



Ministry of Higher and Tertiary Education
Masvingo Polytechnic
P.O.Box 800
Masvingo, Zimbabwe
Beitbridge Road, Opposite Flamboyant Hotel
Telephone: (039) 252176/ 252269
Fax: (039) 253093/ 253095
E-mail: masvingopoly@mhet.ac.zw



MSV/ST/14

RULES AND REGULATIONS OF STUDENT CONDUCT AND DISCIPLINE

PREAMBLE

Until such time that Masvingo Polytechnic has had to review the Rules and Regulations of student conduct and Discipline, these shall be the Rules and Regulations read together with the Statutory Instrument Number 81 of 1999.

1.0 These Rules and Regulations shall be cited as `Rules and Regulations of Student Conduct and Discipline `.

2.0 The Principal or his/her appointee shall interpret the College Rules and Regulations, as set out in this document on the first day of the college calendar year.

3.0 The Principal or his appointee shall have the power to investigate and exercise disciplinary authority in respect of misconduct by any student to the extent and manner set out in this document and Statutory Instrument No. 81 of 1999.

4.0 The Principal may set up a Student Disciplinary Committee in accordance with the provisions of Section 9 sub-section 4 of Statutory Instrument No. 81 of 1999.

5.0 The Student Disciplinary Committee shall:-

5.1 Receive and investigate reports of student misconduct

5.2 Summon any student to appear before it either to answer or charge or complaint against him/her by way of a hearing or otherwise;

5.3 Proceed in the absence of a student in breach who in the opinion of the Committee has been duly summoned but has failed to appear without valid excuse;

5.4 Reprimand a student;

5.5 Order a student to pay the Polytechnic any financial loss caused to the Polytechnic by such student;

5.6 In the form of a recommendation to the Principal, impose any penalty on a Student that in the circumstances of a particular case it deems appropriate.

SCHEDULE

RULES AND REGULATIONS OF STUDENT CONDUCT AND DISCIPLINE

6.0 INTERPRETATION

The Polytechnic 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 Polytechnic. The following principles should be highly regarded.

- 6.1 A high level of personal integrity and developed sense of responsibility towards others are as important to the polytechnic as outstanding scholastic achievement.
- 6.2 A proper concern of the reputation of the Polytechnic and what it ought to stand for makes it incumbent upon its members to live decent and orderly lives.
- 6.3 Individual or collective action by members of the Polytechnic which constitute a breach of these rules and regulations may require to be punished notwithstanding that the motive or goal of such action was a commendable one in the belief of such members.

7.0 UNDERTAKING AT REGISTRATION (NEW ACADEMIC YEAR)

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

8.0 STUDENT CONDUCT

- 8.0.1 Polytechnic premises shall be used in accordance with Polytechnic Rules and Regulations, Residence, Department or Division rules. Any act reasonably likely to cause misuse of the premises shall constitute breach

- of these Rules and Regulations;
- 8.0.2 Damaging or defacing any property of the Polytechnic or doing any act reasonably likely to cause damage or defacement thereto shall constitute a breach of these Rules and Regulations;
 - 8.0.3 Disruption of teaching, study, research or administrative work or prevention of any member of the Polytechnic or its staff or member of hired services from carrying on his duty or do any act likely to cause the disruption or prevention shall constitute breach of these Rules and Regulations;
 - 8.0.4 Engaging in any conduct on or off the campus which is reasonably likely to be harmful to the interest and repute of the Polytechnic shall be a breach.
- 8.1 The following examples would be regarded by the Polytechnic as instances of Breaches of the Rules and Regulations in 8.0;
- 8.1.1 A student should be courteous towards his/her superiors, other students, college employees and patrons of the college. Displaying violence by word or act towards any member of the Polytechnic whether academic, administrative , contracted service staff or other student, or guest of the Polytechnic or any visitor to the Polytechnic in any intimidating or obstructing the free movement and work of such individual or individuals;
 - 8.1.2 Disruption or trying to disrupt any proper function of the Polytechnic whether official meeting, lecture, teaching session, sports activities, Polytechnic functions or private functions sanctioned by the Polytechnic;
 - 8.1.3 Seeking to prevent a speaker properly authorized by the Polytechnic from lawfully expressing his or her views.
 - 8.1.4 Using Polytechnic premises for any other purpose other than prescribed;
 - 8.1.5 Moving Polytechnic furniture without authority;
 - 8.1.6 Stealing Polytechnic or other people`s property;
 - 8.1.7 Making disruptive noise or movements at any Polytechnic function or activity including Library, hostels, offices and lecture rooms;
 - 8.1.8 Walking or sitting on grass and lawn areas. Students shall make use of provided pathways only;
 - 8.1.9 Tempering with fire fighting, electricity and water equipment in any Building in the Polytechnic;
 - 8.1.10 Repairing any piece of equipment on the Polytechnic premises without permission from the Principal;
 - 8.1.11 Possession and /or taking alcohol, or any intoxicating illegal drugs on the Polytechnic premises;
 - 8.1.12 Possession of fire arms in the Polytechnic;

- 8.1.13 Possession of pets;
- 8.1.14 Possession and use of electrical gadgets other than authorized by the Dean of Students.
- 8.1.15 Students must adhere to the set movements restrictions by WHO and the The government through the Ministry of health and child care. Observance of social physical distance from each other must be strictly adhered to .

