

THE RULES OF STUDENT CONDUCT AND DISCIPLINE ORDINANCE, 1984 ORDINANCE NO 30

In terms of Sections 27(1)(i) of the University of Zimbabwe Act (Act 27 of 1982), the Council of the University of Zimbabwe, with the approval of the Minister of Education, makes the following Ordinance:

1. This Ordinance may be cited as “The Rules of Student Conduct and Discipline Ordinance, 1984, Ordinance No. 30”.
2. The University’s existing Rules of Student Conduct and Discipline are hereby repealed.
3. The Rules of Student Conduct and Discipline set out in the Schedule to this Ordinance shall come into effect from 1 January 1985.
4. In terms of Section 23(2) of the University Act, 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.
5. In terms of Section 23(4)(c) of the University Act, the Student Disciplinary Committee may –

order a student to pay to the University the amount of any financial loss caused to the University by such a student;

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. 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 standards 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 ordered 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. 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. 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 misuse;
- 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 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 views.

3.3 Students are informed that:-

- 3.3.1 If a group of students forms a common intention to commit certain acts and to 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 may be held to have committed that breach of the rules, who foresaw that the breach would occur, or who must, in the view of the Student Disciplinary Committee, have foreseen that it would occur. 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 investigation;
- 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 not

withstanding that he/she is prosecuted and/or punished by the courts of the country.

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, the Proctors, and all those persons whom the Vice-Chancellor has charged to assist him in the maintenance of discipline, and in this regard: -

3.4.1 Any Dean, Deputy Dean, Chairman of Department, Librarian, Deputy Librarian or member of the senior administrative staff may order any member of a gathering of students which is committing, 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 to interview 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 Registrar Academic, the Bursar, Director, Accommodation and Catering Services, Director of Works and Estates, Dean of Students, Deputy Dean of Students, Assistant to the Vice-Chancellor, Deputy Bursar, Deputy Registrar, Administration, Secretary, School of Medicine and Wardens of Halls of 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 interference.

3.4.3 Failing to comply with any order given as above constitutes a serious offence.

4. THE POWERS OF UNIVERSITY PROCTORS

4.1 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 responsibility for organizing and supervising the work of the other proctors. A second Proctor shall be a member of the Department of Law and known as the Legal Proctor with a particular responsibility for the presentation of cases before the Student Disciplinary Committee.

4.2 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:

4.2.1 To receive and investigate reports of student misconduct;

4.2.2 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;

4.2.3 To proceed in the absence of a student who in the opinion of the Proctor has been duly summoned but has failed to appear;

4.2.4 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;

4.2.5 To reprimand a student;

4.2.6 To impose a fine on a student not exceeding \$100;

- 4.2.7 To order a student to pay to the University the amount of any financial loss caused to the University by such student;
- 4.2.8 To withdraw an existing student privilege, other than residence, for a period not exceeding 1 (one) academic term.

4.3 When a report is made to a Proctor of alleged misconduct by a resident of a Hall of Residence the Proctor shall communicate such a report to the Warden of the Hall of Residence concerned before taking action against the resident.

5. POWER OF WARDENS

5.1 A warden of a Residence shall have the power to investigate any breach of these rules by a student of his Hall of Residence committed within any Hall of Residence and to make any of the following orders in respect of such student adjudged by him 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, eg. Exeat ;
- 5.1.3 to impose a fine not exceeding \$100;
- 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 his was sustained;
- 5.1.5 to suspend a student from his Hall of Residence;
- 5.1.6 To expel a student from his Hall of Residence for a period not exceeding three academic terms.

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 Hall of Residence and the Warden of Non-Resident Students shall have the power to report any matter of student conduct 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 shall submit a report to the Senior Proctor, Registrar and Dean of Students.

6. RULES FOR HALLS OF RESIDENCE

6.1 General

A resident shall obey all rules made 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 Hall of Residence; or
- 6.1.2 is prejudicial to the welfare of other residents of the Hall.

6.2 Powers of Hall Committee Members

Members of Hall committees shall have the 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 Hall Property

A resident 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

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

- 6.4.1 inform the Warden, Deputy or Sub-Warden;
- 6.4.2 summon the Municipal fire-brigade;
- 6.4.3 inform the Director of Works and Estates.

6.5 Vacation Residence

- 6.5.1 A resident may not occupy a study-bedroom during University vacations save with the prior written authority of the Director, Accommodation and Catering Services 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 resident granted leave to reside in Hall in vacation who no longer wishes to avail himself of this privilege shall furnish the Director, Accommodation and Catering Services with at least 3 (three) days' written notice of such fact. Omission so to do will render such resident liable to monetary penalty.

6.6 Exeats

A resident may not absent himself/herself from Hall overnight, save on Saturday nights, without previously informing and obtaining the permission of the Warden. To be absent from Hall for two or more consecutive nights, he/she requires the leave of the Dean of his/her Faculty in addition to that of the Warden. A resident of a Hall may be required to be in Hall every night by such time as may be laid down in Hall Regulations unless prior permission has been granted by the Warden or a Sub-Warden to return to Hall at a later hour.

