



**ZCAS UNIVERSITY**

**STUDENT CODE OF CONDUCT AND  
DISCIPLINARY PROCEDURES**

## Table of Contents

GENERAL INFORMATION .....	3
1.0 DEFINITION OF TERMS .....	3
2.0 PREAMBLE .....	8
2.1 General Application .....	9
2.2 Jurisdiction .....	10
3.0 STUDENT RESPONSIBILITIES AND DISCIPLINARY ACTIONS .....	10
3.1 Registration .....	11
3.2 Class Attendance and Participation (Face-To-Face Sessions/ Residential School).....	12
3.3 Course Materials .....	13
3.4 Assignments and other Work Submitted for Marking .....	14
3.5 Examinations.....	16
3.6 Library.....	19
3.7 Halls of Residence and University Buildings .....	20
3.8 General .....	20
4.0 DISCIPLINARY PROCEDURE .....	23
4.1 Initiation of Disciplinary Procedure.....	23
4.2 Disciplinary Procedure for a Student Member of Staff.....	23
4.3 Representation at Meetings and Hearings.....	24
4.4 Attendance at Meetings and Hearings.....	24
4.5 Summary Procedure .....	24
4.6 Communicating the Disciplinary Decision .....	25
4.7 Right of Appeal Against the Decision of the Disciplinary Committee.....	25
4.8 Student Disciplinary Panel .....	26
5.0 ENFORCEMENT OF THE CODE OF CONDUCT.....	28
5.1 Dissemination.....	29
5.2 Responsibility for Enforcement .....	29
5.3 Effective Date.....	30
6.0 RELATED DOCUMENTS .....	30

## GENERAL INFORMATION

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### 1.0 DEFINITION OF TERMS

1.1 Unless the context indicates otherwise, the terms used in this Student Code of Conduct and Disciplinary Procedures shall have the following meaning:

#### 1.1 Prohibited Conduct

Prohibited conduct refers to misconduct by students. Behaviours perceived as misconduct are contained herein. Violation of any of the rubrics spelt out by the Code of Conduct by students while within the University's jurisdiction, shall call for disciplinary action by the University. Preventing the occurrence of a prohibited conduct under circumstances that demonstrate a voluntary renunciation of the prescribed behaviour will not be subject to disciplinary action by the University. The rubrics perceived as misconduct by students include but are not limited to what is stipulated below:

#### 1.2 Academic Misconduct

Academic misconduct refers to any activity that compromises academic integrity of the University or sabotages the educational process. Examples of academic misconduct include, but are not limited to:

- a) violation of rules as contained in the various policies, student handbook, course guides or other information provided to the student;
- b) examination malpractices such as providing information to other students during tests or examinations or use of unauthorized materials such as Smart phones; mobile electronic devices; written material and those listed in the ZCAS University Examination Management Policy and Procedures and the General Examination Room Regulations. The Chief invigilator retains the right to add to the list of forms of Examination malpractices during the examinations;
- c) knowingly providing assistance to other students or using unauthorized assistance in the laboratory, on field work, in studies or module assignments;
- d) Plagiarising other people's work for an academic requirement or accepting plagiarised work by students;
- e) submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the coordinator of the course for which the work is being submitted or supervising authority for the academic requirement;
- f) falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments;
- g) serving as, or enlisting the assistance of, a substitute for a student in any graded assignments;
- h) alteration of grades both in and outside the Student Information System (SIS) or marks by the student in an effort to change the earned grade or credit;
- i) alteration of academically related University forms or records, or unauthorized use of those forms or records;
- j) engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system; and
- k) violation of programme regulations as established by departmental committees and made available to students; and
- l) violation of instructions/guidelines included in the University/ Institutional/ Students' handbook etc.

### **1.3 Endangering Health or Safety**

#### **a) Endangering behaviour:**

Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action. Relationship violence or intimate partner abuse may constitute endangering behaviour.

**b) Stalking:**

Engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.

**c) Sexual Harassment:**

This is as provided for by the ZCAS University Sexual Harassment Policy. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favours, and other verbal or physical conduct of a sexual nature as provided for in the said policy.

**d) Indecent Exposure**

Intentional exposure of part of one's body (such as private or intimate parts) in a place where such exposure is likely to be an offense against the generally accepted standards of decency.

**e) Assault Causing Bodily Harm**

It shall have the same meaning as defined in the Penal Code, Chapter 87 of the laws of Zambia.

**f) Common Assault**

It shall have the same meaning as defined in the Penal Code, Chapter 87 of the laws of Zambia.

**1.4 Destruction of Property**

Actual or threatened damage to or destruction of University property or property of others, whether done intentionally or with reckless disregard

**1.5 Dangerous Weapons or Devices**

Storage or possession of dangerous weapons, devices, or substances including, but not limited to, firearms, ammunition, or fireworks.

**1.6 Defamation**

It shall have the same meaning as defined in the Penal Code, Chapter 87 of the laws of Zambia.

**1.7 Dishonest Conduct**

Dishonest conduct, including, but not limited to: knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of University or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a University official.

### **1.8 Incite**

Encourage or stir up (violent or unlawful behaviour).

### **1.9 Theft**

Theft will have the same meaning as defined by the Penal Code Act, Chapter 77 of the Laws of Zambia.

### **1.10 Failure to Comply with University or Civil Authority**

Failure to comply with legitimate directives of authorized University officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

### **1.11 Drugs**

Use, production, distribution, sale, or possession of drugs in a manner prohibited under law. This includes, but not limited to the misuse of prescription and prohibited drugs under the laws of Zambia.

