



SOLUSI UNIVERSITY

STUDENT HANDBOOK

2025 - 2029

Student Affairs Publication

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CONTACT DETAILS

Physical Address		Solusi University Solusi Zimbabwe
Postal Address		Solusi University P.O. Solusi Bulawayo Zimbabwe
Student's Postal Address		Solusi University Student's Room Number, Hall of Residence P.O. Solusi Bulawayo Zimbabwe
Telephones	within Zimbabwe:	029 2887457
029 2885457	International:	+263 29 2882996 (Dean of Students) +263 292 2264734 (Admissions Office) +263 292 885491 (Student Finance Office)
Fax		029 288598 +263 29 2885982
Website		www.solusi.ac.zw

1.4. INSTITUTIONAL STATEMENTS

Vision

To be a Christ-moulded universitas with a heart to serve the world for eternity

Mission

To provide quality, wholistic, transformative and innovative education driven by the
Adventist philosophy

Core Values

Christlikeness

Integrity

Quality Service

Transparency

Innovativeness

Motto

We Serve

1.5. STUDENT AFFAIRS STATEMENTS

Vision

Fostering a culture of servant-leadership, where students grow, thrive, and serve humanity with Christ-like love for eternity.

Mission

Empowering students to reach their full potential, we foster a dynamic, inclusive, and transformative environment that nurtures spiritual growth, academic excellence, and wholistic development, guided by the Adventist philosophy

Core Values

Love

Humility

Spiritual Growth

Servant Leadership

Creativity

Motto

Be at the right place at the right time doing the right thing

1.6. INSTITUTIONAL PHILOSOPHY

Solusi University believes that human beings were created by God in His own image and that, through sin, they became separated from God. However, through the redemptive work of God's son, Jesus Christ, humans can be restored to a full relationship with God. In keeping with these beliefs, Solusi University gives special emphasis to the development of the individual's spiritual, mental, physical and social faculties.

Also fundamental to Solusi University's beliefs, is the equality and dignity of all humans, regardless of race, tribe, gender, creed, colour or handicap. We further believe that a life dedicated in service to God and to fellow human beings constitutes the essence of the University's existence.

Kamushinda Monument



Spiritual Aspect



Intellectual Aspect



Social Aspect



Physical aspect



SECTION A: STUDENT GUIDE

1. SOLUSI HISTORY

Solusi University is a Seventh-day Adventist co-educational institution situated 52 kilometres south west of Bulawayo, Zimbabwe, and near the original headquarters of Chief Soluswe from whom the University took its name. The beginning of the University dates back to 1894 when a small band of dedicated pioneers established a mission station on the site of the present campus. Thus, Solusi University has the honour of being located on the first mission station of the Seventh-day Adventist missions and schools established in third world or developing countries.

In October 1984, negotiations for an affiliation with Andrews University, an accredited Seventh-day Adventist University in North America bore fruit. Solusi College students who completed the appropriate courses of study were eligible to receive Bachelors or Associate degrees from Andrews University. On the 1st July 1994, Solusi University was granted a charter by the Zimbabwe Government through a Presidential Proclamation.

The fenced Solusi University campus comprises approximately 200 hectares situated on a 3570 hectare farm. There is ample space for instructional buildings, residence halls and homes, as well as large vegetable gardens, wheat and maize fields, a flourishing orchard, all of which supply excellent education not only for the mind but for the hand also.

Solusi University is a part of the world-wide Seventh-day Adventist education system; it is one of the first of the hundreds of Seventh-day Adventist mission stations. Solusi University has served Southern Africa well as evidenced by the large number of graduates who hold responsible positions in all areas of leadership in business, government and the church. As Solusi University programs continue to develop and to expand, it is certain that her influence will continue to be felt throughout Africa. The history of Solusi University is given in detail in your Bulletin.

2. WELCOME MESSAGE FROM DEAN OF STUDENTS AFFAIRS

Dear Student,

On behalf of dedicated Administrators, Faculty and Staff, it is my pleasure to welcome you to Solusi University. By selecting Solusi University, you have chosen to be part of a unique community of the Seventh-day Adventist Christian faith and values. Whether or not you subscribe to our values and faith perspectives, we expect that you will respect them. We will, of course, hold you accountable to live within these values, just as we'll hold ourselves accountable to create a campus environment that is uniquely Christian.

Solusi University is a community where Christ is celebrated and reflected in the academic, social, physical and spiritual experiences of its members. When you chose Solusi, you also agreed to live on a residential campus and to engage in co-curricular experiences that foster faith and learning.



In this “Student Handbook,” you will find a description of the Student Code of Conduct and Values that include honesty, modesty, and respect for others, a wholesome lifestyle and safety.

I will also personally call you to embrace the four great cares:

- Caring for yourself (you are a unique creation of God),
- Caring for each other (we are all created in the image of God and are precious in His sight),
- Caring for the University (the Vision, Mission, Values, Policies, Procedures, Guidelines, Systems and Property of Solusi University) and, most importantly,
- Caring for your Creator (by living a life that pleases Him, in whom we live and have our being).

As an awesome creation of God with infinite possibilities, you will greatly enrich our Main Campus and/or Teaching Centres. At the heart of Solusi University is a transformative educational experience designed to motivate you to reach the potential God has created for you in all aspects of your life—body, mind and spirit— and to inspire you to serve others. We are steadfast in our support of you and your journey at Solusi University as together we “Seek Knowledge, Affirm Faith and Change the World.”

Sincerely,

Dr. T. Maleti (PhD)

Meet the Student Affairs Management Team



Standing (left- right): Mrs. S. Mpofo (Health & Wellness) Mrs. S. Mkandla (Administrative Secretary), Mrs. I. Tsvara (Guidance and Counselling Officer)

Seated (left- right): Mrs. G. Tshuma (Dean of Women); Dr. T. Maleti (Dean of Students Affairs); Mr. M. Ndlovu (Dean of Men)

Meet the Female Residences Team



Standing from left to right: Mrs. Ndebele (Janitor), Mrs. Moyo (Janitor)
Seated from left to right: Mrs. G. Tshuma (Dean of Women), Mrs. C. Ndebele (Assistant
Dean of Women);

Meet the Male Residences Team



Standing (left to right): Mr. Ndlovu (Janitor), Mr. D. Ncube (Janitor)
Seated (left to right): Mr. M. Ndlovu (Dean of Men), Mr. B. Tapudza (Assistant Dean of Men)

3. DEFINITION OF TERMS

Convocation means all scheduled Solusi University appointments including church services, assemblies and any other meetings of such nature.

Council means the governing body that formulates policies that pertain to the running of the University in terms of the Charter, referred to as the Board of Trustees in the General Conference Working Policy.

Vice-Chancellor means The Chief Executive Officer of the University who is appointed by Council. All administrative officers, faculty, and other members of staff shall be responsible to the Vice Chancellor in the performance of their duties.

Registrar: An employee appointed by Council and is responsible for the admissions of students, examinations, and the academic record keeping processes.

Dean of Student Affairs means The Administrative Officer appointed by Council and responsible for the social, spiritual, moral, spiritual and physical welfare of the students, in consultation with other Administrative Officers of the University.

Hostel Captain means a Student leaders appointed for a year by the Student Affairs Committee to execute duties as assigned by Residence Hall Deans.

Residence Hall Dean means an employee of the University who is employed in terms of section 27 of the charter to serve as a mother/father figure to the entire group of students staying in the residence halls. She/ He is responsible for making the school life of students as worthwhile as can be.

Staff means a person by employed the University to provide support services to students. Students on attachment are also included in this category.

Student Rehabilitation Committee means a committee constituted by the Dean of Student Affairs to act as a buffer to the Student Disciplinary Committee.

Student Disciplinary Committee means a committee instituted by the Vice Chancellor to hear charges of misconduct brought against students, other than misconduct relating to academic matters.

Academic Disciplinary Committee means a committee instituted by the Vice-Chancellor to hear charges of misconduct relating to the students' academic matters.

Disciplinary Appeals Committee means a committee instituted to hear students' appeals and dispose of these on behalf of the Council.

University Premises means any place or any building belonging to Solusi University or her foundation or used for the purposes of her activities.

Working day means any day other than Saturday or a gazetted public holiday in terms of the Public Holidays Act where students or employees can execute their duties as expected.

Infringement of Library Regulations The provisions of this disciplinary code shall not apply to infringements of any library regulations, except if the Vice Chancellor or any person designated by him/her decides, in consultation with the head of Department of Library Services that the gravity of the infringement is such that it should be dealt with under this disciplinary code.

Family Student means any person whose marriage has been solemnized in terms of the Marriage Bill of Zimbabwe or equivalent.

Church worker means anyone employed by the Seventh-day Adventist church organisation or any of its entities.

Student Representative Council means a council of student leaders elected by other students to represent them at different administrative levels

Independent Elections Commission means a Board instituted by the Dean of Student Affairs to run Student Representative Council elections.

Family Student Quarters Mayor means a representative of the married students living in the family student's quarters.

4. UNIVERSITY PERSONNEL YOU SHOULD KNOW

The Vice Chancellor (VC): The Chief Executive Officer of the University who is appointed by Council. All administrative officers, faculty, and other members of staff shall be responsible to the Vice Chancellor in the performance of their duties.

Pro- Vice Chancellor (PVC): The Administrative Officer appointed by Council and is responsible for the general academic administration of the University under the general direction of the Vice Chancellor.

Director for Financial Administration (DFA): The Administrative Officer appointed by Council and is responsible for safeguarding University funds and for authorizing its investments and expenditure under the general direction of the Vice Chancellor.

Dean of Student Affairs (DOSA): The Administrative Officer appointed by Council and is responsible for the social, spiritual, moral, spiritual and physical welfare of the students, under the general direction of the Vice Chancellor.

The Director of Development and Public Relations: The Administrative Officer appointed by Council and is responsible for university development and public relations

Registrar: An employee appointed by Council and is responsible for the admissions of students, examinations, and the academic record keeping processes under the general direction of the Vice Chancellor.

Chaplain: The Pastor appointed by Council to deal with the overall spiritual, moral and religious aspects of the University.

Dean of Men: An employee appointed by the University to serve as a father figure to the large group of males staying in the men's residence halls. He is responsible for making the school life of male students as worthwhile as can be.

Assistant Dean of Men: An employee appointed by the University to work in collaboration with the Dean of Men.

Dean of Women: An employee appointed by the University to serve as a mother figure to the large group of females staying in the women's residence halls. She is responsible for making the school life of female students as worthwhile as can be.

Assistant Dean of Women: An employee appointed by the University to work in collaboration with the Dean of Women.

Food Services Director: An employee appointed by the University to oversee the preparation of food served in the cafeteria. He or She sees to it that food being served is nutritious and appetising.

Student Finance Officer (SFO): An employee appointed by the University who is responsible for providing students help and direction in connection with concerns and problems related to student school accounts. Students can discuss with the SFO on how to meet their financial obligations to the University.

Chief Accountant: An employee appointed by the Council who is responsible for the accounting affairs of the University; including the safeguarding of its funds, in accordance with the general directions of the Director of Financial Administration.

Guidance and Counselling Officer: An employee appointed by the University who is responsible for organizing, administering and coordinating the guidance and counselling program of the University. In this persons mind is your success through the challenges and difficulties of University life. Feel free to see him or her for counselling.

Librarian: An employee appointed by the Council and is responsible for the management of the University Library. He or She sees to it that the Library can best provide all relevant reading material for research needs. He or she also makes sure the Library is always conducive for study.

Chief Security Officer: An employee appointed by the University responsible for implementing safety and security measures, programs and policies for all campus inhabitants.

Hostel Captains: Student leaders elected for a year by the Residence Deans personnel to execute duties as assigned by the deans

Student Affairs Committees

These are the committees that operate directly, hand in glove with the Dean of Student Affairs for the well-being of all students:

Student Affairs Committee: A committee instituted by the Dean of Student Affairs to oversee the welfare, well-being and discipline of students.

Food Services Committee: A committee instituted by the Dean of Student Affairs to oversee the menu and ensure that food being served is nutritious and appetising.

Health Services Committee: A committee instituted by the Dean of Student Affairs to oversee the well-being of students in case of emergency or serious illness.

Environmental Health Committee: A committee instituted by the Dean of Student Affairs to oversee the activities relating to assessment and management of health and safety risks to the University and the Community.

Student Rehabilitation Committee: A committee instituted by the Dean of Student Affairs to be a fuse, surge protector and a buffer to the Student Disciplinary Committee.

Guidance and Counselling Committee: A committee instituted by the Dean of Student Affairs to help students achieve self-awareness, self-acceptance, self-direction and self-actualization.

Student Disciplinary Committee: A committee instituted by the Vice Chancellor to hear charges of misconduct brought against students, other than misconduct relating to academic matters.

