.

For more information, visit us at: library.nust.ac.zw