### **1.12 Indecent Assault**

It shall have the same meaning as defined in the Penal Code Act, Chapter 87 of the Laws of Zambia.

### **1.13 Alcohol**

Use, production, distribution, sale, or possession of alcohol in any manner on University premises.

### **1.14 Unauthorized Presence**

Unauthorized entrance to or presence in or on University premises.

### **1.15 Uttering**

When a student offers as genuine a forged instrument with the intent to defraud.

### **1.16 Disorderly or Disruptive Conduct**

Disorderly or disruptive conduct that unreasonably interferes with University activities or with the legitimate activities of any member of the University community.

### **1.17 Hazing**

Doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.

### **1.18 Abuse of Student Conduct System**

Abuse of any University Student Conduct System, including but not limited to:

- a) failure to obey the summons or directives of a student conduct body or University official;
- b) b) falsification, distortion, or misrepresentation of information before a student conduct body;
- c) disruption or interference with the orderly process of a student conduct proceedings;
- d) knowingly instituting of a student conduct proceeding without cause;
- e) discouraging an individual's proper participation in, or use of, a University student conduct system;
- f) influencing the impartiality of a member of a student conduct body prior to, and/or during the course of a student conduct proceeding;
- g) harassment and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding;
- h) failure to comply with one or more sanctions imposed under the Code of Conduct; and
- i) influencing another person to commit an abuse of the University student conduct system.

### **2.19 Violation of University Rules**

Violation of other published University regulations, guidelines, policies, or rules, or violations of country laws. These University regulations, guidelines, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, sexual harassment,

examinations, class attendance, rules for student groups or organizations, and residence hall rules and regulations.

### **1.20 Riotous Behaviour**

Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Prescribed behaviour in the context of a riot includes, but is not limited to:

- a) knowingly engaging in conduct designed to incite another to engage in riotous behaviour;
- b) actual or threatened damage to or destruction of University property or property of others, whether done intentionally or with reckless disregard;
- c) failing to comply with a directive to disperse by University officials, law enforcement, or emergency personnel;
- d) Intimidating, impeding, hindering or obstructing a University official, law enforcement, or emergency personnel in the performance of their duties: and
- e) political, sectarian or ethnic activism in the form of gatherings, demonstrations, walks or riots on University premises

### **1.21 Rape**

Shall have the same meaning as defined in the Penal Code Act, Chapter 87 of the Laws of Zambia.

### **1.22 Recording of Images without Knowledge**

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

## **2.0 PREAMBLE**

The University premises offer a safe and secure learning environment and protect students, staff, properties and processes that support the University and its missions. This Student of



Code Conduct and Grievance Procedures shall nurture and protect the core values of the University and help promote high standards of teaching and learning envisioned in the 2022-2026 strategic plan.

The core functions of the University include the provision of teaching, learning, research and consultancy services. Students shall have academic freedom to openly exchange ideas and opinions in pursuit of high academic achievements. ZCAS University prodigiously represent the youth of a nation. The quality of education imparted to them cultivates their capacity and ability to play their roles effectively in diverse professional fields and businesses during their University life and after graduation. It is envisaged that university education will help the students to acquire knowledge, skills, competencies and change in attitudes and values.

The conduct of each student is important for sustaining an environment conducive to freedom of enquiry and the search for knowledge and truth. Therefore, the University community requires a commitment from every registered student to –

- a) uphold the values and principles of ZCAS University by not acting in a manner that may bring the name of the University into disrepute;
- b) represent the University with pride and commitment;
- c) promote the good name of ZCAS University;
- d) strive towards building an inclusive University culture;
- e) embrace the diversity of our University and all its students and staff;
- f) address unfair discrimination and violence in all their manifestations wherever they may be encountered; and above all;
- g) protect and uphold the integrity of the University's qualifications in all their dealings with the University.

## **2.1 General Application**

Ignorance of Regulations and Rules or of any Public Notice shall not be accepted as an excuse for breach of this Code of Conduct. Every student shall on enrolment be provided with a copy of the Code of Conduct and other regulations which will be in force, during a particular period. The Code of Conduct will also be available on different University platforms such as the Website ([www.zcasu.edu.zm](http://www.zcasu.edu.zm)); Student Portal; Reception; Student Administration Office and the Library. Acceptance of a place in the University is conditional on agreement by the student to abide by the University's Disciplinary Regulations. The operation of the Students' Code of

Conduct and Disciplinary Procedures is without prejudice to the general laws of Zambia which apply to the University.

## **2.2 Jurisdiction**

1.1.1 This Code of Conduct applies to on and off-campus conduct of all registered students and individuals using University academic resources in relation to:

- a) academic course requirements or any credit-bearing understandings, such as placements, field trips, study abroad, or student teaching;
- b) any activity undertaken in pursuit of a degree, such as research at another institution or a professional practice assignment;
- c) any activity sponsored, conducted, or authorized by the University or by registered student bodies;
- d) any activity that causes substantial destruction of property belonging to the University or members of the University community, or causes or threatens serious harm to the safety or security of members of the University community; and
- e) any activity in which a police report has been filed, a summons or indictment issued, or an arrest has occurred for a crime or violence.

1.1.2 The Code of Conduct applies to all premises of ZCAS University. However, students attending at regional campuses, centres, or institutes are advised to consult with the management/administration of those centers for additional information or rules pertaining to those locations.

1.1.3 Withdrawal from the University, delisting from classes, or subsequently ceasing to be a student does not render the Code of Conduct ineffective. Note that, this Code of Conduct is not a substitute to state laws. In cases where the student violates the law of the land, the University may proceed with University disciplinary action under the Code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Code. The University retains the right to use the Zambian Laws for offences that may not be adequately covered under this code.