6.7 Visitors

- 6.7.1 Resident students' parents may visit them in their rooms from 1000 to 2230.
- 6.7.2 Male students may be entertained in rooms in female halls and female students may be entertained in rooms in male halls between the following hours:
 - Monday to Friday 1200 to 2230
 - Saturday 1200 to 2400

Sunday 1030 to 2230

- 6.7.3 Outside the prescribed visiting hours, all parts of the Halls except the Common Rooms and entrance foyers are out of bounds to members of the opposite sex.
- 6.7.4 Special arrangements may be made by application to the Warden of the Hall concerned.
- 6.7.5 These provisions apply to all students undergraduate and postgraduate.
- 6.7.6 No visitors or non-resident student may make unauthorized use of accommodation or dining facilities in Hall of Residence. Students introducing visitors or non-resident students to the Hall may be held responsible by the wardens for the conduct of such visitors, and non-resident students making unauthorized use of the Hall facilities shall be guilty of misconduct.

6.8 Withdrawal from Residence

If a student should leave the University or withdraw from Residence before the end of the session for which he has been admitted, fees already paid by him are not returnable and the balance of all fees for that session not yet paid become immediately payable, except that a student who gives proper notice before the end of a term that he wishes to vacate Residence for the remainder of the session may be refunded the balance of Residence fees in respect of the remaining whole terms of the 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 Hall premises in circumstances raising a suspicion of theft.

6.10 Relationship of Resident and Staff

A resident shall not require a member of the Accommodation and Catering Services Department staff to perform services outside the scope of his normal employment duties.

6.11 Illness

A resident who is confined to bed shall, so far as he/she is able, ensure that his/her illness is reported to the University Student Health Services.

7 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 motorised 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 persons in whose name the vehicle has been registered with the University unless the contrary is proved.

7.4 Penalties

7.4.1 The Warden, 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 the following penalties:

For a first offence a fine of \$5

For a second offence a fine of \$10

7.4.2 In the case of a third or 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.

8 RULES OF PROCEDURE IN DISCIPLINARY PROCEEDINGS BEFORE THE STUDENT DISCIPLINARY COMMITTEE

8.1 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:-

8.1.1 Be furnished with a full and fair opportunity to meet such allegations if he so desires;

8.1.2 Be permitted to present any relevant facts or call any witnesses capable of giving testimony relevant to the investigation;

8.1.3 Be permitted to put questions to witnesses save those which are irrelevant, frivolous or vexatious;

8.1.4 Be permitted to be present at all times save when the Committee is deliberating upon its decision of the matter;

8.1.5 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.

8.2 The Proctors and Wardens shall conduct any proceedings before them in accordance with Rule

8.2.1 save that the provisions of Section 23 (3) of the University Act will not be applicable.

8.3 In the event of the Legal Proctor conducting an investigation before the Student Disciplinary Committee it shall further be his/her duty:-

8.3.1 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;

8.3.2 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;

- 8.3.3 to be absent at all times from the deliberations of the Committee upon its final judgments.
- 8.4 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:-
- 8.4.1 the place at which he/she is to attend;
 - 8.4.2 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;
 - 8.4.3 the rule which he/she is alleged to have contravened and full particulars of his/her alleged contravention;
 - 8.4.4 his/her right to make any relevant statement he/she wishes to the Committee;
 - 8.4.5 his/her right to call witnesses to attend and give any relevant testimony on his/her behalf before the Committee;
 - 8.4.6 his/her right to be accompanied and represented before the Committee by a legal practitioner;
 - 8.4.7 the right to furnish to the Proctors in advance of the investigation any information which he/she deems relevant to the investigation and which he/she wishes to have given due consideration.
- 8.5 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.
- 8.6 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.
- 8.7 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.
- 8.8 The Chairman of the Committee shall keep full notes of any proceedings before it but these need not be a verbatim record.
- 8.9 As soon as possible after the conclusion of a Student Disciplinary Committee hearing the chairman shall convey a full report to the Registrar who shall inform the student involved of the Committee's judgment.

**THE DEPARTMENTAL GOVERNMENT ORDINANCE 1994
(ORDINANCE NO 43)**

In terms of Section 27 (1) (d) and (e) of the University of Zimbabwe Amendment Act (1990), the Council of the University of Zimbabwe in exercise of its powers under Section 13 (e) of that Act, hereby makes the following Ordinance:-

**1 THIS ORDINANCE MAY BE CITED AS THE DEPARTMENTAL
GOVERNMENT ORDINANCE 1994 AND SHALL TAKE EFFECT FROM**

2 THE DEPARTMENTAL BOARD

- 2.1** There shall be a Departmental Board for each Department which shall consist of;-
- 2.1.1 The Chairperson of the Department.
 - 2.1.2 All full-time members of the academic staff of the Department.
 - 2.1.3 Representatives of teaching assistants, honorary and part-time academic staff in the Department appointed annually by the Departmental Board.
 - 2.1.4 Where relevant up to two representatives of the technical staff in the Department elected by the technical staff in the Department.
 - 2.1.5 Two students in the Department elected annually by the students from amongst themselves, except that student representatives shall not be entitled to attend for deliberations on matters considered by the Board to be confidential; which shall include appointment, promotion, tenure and conduct of staff and examinations.
- 2.2** The Vice Chancellor, the Pro-Vice Chancellors and the appropriate Dean and Deputy Dean shall be entitled to attend meetings of the Departmental Board in an ex-officio capacity.
- 2.3** A departmental Board shall meet at least twice every term and shall maintain a proper system of Agendas and Minutes for such meetings.
- 2.4** Subject to Section 3 of this Ordinance each Departmental Board shall regulate its own procedures, including the provision of a secretary to service the Board and the establishment of a quorum.