5. GENERAL INFORMATION AND STUDENT SPECIAL EVENTS

5.1. Admission

Solusi University is committed to equality in education and does not discriminate against qualified persons on the basis of handicap, gender, race, colour, nationality or ethnic origin in its educational and admission policies.

Since Solusi University is financed and operated by the Seventh-day Adventist Church, it has a special responsibility to serve its constituency. However the admission of students is not limited to Seventh-day Adventist applicants. Subject to available space, any student who meets the academic and character requirements of the University, and who expresses willingness to cooperate with the University policies and adjust to and be comfortable with

its religious, social and cultural atmosphere may be admitted.

Admission is a privilege, not a right and may be withheld or withdrawn by the Solusi University when a student's presence is deemed detrimental to the basic values, mission and functions. Admission to the University does not guarantee admission to a specific department or program of the University.

5.2. Student Pledge

All who are accepted as part of the Solusi University community and student body do thereby pledge themselves to uphold the rules and regulations as outlined in this Student Handbook. This is done on the application form and on signing for the Student Handbook.

5.3. New Students Orientation

The orientation programme is designed to assist the students to adjust to university life. All new students are expected to participate in the orientation programme which is conducted at the beginning of each semester. Aspects of campus life, to be discussed with the students during this time include the academic programmes, religious activities on campus, the education with production program, use of the library and personal counselling. A campus tour will also be arranged during this programme.

5.4. Knowledge, Skills, and Abilities

Applicants must show knowledge of the University Residence Life policies procedures and its functions. Applicants must also have the following abilities:

- To communicate well in group and individual situations;
- To establish rapport with a wide variety of people;
- To design and implement experiences to meet specific established goals;
- To quickly evaluate crisis situations and respond appropriately.

5.5. Solusi Dead Weekend

A single weekend in every semester will be considered a dead weekend. Therefore no classes or convocation will be conducted during this particular weekend, beginning Friday

right through to Sunday. Students that remain on campus are obligated to attend convocation.

5.6. Solusi Expo

This is a day set aside to showcase various products, research work and activities done by our Faculties, our departments and our industries, etc. Further an invitation shall be extended to our Conferences, our Unions and our SDA schools to set up their booths and showcase their products and activities at a set fee.

5.7. Awards Dinner

There shall be an awards dinner for the purposes of promoting among other things: good citizenship, outstanding performance and active participation in clubs and associations of the university. The category of the awards shall be done with the approval of the Dean of Student Affairs.

5.8. Student Bereavement Care Package

A set amount will be set aside to assist the students during the loss of their spouses or biological children, by means of subscriptions bi-annually, this package is optional. The *Solusi Bereavement Care Package* is a perfect solution for us to show that it's all about people and that we care during this challenging time. A panel will be set up to consider each situation in consultation with the Dean of Student Affairs.

5.9. Student Final Examination Care Package

Solusi offers a fun way to encourage and support the students during the stress of the Final Exam week, depending on the availability of funds. The *Solusi Final Exam Care Package* is the perfect solution for us to show that it's all about people and that we care during these challenging times.

5.10. National Anthem

Our National Anthem will be sung in the Zimbabwean three main languages: Ndebele,

Shona and English.

5.11. One Anotherness Song

The One Anotherness song shall be sung during student special events.

6. STUDENT SERVICES

6.1. University Store

The University Store is operated for the convenience of students, staff and community members. It is open daily except on Sabbath (Saturday). On Friday the store is opened up to 3pm. Most of the basic necessities for the students can be purchased there.

6.2. Transportation

There is a fully-fledged Transport Services Department. Buses are available to ferry students and the Solusi Community to and from the City of Bulawayo at a charge

6.3. Campus Security

Solusi University has security personnel that maintain a 24-hour guard at the main gate of the campus and unannounced spot checks will occasionally be conducted in the halls of residence. It is also their responsibility to carry out night patrols within the campus. Solusi University security fence is checked every day. In case of an emergency on campus, the faculty, staff and students will be notified of the course of action. It is prohibited to use unauthorized entrances in and out of the campus.

6.4. The Guidance and Counselling Office (GCO)

Solusi University has full time Counsellor. The Guidance and Counselling Office has an open door policy meaning that at any time any student is welcome to speak with the Counsellor. The GCO offers a variety of services geared towards assisting individuals achieve self- awareness, self-acceptance, self-direction, self-actualization, health life skills and rehabilitation. It also provides a confidential, trusting and caring environment

where clients can work on the issues that brought them to therapy.

Counselling services are available for students throughout their academic years at the University. Counselling may be walk in, referred or call in. It is important for students to get to know their Counsellor and vice versa. The Guidance and Counselling Office encourages students to regularly chat with their Counsellor.

6.5. Financial Aid

The University regularly studies ways and means of assisting worthy and needy students. This includes the Student Work Programme. The following guidelines are used in determining assistance to the applicant when funds and work are available.

6.5.1. Purpose of Student Aid:

Student Aid assists students who are deemed needy and worthy by the Student Aid Work Programme Committee, to complete their education at Solusi University. This aid should be viewed as an effort to provide help to students for school fees only and should not, at any time, be used to defray other expenses, subject to availability of funds. This aid is subject to availability of funds.

6.5.2. Definition of Needy:

Students considered to be needy should meet one or more of the following criterion:

Demonstrate and/or prove the basis for his or her financial problem, e.g., death of a sponsor, withdrawal of sponsor or other extenuating circumstances.

6.5.3. Definition of Worthy:

Students considered to be worthy should normally meet the following criteria:

- a. They should have completed at least a full semester.
- b. They should have a Cumulative Grade Point Average (G.P.A) of at least 2.50.
- c. They should not be on any type of probation.
- d. They should, through their attitude and deportment, demonstrate a commitment to principles for which Solusi University stands.

NB: It is at the discretion of the Student Aid Work Programme Committee to examine each case on its merit and award appropriate funding.

6.5.4. Application for Student Aid Work Programme:

To be considered for Student Aid Work Programme, a student must do the following:

2. Submit a personal application letter and complete a Student Aid Work Programme Application Form obtained from the Administrative Secretary to the Dean of Student Affairs and submit it to the Student Finance Officer.
3. Produce an accompanying letter from the sponsor indicating the level of support possible and any other proof of extenuating circumstances.

NB: At the time of application, the candidate must have a minimum of 18 completed semester hours at Solusi University and a cumulative GPA of 2.75. Prior to participation in the Resident Assistant Program, the newly hired staff member must have a minimum of 36 completed semester hours at Solusi University and a cumulative GPA of 2.75.

4. During participation in the Resident Assistant Program, RAs must earn 16-18 credit hours per semester unless prior approval to do otherwise is obtained from the Associate Director of Residence Life. **RAs must also maintain a semester and cumulative GPA of 2.75.** All hours and GPAs are calculated using coursework earned only at Solusi University.

NB: Applicants with a Solusi University cumulative GPA of at least 2.5, but less than 2.75, may request permission to apply through the Associate Director of Residence Life. These applicants will not be considered during the initial hiring process but may remain in the candidate pool for future consideration, providing all requirements stated above are met.

7. STUDENT SPIRITUAL LIFE

7.1. Spiritual Fellowship

Solusi University is, first and foremost, a Christian institution with high spiritual values.

Through the years, Seventh-day Adventist Christian values have governed the plans and

the behaviour of Solusi faculty, staff and students. The University believes that Jesus is coming soon to bring eternal life to all who have accepted Him as their Lord and Saviour. The Solusi community consistently seeks to foster and maintain an atmosphere conducive to a growing fellowship with Jesus. The Garden of Gethsemane will be introduced to encourage a prayer culture.

7.2. Sabbath Celebration

The Seventh-day Adventists recognize the greatest privilege that is theirs in accepting God's invitation found in the fourth commandment to "Remember the Sabbath Day, to keep it holy." Accordingly, Solusi University campus maintains a spirit of reverential worship and celebration during the Sabbath hours from sundown Friday evening **to sundown Saturday evening** with a very special joy, a joy in which every student is invited to share. Therefore, activities contrary to the Sabbath day spirit are prohibited. Consult your Deans of Residence if in doubt.

7.3. Campus Ministries

Solusi University makes abundant provision for its students to participate in the spiritual life of the campus. This includes involvement in a strong program of religious activities such as:

Branch Sabbath School, the Advent Youth Organization, Mid-week Prayer Services, Special Week of Spiritual Emphasis, Daily Prayer Band Sessions, Outreach and Company Work, Tuesday, Friday and Sabbath Evening Vespers, Sabbath School and Divine Services and a variety of Sabbath afternoon activities.

Other interesting programs are also provided by the Minister of Religion's Office

7.4. Regular Worship Services

	Winter	Summer
Tuesdays Vespers	5:30pm	6:00pm
Friday Vespers	5:30pm	6:00pm
Sabbath School	8:30am	8:30am
Sabbath Divine Service	10:45am	10:45am
Sabbath Vespers	5:30pm	6:00pm

Since corporate worship plays such a vital role in the spiritual health of the individual and the university, each student is required to fully avail himself/herself to the many opportunities for spiritual enrichment and growth by active participation. An attendance record is maintained in respect of each student's participation.

7.5. Personal Devotions

While corporate worship is a vital part of one's spiritual experience, Christian living and commitment is dependent primarily on a personal relationship with Jesus Christ. To foster a growing relationship, every student is urged to spend time each day in Bible study, meditation and prayer. One very wise Christian writer has stated that the day when one does not have time for communion with God is the day that he or she needs God's fellowship, guidance and strength the most. A Solusi Garden of Gethsemane Prayer Site is available, with ten demarcations for the following disciplines: watching and prayer; meditations; confessions; suffering; fasting; worship; service; submission; humility and one-anotherness.

7.6. Attendance of Student Convocation

Attendance of student convocation is a must for all students and will be graded each semester. An unsatisfactory grade attained from any semester may result in failure to graduate from Solusi University. Any unsatisfactory grade attained in convocation should be rectified with the respective Deans of residence.

7.7. Week of Spiritual Emphasis (WOSE)

Once or twice per semester the University church will run a week of Spiritual emphasis where all students are expected and encouraged to attend for their spiritual uplifting.

8. HEALTH SERVICES

8.1. Medical Aid Cover

Solusi University requires each student to have Medical Aid cover under the Medical Scheme Cover identified by the University, whose subscriptions covers the twelve months of the year and will enable all students to access medical services as per agreement from their service providers. Transportation and medication will be covered as per the agreement with medical scheme provider. In case of serious illness of a student, the office of the Dean of Student Affairs will inform the parents or guardian concerned.

There may be extra services of this nature that may be made available subject to the agreements reached with the medical scheme provider that services the University.

8.2. Solusi Local Clinic

A Clinic is maintained for the benefit of the students, staff and local community. In March 1989, the clinic was registered with the Ministry of Health. Currently the clinic has qualified personnel. In case of emergency or serious illness, students are advised to report to the Dean of Residence who will arrange for the examination by the nurse if a medical problem occurs outside the clinic operating hours.

Clinic hours:

Monday to Friday:

Morning: 7:30 am – 1:00 pm.

Afternoon: 2:00 – 4:30pm.

Sunday: 8:00 am – 12:30 pm

Public holidays: 8:00 – 12:30 pm.

NB. The Clinic is closed on Sabbath; however there is a Standing Nurse to attend to emergencies.

- Students are encouraged to adhere to the stipulated hours when the clinic is open to avoid inconvenience to the nursing staff.
- Visits to the hospital or to private doctors will be done on the recommendation of the Solusi Clinic Nurse at whose discretion the necessary arrangements will be made.
- Transportation and medication will be at the expense of the student or sponsor.
- In case of serious illness of a student, the office of the Dean of Student Affairs will inform the parents or guardian concerned.

9. RALPH WATTS LIBRARY

Solusi University operates a library which is an integral part of the educational programme. The library services include the main library with a large collection of volumes and the Media Centre with collection of audio-visual materials for study and research. Study carrels and research rooms for seniors add to the enrichment of the programme. Students are required to maintain an atmosphere that is conducive to serious study.

9.1. Opening Hours

Monday, Wednesday, Thursday	-	08:00 am – 22:00 pm
Tuesday	-	08:00 am – 17:00 pm 19:00 pm – 22:00 pm
Friday	-	08:00 am – 12:00 pm
Sunday	-	10:00 am – 22:00 pm

NB:

- The first bell will ring at 21:00 pm to signify the beginning of check-out time for overnight materials.
- The second bell will ring at 21:30 pm to signify the end of check-out time and all readers should begin to leave the library.

9.2. General Regulations:

- a. Students must have valid ID cards when checking out books.