## **3.0 STUDENT RESPONSIBILITIES AND DISCIPLINARY ACTIONS**

The following rules and regulations apply to all students. Students have the duty of acting responsibly. If students do not follow the regulations, disciplinary action will follow as stipulated for each circumstance below:

### **3.1 Registration**

- 3.1.1 Students have the responsibility of registering for programmes or courses during the registration period specified by the University. The registration period for each semester shall be as provided in the Academic Calendar. The entire student body is expected to be part of this process. Any student with outstanding balance from the previous semester will not be eligible to register until he/she clears all outstanding balances from the previous semester.
- 3.1.2. A student must not attempt to register for the semester or register for a programme or course for which one has not been admitted. The affected student shall be barred from registering or will be deregistered from the programme/course and given a written warning and forfeit the fees paid.
- 3.1.3 A student must not register or attempt to register for courses that do not contribute to the award of one's programme of study. Courses that are not part of a student's programme of study will not count towards the award of the degree/diploma and neither will such a grade be captured on the official transcript/statement of results.
- 3.1.4 A student must not register or attempt to register for a programme or course when one has been excluded from School for failing to make academic progress or for any other reason, without formal reversal of exclusion by the Senate or its Chairperson (the Vice Chancellor). The affected student shall be barred from registering or deregistered from the programme/course and given a written warning and forfeit the fees paid.
- 3.1.5 A student must not change a programme or course of study without written permission from the relevant Dean of a School. The change shall be reversed and the affected student given a written warning and forfeit the fees paid.
- 3.1.6 A student must not withdraw from studies without permission from the Dean of the School in which the student is registered. Any fees paid will be forfeited and the affected student shall be given a failing grade of WWP (withdrawn without permission) against the course(s) at the end of the semester. The student will have to repeat the course(s) in the next semester that the course(s) is/are offered.
- 3.1.7 A student must not register or attempt to register for more than one degree, diploma or certificate programme of the University in the same academic year, without special permission from Senate. The affected student shall be suspended for one semester and

shall forfeit the fees paid. Further, Senate shall recall all the credits awarded in the unauthorised programme.

- 3.1.8 A student must not register or attempt to register as a student of another institution in the same academic year, without special permission of Senate. The affected student shall be suspended for one academic semester and forfeit the fees paid.
- 3.1.9 A student must not continue receiving academic guidance from their research, dissertation or thesis supervisor without registering in each semester. The affected student shall have supervisory services suspended for one academic semester.
- 3.1.10 A student must not register for programme under names that are different from those used when applying for admission, without going through the due process of formally changing names. The affected student shall be suspended from studies for one academic semester and forfeit the fees paid.
- 3.1.11 A student must not register or attempt to register for a higher programme of study before successfully completing a lower programme of study, unless with the express permission of Senate. The affected student shall be suspended for one academic semester and the higher programme registered for suspended and forfeit the fees paid.
- 3.1.12 A student must not register or attempt to register for semester courses without paying full fees for the previous semester. The affected student shall be deregistered from semester in addition to a severe written warning and any monies paid shall be directed towards clearance of the outstanding balance.
- 3.1.13 A student must not register or attempt to register for a semester (resume studies) after a withdrawal with permission or appeal against exclusion without written authority or express permission from Senate respectively. The affected student shall be served with a severe written warning.
- 3.1.14 A student must not withdraw from studies or fail to write examinations without permission. The affected student shall forfeit fees paid and shall be deemed to have withdrawn without permission (WWP).

### **3.2 Class Attendance and Participation (Face-To-Face Sessions/ Residential School)**

- 3.2.1 A student must not miss a residential school or any other prescribed face – to - face sessions, without written permission from the Dean of the School in which the student is registered. The affected student shall not be allowed to continue with his/her studies

during the year the face-to-face classes/residential school is held. However, the Senate shall use its discretion to allow the student to continue with his/her studies depending on the reasons given for failure to attend the prescribed face – to – face sessions.

- 3.2.2 A student must not attend face-to-face sessions or residential school classes without registering for courses, unless otherwise allowed, in writing, by the relevant authorities to do so. The affected student shall be barred from the face-to-face classes or residential school.
- 3.2.3 A student must not display disruptive behaviour substantially or repeatedly in either lecture rooms or residential halls during the residential school or during any other face – to – face sessions. The affected student shall be suspended for one academic year.
- 3.2.4 A student must write all prescribed tests or assignments for submission at a scheduled date, which count towards continuous assessment. Any student who fails to meet deadlines shall not be given any other opportunity to write the missed tests/assignment and shall lose marks towards continuous assessment.
- 3.2.5 A student must sign the face-to-face /residential school class register. Any student who does not sign the register may be deemed to have missed the class and may not be allowed to continue with his/her studies if the attendance is below the prescribed percentage. Minimum class attendance for all modes of delivery shall be 80% unless otherwise specified.
- 3.2.6 A student must not leave the residential school/ face-to-face classes before its official closure or conclusion, without permission. Any student who leaves sessions/classes without permission shall be served with a severe written warning.

### **3.3 Course Materials**

- 3.3.1 A student must not obtain or attempt to obtain course materials before registering for courses. The affected student shall be suspended for one academic semester.
- 3.3.2 A student must not reproduce ZCAS University course materials (modules and other instructional resources in accordance with the University's Intellectual Property Policy) for commercial purposes or any personal gain. The affected student shall be expelled from the University without room for readmission.
- 3.3.3 A student must not share course materials with another student who has not paid fees nor registered for courses, for the purpose of assisting them to write and submit

assignments for marking. The affected student will be suspended from studies for one academic semester.