3. DUTIES AND POWERS OF THE DEPARTMENTAL BOARDS

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

- 3.1 plan, 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 Senate the general academic policy agreed by the Faculty and Department and the approved administrative procedures of the University;
- 3.2 plan for and formulate general guidelines on pure and applied research and suggest means of funding research programmes in the Department;
- 3.3 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;

- 3.4 delegate functions and responsibilities to individuals or groups of individuals within the Department;
- 3.5 exercise such powers as may be conferred upon it by the Faculty Board, the Senate and the Vice Chancellor;
- 3.6 arrange for the provision of consultancy services by the Department 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;
- 3.7 monitor the implementation of the University's conditions relating to the undertaking of private consultancy remunerative work in respect of the members of the Department;
- 3.8 make recommendations in respect of estimates of expenditure in the Department to the budget Committee;
- 3.9 recommend a preliminary short-list of candidates for appointment to academic, technical, administrative, secretarial, and service posts within the Department cognisant of the need to maintain strict confidentiality in handling appreciation and shall forward such short lists to the relevant section Board or Committee for consideration;
- 3.10 recommend candidates for Staff Development Committee;
- 3.11 submit recommendations to the Vice Chancellor in respect of the appointment of external examiners and any other consultants in the Department;
- 3.12 make recommendations to the appropriate bodies concerning promotion, tenure and disciplining of academic, technical, secretarial, and service staff with the Department;
- 3.13 make recommendations to the appropriate Faculty Planning Committee on plans for the development of the Department;
- 3.14 appoint normally one academic member of the Department, in addition to the Chairman, to the Faculty Board of Examiners;
- 3.15 monitor all Departmental votes and income and report to Research Board on the expenditure of the annual block allocation of funds;
- 3.16 appoint a delegate to represent the Department on University committees and other bodies as required;
- 3.17 make such other recommendations and decisions as may be required of the Department by other University Ordinances and Regulations and make decisions on such other matters as it may deem appropriate for the proper functioning of the Department.

4 APPOINTMENT OF CHAIRPERSONS OF DEPARTMENT

- 4.1 There shall be a Chairperson of each Department appointed by the Vice Chancellor, on behalf of the University Council, normally chosen from among the tenured academic members of the Department.
- 4.2 Before appointing a Departmental Chairperson 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 Vice Chancellor may delegate the consultation procedure in Section 4.2.1 to a Pro-Vice Chancellor who will in turn report to the Vice Chancellor.

- 4.4 The Chairperson of a Department shall normally hold office for a period of up to three years and shall be eligible for re-appointment.
- 4.5 After consultation with a Pro-Vice Chancellor, the Dean of the Faculty and the Chairperson concerned, the Vice Chancellor may terminate the appointment of a Chairperson of Department by giving one month notice in writing, and the reasons for such termination shall be communicated to the Departmental Board before it is affected.
- 4.6 The chairperson of a Department may resign appointment by giving the Vice Chancellor one month's notice in writing.
- 4.7 Where the Chairperson of a Department is unable, either, by reason of absence from the University or for any other reason, to carry on the duties of Chairperson, the Vice Chancellor shall, subject to the provisions of section 4.2 of this Ordinance, appoint an Acting Chairperson for the period until a new Chairperson of Department is appointed.
- 4.8 Where in the opinion of the Departmental Board the absence of the Chairperson from a Department is of a period deemed detrimental to the interests of that Department, the Departmental Board shall, subject to the provisions of paragraph 4.2, recommend to the Vice Chancellor the appointment of a new Chairperson.
- 4.9 A Chairperson 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 their term of office, provided that no allowance shall be payable where the Chairperson is absent or unable to perform duties for a period of 30 consecutive days or more.
- 4.10 Given the vital importance to good governance of Departments by Chairpersons, a person accepting appointment to such positions should undertake not to be absent for extended periods from the Department, especially during term time and normally no person shall be appointed who will be taking sabbatical leave during their term of office

4 DUTIES AND POWERS OF THE CHAIRPERSON OF DEPARTMENT

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

- 5.1 chair Departmental Board meetings;
- 5.2 at all times and in consultation with the Department exercise their best endeavour to promote proper and acceptable standard of teaching, instruction and research in the Department;
- 5.3 represent the Department on appropriate University Committees and other bodies as required;
- 5.4 make their personal recommendations with respect to tenure, promotion, advancement and disciplining of academic staff within the Department provided that if the Chairperson is a candidate for promotion, the appropriate recommendations shall be made by the Dean after consultation with all full-time academic members of the Department;
- 5.5 Serve as executive officer of the Department in the implementation of Department policy as determined by the Departmental Board and other University authorities and be responsible for the day to day administration of the Department.