- b. Students should refrain from eating in the library.
- c. Bags are not allowed in the library, and should be deposited on the shelves of the entrance at your own risk.
- d. When going out, present all your books to the Security person or Library Assistant on duty for checking.
- e. Cell phones are not allowed in the library. Anyone found using a cell phone will be requested to leave immediately.
- f. Chairs and tables should not be moved in the carrels. You are not allowed to sit on tables or with your legs on the table or chair.
- g. The library is designed to provide students with a quiet place to study; therefore, discussions of any kind in the library are prohibited.

9.3. Borrowing Regulations

1. Through the Circulation Desk, only three (3) Books may be borrowed for two weeks (Regulars)
2. Two-week books may be renewed twice if not reserved by another reader.
3. Students shall not reserve a book on loan to another reader.
4. Overdue books will not be renewed.
5. Students will not be permitted to take any Library material home during holidays.
6. Newspapers may be borrowed for just thirty minutes at a time when photocopying (Undergraduates).
7. Materials such as audio and video cassettes, slides, pictures, projector etc., can be accessed from the Media Centre.
8. Renewals All media. Permission is only if done before or on the day the books are due.
9. Masters Students may borrow six (6) Books at a time
10. Anyone apprehended trying to take out materials which have not been properly checked out shall:
 - i. Be suspended from using the library for four weeks.

- ii. If the suspension is flouted: A further fine will be charged.
- iii. A further ban of four weeks will be imposed and the name of the defaulter will be referred to the Student Disciplinary Committee for further discipline.

11. Mutilating and underlining of library materials is strictly forbidden. Anyone found doing so will be disciplined.

9.4. Fines:

1. Fines should be paid in cash.
2. Students with outstanding fines will not be allowed to borrow any books until the fines are settled.
3. Books or materials that are lost or damaged must be paid for by the borrower, and a penalty will be added if the charge is sent to the Business Office.

9.5. Periodicals, Newspapers, Reference Materials and E.G. White/Heritage Books

- Periodicals are used only in the Library and may not be checked out.

- Students are required to present their valid Solusi ID cards when checking out periodicals for photocopying.
- Periodicals Room is intended for research not for study.
- Periodicals should not be shelved back after use, but should be left on top of the tables.

10. THE MEDIA CENTRE

This is located on the Western Wing of the Ralph Watts Library

10.1. Opening Hours:

Monday to Thursday	08:30 am – 12:15 pm 14:30 pm – 15:30 pm
Friday	08:30 am – 12:15 pm
Sabbath (Saturday)	Closed
Sunday	Closed (Until further notice)

10.2. Media Centre Services:

Equipment

- Projectors (supply own laptop or computer)
- Any other Media equipment (if available)

Photo taking

- I.D. photos as required by the Registrar's office
- Passport size photos
- Portraits
- Driver's License Photos
- Any other required on request

Video Shooting

- Any video shooting done on request ~ this is based on availability of equipment and

accessories and agreement reached between the client and the Media Centre
(bound by the Solusi University rules and regulations)

P.A. System

- The P.A system may be hired out at a fee based on availability of equipment and accessories and agreement reached between the client and the Media Centre (bound by the Solusi University rules and regulations)

Movies

- Thursday and Saturday nights
- NOT ADULT ENTERTAINMENT CENTRE
- Screened for sexual, violence, language content.
- Responsible authorities: Dean of Students, Minister of Entertainment/ Media Centre

CDs & DVDs writing and production (The services are offered at a fee)

- CD & DVD writing
- CD & DVD production

10.3. Media Technology Centre Usage

The Media Centre facilities were established by Solusi University primarily for educational purposes. It was also envisioned that there would be other uses for these facilities. In order to make the most beneficial and efficient use of these facilities, the following policy has been established.

10.3.1. Usage

- i. University Educational classes and activities will be given first preference in the use of Media Centre facilities.
- ii. University organizations will be given second preference
- iii. Non university and private groups will be able to use the facilities when the above groups are not using them (at a fee)

10.3.2. Arrangements for Use

- i. All University class arrangements need to be made **at least 48 hours in advance** to ensure the availability of Media Centre personnel and equipment. Kindly ensure that the equipment booking sheets are filled when booking.
- ii. Use of the Media Centre rooms to be arranged with the supervisor or with the Manager.
- iii. Only current Media Centre employees will be allowed to operate Media Centre equipment. Exception to this rule will be by the authority of the Media Centre Manager.
- iv. Entertainment programs will be held in the Beit Hall and the Students' Centre and Media Personnel must be in attendance to operate and supervise use of the equipment. This will be done at a fee to cater for wear and tear of equipment and the person(s) responsible for the program at hand will be responsible for the repair of equipment in the case of equipment damage or breakdown. A contract shall therefore be signed before the equipment may be released from the Centre.
- v. Programs for which payments are made will not be carried out during the Sabbath hours.
- vi. All non-Media Centre videos must be accompanied by letter of permission from the Dean of Students before the Media Centre can broadcast such material.

10.3.3. Cost of Usage

- i. Usage of media centre materials for class educational activities or for Administrative purposes will incur no charge.
- ii. Non-fee charging Educational and Religious programs arranged with the Media Centre Manager may be authorised.
- iii. Fee charging educational programs, such as conventions, conferences, seminars and any other such activities, will be charged a small fee to cover the direct expenses of providing the service.
- iv. Fee charging benefit programs will be charged a fee to cover both direct and indirect costs/expenses such as depreciation and repair, as per policy.

10.3.4. Responsibilities

- i. The Media Centre personnel will operate and make all decisions in regard to its equipment.
- ii. A contract is to be signed between the Media Centre and a Client before any business activity is conducted (for fee paying clients).
- iii. Media Centre personnel will not be responsible for collection of admission fees or tickets for privately arranged programs they will only collect their dues from the organizers of that particular program as per the contract and a receipt is to be issued).
- iv. It will be the responsibility of organizers of programs to transport the equipment (and personnel if necessary) to and from the venue and the Media Centre personnel will be responsible for the connecting and operating only.
- v. For health and safety reasons, the number in attendance at a benefit or other programs must be limited to that which will comfortably seat in the venue. The number of seats must take into consideration the need for passageways to and from the seating area and exits.
- vi. In case of equipment breaking down during benefit programs and for paying clients, the same (clients) will bear all the costs of repairing or replacing the equipment.

10.3.5. General Rules

- i. No eating and drinking in the Centre
- ii. No studying in the Centre
- iii. Television Viewing is restricted to times when there are no classes using the equipment. Television viewing will be censored by Media Personnel
- iv. Hushed tones to be maintained within the viewing areas
- v. Only Media personnel are allowed in the Control, Store and Service Rooms
- vi. Report any defects immediately to the Media Personnel.

11. COMPUTER LABORATORIES

As a service department, the Information and Communication Technologies (ICT) Department provides students with various online service facilities necessary for learning, research and recreation. The Solusi University ICT runs Computer Laboratories that have Computers which are able to service an average of 40 students with the big Lab accommodating 60 students. The ICT department seeks to enhance and improve student and staff academic, social and spiritual life through the internet.

A small Computer Lab is available in the library to enable students to type their papers while consulting reference books and periodicals which cannot be taken out of the library. The lab is manned by a Lab Attendant from the Computer Centre.

12. DEVELOPMENT AND PUBLIC RELATIONS

Solusi University Development and Public Relations Department is an important part of our vision attainment. Through the Director of Development of Public Relations the faculty, students and staff are asked to share in this responsibility.

It is everyone's responsibility to inform others about what is happening on our campus, including the sick and the bereaved. From time to time students, faculty and staff lose members of their families. When such incidents befall a member of this University, please notify the office of Public Relations so that the information flows smoothly and the Solusi community will be able to sympathize and pray for the affected family.

Solusi News is the official University publication and is presently published twice per year by the Public Relations Department of the University. All students receive a copy of this publication for which they are charged. A newsletter is also sent electronically on a quarterly basis to all stake holders, i.e. students, faculty, staff and all. This publication provides the opportunity for students to sharpen their journalistic skills and is an outlet for creative endeavors.

The office of Development and Public Relations is also responsible for keeping in touch with the Solusi University Alumni. Students are encouraged to join Alumni by filling in forms that are given during the graduation weekend. If a student requires the use of the University logo for any reason, permission **MUST** be granted in writing first before it is used.

13. LOST AND FOUND

Lost articles found on campus should be submitted to the Residence Hall Deans offices. A list of such articles found will be posted on the University bulletin board.

14. RECREATION

The Students Associations' Office of Sports and recreational as well as Entertainment and Culture plan the recreational activities for the students. The incumbents shall endeavor to provide members with an inviting environment to work on their social and physical fitness goals. There is also a comprehensive **Sports day** which is on the Calendar of Events, once each semester.

15. GENERAL CONFERENCE INTERSCHOOL SPORTS POLICY:

In one of its meetings, the Annual Council of the General Conference of Seventh-day Adventists voted a policy on inter school sports. The salient part of it reads:

“The Seventh-day Adventist Church is opposed to inter-school league play (commonly known as varsity athletics) in its educational system. The major rationale for this is:

- a. The inherent hazards of competitive rivalry have the potential to be exaggerated in inter-organizational events;
- b. The commitments of time, personnel and finances are usually disproportionate to the number of individuals able to participate.

Conclusions:

1. Christians should function with the highest motives in their quest for athletic excellence; but
2. Occasional friendship games or matches involving institutions at joint social gatherings are not classified as inter mural or inter-school athletics.”

16. ORGANIZATIONS

16.1. Student Association

The University has a Students' Association which operates under a constitution ratified by the University Council. All registered students (full-time, block, bimester) are members of the Students' Association. It is expected that students will take the opportunity to participate in the activities of the Students' Association and benefit from the involvement in its processes. More information on the Students' Association Constitution is at the end of your Student Handbook.

16.2. Campus Clubs

Several Clubs and Associations exist on campus, which serve to promote and educate students in their respective areas of interest. Students are encouraged to join those clubs which are in line with their interests. Some of the clubs currently active on campus are: The Ministerial Association, Literature Evangelism, History Club, Agricultural Club, Solusi Environmental, FINASSA, Marketing Association, Computer Society, Chess Society, Toastmasters Club, English Association, Sife, Accounting Association, Debate Club, SayWhat and Peer Educator. Other clubs may be organized with the approval of the University Administration. A GPA of 2.50 is expected of all leaders in clubs.

SISA (Organization)

International Groups shall consist of one annually elected convener who will coordinate the group's activities. The convener will be chosen by the group at a duly called meeting presided over by the Dean of Student Affairs or his or her designate. There will be no written constitution, nor regular dues for these groups.

16.3. International (National) Groups

The University has made a provision for national Groups to operate under the following guidelines:

- a. International Groups may meet to host visitors.
- b. May meet to disseminate news from home.
- c. May meet representatives on International Days. Note: All organized activities for

International days should be approved by the Dean of Student Affairs.

- d. Meetings shall be open to any faculty and staff member of the Solusi University family.
- e. They shall not convene any meeting without obtaining clearance from the Dean of Student Affairs.
- f. Shall not act as a pressure group on Administrative issues.

17. HOUSING POLICY

17.1. General

Since accommodation is limited, especially for married students, those desiring accommodation are urged to make arrangements at least two semesters before their estimated arrival on campus. No reservation is final until notice to the effect is sent by the University. Failure to arrive on campus by the specified date may result in cancellation of the reservation. Separation from the University, for any reason immediately terminates a student's right of occupancy of University-owned housing, whether it is in residence hall rooms or married students' apartments.

17.2. Family Students Quarters

Since the family students are expected to bring their immediate families when they come to Solusi University, the University rents one or two bedroom apartments which include a sitting room combined with the kitchen. The apartments are available for occupancy for no less than two semesters, and preference is given to those planning to stay longer. Rent shall be charged for each period of occupancy including periods of vacations. Students are expected to supply their own bed linens, cooking utensils, cutlery and dishes.

A house deposit to cover accidental breakages or furniture and window panes, the defacing of walls and any other property damage or loss, will be required before a student is granted occupancy of a house. When a student vacates a house any repair and/or replacement costs will be charged to the student's account and any credit remaining on deposit will be refunded.

Apartments are assigned only to applicants who have been officially approved as full time students by Solusi University. Solusi University administration reserves the right to assign apartments according to family size. Family students must bring their families with them, but they should be immediate family members only.

NB. NO STUDENT WILL BE ACCOMMODATED IN THE FAMILY STUDENT QUARTERS (FSQ), WITHOUT PRODUCING A COPY OF THEIR MARRIAGE CERTIFICATE OR AN OFFICIAL DOCUMENT AS PROOF OF MARRIAGE.