- 3.3.4 A student must not share course materials with other persons who are not bonafide students of ZCAS University. The affected student shall be suspended from studies for one academic semester.
- 3.3.5 A student must not obtain or attempt to obtain extra course materials by false pretences such as pretending that course materials obtained at the time of registration have been lost. The affected student shall be suspended from studies for one academic semester.
- 3.3.6 A student must not obtain or attempt to obtain course materials for courses other than those for which the student is registered. The affected student shall be suspended from studies for one academic semester.
- 3.3.7 A student must not steal or attempt to steal course materials. The affected student shall be expelled from the University without room for readmission at later date.

#### **3.4 Assignments and other Work Submitted for Marking**

- 3.4.1 A student must not submit or attempt to submit assignments or any other work for marking without paying the prescribed fees for the courses. The affected student shall be suspended from studies for one academic semester.
- 3.4.2 A student must not submit or attempt to submit assignments or any other work for marking for courses other than those for which the student is registered. The affected student shall be suspended from studies for one academic semester and forfeit the fees paid.
- 3.4.3 A student who purports to have submitted an assignment on the student portal when in fact not, commits an offence and shall be awarded a mark of 0% and a severe written warning. Any challenge faced by a student in submitting assignments or any other written work must be communicated in writing to the Dean of the School.
- 3.4.4 A student must not submit or attempt to submit assignments or any other written work, for marking, after the submission due date. Such an assignment shall not be accepted.
- 3.4.5 A student must not give false reasons for submitting assignments or any other written work for marking, after the due date or to seek an extension of deadline for submitting

assignments or any other written work for marking. The assignment shall be rejected and the affected student given a written warning.

- 3.4.6 A student must not write assignments or any work for marking for someone else. The affected students shall be suspended from studies for one academic semester.
- 3.4.7 A student must not engage another person or persons to write assignments or any other written work for marking on their behalf. The affected students shall be suspended from studies for one academic semester.
- 3.4.8 A student must not engage in any form of plagiarism such as using or reproducing paraphrasing ideas, words or statements from published material or of another person without due acknowledgment, that is, without citing the appropriate source(s). Students found wanting shall be dealt with in accordance with the Procedures for the Management of Plagiarism in ZCAS University.
- 3.4.9 A student must not submit another student's work or obtain a paper from the internet or any other source and submit it as one's own work. The affected student shall be given a failing grade and a written warning.
- 3.4.10 A student must not, by agreement with another student, prepare and submit substantially the same or identical assignments or any other written work for marking. The assignments shall be awarded a failing grade or the grades shall be nullified. The affected student(s) shall be given a failing grade and a written warning.
- 3.4.11 A student must not knowingly allow another student to submit a copy of his/her assignment or any other work submitted for marking (marked or unmarked) as his or her own. The assignment grades shall be nullified and the affected students shall be given a written warning.
- 3.4.12 A student must not fabricate, falsify or invent any data or information on laboratory assignments or research reports and citation of references or sources. The grades shall be nullified and the affected student shall be suspended from the University for one academic year.
- 3.4.13 A student must not give false references or sources of information in an assignment or any other written work submitted for marking. The affected student will be given the next lower grade than would have ordinarily been attained and a written warning.

- 3.4.14 A student must not get any unauthorized assistance in any practical work such as laboratory work or in conducting research or fieldwork. The affected student shall be suspended from studies for one academic year.
- 3.4.15 A student must not engage or allow a third party to write an assignment or undertake research or field work or prepare any related work and submitting the same for marking. The affected student shall be suspended from studies for one academic year and any grade awarded for such work shall be nullified.
- 3.4.16 A student must not alter a grade or marks on marked assignment or any other written work submitted for marking. The affected student shall be expelled from the University with no room for readmission.

### **3.5 Examinations**

- 3.5.1 A student must not write or attempt to write examinations without registering for courses. The affected student shall be barred from the examinations and if successful in writing the examinations, the results shall be nullified.
- 3.5.2 A student must not write or attempt to write examinations without paying fees or any other monies due or payable to the University in full, unless granted written permission by the Vice Chancellor's Office. The affected student shall be barred from the examinations.
- 3.5.3 A student must not write or attempt to write examinations before submitting all the required assignments or any other written work or completing a prescribed project that counts towards continuous assessment. The affected student shall be barred from examinations and the examination result NE (Not Examined) shall be entered against a particular course.
- 3.5.4 A student must not enter or attempt to enter an examination hall/room before presenting or without the required documents, namely confirmation of registration/examination docket and student identity card or any other acceptable identity card such as national registration, valid passport or driving licence. The affected student shall be barred from writing an examination and the examination result NE (Not Examined) shall be entered against a particular course.
- 3.5.5 A student must not write names on the Answer Booklets, instead of student identification numbers only. The affected student shall be disqualified from the



examinations and the examination result DQ (Disqualified) shall be entered against a particular course.