UNIVERSITY OF ZIMBABWE SCHEDULE TO ORDINANCE NO 43

4TH SCHEDULE (ANY OTHER NUMBER CAN BE ALLOCATED) THE DEPARTMENTAL GOVERNMENT ORDINANCE 1994 ORDINANCE NO 43

The following Departments and Non Faculty Units are governed by Provisions of Ordinance No 43.

FACULTY OF AGRICULTURE

- Agricultural Economics and Extension
- Animal Science
- Crop Science
- Soil Science and Agricultural Engineering

FACULTY OF ARTS

- African Languages and Literature
- Economic History
- English
- Geography
- History
- Linguistics
- Modern Languages
- Religious Studies, Classics and Philosophy
- Theatre Arts

FACULTY OF COMMERCE

- Accountancy
- Business Studies

FACULTY OF EDUCATION

- Adult Education
- Centre for Educational Technology
- Curriculum and Arts Education
- Educational Administration
- Educational Foundations
- Science and Maths Education
- Teacher Education
- Technical Education

FACULTY OF ENGINEERING

- Civil Engineering
- Electrical Engineering
- Mechanical Engineering
- Metallurgy
- Mining Engineering
- Surveying

FACULTY OF LAW

Private Law
Procedural Law
Public Law

FACULTY OF MEDICINE

Anaesthetics
Anatomy
Chemical Pathology
Clinical Pharmacology
Community Medicine
Haematology
Histopathology
Immunology
Institute of Continuing Health Education
Medical Laboratory Technology
Medical Microbiology
Medicine
Nursing Science
Obstetrics and Gynecology
Pediatrics' and Child Health
Pharmacy
Physiology
Psychiatry
Radiology
Rehabilitation
Surgery

FACULTY OF SCIENCE

Biochemistry
Biological Sciences
Chemistry
Computer Science
Geology
Institute of Food, Nutrition and Family Sciences
Institute of Mining Research
Mathematics
Physics
Statistics

FACULTY OF SOCIAL STUDIES

Centre for Applied Social Studies
Economics
Political and Administrative Studies
Psychology
Rural and Urban Planning
Sociology

FACULTY OF VETERINARY SCIENCE

Clinical Veterinary Studies
Para-Clinical Veterinary Studies
Pre-Clinical Veterinary Studies

NON-FACULTY UNIONS

University College for distance Education
University Lake Kariba Research Station
University Teaching and Learning Centre

Composition of committees

- 1 university council
(Section 11 (1) of the University of Zimbabwe Act, 1982 and University Amendment Act 1990).
 - a) Ex Officio;
Vice-Chancellor
Pro-Vice-Chancellor
 - b) Sixteen members appointed by the Minister of Education
 - c) Ten members appointed by the Senate
 - d) President of the Students' Union (ex officio)
 - e) One member elected by the Administrative Staff
 - f) One member elected by the Workers' Committee
 - g) One member appointed by the Zimbabwe Confederation of Trade Unions
 - h) One member appointed by the Zimbabwe Teachers' Association
 - i) One member appointed by the Zimbabwe National Chamber of Commerce
 - j) One member appointed by the Confederation of Zimbabwe Industries
 - k) One member appointed by the Minister of Agriculture
 - l) One member appointed by the Organizations' Representing Youths or the Interests of Youths
 - m) One member appointed by the Minister of Mines
 - n) One member appointed by Organizations representing Churches or Organized Religion
 - o) One member appointed by the Council of the Zimbabwe Institution of Engineers
 - p) Two distinguished academics appointed by the Council with the approval of Senate
 - q) One member elected by the non-Senate members of the Academic Staff
 - r) One member elected by the Clerical and Technical employees
 - s) Secretary ; Registrar

- 2 the executive committee of the university council
(In terms of Section 14 (3) of the Act).
 - a) Chairman and Vice-Chairman of Council
 - b) Vice-Chancellor and Pro Vice Chancellors
 - c) (i) Three of the nine Council Members appointed by Senate
(ii) Eight of the Twelve Council members appointed by the Minister of Education
(iii) Four members appointed by Council
 - d) Secretary: Registrar.

- 3 committees of council
 - 3.1** the finance Committee
Terms of reference
The Finance Committee is responsible for the management of the University's entire finances and recommends to Council or the Executive Committee the approval of the University's annual budget and certain items of major expenditure. The Committee is also responsible for:
 - the administration of special funds benefactions
 - investment policy

- the Staff Housing Loan Guarantee Scheme
- other loan schemes
- decisions of the Salaries and Conditions of Service Committee which have financial consequences
- consideration of reports from the Fees Revision Committee

Membership

Vice Chancellor and/or Pro Vice Chancellor

Vice Chairman of Council (Chairman)

Seven members appointed by Council

Secretary: Bursar

3.2 the building Committee

Terms of reference

The building committee is responsible for the management of the University's building projects including:

- the establishment of project planning groups
- the approval of plans and budgets
- the monitoring of progress in construction and the issuing of instructions and liaison with architects, quantity surveyors, etc
- authorization of expenditure from the Alterations and Additions to Buildings Vote for minor alterations and additions
- General supervision of campus development including such issues as use planning, and the location of buildings.

