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PART A

1.0 GUIDELINES AND PROCEDURES

- A. The Dean of Students, Deans of Schools, Directors and the Librarian shall exercise disciplinary control over all students registered in the University on breaches of Rules and Regulations arising in halls of residence, Schools, Departments, Directorates, the Library and similar bodies.
- B. The General Rules and Regulations for students of the University shall become effective from the date of approval by the University Senate. Any pending cases and penalties under the previous rules shall be in accordance with those Rules under which they were commenced or implemented.
- C. Offences emanating from any contravention of the general Rules and Regulations, outlined in Part B, shall be reported to the Dean of Students by the Deans of Schools, Directors, the Librarian or any other complainant.
- D. The Dean of Students shall, if satisfied with the evidence provided by the complainant, charge the student by specifying the breached rule and arranging for the Student Disciplinary Committee to hear and determine the case.
- E. The impositions of penalties arising from breach of the general Rules and Regulations shall lie with the Student Disciplinary Committee. The Student Disciplinary Committee shall reserve the discretion to impose lesser or stiffer penalties other than those prescribed in Part II of this document, depending on the gravity of the offence. Generally, the recommendations of the Students Disciplinary Committee shall be binding unless it is reversed by appeal.

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- F. Any student found guilty under these Rules and Regulations shall have the right to appeal to the Vice-Chancellor within 14 days from the date of effecting the penalty.
- G. The Dean of Schools, Directors and Librarian shall ensure the enforcement and compliance of penalties by preventing suspended and expelled students from attending classes or lectures, writing tests and examinations, and using the library or engaging in any academic activity of the University. Any student who is suspended or expelled shall be obliged to leave the campus and shall be excluded from all University activities.
- H. Any student who is suspended or expelled under the general Rules and Regulations shall forfeit any claim for refund or reduction of money paid as tuition, accommodation and any other fees to the University. In case of suspended students, they shall have to pay all outstanding fees at the time of suspension prior to re-admission.
- I. The university will not provide accommodation for students wishing to come with their babies. The students will be advised to make own accommodation arrangements off-campus.

Part B

2.0 GENERAL RULES AND REGULATIONS

These general Rules and Regulations apply to all students registered in Mulungushi University. All students are expected to conduct themselves in a mature and responsible manner. The following shall be considered as action, omission or conduct contrary to these Rules and Regulations and shall be regarded as misconduct.

3.0 DISCIPLINARY CASES UNDER THE JURISDICTION OF THE OFFICE OF THE DEAN OF STUDENTS

All students' disciplinary cases occurring in units other than schools and library shall be dealt with by the Student Disciplinary Committee. Students should consult other units for rules applicable in those units.

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3.1 HALLS OF RESIDENCE

No	OFFENCE	PENALTY
1	Willful or negligent damage to/or loss to furniture, keys, windows, doors, beddings, curtains and any other fitting in the study rooms (halls of residence)	A fine commensurate with the cost of redressing the damage shall be imposed. However, any loss of room keys should be reported immediately to the Dean of Students and attract a penalty fee of K100.00
2.	Unauthorized removal or loss of University furniture, fittings & beddings from the study rooms without prior permission from the Dean of Students office.	Warning for first offence and payment of the replacement value of the item. For repeat offenders payment of the replacement value of the item and suspension from the Halls of Residence for one academic year.
3.	Personal cookers, photocopiers, ovens, television sets and electrical heaters are not allowed in the halls of residence except for pressing irons, electrical kettles and a 100 litres fridge. Microwave ovens shall be allowed in self catering hostels only	The student shall be fined a minimum of K300.00 to cover the cost of electricity and items shall be confiscated
4	Engaging non-students to perform personal tasks such as washing clothes, or cleaning rooms or perform tasks for clubs, associations or selling in containers and	The student shall be suspended from halls of residence for one academic year and in the case of clubs/associations the premises shall be reallocated and the club/association shall