- 3.5.6 A student must not present a forged confirmation of registration/examination docket or identity card/document. The affected student shall be barred from writing the examination and expelled from the University. If success in other courses, the grades will be nullified.
- 3.5.7 A student must not take any examinations whilst serving a suspension or expulsion. In the case of a suspended student, such a one shall be expelled from the University and his/her results nullified in all the courses examined; and in case of an expelled student his/her results shall be nullified in all the courses examined.
- 3.5.8 A student must not write or attempt to write an examination in a course that does not appear on the confirmation of registration slip and examination docket and the name of the student does not appear on the examination register. The affected student shall not be allowed to write the examination. However, the Chief Invigilator may allow such student but will put aside the examination answer booklet (s) pending investigations by Student Administration Office on the status of the student. Should it be found that the student did not dully register, the student shall be disqualified from the said examinations and expelled from the University with no room for readmission.
- 3.5.9 A student must not miss an examination on account of misreading the examination time – table. A grade of NE (Not Examined) shall be awarded and the affected student will have to register for the course and write the examination during the next semester that the course is offered.
- 3.5.10 A student must not arrange or attempt to provide or receive answers during an examination. The affected student shall be sent away from the examination and disqualified from the course. The student shall further be suspended for one academic year.
- 3.5.11 A student must not copy from another student, with or without the other student's knowledge, during an examination. The affected student shall be sent away from the examination room and disqualified from the course. The student shall further be suspended for one academic year.

- 3.5.12 A student must not obtain a copy and/or share an examination paper or test in advance of its scheduled examination date and time. The affected student shall be expelled from the University without room for readmission at later date.
- 3.5.13 A student must not steal or otherwise discover and/or make known to other students or other people the contents of an examination paper that has not yet been administered. The affected student shall be expelled from the University without room for readmission at later date.
- 3.5.14 A student must not bring or be found with pre-written answers during the examination. The affected student shall be sent away from the examination room and expelled from the University without room for readmission at later date.
- 3.5.15 A student must not knowingly or unknowingly, be in possession of, use, or attempt to use any unauthorized material and/or electronic devices during the examination. The affected student shall be sent away from the examination room/hall and suspended from studies for one academic year.
- 3.5.16 A student must not obtain or try to solicit help or obtain information from another student or other unauthorized source(s) during an examination. The affected student shall be sent away from the examination room and will be awarded a “Disqualified - DQ” result.
- 3.5.17 A student must not engage or attempt to engage another person to write an examination on one’s behalf. The affected student shall be expelled from the University without room for readmission at later date.
- 3.5.18 A student must not leave examination answer books exposed to view, knowingly or unknowingly, or attempting to read another student’s examination answer books. The affected student shall be sent away from the examination room and shall be awarded a “Disqualified - DQ” result.
- 3.5.19 A student must not engage in unauthorised communication with other students during the examination. The affected students shall be sent away from the examination room and shall be awarded a “Disqualified - DQ” result.

- 3.5.20 A student must not engage in disruptive/disorderly or riotous conduct during the examination. The affected student shall be barred from the examination and expelled from the University without room for readmission at later date.
- 3.5.21 A student must not continue writing after expiry of prescribed examination time is announced by the Chief Invigilator. The affected students shall be sent away from the examination room and shall be awarded a “Disqualified - DQ” result.
- 3.5.22 A student must not meddle with or attempts to meddle his/her results and/ or results for others students in the Student Information System (SIS)/ Examination System (ES). The affected student shall be expelled from the University with no room to re-admission. In addition, the University may prosecute the matter in the Zambian courts of Laws.
- 3.5.23 To write the examination in a particular course, a student must have passed continuous assessment unless the course concerned does not involve such an assessment. A student who fails to pass continuous assessment may be prevented from writing the examination and be asked to repeat the course unless permitted by the Dean of School.

### **3.6 Library**

- 3.6.1 A student must not engage in conduct that disturbs other readers in the library such as shouting, speaking very loudly or using a mobile phone. The affected student will be banned from the Library for one semester.
- 3.6.2 A student must not steal or attempt to steal library books and any other library resources. The affected student shall be expelled from the University without room for readmission at later date.
- 3.6.3 A student must not mutilate and/or remove library books or any other library resources. The student shall be expelled from the University without room for readmission at later date.
- 3.6.4 A student must not keep library material after the return due date. The affected student shall be charged with an amount to be determined by the University at the specified time.
- 3.6.5 A student must not resist leaving the library after the official closing time. The affected student shall be given a written warning thereafter the student shall be barred from the use of the library for one academic semester.

### **3.7 Halls of Residence and University Buildings**

Students shall abide by the ZCAS Rules and Regulations on Halls of Residence annexed to this Code.

### **3.8 General**

- 3.8.1 A student must not engage in any form of sexual harassment or abuse. The affected candidate shall be expelled from the University with no room for readmission.
- 3.8.2 A student must not engage in fighting or any violent behaviour for any reason. The student shall be expelled from the University without room for readmission at a later date.
- 3.8.3 A student must not threaten violence, use abusive language or insult and engage in disorderly conduct for any reason. The student shall be suspended from the University for one semester.
- 3.8.4 A student must not be in possession of dangerous weapons or devices. The affected student shall be expelled from the University without room for readmission at later date. The case shall also be reported to the police.
- 3.8.5 A student must not be in possession or engage in consumption of prohibited drugs. The affected student shall be expelled from the University without room for readmission at later date.
- 3.8.6 A student must not be engaged in theft of any kind, misappropriation of funds, fraud and or criminal activity. The affected student shall be expelled from the University without room for readmission at later date. The case shall also be reported to the police.
- 3.8.7 A student must not incite fellow students or any other person, or conspire with other students or persons to contravene any of the general rules and regulations. The affected student shall be suspended from the University for one academic year.
- 3.8.8 A student must not engage in any act that may be detrimental to or endanger the maintenance of discipline or which is detrimental to providing normal services at the University. The student shall be suspended from the University for one academic year.
- 3.8.9 A student must not engage in any class boycotts, unauthorized demonstrations or disturbance of academic lectures or tests/examinations, and picketing. The affected student shall be expelled from the University without room for readmission at later date.