Membership

Vice-Chairman of the Council

Vice- Chancellor

Pro-Vice Chancellor, (Chairman)

Seven members appointed by Council

Secretary: Director of Works and Estates.

3.3 the salaries and conditions of service committee

Terms and Reference

The Salaries and Conditions of Service Committee is responsible for University policy in respect of ;

- Terms and Conditions of Service for all categories of staff and adjustments and alterations to the approved Conditions of Service
- Salary reviews
- Consideration of representations from various staff associations
- The establishment of the University's grading and salary structure and the promotion structure.

Membership

Vice Chancellor and/or the Pro Vice Chancellor

Three External members of Council

Four academic members of Council

Secretary: Deputy Registrar (Administration)

3.4 the academic promotions committee

Terms of Reference

The Act lays down that Council shall delegate its duty of promoting members of the academic staff to an Academic Promotions Committee. The Academic Promotions

Committee is responsible for receiving and considering applications for promotions from members of the academic staff, and for deciding thereon, within the overall promotions structure established by the Salaries and Conditions of Service Committee.

Membership

Vice Chancellor (chairman)

Pro Vice Chancellors

Dean of each Faculty

Four members of Council appointed by the Council from amongst the non-Senate members of Council:

Secretary; Deputy Registrar (Administration)

3.5 the non academic staff promotions committee

Terms of Reference

The Non Academic Staff Promotions Committee recommends promotions for all non academic staff and, as such, is responsible for receiving and considering applications for promotion from members of the non-academic staff and for establishing the criteria and procedures for promotion within the overall promotions structure established by the Salaries and Conditions of Service Committee.

Membership

Pro Vice Chancellor, (chairman)

Vice-Chancellor and/or the second Pro Vice Chancellor

Dean or Deputy Dean of Agriculture

Dean or Deputy Dean of Education

Dean or Deputy Dean of Engineering

Dean or Deputy Dean of Medicine

Dean or Deputy Dean of Science

Dean or Deputy Dean of Arts (representing Arts, Commerce, Law, Social Studies)

Dean or Deputy Dean of Veterinary Science

Librarian

Four members appointed by Council

Registrar

Bursar

Secretary: Deputy Registrar (Administration)

3.6 the committee on continuation of employment beyond retirement age

Terms of Reference

To consider, after appropriate advertisement, recommendations for the re-appointment of members of staff who have reached retirement age.

Membership

Chairman or the Vice Chairman of Council

Vice-Chancellor and/or the Pro Vice Chancellor

Chairman of the Finance Committee

Secretary: Deputy Registrar (Administration)

4 senate

(Section 15(1) of the Act)

Vice-Chancellor

Pro-Vice Chancellors

Deans

Professors
Associate Professors
Non Professional Chairman of Departments
Librarian
A representative of the Permanent Teaching Staff of each Faculty
President of the students Union
Five students elected by the students' union
Secretary: Deputy Registrar (Academic)

5 committees of senate

5.1 academic committee

Terms of Reference

Academic Committee has full authority, delegated to it by Senate, in the following areas;

- admissions and re-admission to courses and cases of Special Entry;
- award of scholarships, bursaries, loans etc, from University administered funds;
- Admissions to MPhil/DPhil and Higher Degrees and all matters relating to Higher Degrees registrations;
- ratification of results lists and decisions on recommendations of Boards of Examiners and Award of University Prizes;
- amendments to degree regulations
- all matters submitted in Faculty Reports except those which the Chairman of the Academic Committee considers should be referred to the full Senate. The Committee has recommending authority to Senate for such matters as:
 - consideration and approval of all regulations for new University courses;
 - appointment of external examiners and internal examiners of the University;
 - consideration of estimates of expenditure;
 - formulation and revision of schemes for the organization of Faculties and consideration of the establishment of new Faculties;
 - consideration of the institution, abolition or holding in abeyance of Professorial Chairs; Readerships or other academic offices;
 - composition of Academic Appointments Boards
 - appointment of committees

Membership

Vice-Chancellor

Pro-Vice-Chancellors

Deans of Faculties

Two Senate members appointed by the Senate for a period of three years.

Secretary: Deputy Registrar (Academic)

5.2 library committee

Terms of Reference

To advise the Senate in its consideration of matters of Library policy.

Membership

Pro-Vice Chancellor,

Librarian

Deputy Librarian

One representative of each Faculty elected by each Faculty Board;
(Chairman elected annually by the Committee)

Secretary: A member of the Library staff.