17.3. Block Release Accommodation

All Block-Release students will be accommodated in the hostels (except cleared to stay at the MSQ). Mothers who bring babies and maids should make prior accommodation arrangements. The University will not be responsible for the welfare of the maids and babies. Babies brought to Solusi University should be at least three months old.

17.4. Pregnant Ladies (Single Students)

Any single student who gets pregnant or impregnates someone shall be liable to discipline in accordance with the student behaviour code. When a student falls pregnant during their period of study, the University will not accommodate you in the Single Students Hostels. Pregnant and nursing students MAY be accommodated in the family students quarters as there is limited accommodation for pregnant and nursing students. Students that are expecting and are not occupants of the Family Students Quarters are expected to produce their marriage certificate or its equivalent.

17.5. Residence Inspection Policy

The University reserves, at its sole discretion, the right to inspect any University assigned or approved residence building or property at any time, for reasons including but not limited to, housekeeping, maintenance, fire prevention and safety or suspicion of student misconduct.

You should be aware that there exists no obligation or requirement of notice by the university to the student of inspection before its occurrence. Where misconduct is suspected and University officials/ representatives determine that room inspection is necessary, an official search may be authorised by the Vice Chancellor or the Dean of Student Affairs and a search party may consist of any of the following university personnel: University Administrators, Deans of Residence, Mayors, Security personnel, the Head Captain. No search shall be conducted by one individual; it must be conducted in the presence of at least one university employee recognised as a legal member of a search team who shall serve as a witness of the search.

In concluding a search, written records need to specify the results of the search, if applicable, pictures of discovered items should be included with the documentation.

17.5.1. Refusal to be inspected

The University reserves the right to inspect anywhere in the campus, including at the main gate, in and around hostels and in vehicles among other areas.

17.6. Family Students' Housing Policy

Family students who request and receive permission to move from one apartment or house to another shall be charged a relocation fee as determined by the Finance Committee that will be directed toward upkeep and maintenance of University accommodation.

All family students are expected to keep their yards neat and tidy at all times. Subject to availability of water, a vegetable garden of 15 metres by 5 meters will be allowed at the back of each family student's apartment. The mayor or his or her assistants will regularly inspect premises for compliance with housing regulations.

The Mayor, Assistant Mayor and Mayoress will work hand-in-glove together with the Secretary General of the Students Representative Council (SRC), who resides in the Family Students Quarters (FSQ), in the management of the affairs of the family student's

quarters. These will institute the FSQ leadership Committee.

The University Administration, each year, appoints a Mayor and an Assistant Mayor, who assist in the following responsibilities:

1. Maintain custody of family student housing, furniture, equipment, yard tools and keys; make appropriate assignments of such items as needed; report loss or damage of these items to the maintenance department for repairs or replacement and submit information to the Business Office regarding appropriate breakage charges to be levied against individual accounts.
2. Enforce university rules regarding cleanliness of yard, size of gardens, conservation of water and appropriate care of buildings and furniture.
3. Inspect student housing before signing of final clearance slip whenever a student vacates a house; the inspection includes checking for lost and or damaged property and cleanliness of the house and equipment.
4. The Mayor works closely with the Dean of Student Affairs as liaison between family students and University Administration, serves as Chairperson of family students' meetings, transmits announcements and mail to the students, reports family students' needs and concerns to the administration and promotes and facilitates goodwill between family students and the University Administration, faculty and staff.
5. She/he serves as representative of the family students, on the Social Committee and other committees as may be designated by the Vice-Chancellor.
6. Processes family students' request for off-campus leave as outlined in the section on off-campus leave.

18. STUDENT STUDY PERMIT SERVICES

18.1. Immigration

- a. The Immigration Act of Zimbabwe requires **all** extra-territorial (International students) to have valid Study Permits for as long as they are enrolled in any educational institution, i.e. Primary, Secondary, Tertiary and Higher Education.

- b. It is a very serious offense for any student to study at Solusi University without a Study Permit.
- c. All International students should apply for Study Permits immediately after admission, i.e. during registration.
- d. It is against the Zimbabwean Laws for Solusi University to accommodate students who are unauthorised to stay in the country or students who have overstayed.
- e. Solusi University through the Registry Department promotes and sustain honest, professional, ethical and legal relationships with the Immigration Department and Zimbabwean Government.
- f. It is important for all students to do things ethically, legally and to be policy compliant.
- g. Solusi University through the Admissions Office provides safe and secure storage of all international students' passports and permits.
- h. The University has an effective system of diarising international students' immigration details.
- i. All international students of Solusi University should comply with the immigration requirements of the Government.
- j. Although it is the responsibility of each student to ensure always that their permits are valid and that renewal is always done before the expiry dates, the Admissions Office will remind students through the Residence Deans, email or notice boards regarding the application for or renewal of their Student Permits at least 1 month before the expiry date.

18.2. Permit application requirements

- Acceptance letter from Solusi University
- 3 Passport size photos
- Copy of passport page
- Proof of payment of fees
- Statutory fee of US\$200
- Chest X-ray report
- Letter from college addressed to the PDI (Principal Director of Immigration)

19. EMERGENCY NOTIFICATION

19.1. Fire

Smoke and toxic gases produced by fires can be as deadly as heat and flames. Smoke obscures vision and thereby decreases the ability of fire victims to escape. Fire is the result of chemical reaction between oxygen, heat and fuel. Therefore all occupants are discouraged from cooking in the hostels.

19.2. Environmental Health Committee

Solusi University enjoys the rural setting that is almost free of air pollution but may be exposed to other environment health and safety risk may exist. The University has the Department of Environmental Health among its academic departments. The students in the Environmental Health Department from their second year in the program until they graduate, will assist the University in the assessment of risks to the university and community as they gain some experience on assessment, planning, and interventions to ameliorate the identified environmental health risks. The activities of assessment and management of environmental risks will be supervised by the Environmental Health Department personnel and the Dean of Student Affairs. Students will sign a confidentiality statement to safe guard the Institution. No information about the University will be sent to the media. Reporting will be done through the lecturers in the department. No pictures shall be taken without written permission of the University's management, violating the

stipulated conditions will result in termination immediately.

Composition of Committee:

- Environmental Health lecturer (Chair)
- Representative from DOSA's Office
- Environmental Health Students from sophomore
- Representative from other health professions on campus
- Two Representatives from Maintenance Department

Under the supervision of the Environmental Health lecturer or the designee the students shall:

- a. Promptly reporting unsafe conditions, environmental hazards, and illnesses
- b. Formulating, reviewing, and/or recommending the adoption of policies related to the following:
 - Hazardous wastes.
 - Occupational health and safety, (noise, chemicals
 - Fire threats and safety
 - Building standards and safety

20. STUDENTS WITH DISABILITIES

Solusi University accepts and appreciates diversity in its students inclusive of those with disabilities and will provide reasonable accommodation on an individualized basis to the greatest extent possible without compromising the integrity of the student's degree. It is the responsibility of the student with a disability to seek assistance from the Residence Hall Deans and to provide detailed documentation of the disability from an appropriate, licensed official to certify the student as having a disability. The cost of obtaining documentation must be borne by the student. Students should request accommodation as early as possible.

Although efforts will be made to provide accommodation as quickly as possible, Solusi

University cannot guarantee certain accommodation (e.g. alternate texts or interpreters) earlier than six weeks after the receipt of acceptable documentation.

Solusi University promotes inclusive education involving the identification and minimization or elimination of barriers to students' participation; and the maximization of resources to support learning and participation in the regular activities of the school community while meeting their unique needs, as well as contributing to the development of the school community. We ensure, to the best of our ability, that all students, regardless of race, religion, gender, creed, and disability, have access to tertiary education. use up to four curriculum and instruction options to support school participation by students with disabilities: locational inclusion, inclusion with partial withdrawal from ordinary classroom settings, inclusion with clinical remedial instruction, and unplanned or de facto inclusion.

21. STUDENT SOCIAL GATHERING AND CELEBRATIONS

Students wishing to hold social gatherings or celebrations must comply with the following regulations:

- a. The social gathering must be planned in consultation with the sponsor of the organization.
- b. The original request for a party, including a list of the proposed guests, and a detailed program should receive the approval of the Dean of Student Affairs, Residence Hall deans and the Food Services Manager one week before the event.
- c. Cafeteria equipment may be used only if the party is held in the Cafeteria with the approval of the Food Services Manager.
- d. Family Students must plan the program in consultation with the Mayor, who will in turn seek the approval of the Dean of Student Affairs or his or her designate.
- e. The celebrations must conform to the acceptable standards of the Seventh-day Adventist Church. No dances, loud music, alcoholic drinks or smoking are allowed.
- f. Such celebrations must not interfere with the privacy of people living in the neighbourhood.

- g. It is encouraged that all social gatherings and celebrations be held on Solusi University campus.
- h. The office of the Dean of Student Affairs remains ex-officio participant at all such social gatherings and celebrations.

22. GUESTS

22.1. During the semester

Students are welcome to have guests visit them on campus. It is the student's responsibility to introduce his or her guest to the residence hall dean or other appropriate university authorities. Since facilities are limited, it is always advisable to make arrangements in advance for overnight accommodations. The University may occasionally provide a limited number of courtesy meals for visiting parents, guardians or sponsors.

22.2. During graduation

Limited accommodation for guests during graduation weekend is available and should be arranged at least three weeks in advance. Meals will be available at the cafeteria on a pay as you eat basis.

23. DRESS STANDARDS

"No education can be complete that does not teach right principles in regard to dress. Without teaching, the work of education is too often retarded or perverted. In dress, as in all things else, it is our privilege to honour our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming.

A person's character is judged by his or her style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire. It is right to love beauty and desire it; but God desires us to love and seek first the highest beauty – that which is imperishable. The choicest projections of human skill possess no beauty that can

bear comparison with that beauty of character which in His sight is of 'great price'" Education, pages 246 to 249.

The Solusi family acknowledges that our dress and grooming often reflect both our philosophy of life and our emotional maturity. One purpose of the University, rather than prescribing all of the particulars of dress code, is to encourage each student to develop a personal lasting philosophy of dress and grooming. Acceptable dress will vary from one occasion to another. Therefore, a philosophy will embrace at least these principles.

Balanced Dressing:

- avoid the extremes of carelessness and untidiness,
- avoid overdressing
- avoid showiness

By abiding by the following:

- a. **Appropriateness.** Wearing casual clothes for work and recreational purposes; and selecting more formal clothes for classes, meals, and group worship. Thus tight clothing, cut-offs, shorts, slippers and other kinds of inappropriate clothing are not to be allowed for classes, meals, offices and worship services. A lecturer, Residence Hall Dean or Food Services Director, or Librarian may exclude a student from class, cafeteria, library or worship or any other place if not dressed appropriately.
- b. **Modesty.** Do not draw attention through dress to one's body as an object, thereby preventing inadvertent exposure of the body.
- c. **Self-confidence.** Demonstrate security in the inner beauties of character and self-worth, without needing to "supplement" such beauty with external adornments of jewellery, conspicuous cosmetics or faddish clothes. Therefore, jewellery i.e. earrings, bangles, necklaces or chains, conspicuous cosmetics or faddish clothes are not permitted.

- d. **Beauty.** Select and wear clothing which gives expression to God given ability to appreciate beauty, creativity, harmony and good taste.

- e. **Preservation of Roles.** Wearing clothes which preserve the unique, separate identities of gender roles on all occasions are expected.

24. SOCIAL PRIVILEGES

The interest of Solusi University in the social relationships with its students is entirely for the purpose of encouraging rich and fulfilling friendships. It is not the intent of the University to offer a list of minute rules, but rather to describe an ideal which each person can understand and apply to his or her own situation. Solusi University upholds the concepts that young men and women should associate together in ways which will give them a true knowledge of others and themselves. This association can accomplish its goals only when it is done in the right way and in the proper sequence. Experience has verified the inspired counsel that non-specific group association is the form to be enjoyed by all young persons, leaving specialized friendships until such a time as one is ready to make serious marriage-oriented decisions and commitments.

The University, therefore, **forbids** unbecoming behaviours between young men and women such as hugging, kissing and standing in isolated or dark spots. Students who persist in such behaviours will face stern disciplinary action.

Since such readiness is, such a vital matter in God's plan for courtship, it is important that we be in agreement on the factors which comprise readiness. They could include at least the following:

24.1. Spiritual Maturity

A stable, natural, personal commitment to Christ, which expresses itself in spontaneous involvement in the life of the church, and the intelligent agreement with the many facets of the Seventh-day Adventist life-style

24.2. Emotional Maturity

Having formed a secure self-image in Christ, completed the transition into adulthood, developed skills in dealing with stress, manifesting an even temperament and demonstrate social skills necessary for marriage is indicative.

24.3. Education

Having one's educational goals either accomplished, or nearly so, in order that planning for marriage would not compromise one's training for a life of service.