- 3.8.10 A student must not engage in riotous behaviour and vandalism resulting in damage to any property within the premises. The student shall meet the cost of the repairs and be expelled from the University without room for readmission at later date.
- 3.8.11 A student must not smoke tobacco or cigarettes or take alcoholic beverages in any undesignated areas. The affected student shall be fined a prescribed fee and written warning.
- 3.8.12 Uttering a document in any way that amounts to forgery. The student shall be expelled from the University with no room for readmission.
- 3.8.13 Causing to publish unauthorised information on campus or in any media. The student shall be suspended from the University for one academic year.
- 3.8.14 Being identified as a ring leader in a violent riot or demonstration. The student shall be expelled from the University with no room for readmission.
- 3.8.15 Rape/attempted rape or any forced sexual act on a male or female by another student. The erring student shall be expelled from the University and the case shall be reported to the police
- 3.8.16 Indecent Assault. The erring student shall be expelled from the University or may be subjected to any other measure as the Disciplinary Committee may deem fit.
- 3.8.17 Common Assault, harassing or stalking. The erring student shall be given a suspension for one academic year and/or any other measure as the Disciplinary Committee may deem fit.
- 3.8.18 Assault causing bodily harm. The erring student shall be expelled from the University and the matter referred to the police
- 3.8.19 Fighting or threatening violence. The erring student(s) shall be expelled from the University.
- 3.8.20 Failure to return all sports kit and equipment to the sports officer at the end of each sporting event. The affected student shall be required either to replace or charged the current value for replacement of the sports kit or equipment
- 3.8.21 Use of abusive language or insulting by a student against another student or any other person within the University premises; or against a University employee (in the course

of the employee's duties) or disturbance of any academic activity. The erring student shall be suspended from the university for one academic year. or any other measure as the Disciplinary Committee may deem fit.

- 3.8.22 Unauthorised collection of money other than club subscriptions. The affected student shall be expelled from the University.
- 3.8.23 Unauthorised use of or interference with any mechanical or electrical installations in the University. The affected student shall be suspended from the University for one academic semester.
- 3.8.24 Running an unregistered magazine/newsletter/journal in the University. The affected student shall be suspended from the University for one academic semester or liable to a fine not exceeding ZMW 1,000.00.
- 3.8.25 Refusal/Failure to identify oneself when called upon to do so by any University Official or giving false information of oneself to such an officer. The penalty to be determined by the Disciplinary Committee depending o the gravity of the case.
- 3.8.26 Production of defamatory publications or utterances. The affected student shall be suspended from the University for one academic semester or liable to a fine not exceeding ZMW 1,000.00.
- 3.8.27 Causing to publish, publishing materials, articles, notices, memoranda etc. with intent to incite students to oppose, rise or work against a University policy, staff, department or school. The affected student shall be suspended from the University for one academic semester or liable to a fine not exceeding ZMW 1,000.00.
- 3.8.28 Calling a class boycott or demonstration. The affected student shall be expelled from the University with no room for readmission later.
- 3.8.29 Willful obstruction of the work or proceedings of the Students' Disciplinary Committee or interference with witnesses. The affected student shall be suspended from the University for one academic semester.
- 3.8.30 Failure to abide by the ruling, decision, and penalty made or imposed by the Disciplinary Committee. The affected student shall be expelled from the University with no room for readmission later.

- 3.8.31 Un authorized movement of furniture from halls of residence to classrooms and vice versa. The penalty to be determined by the Disciplinary Committee depending on the gravity of the case.
- 3.8.32 Driving of motor vehicles across lawns. The penalty to be determined by the Disciplinary Committee depending on the gravity of the case.
- 3.8.33 Obtaining/Possession of confidential information without due authority. The affected student shall be suspended from the University for one academic semester.

## **4.0 DISCIPLINARY PROCEDURE**

### **4.1 Initiation of Disciplinary Procedure**

- 4.1.1 The Disciplinary Procedure shall be initiated when a person reports an allegation of misconduct to the Dean of School or any person in authority. It is the responsibility of the Dean of School to notify the student in writing of the general nature of the alleged misconduct reported. The Dean of School in the company of a staff appointed by the Registrar shall normally hold a preliminary interview with the student before deciding whether any further action should be taken. If the allegation arises from investigations under Academic Misconduct, there is no requirement to hold a preliminary interview. The preliminary interview shall normally take place within five (5) working days of the alleged misconduct being reported. Subsequent to the interview, the Dean of School may dismiss the allegations immediately if he/she believes that there is no case for the student to answer, or if there is another reason to do so. The Dean of School through the Registrar's Office may elect to suspend the student from some or all of his/her University activities pending further investigation either by the University or the police.
- 4.1.2 Where the student is found with a case, the Dean of School will request the Registrar to constitute a Committee to hear the case and thereafter make recommendation on the possible action to take.

### **4.2 Disciplinary Procedure for a Student Member of Staff**

Where the student is also a member of staff, such a student may also be subjected to the Employees' Disciplinary Code and Grievance Procedure under the guidance of the Registrar's Office.

### **4.3 Representation at Meetings and Hearings**

The student may be accompanied at any meeting or hearing by a representative of the student's choice and that representative must be willing to act in this capacity and may speak on the student's behalf. The representative must not be someone who has been suspended or excluded from the University for any reason. It is the responsibility of the student (and not the University) to relay all relevant notices and other communications under the Procedure to the representative.

### **4.4 Attendance at Meetings and Hearings**

If, for good reason, a student is unable to attend a meeting or hearing under the Procedure, then the student may request permission from the University for the student's representative to attend that meeting or hearing without the student to present the case on the student's behalf. Where the student can evidence good cause for non-availability, a hearing maybe postponed at the discretion of the Dean/Chair of the Panel. The student will be responsible for paying the costs of their own or their representative's attendance and the University will not reimburse them.