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	sleeping therein	be barred from operating business for 1 academic years
5	Calling for, organizing and or conducting meeting, /parties without the prior permission of the Dean of Students office	The student shall be suspended from the university for one semester
6	Unauthorized possession of a key to University property.	The student shall pay for the room for number of days the key is in his/her possession.
7	Failure to hand in room keys upon closure of the University	The student shall be suspended from University for one academic year
8	Illegal occupation of a study room	The student shall pay for the bed space for the number of days he/she will be in the study room.
9	Anti social behavior such as drunkenness, disorderly conduct, unnecessary noise, bullying, selfish use of television or any music system at all times and any behavior causing a nuisance, inconvenience or annoyance to other residents,	Warning for first offender. Second offender, confiscation of the music system. Third offender, suspension from the Hall of Residence for one academic year
10	Food from the dining hall shall not be allowed in the study rooms except with the express permission from the Dean of Students office.	Warning for first offence. For a repeat offence student shall be suspended from the Hall of Residence for one semester.
11	Allowing, being in possession of alcohol as well as consumption and selling	The student shall be suspended from the University for one academic year and reported to

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	of alcohol or prohibited drugs in halls of residence	relevant authorities for prosecution in respect of drugs
12	Smoking in the study room and within 10 meters of the halls of residence.	The student shall be suspended from halls of residence for 1 academic year
14	Change of accommodation without prior permission of the Dean of Students office	The student shall be suspended from the halls of residence for one academic year
15	Keeping a visitor or friend, either male or female in the study room overnight	The student shall be suspended from hall of residence for one academic year
16	Personal beds, mattresses, lockers, fixture and fittings such as mortice locks or socket outlets brought into halls of residence without prior permission from the Dean of Students. Appropriate consent forms shall be filled in each time these are brought in.	The student who brings in any personal items without prior authorization, shall forfeit the items and be suspended from the halls of residence for one semester.
17	Duplicating room keys without authority	First offender shall pay a fine of K200 second offender The students shall be suspended from halls of residence for one academic years
18	Pets shall not be allowed in the study rooms or an area in the halls of residence	The student shall be suspended from Halls of Residence for one semester
19	Mounting, fixing or installing a satellite dish or any dish or any similar communication facility without the permission of	Student shall be suspended from Hall of residence for one semester

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	the Dean of Students	
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3.1 HALLS OF RESIDENCE

3.2 GENERAL

No	OFFENCE	PENALTY
20	Fighting, riotous behavior and vandalism resulting in damage to property within the University Campus	The student shall be suspended from the University for one academic year, a fine commensurate with the cost of redressing the damaged items should be charged against the culprit and culprits may be expelled from University, or as the Disciplinary Committee may decide.
21	Threatening violence, assaulting, harassing, insulting or use of abusive language by any student against staff and other students within the University	The student shall be suspended from the University for one academic year
22	Possession of explosives, firearms, ammunition or any other dangerous weapons	The student shall be expelled from the University and further action may be taken by the police
23	Calling for a class boycott or demonstration without justification	The student shall be expelled from University
24	Refusal/failure to identify	Suspension from the

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	oneself when asked to do so by a University employee or giving false information of oneself to such an officer	University for one academic year or as the disciplinary committee may decide depending on the gravity of offence
25	Being identified as a ring-leader in a demonstration or riot	The student shall be expelled from the University
26	Altering a document in any way that amounts to forging the same	The student shall be expelled from the University
27	Running an unregistered clubs/societies/associations magazine, journal/newsletter in the University	The student shall be suspended from the University for one academic year
28	Failure to abide by the ruling, decisions and penalty made or imposed by the Disciplinary Committee	Expulsion from the University
29	A student union/council of representatives leader(s) who call for class boycotts, organize procession or demonstrations without seeking approval from the students through a secret ballot or referendum	The students shall be suspended from the University for one semester
30	Causing to publish, publishing materials, articles, notices, memoranda etc with intent to incite students to oppose, rise or work against a university policy, university staff or even	The student shall be suspended from the University for one academic year