5.3 student travel fund committee

terms of reference

to administer the Student Travel Board:

not more than two student representatives

secretary: Assistant Registrar (Student Records)

5.4 computer committee

Terms of Reference

1 to advise Senate on all matters concerning the acquisition of computing hardware and software for teaching and research

2 to endeavour to ensure the equitable, efficient and economical distribution of computing facilities throughout the University

3 to take note of all computing facilities within the University, so as to be able to advise members of the University who wish to use, acquire, or expand them.

4 To report to Senate.

Membership

Pro Vice-Chancellor(Chairman)

Chairman, Department of Computing Science

Director of the Computer Centre

Deputy Librarian

Bursar

One student representative co-opted by the Committee.

Secretary: Senior Assistant Registrar (Engineering)

5.5 graduate employment committee

Terms of Reference

To monitor the employment of the University's graduates and to assist in encouraging potential employers to recruit staff from amongst the University's graduates

Membership

Dean of Students (Chairman)

One representative of each Faculty elected by each Faculty Board

Two members of the Ministry of Manpower Planning and Development;

Secretary: Senior Assistant Registrar (Academic)

5.6 extension activities committee

(Activities temporarily suspended at present)

Terms of Reference

1 to co-ordinate educational and cultural activities of an extra-mural nature undertaken by the University

2 to advise the Senate on the planning co-ordination and stimulation of such activities

3 to maintain central records of such activities

4 to be responsible for the University exhibit at the Young Scientist Exhibition.

Membership

Deputy Dean of each Faculty

Chairman of the Vacation School Committee

Chairman of the Open Day Committee

Librarian or his representative

(Chairperson to be elected by the committee)

- 5.7** vacation school committee
 (Activities temporarily suspended at present)
 Terms of Reference
 To be responsible for organizing the Vacation Schools and to report to Senate.
 Membership
 One representative of each Faculty elected by each Faculty Board;
 Librarian (Chairman to be elected by the members of the Committee)
- 5.8** open day committee
 Terms of Reference
 To be responsible for organizing the Open Days and to report to Senate.
 Membership
 Assistant to the Vice-Chancellor (Chairman)
 Dean of Students
 A representative of the Library
 Two student representatives
 One representative of each Faculty elected by each Faculty Board
 Secretary: Director of Information
- 5.9** publications committee
 Terms of Reference
 1 to administer publication of all items appearing with the University imprint
 2 to exercise editorial functions on behalf of the University publications
 3 to administer funds for the cost of publications
 4 to manage the journal Zambezia
 5 to report to Senate.
 Membership
 Pro Vice Chancellor
 Librarian
 The Editor of Zambezia
 Assistant to the Vice-Chancellor
 One representative of each Faculty elected by each Faculty Board
 (Chairman to be elected annually by the Committee)
 Secretary: Director of Publications
- 5.10** safety committee
 Terms of Reference
 To consider matters relating to safety and security which affect the University and to report to Senate.
 Membership
 Pro- Vice Chancellor
 Deputy Dean of each Faculty
 Ex officio: assistant Registrar (Services)
 Senior Warden
 Librarian
 Director, Works and Estates
 Director, Computer Centre
 Secretary: Assistant Registrar (Services)
- 5.11** blair research liaison committee
 Terms of Reference

To ensure and facilitate an active relationship between the University and the Blair Research Laboratory and to report to Senate

Membership

Pro Vice Chancellor

One representative of each of the Faculties of Medicine and Science

Two representative of the Blair Research Laboratory

Secretary: Assistant Registrar (Science)

5.12 electron microscope committee

Terms of Reference

The Committee shall be responsible to Senate for the general running of the Electron Microscope Unit which will include appointment of staff, purchase of major items of equipment, allocation of time for use of equipment and staff of the Unit.

Membership

Dean or Deputy Dean of Medicine or nominee (Chairman)

One representative of each of the faculties of Agriculture, Engineering, Medicine, and Veterinary Science and two representatives of the Faculty of Science .

Chief Technician, Electron Microscope Unit

Secretary: Deputy Secretary, Medical School

5.13 lake kariba research station : board of management

Terms of Reference

1 The Board is responsible to the University for the administration of the facilities and finances of the Lake Kariba Station and for the formulation of policy guidelines for the conduct of research at the Station

2 The Board may delegate some of its powers and responsibilities to either its Administrative or Scientific Sub-Committees and to the Director.

Membership

Pro- Vice – Chancellor

Chairman of the Rearch Board

Director of the Research Station

Bursar

Two representatives of the Department of Biological Sciences

A representative of the following Faculties

Agriculture

Arts

Engineering

Medicine

Science

Social Studies

Veterinary Science

A representative of the Department of National Parks

A representative of the Commercial Fisheries Union (non voting)

Secretary: Senior Assistant Registrar (Veterinary Science)

5.14 Termination of studies (appeals) committee

Terms of Reference

The Committee receives and considers appeals from students against termination of their studies and recommends to the Academic Committee on behalf of the Senate acceptances or dismissal of the appeal and any consequent action it deems

appropriate. The Committee only considers cases where a student has been required to withdraw from the University as a consequence of unsatisfactory academic performance. It is not established to hear general appeals against decisions of the examiners.