### **4.5 Summary Procedure**

If the Dean of School considers it appropriate to do so, and if the student agrees, the matter may be dealt with summarily at a meeting, normally held within a minimum of 10 working days and a maximum of 20 working days after the preliminary interview unless the student agrees in writing that a shorter period is acceptable, and without recourse to the Disciplinary Panel. In reaching a decision on whether the matter should be dealt with summarily, the Dean of School shall consider the nature of the allegation and whether the penalties available in the event of a decision of that an act of misconduct had occurred would in the Dean's view be sufficient. The Dean of School shall issue notice to all parties accordingly. Another member of School staff (or a member of staff appointed by the Registrar) shall also be present and shall advise the Dean of School and keep a brief record of the proceedings. The student shall be advised by the Dean of School that the following factors will be taken into account as mitigation in determining an appropriate penalty in the event of an admission or a decision that an act of misconduct had occurred:

- a) that the student admitted the misconduct at the earliest opportunity. Some degree of mitigation will still be given even if the student admits the misconduct later in the process, provided that this admission is before any hearing;



- b) that the student agrees to the matter being dealt with on a summary basis rather than by the Disciplinary Panel. If the matter is dealt with summarily, the Dean of School shall consider written or oral evidence as they think fit. The Dean of School shall find the student had committed an act of misconduct only if, on the available evidence, the Dean is satisfied, on the balance of probabilities, of the occurrence of misconduct. If the Dean finds the student committed an act of misconduct, the Dean may impose any of the penalties set out in code.

#### **4.6 Communicating the Disciplinary Decision**

4.6.1 At the end of the proceedings, the Dean of School shall write to the student informing him/her of the decision. If the Dean of School finds the student had committed an act of misconduct, the letter shall set out the alleged misconduct, a summary of evidence received, the grounds for the decision that an act of misconduct had occurred and the penalty imposed. A copy of the brief record of the proceedings and any letter to the student shall be lodged with the Registrar's Office. In either of the cases below, the Dean of School may refer the matter to the Student Disciplinary Panel under the procedure set out below:

- a) the Dean of School does not consider it appropriate to deal with the matter summarily;
- b) the student does not agree to the matter being dealt with summarily;
- c) having agreed to have the matter dealt with summarily, the student fails without good cause to attend the meeting which is arranged by the Dean of School.

4.6.2 There is a right of appeal against both a decision that an act of misconduct had occurred and any penalty imposed under this procedure. The appeal may be addressed to the Vice Chancellor's Office within ten calendar days of receiving a disciplinary letter. Vice Chancellor's Office shall within 15 calendar days make a decision which should be final.

#### **4.7 Right of Appeal Against the Decision of the Disciplinary Committee**

Where the student is aggrieved and not satisfied by the decision of the Committee, the student shall have the right of appeal against the decision of the Disciplinary Committee. The appeal should be lodged with the Vice-Chancellor within ten (10) days of date of the decision. The appeal process shall not consist of a new hearing and proceedings before the Vice-Chancellor. The Vice Chancellor may accept the report without modification; accept the report but reduce or increase the sanction imposed, dismiss one or all of the charges entirely or amend the charge

for further proceedings. In the case of a dismissal/ expulsion of a student, there shall be an opportunity for appeal by the student to the Vice-Chancellor in accordance with the Higher Education Act, 2013.

#### **4.8 Student Disciplinary Panel**

- 4.8.1 If a matter is to be referred to the Student Disciplinary Panel, the Dean of School shall notify the Registrar. The Registrar shall convene the Panel and shall notify the student in writing of the alleged misconduct and of the arrangements for further consideration of the student's case. If there are a series of related alleged misconducts involving one or more students the Panel may, at the discretion of the Chair, deal with all the allegations at one hearing. However, after the initial interview between the student and the Dean of School the student shall be given a minimum of 10 working days' notice before the meeting of the Panel and invited to attend except where the Dean has agreed in writing that shorter notice is acceptable.
- 4.8.2 Membership of the Panel shall be drawn from a pool of staff members nominated by Registrar and nominees of the Students' Body. Different staff will be involved in offering guidance to students, than those serving as Panel members. Each meeting of the Panel shall comprise at least three (3) staff members, one of whom shall be Chairperson, and one nominee of the Students' Body. All Panel members shall be drawn from outside the student's School. A staff from the Registrar's Office shall act as Secretary but shall not constitute membership of the Panel or take part in the deliberation.
- 4.8.3 The Dean of School or nominee shall attend to present the case. The Secretary of the Panel shall ask the Dean of School or nominee to set out the allegation(s) in full (and to name witnesses, if any, to be called) in advance of the hearing. A copy shall be sent to the student at least five (5) working days before the hearing. The student shall respond in writing no later than five (5) working days before the hearing to the allegations provided in writing, outlining the basis of their defence against the allegations and naming witnesses, if any, who are to provide evidence in writing or who are to be called.
- 4.8.4 Evidence to be provided in writing must be submitted no later than 5 working days before the hearing. The Dean of School or nominee and the student may call witnesses. The Secretary of the Panel may also call for witness statements in support of the

allegation in advance of the hearing. If such statements are requested they are required to be submitted to the Registrar's Office at least 5 working days before the allegation is heard. Such statements shall be circulated to all parties in advance of the hearing.