24.4. Practical Skills

Both men and women need to be skilled in practical areas of living and home management. Having an ability to establish and maintain one's own residence, apart from dependence upon family.

24.5. Age

While chronological age cannot be an arbitrary factor of readiness, it is generally understood that a person still in the teen years cannot have had enough exposure to life's experiences to equip him/her to be able to make mature decisions.

Therefore, we encourage the type of social relationships in which persons find their social needs met through many giving relationships of a general nature, rather than through one specialized relationship in which one calls out the affections of another at a time when that would be inappropriate.

25. FOOD SERVICES

The university Food Services is located in the University Cafeteria. All meals served are without flesh, for all residence hall students; therefore consuming of flesh food in the cafeteria is not allowed. Bookings and payments for the meals are done by the individual students at the Cafeteria. Only persons with these arrangements are permitted to eat in the Cafeteria.

A Food Service Committee which includes two representatives chosen by the students and two captains from the men's and Women's Halls of Residence, approves all the meals served in the cafeteria at least twice a semester or when necessary.

25.1. Cafeteria Regulations

1. Students in Residence Halls are expected to take meals in the Cafeteria. Therefore, food preparation in the halls of residence is not permitted.
2. As far as possible, an enriched, balanced diet is supplied in the cafeteria.
3. Meals are only served at the scheduled times.
4. Loitering and running in the Cafeteria is not allowed.
5. As there is seldom a valid excuse for lateness, students who arrive after the end of meal times generally will not be served.
6. After being served, the student is encouraged to offer a silent prayer before proceeding to eat.
7. All announcements to be made in the Cafeteria should be approved by the Food Services Director.
8. No food or utensils may be removed from the Cafeteria without the express permission of the Food Services Director.
9. Meals for the sick are supplied upon permission of the Food Services Director with a letter from the Residence Hall Dean.
10. Students wishing to bring their own condiments into the Cafeteria must first obtain permission of the Food Services Director.
11. Visitors wishing to have meals in the Cafeteria must make prior arrangements with the Food Services Director. Visitors can pay in advance at the Cafeteria before they take meals.
12. The Cafeteria should be treated with respect. All those having their meals in the Cafeteria are expected to be in presentable clothing. No one will be allowed in the Cafeteria without shoes on.

13. It is the duty of all those eating in the Cafeteria to take their dishes to the dish- room window after every meal.
14. Any breakages or emergencies should be reported to the Food Services Manager, his or her assistant immediately.
15. No student or visitor is allowed into the kitchen areas without permission of the Food Services Manager or his or her assistant. Students working at the Cafeteria are not allowed into the kitchen unless on duty.

26. VEHICLES

It is recognized that ownership and use of a motor vehicle has a tendency to take time and attention away from a student's studies as well as to place extra financial burdens on the students. Since these factors tend to hinder a student's chance for academic success, students are discouraged from bringing motor vehicles with them to the university. Any student who elects to bring a vehicle on campus must register his or her vehicle with the Dean of Student Affairs office and Residence Hall Deans. Both vehicle and driver must be appropriately licensed, and the vehicle must be continuously covered by the full or third-party insurance. Vehicles must be parked in the parking lot established by the university or in the case of married students, at their respective apartments.

In addition, for those single students who elect to bring a vehicle to Solusi University, the following restrictions apply:

1. Students must maintain a minimum GPA of 2.50. Use of the vehicle during one's university stay will be subject to the permission of respective Residence Hall Deans. Keys may be retained by the Residence Hall Dean for safekeeping if deemed necessary.
2. A campus speed limit of 20 km per hour is currently in force. Drivers are also urged to obey the stop or give way signs on all campus roads. Unlicensed drivers are not allowed to drive a motor vehicle on campus except when accompanied by a licensed driver and should not carry passengers. Reckless driving or abuse of vehicle

regulations will subject the student to forfeiture of vehicle use privileges.

NB. Parking is at owner's risk and Solusi University will not accept any liability for damage or theft of your vehicle.

27. LECTURE ATTENDANCE REGULATION

Regular and punctual lecture and laboratory attendance is required of all students. Individual lecturers are responsible for the manner in which this regulation is enforced and the degree to which work that has been or will be missed can be made up. Students missing lectures for medical reasons must have a note signed by the person on duty at the University clinic or medical doctor to present when making arrangements with their lecture. It should be noted that a student who misses 20 % of his or her lectures in any given course may receive a grade of 'F' for it.

28. ACADEMIC DISHONESTY

It is the responsibility of students to avoid both dishonest practice and the appearance of dishonesty. Students should make the necessary effort to ensure that their work is not used by other students.

They have the responsibility to protect the integrity of their academic work by doing all they can to stop dishonest practices of others. Independent work is required of all students. Lecturers take stern measures to ensure that the work represents the student's own efforts.

28.1. Procedures for Dealing with Academic Dishonesty

- a. Students should report to their lecturer or the Pro-Vice-Chancellor of the university the circumstances under which they have reasons to believe dishonest practices are occurring.
- b. Lecturers will separate questionable academic behaviour into two categories – cases of suspicion only, or cases involving evidence beyond reasonable doubt of dishonesty.

- c. Suspicion only:
 - i. The lecturer will counsel the student to avoid similar circumstances in the future.
 - ii. At the discretion of the lecturer, the student may be referred to the Guidance and Counselling Office and the Pro-Vice-Chancellor may be notified of the incident. If it persists, the lecturer will be required to give a written report of the incident to the departmental chairperson/dean who will attend to it and report to the Pro-Vice Chancellor.

28.2. Evidence of Dishonesty beyond Reasonable Doubt

- a. At the lecturer's discretion, the student may be given a zero on the work involved or his or her grade may be lowered one letter or he or she may be dropped from the course with a grade of 'F' in consultation with the chairperson and the Pro Vice-Chancellor.
- b. The lecturer will notify the departmental chairperson and the Pro-Vice Chancellor of the incident. The Dean will interview the student and may review the action taken, in consultation with the lecturer then refer to the Guidance and Counselling Office.
- c. In cases of a second offense or gross dishonesty on a first offense, the Pro Vice-Chancellor will, in addition, arrange an interview with the student and if the evidence justifies this step, he will recommend to the Senate that the student be advised to withdraw from the University.

28.3. Plagiarism

Plagiarism has been defined in the following manner:-

"To use the idea or writing of another as one's own," (American Heritage Dictionary)

Plagiarism is recognized in all academic communities as being basically dishonest; it is particularly reprehensible in a Christian University. Also, since ideas not expressed in one's own words are often ideas not completely understood, plagiarism stunts the intellectual

growth of the student by denying him/her the opportunity to fully develop his or her own idea. Because of these objections, plagiarism will result in at least a failing grade for the assignment in question.

28.4. Lecturer Hall/Classroom Rights

A student may be dismissed from a lecture period for serious or repeated disorderliness. The lecturer shall then report to the departmental chairperson, who will counsel the student and readmit him/her to the class. If the problem persists, the lecturer will refer the student to the Guidance and Counselling Office. If there is no change then the student may be referred to the Pro Vice-Chancellor for resolution of the problem.

The student who feels he or she has an academic grievance should follow the following procedures:

- i. Discuss the problem with lecturer.
- ii. If not satisfied with the results, take the problem to the chairperson of the department involved.
- iii. If not satisfied with the results, take the problem to the Dean of Faculty.
- iv. If the problem still remains unresolved, present the problem to the Pro Vice- Chancellor.

28.5. Withdrawal

When a student withdraws from the University for Personal Reasons, the unused portion of his or her tuition will be refunded to the sponsor. The student needs to have his or her clearance slip and drop slip signed by the appropriate individuals before he or she leaves campus.

29. CONVOCATIONS ATTENDANCE

Attendance at all convocations is required of all students. A card system is currently in use to record the presence and punctuality of students on these occasions. These cards are available from the Deans of Residence. A student may miss up to 20% of convocations per semester without penalty.

30. QUIET HOURS

During specified times all residence hall students are expected to reduce to the minimum all forms of noise such as those from loud talking, laughing, singing, radios, cell phones and laptops etc., as this may interrupt other students who may be studying, meditating on God's Word or sleeping.

31. CURFEW

The University observes a campus curfew which begins at 11pm every day of the week. Residence hall students are required to be in their respective rooms of residence by curfew time unless special arrangements have been made with the Residence Hall Dean. Non-students and non-residence hall students will not be admitted in the residence halls after curfew without special arrangements. Curfew breakers may be liable to the following disciplinary measures:

31.1. On-campus curfew breakers

On-campus curfew may be rehabilitated on campus for four weeks for the first violation and referred to the Guidance and Counselling Office at the same time. For the second violation, breakers may be rehabilitated for eight weeks. If the violation is repeated for the third time, the matter will be referred to the Student Disciplinary Committee.

31.2. Off-campus curfew breakers

Off-campus curfew breakers may be rehabilitated for eight weeks for the first violation and be referred to the Guidance and Counselling office at the same time. Second violation rehabilitation will be for fifteen weeks. If the violation is repeated for the third time, the matter will be referred for the Student Disciplinary Committee.

32. OFF-CAMPUS LEAVE

Request for off-campus leave which does not involve an overnight stay and for which **NO** lecture or work appointment will be missed must be processed by the student through the

appropriate Captains, Desk Attendants and Residence Hall Deans where applicable.

Forms may be obtained from the Captains, Desk Attendants or Residence Hall Deans and returned to them. The Captains, Desk Attendants and the Mayor will keep a record of these leave forms.

Students requesting off-campus leaves that involve an overnight stay or absence from a lecture or work appointment will obtain request forms from the Residence Hall Deans. Campus leaves that involve overnight stay off-campus are limited to six per semester; i.e. twice a month. Forms should be submitted to the Dean of Residence by Thursday before 4:30 pm.

Weekend leaves may not be granted upon request of the student if in the opinion of the University authorities such leave would be inimical to the health, safety or well-being of the student or to the purposes of the University. Except in extreme emergencies, no weekend leaves will be approved during week of spiritual emphasis or for the weekend before the semester examinations.

Groups seeking permission to leave campus for the purpose of performing publicly should make arrangements at least 72 hours before day of departure. Permission will not normally be given for any student in the group to miss a lecture, departmental or work appointment. The group must be able to demonstrate that their performance will meet the Solusi University standards of excellence in all ways.

- a. A faculty member or student leader wishing to obtain approval for a group activity Involving absences from the campus will submit a written request providing details of the activity and list of participating faculty and students to the following responsible persons for their approval or disapproval:
 - i. Pro Vice-Chancellor – lecture and other educational activities.
 - ii. Director for Development and Public Relations – performances and other

- public relation activities where students are representing the University.
- iii. Dean of Student Affairs – All social trips.
 - iv. The Pro Vice-Chancellor and the Development and Public Relations Director will also submit information on approved off-campus activities and participants to the Dean of Students.
- b. The prior approval of the Pro Vice-Chancellor to public relations and social trips which may result in the absence from a lecture of any students must also be obtained.

Students who leave campus without clearance and spend a night or more off-campus may be campus bound for a whole semester and those students who leave campus without a clearance but return to campus on the same day, may be campus bound for half a semester.

33. PROPERTY DAMAGE AND LOSS

The student is liable for the cost of University property damaged or lost. The Administration will determine in individual cases the extent to the liability. The Business Office will charge the student's account for the damaged property.

USE OF WATER
Students are requested to use water as sparingly as possible. Be sure to turn off all taps before leaving the bathroom and toilet area. All water purification facilities are out of bounds to students.

34. MARRIAGE DURING THE ACADEMIC YEAR

In the event that any student wishes to marry during their stay at Solusi University, and would require married students' quarters, such student should notify the administration twelve (12) months prior to their marriage. Students will be considered married upon the production of a recognized marriage certificate or equivalent.

Married students can be accepted into University only after arrangements have been made

in consultation with the Administration for housing and for other considerations. Students who are contemplating marriage are encouraged to seek counsel from the University authorities at an early stage in their plans.

35. STUDENTS' RIGHTS AND FREEDOM

35.1. Freedom of Religion

The Seventh-day Adventist Church believes in and practices freedom of religion for all, and Solusi University upholds these principles. Students who voluntarily choose to be enrolled at Solusi University are making a choice to live within a society that has established norms for its beliefs and practices and he or she agrees to conform to those practices, while he or she remains free to believe as he or she chooses. While the purpose of the University is to mould the person from within, not just to produce an outward conformity, it acknowledges that God compels the conscience of no person, but rather provides a living demonstration of the value of truths he or she desires to accept. It is the hope and aim of Solusi University to provide an atmosphere in which the student may observe and question and receive answers which will satisfy both the spiritual and intellectual needs and will lead the students to willingly accept for himself/herself the values and beliefs for which this institution stands.