9.0 RULES AND REGULATIONS RELATING TO SPECIFIC AREAS

These rules shall apply notwithstanding any other provisions provided elsewhere in this document.

9.1 PAYMENT OF FEES AND LEVIES

- 9.1.1 Payment of fees shall be made in full on or before the beginning of each Polytechnic term.
- 9.1.2 Payment of these fees shall be by a method approved by the Polytechnic.
- 9.1.3 A student shall not be allowed any privileges before the payment of the Required fees.

9.2 LECTURES AND EXAMINATIONS

- 9.2.1 A student shall attend all lessons and write all assignments and tests as Stipulated by Polytechnic authorities and Higher Education Examination Council Regulations failure of which may result in deferment.
- 9.2.2 Cheating in an examination is a punishable offence to HEXCO Rules and Regulations.
- 9.2.3 If a student misbehaves in a lecture or teaching session or interferes with The conduct of a lecture or teaching session the member of staff conducting such a lecture or teaching session may order the student to leave or to cease such interference.

9.3 RESIDENCE

- 9.3.1 A resident student shall occupy a study-bedroom only for the purpose Prescribed . Any other use of the room shall not be permitted.
- 9.3.2 A resident student may not absent himself/herself from the hostel overnight without previously informing and obtaining the permission of the Warden. To absent from residence for two or more nights , the resident student requires the permission of the Dean of Students in addition to that of Warden.

- 9.3.3 Resident Students must adhere to the set movements restrictions by WHO and the government through the Ministry of health and child care. Observance of social physical distance from each other must be strictly adhered to .
- 9.3.4 Resident female students who become pregnant shall be withdrawn From the Polytechnic hostels on discovery and a resident male student responsible for such pregnancy will also be withdrawn from the hostels.
- 9.3.5 Students shall keep their rooms smart to the satisfaction of the Hostel Warden/Dean of Students. Students are encouraged to frequently Wash or sanitize their hands.
- 9.3.6 Resident students shall be responsible for any damage of their rooms, Walls or furniture contained therein.
- 9.3.7 Bathrooms, shower cubicles and basins are to be kept clean at all times.
- 9.3.8 Resident students shall give time for the cleaning of ablution facilities and corridors to cleaning staff.
- 9.3.9 Students shall not bring into their study-bedrooms any other furniture without the written permission of the Dean of students/Warden.
- 9.3.10 No guests are allowed in the halls of residence. Visitors are strictly Prohibited in the students halls of residence.
- 9.3.11 Hostel study-bed rooms are out of bounds to guests and students of the Opposite sex. Due to Covid 19 pandemic social-physical distance must be Adhered to and students are strictly prohibited from visiting each other in hostel study- bed room.
- 9.3.12 Sharing of residence with any unauthorized person is an offence.
- 9.3.13 Only students who have been allocated residence shall be allowed to pay Catering fees.
- 9.3.14 No student shall be allowed to take meals from the Dining Hall without Payment of the requisite fees.
- 9.3.15 Resident student shall comply with arrangements for access of meals as May be decided from time to time by the Principal. Meal ticket must be Produced each time the student come for meals. A lost meal card shall attract a replacement fee of 2% of the catering fees.
- 9.3.16 Lost meal cards will attract a replacement fee of 2% of catering fees. A privilege to obtain meals or any other residential benefits shall not be transferred to any other student whether resident or non-resident.
- 9.3.17 Taking Dining Hall items out of the Dining Hall is not permitted.
- 9.3.18 Students shall take meals within the Dining Hall, no student shall take out food served out of the Dining Hall without the authority of the

Warden on Duty.

- 9.3.19 The kitchen area of the Dining Hall is out of bounds for students
- 9.3.20 All students are expected to be smartly and decently dressed within the Dining Hall. Workshop dress (overalls and dustcoats) is not allowed in the Dining Hall. Hats and caps are also not allowed in the Dining hall and classrooms.
- 9.3.21 A resident student who is confined in bed shall, so far as he/she is able, ensure that her/his illness is reported to the Warden and the Polytechnic Nurse.
- 9.3.22 A resident student shall not require a member of the accommodation or catering services staff to perform a service outside the scope of his normal employment duties.
- 9.3.23 Resident students should not leave their valuables in the Hostels/classrooms. The polytechnic shall not be responsible for the loss of any item.
- 9.3.24 A resident student shall report as soon as possible to the Warden the loss of any article from the Hostel in circumstances raising suspicion of theft and a search may be conducted if necessary. A student who steals Polytechnic or other people`s property will be charged and if necessary, the matter will be reported to the police.
- 9.3.25 If a student withdraws from residence before the end of the session for which he has been admitted, fees already paid are not returnable and the balance for that session not yet paid becomes immediately payable except where proper notice has been given.