Membership

Pro Vice Chancellor

One representative of each Faculty

Secretary: Deputy Registrar (Academic)

5.15 communication skills centre committee

Terms of Reference

To provide an avenue of co-operation between the Communication Skills Centre and all the Faculties and to assist in the formulation of policies to be adopted by the centre. The Committee meets as and when necessary and reports directly to Senate, although Faculty representatives on the Committee are authorized to report back to their Faculty Board any business which is of immediate concern to their Faculty.

Membership

Pro Vice Chancellor

A member of the Communication Skills Centre

Deputy Registrar (academic) or his representative

A member of each Faculty nominated by the Dean of each Faculty (chairman elected annually by the Committee)

Secretary: Assistant Registrar (Arts)

5.16 international relations committee

Terms of Reference

To administer the University's agreements of co-operation with foreign universities according to the policies and procedures contained in SEN/68/84

Membership

Pro Vice Chancellor

A representative of each Faculty

Secretary: Assistant Registrar (Social Studies)

5.17 teaching and learning methods committee

Terms of Reference

To administer the University's Teaching and Learning Methods Unit and to advise Senate in the area of improving the teaching effectiveness of academic staff.

Membership

Pro Vice Chancellor

A representative of each Faculty

Secretary: Assistant Registrar (Commerce)

5.18 african regional postgraduate programme in insect science (ARPPIS) liaison committee

Terms of Reference

1 to liaise with the ARPPIS Academic Co-ordinator through the Committee's representative on the ARPPIS Academic Board.

2 To appoint a member (and an alternate) to serve on the ARPPIS Academic Board. (the member should be responsible for handling the general correspondence and other aspects of liaison with ARPPIS)

3 To administer the Vote establishment by the Budget Committee on behalf of Senate for ARPPIS Liaison.

- 4 To assist the ARPPIS Teaching programme by finding lecturers for their courses
- 5 To each year invite all appropriate sources to nominate students for the ARPISS.
- 6 To select from among such nominations suitable applications forwarding to ARPPIS.
- 7 To arrange for suitable supervisory arrangements for all such students by means of discussions with appropriate Departments of the University and affiliated Institutions.

Membership

Chairman of the Department of Biological Sciences

One representative of each of the following Faculties

Agriculture

Science

Medicine

Veterinary Science

One representative of:

Department of Research and Specialist Services

Department of Veterinary Services

Blair Research Laboratory

Secretary: Assistant Registrar (Science)

5.19 bookshop management/Liaison committee

Terms and Reference

- 1 to supervise the overall operations of the Campus Bookshop in conjunction with the contractor
- 2 to provide a means of communication between the contractors of the Bookshop and representatives of the academic staff and students in order to improve the effectiveness of the communication between the University and the contractor for the efficient operation of the Bookshop.
- 3 To consider issues connected with the operation of the existing Campus Bookshop.

Membership

Pro Vice Chancellor (Chairman)

Registrar (also serving as secretary)

Dean of Students

Two Representatives of the Campus Bookshop

A representative of each Faculty

Two student representatives

5.20 committee on associate status/affiliation

Terms and Reference

- 1 to examine all applications from external institutions for associate status/affiliation to the University and submit recommendations to Senate
- 2 to monitor the work and development of all institutions granted associate status/affiliation with the University.

Membership

Pro-Vice Chancellor

Dean of Education

Chairman, Associate College Centre
A representative of the Associate College Centre
A representative of the following Faculties:
Arts
Science
Secretary: Senior Assistant Registrar (Education)

6 joint committees of Council and Senate

6.1 planning Committee

Terms and Reference

- 1 to examine and make recommendations to the Senate and Council on:
 - 1.1 any relevant development plans of the University in relation to the overall manpower, social, economic and other needs of Zimbabwe and to assess priority within those plans.
 - 1.2 All new senior posts, lecturer and above, which will then automatically be included in the immediately following or future estimates.
 - 1.3 Any other matters incidental to the above
- 2 To allocate major resources, in particular teaching equipment funds.
- 3 To produce long term plans and projections
- 4 The planning Committee shall meet at least four times in each year as follows:
February: Arts, Commerce and Law, Education and Social Studies
April: Agriculture, Engineering and Science
June: Medicine and Veterinary Science
August: Non Faculty Departments and the Administration

Membership

Vice-Chancellor, (Chairman)

Pro-Vice Chancellors

Vice Chairman of Council

Secretary to the Ministry of Education

Secretary to the Ministry of Finance, Economic Planning and Development

Secretary to the Ministry of Labour, Manpower Planning and Development

A member of Council chosen by the Council to represent non-Government and private sectors of the state

A member of Senate

Deans' representatives

Registrar

Secretary: Director of Planning

Area committees

The Planning Committee has three Area Committees (Planning) as follows:

- 1 The Humanities Area Committee consisting of the Faculties of Arts, Commerce and Law, Education and Social Studies
- 2 The Sciences Area Committee consisting of the Faculties of Agriculture, Engineering and Science.
- 3 The Medical Area Committee consisting of the Faculties of Medicine and Veterinary Science

Terms of Reference

- 1 To receive applications from the Departments or Faculties within the particular area.