Regardless of religious belief, however, whilst attending Solusi University, it is implicit that the student will at all times conform his/her behaviour to be in harmony to the principles of the University as outlined in this Student Handbook.

35.2. Freedom of Association and Assembly

Students are free to organize and join clubs or associations to promote their interests consistent with the purpose and policies of the University. Affiliation with an extra-mural organization will not of itself affect recognition of a student organization. The University has the right to require student organizations to have a faculty sponsor and to designate the same, but each organization is free to recommend names to the Vice-Chancellor for faculty sponsor. Faculty sponsors perform an important educational role when they accept the responsibility to advise and consult with the student committees, clubs, and other

student organizations; they will guide the student officers and organizations but will not arbitrarily seek to control the policies and decisions of those organizations. The faculty sponsor or the Dean of Student Affairs may, however, exercise the right to suspend a decision contrary to the principles or interests of the University. The faculty sponsor's decision may be appealed to the Vice-Chancellor for a final decision. Student organizations are required to submit a proposed list of officers to the Dean of Student Affairs office for approval. All official meetings of the organizations and all offices must be open to all students without respect to race, gender (except residence hall clubs), creed, or national origin. The University retains the right to determine eligibility for office based on academic or citizenship considerations.

35.3. Freedom of Discussion

Student organizations are free, in publicly called sessions, to examine and to discuss with the University Administrators questions pertaining to the objectives of the university, and to express opinions without fear of recrimination. Student organizations may invite and hear any person or group when the purpose, as determined by the Dean of Student Affairs, of such an invitation is consistent with the purposes and objectives of the University. This policy also includes invitations involving the fine arts. Invitations to all persons external to the university shall be issued through the Dean of Student Affairs in consultation with the faculty sponsor. The routine procedures required by the University before a guest speaker, performer, or exhibitor is invited are intended to ensure the orderly scheduling of facilities, the adequate preparation for the event, and the occasion and be conducted in a manner appropriate to a Christian academic community. Invitations do not necessarily imply approval of viewpoints or endorsement of positions by the student organization.

35.4. Freedom of Expression

Political activism by students is not allowed on campus. However, the University encourages students, as responsible citizens, to study contemporary issues and to state their convictions through acceptable modes of expression, such as public discussion, debate, and suggestion boxes. Those who avail themselves of this privilege are under

obligation to examine controversial issues thoughtfully and to learn the art of reasoned dissent. As individuals, or as organized groups, they are expected to conduct themselves responsibly, and to respect the basic educational and spiritual goals of the University.

Freedom to engage in the exchange of ideas does not; however include the right to interfere with the regular activities of the University. The University recognizes a concurrent obligation to maintain on the campus an atmosphere conducive to academic work, to preserve the dignity of the University ceremonies and public exercises, and to respect the private rights of all individuals. Individuals and groups who have an enlightened sense of responsibility are willing to engage in the free examination of viewpoints without hindering others from making progress toward the educational goals to which they were committed when they chose this University.

Students or student organizations who wish to engage in any public activity or cause, using the name of the University or of the organization with the University must obtain the permission of the Administration.

Students are permitted to post for general campus display only those notices which have been approved by the office of the Dean of Student Affairs. Department heads and Residence Hall Deans may approve notices posted within their own premises.

35.5. Off-campus Responsibility

Solusi students are citizens of an academic community, whether on or off campus. As such they enjoy both freedom and responsibilities. Along with the freedom of religion, or association and peaceful assembly, or discussion and communication, and of expression, etc., comes the responsibility to exercise appropriate restraint, to respect the opinions and feelings of others, and maintain the integrity of the academic community. Behaviour at variance with these standards may reflect negatively on all students, as well as on the University. The University Administrators and faculty perform an important professional role in discussing these and other considerations with the Solusi students prior to their participation in off-campus activities and the students are urged to seek their counsel.

36. DIRECTORY INFORMATION

The University stores the following information concerning students as directory information: Name, address, Telephone Number (where applicable), gender, marital status, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance and awards received.

Students have the right to expect that this information will be correct and that it will not be disseminated indiscriminately in a manner inimical to their interests. The Registrar's office urges students to report to them any changes that may occur or any inaccuracies that may arise so that the information may always be current and accurate.

To minimize the risk of improper disclosure, the academic and disciplinary records shall be kept in confidentiality. Faculty members, officers, and clerical helpers must safeguard confidential information about a student which they acquire in the course of their work for the University, including information received from sources outside the University. Confidential information will be released only to persons whom the University determines have a legitimate right to it. It is understood that this may include the release of information to a prospective employer regarding a student's character and his or her competence and fitness for a given task.

A student's sponsor is entitled to regularly receive grade reports and other information regarding that student's activities and accomplishments. To send copies of grade reports to any other persons (e.g. prospective employers) the student must sign a special release form. The reproduction costs of such copies will be borne by the student. Information from educational records may be released to appropriate persons in connection with emergencies – e.g. protecting the health or safety of a student or other persons.

37. DRUG FREE WORKSITE POLICY

Solusi University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the university holds that a drug,

alcohol and tobacco free lifestyle is essential and thus maintains policies that seek a campus environment that is free of these substances.

The unlawful use, possession, distribution, dispensing or manufacture of controlled substances by students is prohibited. The University expects any person employed by it not to engage in the unlawful use or manufacture of controlled substances while associated with the University.

The University presents a preventive educational programme during convocations, assemblies and class seminars to develop an awareness of risks involved in alcohol, tobacco, drug use and abuse and to promote the benefits of a lifestyle free from these substances.

- a. Choosing to adhere to this Drug-Free Policy has many positive benefits for you:
- b. A clear, well-functioning mind for your studies.
- c. Developing solid personal relationships without chemical crutches.
- d. Ability to maintain control of your life.
- e. Protection of your bodily health.
- f. Freedom from anxiety about trouble with the law or the campus authorities.
- g. A positive example to others.
- h. A sensitive and responsive spirituality.

37.1. Risks of substance use

There are other significant risks involved in substance use. Use may make the user feel good and give rise to a positive mood on a short-term basis, but when the effects of the drug wear off the problems the user had before are still there. Drugs appear to solve one's problems, but the promises of chemical crutches are illusory and the dangers are real. This is why choosing to adopt a drug-free lifestyle is the most sensible, positive choice you can make for your future.

37.2. Tobacco

Tobacco contains the drug nicotine, which constricts blood vessels, impairs breathing, stimulates the central nervous system, and damages the heart and lungs. Use can lead to

heart disease, heart attacks, cancer, bronchitis and emphysema. Addiction is rapid and quitting is difficult.

37.3. Alcohol

Alcohol is a drug which can alter moods, cause deteriorative changes in the body and become habit forming. Alcohol depresses the central nervous system causing impaired judgment and coordination, decreased self-control, slowed reactions, slurred speech, and sometimes unconsciousness. Drinking and driving cause more than half of all car crashes which are the No. 1 cause of death for persons 18-24 years of age. Alcohol damages the brain, heart, lungs, liver, sex organs, stomach, pancreas and intestines, and the muscles. Risks include permanent brain cell damage, loss of memory, confusion, high blood pressure, heart failure, sexual impotence, and stomach ulceration.

37.4. Marijuana

All forms have negative physical effects: increased heart rate, bloodshot eyes, a dry mouth and throat, increased appetite, infertility, and damaged lung and pulmonary system. Use can impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination. Continued use impairs motivation and cognition and can produce paranoia and psychosis. Because marijuana smoke is unfiltered, it has even more cancer causing agents than tobacco cigarettes.

37.5. Cocaine

Cocaine stimulates the central nervous system. Its effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, body temperature, insomnia, loss of appetite, hallucinations, paranoia, and seizures. First use can be fatal. Continued use can cause a stuffy or runny nose and eventually can ulcerate the mucous membrane of the nose. Injecting exposes the user to AIDS, hepatitis and other diseases. Freebasing can result in injury and death from fire or explosion. Use during pregnancy results in addicted, defective babies. Dependency develops rapidly, especially if in the form of crack or rock. Recovery is very difficult.

37.6. Inhalants

Effect of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, disorientation, violent behaviour, unconsciousness, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and incontinence of urine and faeces. Long-term use can result in hepatitis, brain haemorrhage, electrolyte imbalance, and permanent damage to the nervous system. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

37.7. Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. Continued use can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia.

37.8. Depressants

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. Depressant use can also cause both physical and psychological dependence. Withdrawal symptoms range from restlessness, insomnia and anxiety to convulsions and death. Dependency can also be passed to a pregnant woman's unborn child. In addition, Birth defects and behavioural problems may result.

37.9. Tranquilizers

These medical agents are prescribed for short-term alleviation of anxiety. Cross-tolerance develops with alcohol and depressants. Continued use beyond immediate medical needs can lead to addiction which is very hard to break. Withdrawal is severe and may be life-threatening.

37.10. Hallucinogens

Phencyclidine (PCP) blocks pain receptors: violent episodes may result in self-inflicted injuries. Muscular coordination and sensory perceptions are impaired, speech is incoherent. Depression, anxiety, and violent behaviour also occur. Chronic users can exhibit paranoid behaviour and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Physical effects include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. A bad psychological reaction to LSD, mescaline, and psilocybin is common. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur after the use has ceased.

37.11. Narcotics

Initial use produces a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions coma, and possibly death. Tolerance develops rapidly and dependence is likely. The use of contaminated syringes exposes users to diseases such as AIDS, endocarditis and hepatitis.

Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

Failure to comply with this policy will result in discipline up to and including expulsion. A drug-free lifestyle is essential to academic endeavours and the university maintains policies that seek to provide a campus environment that is free of these substances.

38. AIDS EDUCATION AND PREVENTION

In response to the epidemic of infection with the Human Immunodeficiency Virus (HIV), which causes Acquired Immunodeficiency Syndrome (AIDS), the University will partner or collaborate with the Zimbabwean Government and Non-Governmental Organisations to fight this epidemic and achieve a zero tolerance to stigmatization status. The University has established programs such as Peer Educators, Students and Youth Working on reproductive Health Action Team (SAYWHAT) in an attempt to educate students on HIV Aids-related issues and reproductive health issues.

Section B: STUDENT BEHAVIOUR CODE

2.1. INTRODUCTION

It is the goal of any educational institution to graduate students with sterling character and excellent behaviour. Solusi University aims to provide an education that prepares students to be law-abiding and useful citizens. This process involves a lot of time and discipline.

Behaviour, in relation to development of quality citizenry, is a perpetual concern in public and private universities. Church owned universities, including Solusi, recognize this as their special concern. If misbehaviour is minimized on the campus, lecturers can spend much of their time in promoting student growth and development instead of settling problems. In view of this, a behaviour code is introduced to help improve student behaviour and create a university climate that is conducive to learning. Students are expected to observe this behaviour code which is the basis for discipline.

In harmony with the democratic ideals practiced, no student is forced to enrol at Solusi University. Students who apply and are accepted choose to abide by University regulations and conform to the standards of conduct and ethical norms of this institution. Where the student is not in agreement with any regulation/s they shall express it in their application form or at the commencement of their study. Rules of behaviour can be divided into three degrees. Because a first-degree violation is less serious than a second or third-degree, its consequence is less than a second or third-degree.

A point system is at the heart of the discipline process on a semester time frame. At the beginning of the semester, each student is given a merit of 30 points. Every violation is assigned demerit points in proportion to its degree. First-degree offences are each assigned 10 demerits, second-degree, 20 demerits; and third-degree, 30 demerits. Specific violations and their corresponding demerits are outlined below.

2.2. FIRST-DEGREE OFFENSES (10 DEMERITS EACH)

2.2.1. ASSOCIATION WITH OPPOSITE GENDER

Being secluded in the company of others or alone in isolated dark places or in restricted areas such as in fenced areas (unwarranted seclusion)

2.2.2. BUSINESS/SOCIAL MEETINGS

Calling, organising or attending meetings for any reason, including, parties, rehearsals, dramas, without a written and stamped letter for approval from the Dean of Students' Office or without the presence of a sponsor.

2.2.3. REQUIRED MEETINGS

Staying away from required meetings without prior written justification

2.2.4. DISRUPTIVE MUSIC

Singing, listening, or playing rock, jazz or rumba music and other indecent songs in the Halls of Residence, offices, classrooms, faculty homes and anywhere on campus

2.2.5. BEHAVIOUR

Boisterous laughing and talking, yelling, disturbing others, and acting obnoxiously in the Church, Lecture Halls, Halls of Residence, Cafeteria and etc. (Obnoxious means socially not accepted).

2.2.6. PLAYING

Playing games on the sports field on Sabbath (Friday sunset to Sabbath sunset) and in church using phones.