9.4 STUDENT MOTORISTS

- 9.4.1 No student shall drive a motor vehicle including a motorcycle or motorized bicycle within the College campus save with written permission from the Principal or his/her appointee. Such permission will ONLY be granted to students who hold valid driving licenses.
- 9.4.2 The speed limit within campus shall be 20km/hr.
- 9.4.3 All vehicles shall be driven and parked in designated areas.
- 9.4.4 Students shall not park their vehicles in the Administration Block car park.
- 9.4.5 No repairs to motor vehicles shall be allowed except in the Polytechnic Workshops.
- 9.4.6 Whenever a vehicle registered with the Polytechnic is driven or ridden it shall be presumed that it is so driven, ridden or parked by the persons in whose name the vehicle has been registered with the Polytechnic.

9.5 VISITORS

- 9.5.1 Resident students may not be visited at any given time.
- 9.5.2 Special arrangements may be made through the Principal's office.
- 9.5.3 No visitor or non-resident student may make unauthorized use of accommodation or dining facilities.
- 9.5.4 Resident students hosting visitors or non-residents may be held responsible by the Wardens for the conduct of such visitors or non-resident students.

9.6 MISCELLANEOUS

- 9.6.1 Students are not allowed to smoke under any roof and causing of fire is not permissible in the campus.
- 9.6.2 A student shall not falsify any official document or records, for example use of someone else's identity card, meal card etc.
- 9.6.3 All students are expected to be smartly, decently and appropriately Dressed within and outside campus. Hats and caps are not allowed in the classrooms.
- 9.6.4 A student shall be called upon to carry out any tasks essential for the Development of the College e.g cleaning hostels, classrooms, workshops, Maintenance and repair of college assets.
- 9.6.5 All students are expected to fill in clearance forms at the end of each term.

10.0 BREACH OF RULES BY A GROUP OF STUDENTS

- 10.1 If a group of students forms a common intention to commit certain acts and assist each other in their commission and in due course a breach of these rules is committed by one or some of the group members, then each member may be held to have committed that breach.
- 10.2 A member of a group may avoid implication by 10.1 by taking unequivocal steps before such 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.
- 10.3 Where a number of students have committed a breach and only one or more of these students can be identified, the Polytechnic will not hesitate to take disciplinary action against those students who can be identified against whom there is sufficient evidence to warrant investigation.
- 10.4 Any breach of rules and regulations will attract a penalty fee.
(see Annexure attached)

11. BREACHES THAT INVITE POLICE ACTION

- 11.1 Where a student commits an act which is both an offence according to the Laws of the country and appears to be a breach of these rules and regulations, the Polytechnic will punish such student notwithstanding that he/she is prosecuted and /or punished by the courts of law.

12.0 RULES OF PROCEDURE IN DISCIPLINARY PROCEEDINGS

- 12.1 The Chairperson of the Committee shall regulate proceedings.
- 12.2 In matters involving breach or rules relating to residence, a Disciplinary Sub-Committee may be constituted to deal with such a breach, such in chaired by Dean of Students or Chief warden and decisions and recommendations are presented to the Principal.
- 12.3 A student suspected to have broken any of these Rules and Regulations May be required to write a report of the incident in which breach is Suspected.
- 12.4 On the basis of the report above a member of the disciplinary committee May carry out further investigations.
- 12.5 A student may then be called to a hearing before a disciplinary committee Constituted by the Principal.
- 12.6 An invitation letter to a hearing before the disciplinary committee giving such details as:-
 - 12.6.1 Allegations of the breach of a stated rule
 - 12.6.2 Date and time of the disciplinary hearing
 - 12.6.3 The place of the hearing
 - 12.6.4 His/her right to call witnesses to give testimony.
- 12.7 A student suspected of breach and facing a disciplinary hearing may call any witnesses and may put relevant questions to any witnesses in the case.
- 12.8 As soon as possible, after the conclusion of a Student Disciplinary Committee hearing, the Chairperson shall convey a full report with recommendations to the Principal, who shall inform the student involved in writing, of the disciplinary committee judgment.

DECLARATION FORM

Ihave read and understood the above rules and regulations therefore I agree to abide by them.

Signed thisday of20.....

Student Signature.....