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	a university department or school.	
31	Interfering with a witness or willful obstruction of the work or proceedings of the Dean of Students' Disciplinary Committee	The student shall be suspended from the University for one academic year
32	Trading information to the press or any un authorized person which brings the University name into disrepute	The student shall be expelled from the University
33	Unauthorized collection of money other than club subscriptions or entrance fees for movies and other functions	The student shall be expelled from the University
34	Unauthorized use of or interference with any mechanical or electrical installations in the University	The student shall be expelled from the University
35	Stealing, misappropriation of funds, fraud within the University community	The Student shall be expelled from the University and further action may be taken by the complainant or police.
36	Any form of sexual harassment.	The student shall be suspended from the University for one academic year or expelled depending on the gravity of the harassment
37	Any forced/coerced sexual act	The student shall be

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	or rape.	expelled from the University and reported to the Police
38	Receiving a visitor or being a visitor of the opposite sex in ones rooms between 23.00 and 06.00 hours	Exclude from the halls of residence for one academic year
39	Soliciting by any student or club/association/society for funds or engaging in any fundraising activity within or outside the campus using the name of Mulungushi University without prior written permission from the Registrar or Dean of Students	The student shall be suspended from the University for two academic years; and in case of a club/association/society, it shall be deregistered and barred from participation for two academic years
40	Inscription, painting or writing of graffiti in any place or property of the University.	The student shall be fined, suspended, expelled depending on the gravity of the offence
41	Creation and participation in gangs on campus	The student will be expelled from the University
42	Participation in production and possession of obscene materials	The student will be expelled from the University and reported to law enforcement agencies
43	Running a canteen or conducting any commercial activities in the university without authority	A fine of K300 shall be imposed for first offence and suspension from the university for second offence for one academic year

3.3 SPORTS AND RECREATION

No	OFFENCE	PENALTY
44	Loss of any sports kit and equipment	The student shall be required to replace the sports kit or equipment
45	Holding unauthorized party discotheque, concert, dance or sport	The student responsible shall be suspended from the university for one semester
46	Consumption of alcohol and drugs during sports trips and festivals	The student shall be barred from sporting activities for one academic year

3.4 DINING HALL RULES

No	OFFENCE	PENALTY
47	Failure to produce a meal card during meal times	Food shall not be served
48	Unauthorized possession of a meal card	The student shall be severely warned. A repeat offender shall have the meal card confiscated
49	transferring a meal card to another person	The student shall be warned. A repeat offender shall have the meal card confiscated
50	Loss of meal card	Student shall pay a penalty fee of K100 for the issuance of a duplicate meal card
51	Non adherence to stipulated meal times	Student shall not be served outside the stipulated meal

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		times
53	Being in possession of or consumption of alcohol and smoking in the dining hall	The student shall be suspended from the University for one academic year
54	Dress code: Students are not allowed to put on sleeveless tops/dresses, caps, gum boot, tights, mini-skirts/dresses, sports attire, work suits, shorts	Student shall be sent back to be properly dressed

- (i) Note that the meals time table which is subject to adjustment as need arises is as follows:

❖	BREAK FAST	----- 07:00 - 08:30 hours
❖	LUNCH	----- 12.00 - 14:00 hours
❖	SUPPER	----- 17:30 - 19:30 hours

- (ii) All plates should be deposited on the clearing table after use to promote high standards of hygiene in the Dining Hall.

4.0 HEALTH

- 4.1(a) There is a University Health Centre at the Main Campus. Serious cases are referred to Kabwe Mine Hospital. However, should a case require admission, the University shall pay for the first 3 days, and thereafter the student/sponsor shall pay the subsequent hospital fees.

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- (b) Sick students wishing admission in other health facilities will do so at their own cost.
- 4.2 Any student suffering from any infectious or contagious disease shall be required to inform the Dean of Students in confidence.
- 4.3 Students are required to notify the Dean of Students of any illness or disability.
- 4.4 Students may be required to undergo medical examinations whenever the Dean of Students finds it necessary.
- 4.5 Students who fall pregnant while pursuing their studies shall be required to officially withdraw from studies when they are due and can come back to continue after delivery.

5.0 OTHERS

- 5.1 A student whose registration is terminated shall be expected to clear and vacate University premises immediately.
- 5.2 Clearance at the end of each semester is compulsory. Clearance with all other units should be completed a day before departure except for the office of the Dean of Students which shall be the last clearing point on the day of departure.
- 5.3 The Dean of Students office shall, if need arises, carry out on spot checks of the study rooms for security/maintenance purposes.

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