2.2.7. INSERTING

Inserting in the line, in the cafeteria during serving time or registration

2.2.8. LITTERING

Throwing, disposing, dropping, leaving garbage in undesignated areas..

2.2.9. ATTIRE

Inappropriate attire in **Church, Lecture halls, Offices, Cafeteria, Library, Store, Sports Grounds, Buses:**

“ tank tops, bare midriffs and unbuttoned shirts/blouses, sheer blouses, tube tops, low necklines, spaghetti straps or no straps, short pants/skirts or city shorts and two-piece bathing suits, crocs, slippers, tight clothing, see through, including heavy make-up, lipstick, lip gloss, cutex, dreadlocks”

Athletic attire is appropriate only for sporting activities

2.2.10. JEWELRY AND ACCESSORIES

Jewelry and accessories that are not appropriate are: ornamental rings and bracelets, necklaces and chains, earrings, tongue and naval rings and piercings of all kinds. Modest symbols of a marital commitment, such as wedding and engagement rings, are acceptable

2.2.11. CURFEW

Not observing curfew hours which is between 11:00 pm to 05:00 am.

2.2.12. USE OF CELL PHONES AND OTHER ELECTRONIC GADGETS IN CHURCH

Using electronic gadgets (earphones, earpods) for anything that is not worship related and that can disrupt the attention of others.

2.3. SECOND-DEGREE OFFENSES (20 DEMERITS)

2.3.1. INAPPROPRIATE LANGUAGE

Swearing or using crude language against or about others.

2.3.2. GAMBLING

Playing cards or betting and engaging in any form of gambling.

2.3.3. MINOR VANDALISM

Writing on walls, chairs, tables, board, etc, with pens or other writing materials.

2.3.4. DISRUPTION OF LECTURE OR CONVOCATION

Words or actions that cause the learning environment or worship to become unsatisfactory for other participants.

2.3.5. BULLYING

Any attempt to violate another student's rights. This can be physical or spoken harassment or mishandling another student's property, etc.

2.3.6. AIDING AND ABETTING

Urging another student to violate the law or University regulation.

2.3.7. THEATER

Attending or being in questionable places of amusement such as night clubs, disco houses, gambling dens..

2.3.8. INFORMATION FORM

Leaving the campus without obtaining and completing the appropriate gate pass from the designated personnel and submitting it at the gate for clearance by security personnel.

2.3.9. FOOD

Bringing into the cafeteria any food stuff not supposed to be served to students in the cafeteria.

2.3.10. COOKING

Cooking and using electrical, gas, paraffin appliances or other utilities/fuels in the rooms in the Halls of Residence.

2.3.11. SOLICITATION OF FUNDS

Solicitation of funds of any kind, from lecturers, students or visitors, not sanctioned by the University ADBORD.

2.3.12. CLUBS AND ORGANIZATION

Organizing a club or singing group without clearances from the Dean of Students' Office. This includes the organization of regular playing teams.

2.4. THIRD-DEGREE OFFENSES (30 DEMERITS)

2.4.1. IMMORALITY

Kissing, petting, necking, or doing other lustful intimacies which may lead to gross immorality

2.4.2. FORGERY

Forging, altering, or tampering with university documents, such as official records, credentials, gate passes and transfer forms.

2.4.3. PROHIBITED AND CONTROLLED SUBSTANCES

Actual possession of alcoholic beverages, cigarettes, vaporizers or possession of empty containers of these substance, use, transfer or sale of drugs and alcohol.

2.4.4. FIGHTING OR ASSAULT

Body contact that hurts physically or emotionally and has the tendency to hurt. Threatening anyone with violence by words or action

2.4.5. SERIOUS VANDALISM

Destruction that has a permanent damaging effect upon University or student property. This includes making a mess such as excessive graffiti, spraying paint, etc.

2.4.6. THEFT AND MISAPPROPRIATION

Removing, hiding or using property that belongs to the University, lecturer or student, without permission from its owner.

2.4.7. DISTURBANCES OF LAWFUL FUNCTIONS

Preventing, disrupting or participating in concerted activities leading to a stoppage of lectures, and students or university authorities from discharging their duties.

2.4.8. OUTLAWED MATERIALS

Bringing or using dangerous materials or substances that are dangerous and banned by law or regulation due to health, safety, or environmental risks such as firearms, bullets, hazardous chemicals, and deadly explosives.

2.4.9. HOOLIGANISM AND FRATERNITY

Organizing, recruiting, hazing, or maintaining active membership in fraternities, sororities and other secret societies or organizing subversive groups.

2.4.10. INSUBORDINATION

Belligerent or abusive act or statement directed at any employee of the university.

2.4.11. UNAUTHORIZED ENTRY OR EXIT

Leaving the campus without obtaining and completing the appropriate gate pass from the designated personnel and submitting it at the gate for clearance by security personnel.

2.4.12. DISHONESTY

This includes lying, cheating in tests, or copying other student's homework, etc., or completing a convocation card and handing in convocation on behalf of someone else who is absent or procuring the services of another person. Providing materially false information to anyone including the media.

2.4.13. DISRESPECT

Acting or speaking to another student, university employee or guest in ways that show lack of respect for them as persons.

2.4.14. OBSCENE PICTURES AND READING MATERIALS

Possessing obscene pictures, motion or still, or reading erotic stories.

2.4.15. ILLEGAL WIRE TAPPING

Tapping of any wiring in the halls of residence, or anywhere else on campus, for possible outlets.

2.4.16. VIOLATING UNIVERSITY VALUES

Taking calls and chatting during Convocation and classes, noisemaking in church and or desecrating the Sabbath holy hours. Misrepresenting the university in meetings or newspapers or any press media.

2.4.17. INDECENT ATTIRE

Persistent refusal to rectify dress code

2.4.18. PLAGIARISM

Reproducing or transmitting any information in respect of which copyright exists, without authorisation.

2.4.19. UNLAWFUL USE OF ELECTRICAL OUTLETS

The unlawful use of electrical outlets for purposes other than lighting, powering appliances (laptops, printer, mobile phones, radios and fan), boiling water **only**

2.4.20. SOCIAL MEDIA

Misuse of social media includes addiction, negative mental health impacts like anxiety and depression, cyber bullying, spread of misinformation, phishing scams for data theft, reputational damage to individuals and businesses, and legal issues such as defamation and copyright infringement.

2.5. STUDENT REHABILITATION COMMITTEE

There shall be a Student Rehabilitation Committee.

Whereas Solusi University is an Adventist Church University that has a mission to win souls for salvation. Driven by the scripture to understand that ALL HAVE SINNED AND FALL SHORT OF THE GLORY OF GOD (ROMANS 3:23), it is not the intention of the University to punish or condemn offenders but to rehabilitate them before they can be brought before the Student Disciplinary Committee. Realizing that the Student Disciplinary Committee has the discretion to suspend or dismiss one from continuing with studies, it is in the spirit of Christianity and One-anotherness to rehabilitate a remorseful offender and give them a second chance.

Therefore the Student Rehabilitation Committee shall act as a fuse, surge protector and as a buffer to the Student Disciplinary Committee.

2.5.1. COMPOSITION

- The Student Rehabilitation Committee shall consist of the following persons:
- The Dean of Student Affairs, who shall be Chairperson;
- The Dean of Men who shall be the Secretary;

- The Dean of Women;
- Guidance and Counselling Officer
- The Chief Security Officer
- A member of the Academic staff, appointed by the Dean of Student Affairs
- The Student Representative Council President or any student representative
- The Minister of Discipline and Welfare
- The Chaplain

2.5.2. PROCEDURE

1. Where a student is suspected of misconduct or having violated any of the rules and regulation of the University the Student Rehabilitation Committee shall conduct or cause to be conducted such investigations as may be necessary.
2. If, on completion of the investigation referred on (1) above, it is found that an allegation of misconduct should be preferred against the student, the secretary of the Student Rehabilitation Committee shall within 3 days.
 - a. Inform the student in writing, of the nature of the allegations against him or her and call upon him or her to submit a written reply (report) to the allegations within 7 days.
 - b. Where possible, furnish to the student copies of any material documentary evidence if any, relating to the allegations of misconduct, or afford the student opportunity of having sight of any such evidence.
 - c. Upon receiving the written report, where the student admit to the allegations, the committee shall:
 - i. Require the student to write an explanation of his or her offenses and his or her acceptance in detail identifying where one erred and why the misconduct
 - ii. Inform his/her parents of the violation.
 - iii. Refer him/her for an interview to be conducted by the Residence Deans and such interview shall be documented and a copy of the interview document shall be immediately submitted to the Student Rehabilitation Committee

- iv. The committee shall, exercise in its discretion appoint guidance and counselling officer to conduct counselling of the student.
- v. A copy of the interview with the Residence Dean will be provided to the guidance and counselling officer and the student's faculty advisor for counselling.
- vi. Appointed Guidance and Counselling Officer shall make recommendations to the Student Rehabilitation Committee on how to rehabilitate the offending student.

2.5.3. REHABILITATION WAYS

The student on Rehab will be assigned work that will be carried out for one week without attending classes. Students undergoing rehabilitation will lose certain privileges such as:

- i. Access to electrical gadgets such as cell phones, iPads, laptops, computers among other things, and will be assigned reading materials to report on;
- ii. Access to one's own room, they shall be relocated to the rehabilitation suites;
- iii. Visitation from friends unless approved by the Residence Hall Dean.

The Student Rehabilitation Committee will review all those on rehabilitation and make decisions based upon recommendations from the Residence Hall Deans, Guidance and Counselling Officer, Academic Advisor and the Chief Security Officer, to either maintain or lift the rehabilitation probationary status of the student. A student, therefore, whose rehabilitation status is not lifted at the end of the semester, is automatically recommended to the Student Disciplinary Committee the following semester. A student on rehabilitation is not allowed to hold any office or position of responsibility.

When a student is required to withdraw from the University, it is understood that he / she forfeits all academic credits and tuition paid for that semester. As the student moves through the semester, his / her mistakes are not viewed as times for lecturers to punish them. Each time a referral is prepared, the Counsellor talks with the offending student and relevant stakeholders and tries to encourage the student to observe accepted behaviour.

Where the student's report referred to in 2(a) above is denial the Student Rehabilitation Committee shall, within 14 days of receiving the report write the student giving notice to appear before the School Rehabilitation Committee for hearing giving time, date and place of hearing.

The hearing shall be conducted without the need to observe the rules of procedure and evidence ordinarily application in criminal or civil courts proceedings.

If found guilty, the provisions of clauses 2(c) (iii), (iv), (v), (vi) and 3 in full rehabilitation ways shall apply.

Where a student proves to be a habitational offender ignores calls to appear before Student Rehabilitation Committee or refuses to under counseling sessions or any rehabilitation measure preferred by the Student Rehabilitation Committee, The Student Rehabilitation Committee shall refer the matter to the Student Disciplinary Committee.

2.5.4. STUDENT REHABILITATION PROCESSES:

The following process will be required of a student at any time, demerits are incurred and **after sufficient due process has been conducted:**

1. The student will be required to write an explanation of his or her offenses and his or her acceptance. His/her parents will be informed of the violation. An interview will be conducted by the Residence Hall Deans.
2. The student will be referred to the Rehabilitation Committee immediately after the interview. A copy of the interview with the Residence Hall Dean will be provided to the guidance and counselling officer and the student's faculty advisor for counselling. His or her parents will be informed of the violation.
3. The student on Rehab will be assigned work that will be carried out for one week without attending classes. Students undergoing rehabilitation will lose certain

privileges such as:

- i. Access to electrical gadgets such as cell phones, iPads, laptops, computers among other things, and will be assigned reading materials to report on;
- ii. Access to one's own room, they shall be relocated to the rehabilitation suites;
- iii. Visitation from friends unless approved by the Residence Hall Dean.

The Student Rehabilitation Committee will review all those on rehabilitation and make decisions based upon recommendations from the Residence Hall Deans, Guidance and Counselling Officer, Academic Advisor and the Chief Security Officer, to either maintain or lift the rehabilitation probationary status of the student. A student, therefore, whose rehabilitation status is not lifted at the end of the semester, is automatically recommended to the Student Disciplinary Committee the following semester. A student on rehabilitation is not allowed to hold any office or position of responsibility.

When a student is required to withdraw from the University, it is understood that he / she forfeits all academic credits and tuition paid for that semester. As the student moves through the semester, his / her mistakes are not viewed as times for lecturers to punish them. Each time a referral is prepared, the counsellor talks with the offending student and relevant stakeholders and tries to encourage the student to observe accepted behaviour. If the student does not improve on the expected behaviour, he / she cannot evade the consequence of such behaviour nor can he /she evade the ultimate consequence of being referred to the Student Disciplinary Committee, even if the semester has not come to an end. Each referral is recorded and becomes a part of the due process. Parents are provided with this referral and they are expected to acknowledge that they are aware of what is going on.