4.8.5 The **Order of Proceedings** shall normally be as follows:

- i. introduction of those present, outline of procedure;
- ii. Student invited to declare any factors which may affect their performance in the hearing if any;
- iii. the allegations of misconduct shall be set out by the Dean of School or nominee;
- iv. the student, or the student's representative, shall respond to the allegations;
- v. the Panel shall have the opportunity to question both the Dean of School or nominee and the student;
- vi. either party may call witnesses who shall attend only to present their evidence and to answer any questions that the Panel, or the other party may put to them through the Chairperson. Once their evidence has been heard and there are no more questions, witnesses shall be required to withdraw (students shall bear the costs of whichever witnesses they choose to call);
- vii. the Dean of School or nominee shall sum up the allegations. New evidence is not admissible at this time;
- viii. the student shall sum up. New evidence is not admissible at this time; and
- ix. the Dean of School or nominee and the student shall withdraw whilst the Panel reach their decision.

4.8.6 The order may be varied at the discretion of the Chairperson. Witnesses may be required to attend to give evidence in person. The Panel may accept a witness' written statement in evidence where the student agrees that the witness need not attend, or where it is impracticable for the witness to attend, or where in the opinion of the Panel it is in the interest of justice to do so.

4.8.7 The Panel may impose time limits on oral addresses and submissions. The Panel shall rely only on evidence presented at the hearing, or in written format

beforehand only. The Panel may ask for additional enquiries to be undertaken and may call for additional witnesses to attend. If two or more students are involved in related allegations of misconduct, the Panel may at its discretion deal with their cases together. Exceptionally, at the discretion of the Panel, proceedings may be adjourned for a period not normally exceeding 10 working days in the first instance, and its decision deferred for that period. The Panel shall find a student had committed an act of misconduct, on the evidence before it, it is satisfied on the balance of probability that the student had committed the act of misconduct. If the members of the Panel cannot agree, the verdict of the Panel shall be that of the majority of its members. A decision that an act of misconduct has occurred should be made based on the evidence of the specific instance before the Panel. When considering the Penalty, the Panel should be permitted to consider evidence relating to similar types of misconduct previously confirmed and the provision of the Students' Code of Conduct and Disciplinary Procedures

- 4.8.8 Any evidence regarding previous misconduct cases of a similar nature must be considered alongside all other evidence submitted when deciding on a penalty, but must not form the sole or main evidence otherwise considered. Wherever possible, the decisions of the Panel, whether an act of misconduct had occurred and any penalty/penalties shall be communicated orally to the student after adjourning to consider the evidence and shall also be confirmed in writing, normally within five (5) working days. Where this oral communication is not possible the decisions of the Panel shall nevertheless be communicated in writing to all parties, normally within five (5) working days. The decision of the Panel shall be communicated to the School.
- 4.8.9 Except with the authority of the student, the proceedings of the Panel shall remain confidential, except for its verdict and any penalty imposed.

## **5.0 ENFORCEMENT OF THE CODE OF CONDUCT**

The enforcement of the Code of Conduct has two main aspects, that is, the dissemination of the document and guidelines and procedures for enforcement???

## **5.1 Dissemination**

- 5.1.1 The effective enforcement of the Code of Conduct will depend on the extent to which its provisions are understood, accepted and internalised by the students, staff and other stakeholders. Therefore, the document will be disseminated as widely as possible through various channels as follows:
- 5.1.2 All bona fide students of the University will receive electronic copies of the document. Copies of the Students' Code of Conduct and Disciplinary Procedures will be made available in the Library and University website.
- 5.1.3 Relevant extracts of the Students' Code of Conduct and Disciplinary Procedures may be distributed to the students as a reminder, a month before each main activity related to the provisions of a particular activity, in form of a circular. This means that the provisions of the document related to Course registration and submission of assignments will be distributed before the commencement of each academic year. The same will apply for those that relate to examinations.
- 5.1.4 Important aspects of the Students' Code of Conduct and Disciplinary Procedures will be highlighted during residential school orientation meetings.
- 5.1.5 The Student handbook will highlight the importance of the Students' Code of Conduct and Disciplinary Procedures and the need for students to familiarise themselves with its provisions, and more importantly to comply with its provisions.

## **5.2 Responsibility for Enforcement**

- 5.2.1 The Registrar, Directors, Deans, Managers and Librarian shall exercise disciplinary control on all ZCAS University registered students on the infringements of rules and regulations arising in areas under the jurisdiction of the University. They shall ensure the enforcement of penalties by not letting suspended or expelled students from attending classes or lectures, submitting assignments, tests and examinations, or engaging in any academic activity of ZCAS University. A student who is suspended or expelled shall too be excluded from all the ZCAS University activities.
- 5.2.2 Any student who is suspended or expelled shall lose any claim for refund or reduction of money paid as tuition, accommodation and other fees to ZCAS University. In case of suspended students, they shall have to pay all outstanding fees at the time of suspension before being re-admitted.

5.2.3 Unless circumstances dictate otherwise, where a student fails once to attend disciplinary meetings when required to do so, the Disciplinary Panel shall hear the case in absentia at its next meeting.

### **5.3 Effective Date**

The enforcement of this Students Code of Conduct and Disciplinary Procedures shall take effect upon the date of the same being approved by Senate.

## **6.0 RELATED DOCUMENTS**

Students are encouraged to this Code together with other documents applicable to the University including the following:

- 1) Student Admission Policy and Procedures
- 2) Examination Management Policy and Procedures
- 3) Policy and Procedures for Extenuating Circumstances
- 4) Intellectual Property Policy
- 5) Course Briefs and Programme Guides
- 6) ZCAS Rules and Regulations on Halls of Residence
- 7) Procedures for the Management of Plagiarism in ZCAS University