- 2 To make recommendations to the Planning Committee on the applications received .
- 3 To allocate priority to each and every application received.
- 4 To make recommendations in their own right to the Planning Committee.

Membership of Area Committees:

Humanities

Chairman

The Dean and a further representative of the Faculties of:

Arts

Commerce and Law

Education

Social Studies

Sciences

Chairman

The Dean and a further representative of the Faculties of:

Agriculture

Engineering

Science

Medical

Chairman

The Dean and a further representative of the Faculties of:

Medicine

Veterinary Science

6.2 budget Committee

Terms of Reference

- 1 to compile, after consultation, an annual budget for submission to the Finance Committee, Senate and Council
- 2 to control, allocate and account for the following funds:
 - 2.1 teaching Equipment
 - 2.2 staffing and Establishment Contingency
 - 2.3 sub-Committee on Vacancies (Deep Freeze)
 - 2.4 General Rising Prices Contingency
 - 2.5 Any funds allocated to the University for Recurrent or Capital Expenditure excluding Specific Funds
- 3 To amend the budget and establishment of any department , provided it can obtain the necessary funds from the appropriate account
- 4 To recommend to the Planning Committee increases or removal from the establishment of Lectures or above, Assistant Bursar or Assistant Registrars or above, and Library posts of Assistant Librarian or above.
- 5 To virement from one vote to another provided this does not lead to any increase in expenditure and may lawfully be made between the votes concerned.
- 6 To control budgetary expenditure
- 7 To undertake all such matters as may be referred to it by the Planning Committee, Council or the Finance Committee.

Membership

Vice-Chancellor (Chairman)

Pro Vice Chancellor

Three members of Senate, not Deans, who are also members of Council
One Dean elected from amongst themselves by the Deans who shall represent the Deans.

Secretary: Director of Planning

6.3 research Board

Terms of Reference

To assist the prosecution of research in the University and to act as a channel of communication for research matters.

To be responsible for:

- 1 the initial administration and, where appropriate, the allocation of general funds (for amounts exceeding \$175) having to do with the research activities of the University eg student research assistantships and fellowships, studentships, and support of research projects of members of the academic staff, research students and fellows.
- 2 External travel connected with research, travel connected with conferences and visits to other organizations.

Membership

Chairman (elected by the Research Board)

Vice- Chairman (elected by the Research Board)

Pro Vice Chancellor

Librarian

Director of the Computer Centre

A member of the Council appointed by the Council

A representative of each of the following Faculties elected by each Faculty Board:

Agriculture

Arts

Commerce

Education

Engineering

Law

Medicine

Social studies

Veterinary Science

Two representatives from the Faculty of Science, one representing Biological

Sciences and the other the Physical Sciences

Secretary: Assistant Bursar

6.4 student affairs committee

Terms of Reference

- 1 to make itself aware of and provide help in all matters of a personal and non-academic nature affecting the student body or individual student which may have an adverse effect on the academic well-being of the student body as a whole or of individual students.
- 2 To advise on arrangements for student health
- 3 To consult with other committees and groups with the University interested in student health, welfare and accommodation.

Membership

Pro Vice Chancellor

A member of the Council appointed by the Council

A member of the Senate appointed by the Senate
Chairman of the Department of Community Medicine (or his nominee)
Wardens
Wardens of Non-Residents Students
Director, Accommodation and Catering Services
Dean, Student Affairs
Sports Director
Director, Student Health Service
President of the Students Union
Vice-President of the Students' Union
One student representative from each of the Faculty staff/student Councils
Secretary: Assistant Registrar (admissions)

6.5 Staff Development Committee

Terms of Reference

To supervise the administration of the University's staff development programme and to appoint Staff Development Fellows.

Membership

Pro-Vice Chancellor

One representative from each Faculty elected by each Faculty Board

Two members of the Council appointed by the Council

Secretary: Senior Assistant Registrar (Appointments and Personnel)

6.6 Committee on Academic Ceremony

Terms of Reference

To consider and advise the Senate and the Council on Academic Ceremony and related matters.

Membership

Vice-Chancellor and/or Pro-Vice-Chancellor

A member of the Senate

Public Orator

Assistant to the Vice-Chancellor

A member of the Council

Deputy Registrar (Academic)

Librarian

Secretary: Assistant Registrar (Academic)

6.7 Honorary Degrees and Distinctions Committee

Terms of Reference

To consider proposals for the conferment of Honorary Degrees and for the conferment of the title "Professor Emeritus" and to make recommendations to the Council.

Membership

Chairman of the Council (Chairman)

Vice-Chairman of the Council

Vice Chancellor

Pro Vice Chancellors

Dean of each Faculty

Secretary: Registrar

6.8 Fees Revision Committee

Terms of Reference

To examine the level of fees charged by the University and to submit recommendations through the Finance Committee and Senate to Council

Membership

Pro Vice Chancellor

Vice Chancellor

Chairman of the Finance Committee

Three Council members appointed by the Council

One member of Senate appointed by the Senate

President of the Students' Union

Two student representatives

Secretary: Registrar