In implementing the code, as in every human endeavour, the potential for making mistakes exists. To compensate for this possibility, the disciplined student can appeal. The Appeals Committee is chaired by a person appointed by the Vice-Chancellor. If a student is suspended or expelled, such appeals are made from off-campus.

2.5. RULES RELATING TO COMMON INTENTION BY A GROUP OF STUDENTS

- a. 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 assist, in the view of the Student Disciplinary Committee, have foreseen that it would occur. A member of such group can only avoid the inference being drawn against him/her by taking clear and unequivocal steps, before such breach occurs or is committed, showing that he or she dissociates himself or herself from the acts of the group with whom he or she has so far been associating;
- b. 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 only those students who can be identified and against whom there is sufficient evidence to warrant investigation;
- c. Where a student commits an act which is both an offense according to the laws of the country and one which after investigation appears to be a breach of the disciplinary rules of the University, the University may punish such a student notwithstanding that he or she is prosecuted and/or punished by the courts of the country.

2.6. PROCEDURE IN THE CASE OF A COMPLAINT OR MISCONDUCT

a. Notification of Misconduct:

Notification of misconduct shall be given to the Vice-Chancellor, who is the chief disciplinary officer of the University. A student shall not be formally charged with misconduct until a written, statement containing an accusation, complaint or allegation made against the student has been submitted to the Vice-Chancellor or a person authorized by him: Provided that nothing contained herein shall prevent the Vice-Chancellor himself or herself from laying a complaint against a student.

b. Committee Charged with Preliminary Investigations:

The Vice-Chancellor may appoint a committee consisting of one or more members to conduct a preliminary investigation into an accusation, complaint or allegation brought to his or her notice, or into the behaviour of a student that might constitute misconduct, and to submit a written report and/or charge sheet to him or her. The committee charged with the preliminary investigation may consult or obtain information from any person, including the student against whom the accusation, complaint or allegation has been leveled or made: Provided that the Vice Chancellor may at his her discretion conduct the investigation him/herself.

c. Charge of Serious Misconduct:

If the Vice-Chancellor is of the opinion that prima facie there are reasonable grounds for a charge of misconduct, and that the misconduct is of a serious nature, he or she shall draw up a written charge or have such charge drawn up and shall decide whether the charge should be heard by the Academic Disciplinary Committee (under Chapter 9) or by the Student Disciplinary Committee

- a. Suspension. In the event of a charge of alleged misconduct, the Vice-Chancellor may at his/ her discretion temporarily suspend the student concerned, that is prohibit such student from:-
 - i. Entering on or in University premises or any part thereof as determined by the Vice-Chancellor: and/or
 - ii. Exercising a right or privilege resulting from his or her enrolment as a student, as determined by the Vice-Chancellor.
- b. A temporary suspension by the Vice-Chancellor shall remain in force for a period determined by him/her until the disciplinary proceedings in terms of this code have been completed: Provided the Vice-Chancellor shall have the charge concerned instigated at the earliest reasonable opportunity.
- c. The suspended student may make written representations to the Vice-Chancellor within five working days upon receipt of written notice of his/ her

suspension, advancing reasons why he or she should not be suspended.

- d. The Vice-Chancellor may at his / her discretion revoke any suspension imposed at any time: Provided that, notwithstanding such revocation, further steps may be taken to prosecute a charge of misconduct. The Vice-Chancellor may at his / her discretion also re-invoke the suspension.

d. Minor Misconduct

If the Vice-Chancellor is of the opinion that a student's alleged misconduct constitutes a minor contravention, he / she may order that the complaint be investigated and dealt with in terms of 2.5.6.(b).

e. Service of Notice.

Service of any written notice and the furnishing of particulars in terms of this code shall be by way of a letter delivered to the student personally and signed by him / her at the residential place provided either on the most recent application form completed by the student for the purpose of registration or in any later written notice to the University of a change of address. In case of such service it shall be assumed that the student received the notice and particulars within five working days of the date of posting thereof, regardless of whether or not the student still resides at the address concerned.

2.7. GENERAL PROCEDURES AT THE HEARING OF A CHARGE OF MISCONDUCT (A DISCIPLINARY CASE)

- a) **Matter to be heard in camera.** Unless the chairperson of a Student Disciplinary Committee orders otherwise, a hearing of a disciplinary case shall be held on camera.
- b) **Quorum.** Five members of a Student Disciplinary Committee shall constitute a quorum (except in the case of a minor misconduct disciplinary committee).

- c) Chairperson to determine procedure-** Subject to the provisions of this code, the procedure adopted at the hearing of a disciplinary case shall be determined by the chairperson of the Student Disciplinary Committee concerned.
- d) Referral to other bodies-** If, prior to a finding being made regarding the charge against a student, the chairperson of the Student Disciplinary Committee is of the opinion that the charge concerned should be heard by another body, he / she may stop the hearing and refer the matter back to the Vice-Chancellor for a decision. The Vice-Chancellor may decide that the hearing should proceed or that the matter be referred to that body.
- e) Appointment of ad hoc member-** In particularly complex disciplinary cases where a Student Disciplinary Committee requires special expertise; the chairperson may appoint an ad hoc member, but in an advisory capacity only. Such a member may be appointed at the initiative of the chairperson, or in consequence of representations by any member of the committee or the accused.
- f) Majority decision-** The decision of Student Disciplinary Committee shall be determined by majority vote of the members present. In the event of tie the chairperson of the Student Disciplinary Committee shall be entitled to exercise a casting vote.
- g) Absence of Student Disciplinary Committee members-** If at any stage during the hearing of a disciplinary case, one or more members of a Student Disciplinary Committee are no longer able to participate in the proceedings, or are absent for any reason, the hearing shall continue, provided that the remaining members constitute a quorum. In all other cases the hearing shall be held **de novo**. If the chairperson is absent, the committee shall appoint a chairperson in his / her place.

- h) Casting vote** - The chairperson of a Student Disciplinary Committee shall have a casting vote.
- i) Recusal from proceedings-** A member of a Student Disciplinary Committee who has himself / herself laid a complaint of misconduct shall recuse himself/ herself from the proceedings of the committee for the hearing of the charge arising from such complaint.
- j) Prosecutor** - The Chairperson of a Student Disciplinary Committee may either personally conduct the Disciplinary case against a student or may appoint any staff member to act as a pro forma prosecutor on behalf of the University and to advise the Committee or be of assistance in any other way: Provided that such staff member shall not have the right to attend a meeting of the committee while it is considering the guilt of the accused and/or a commensurate disciplinary measure.
- k) Record of proceedings** - The Chairperson shall appoint a person to record, by way of a tape-recording or in writing, the proceeding at the hearing of a disciplinary matter and shall have charge of all the evidence adduced. Such a person shall not be deemed to be a member of the committee.
- l) Absence from hearing** - If a student charged with misconduct fails to attend his / her hearing despite having received notice of such hearing, may be conducted in his / her absence and the proceedings of the Student Disciplinary Committee shall not be invalidated as a result thereof.

2.8. THE ACADEMIC DISCIPLINARY COMMITTEE

a) Functions of the Academic Disciplinary Committee:

The Academic Disciplinary Committee shall investigate and hear charges of misconduct against students pertaining exclusively to examination matters.

b) Composition of the Academic Disciplinary Committee:

The Academic Disciplinary Committee shall consist of the following:

- Vice- Chancellor,
- The Pro-Vice Chancellor (Chairperson)
- A member of the Council,
- All Deans of Faculties
- Recording Secretary.

The Council, in the case of the member of the Council, and the Vice- Chancellor, in all other cases, shall appoint an alternate to act in the absence of an appointed member.

The Pro Vice-Chancellor shall be the chairperson of the Academic Disciplinary Committee.

c) Implementation of disciplinary measures

No disciplinary measure shall be taken against a student before his or her parent /guardian, if he / she is a minor, has been informed in writing of his/her alleged misconduct and has been given a proper opportunity to make wishes, to appear before the Academic Disciplinary Committee in person.

d) Disciplinary measures

If it finds a student guilty of misconduct, the Academic Disciplinary Committee may impose one or more of the following disciplinary measures:

- i. Revocation of a degree, diploma or other qualification obtained from the University in an improper manner;
- ii. Denial of the privilege to enrol again as a student at the University for a specified period;
- iii. Suspension as a student for a specified period;
- iv. Deprivation of a right or privilege resulting from enrolment as student at the

University;

- v. Annulment of examination results for a specified period;
- vi. Payment of compensation or the damage caused by the misconduct;
- vii. A written reprimand and/or warning;
- viii. Any other measure which the Academic Disciplinary Committee deems practical and reasonable in the circumstances.

If a student is temporarily or permanently deprived in terms of this code of a right or privilege which he / she enjoys as a student, or if he / she is temporarily or permanently denied admission to the University, such student shall forfeit any claim to repayment, reduction or remission of moneys paid or payable to the University.

2.9. GENERAL MISCONDUCT

Any student or students who pose a threat by utterances or actions to the property, of any member of the university community will be removed even during examination periods. If they/he/she needs to write those examinations, it may be done off-campus at the student or students' expense.

2.10. THE STUDENT DISCIPLINARY COMMITTEE

a) Functions of the Student Disciplinary Committee:

The Student Disciplinary Committee shall investigate and hear charges of misconduct against alleged offenders, excluding misconduct related exclusively to examination matters unless requested by the Vice-Chancellor.

b) Composition of the Student Disciplinary Committee:

The Student Disciplinary Committee shall consist of the following members appointed by the Vice Chancellor:

- Dean of Student Affairs, who shall be Chairperson;
- Dean of Men who shall be the Secretary;
- Dean of Women;
- Four members of the Academic staff;
- One student nominated by the Student Association;
- One or more persons appointed by the Vice Chancellor

c) Notice to Alleged Offenders:

For the purpose of a hearing by the Student Disciplinary Committee, the Secretary of the Committee shall in consultation with the Chairperson, prior to the date of the hearing, give the alleged offender at least 5 working days' written notice of the day, time and place appointed for his / her appearance before the Student Disciplinary Committee, together with a statement informing him/her of: the charge against him / her and giving adequate particulars of his /her alleged misconduct; and His /her right to:

- i. Attend the hearing when evidence is led and arguments are adduced;
- ii. Answer to the charge in writing at least four working days before the hearing;
- iii. Be assisted, if he or she is a minor, by his /her parent or guardian or, at the discretion of the Student Disciplinary Committee, by any other person appointed by such parent or guardian; and
- iv. Be represented by a staff member appointed by the Vice-Chancellor.

d) Rights of the alleged offender and powers of the prosecutor:

The alleged offender shall have the right to:

- a. Examine any written documentation, or acceptable copies thereof, which relates to the hearing and, subject to such conditions as may be laid down by any authorized person, any other exhibit;
- b. Give evidence himself / herself;
- c. Call witnesses or have them called by the persons assisting him / her;
- d. Examine or have examined the witness(es) testifying against him / her;
- e. Re-examine, or have re-examined his / her own witness(es)
- f. Argue his / her own case or have it argued, by a person appointed by the Dean of

- Student Affairs, after all the evidences have been laid;
- g. Lead evidence in mitigation of any disciplinary measures that may be imposed upon him / her in terms of paragraph 12 or have such evidence led; and/or
 - h. Address the Student Disciplinary Committee, or have it addressed on any disciplinary measure which may be imposed upon him/her in terms of paragraph 12.

The person conducting a disciplinary case against an alleged offender or the prosecutor referred to in paragraph 2.5.10(d)(i) may:

- i. Call witnesses and examine and re-examine them giving evidence against the accused student;
- ii. Examine the alleged offender, if he / she gives evidence, as well as any other person who testified on behalf of the accused; and
- iii. Argue the disciplinary case after all the evidence has been adduced, but before the alleged offender has been given the opportunity to argue his or her own case or to have it argued by the person assisting him / her.

2.11. DISCIPLINARY MEASURES:

If it finds a student guilty of misconduct, the Student Disciplinary Committee may impose one or more of the following disciplinary measures:

- i. A written reprimand and/or warning;
- ii. Deprivation of a right or privilege resulting from his or her enrolment as a student at the University;
- iii. A fine amounting to not more than twice the annual tuition fee for a full first year course;
- iv. Order the payment by the student of compensation or reparation for damage caused by his / her misconduct;
- v. Denial of the right or privilege to register for a particular study unit or units, and/or the withdrawal of a credit or credits obtained in a study unit or units;
- vi. Confirmation of the temporary suspension of a student by the Vice-Chancellor in terms of paragraph 7(c)(i) and/or the suspension of the student for a specified

- period or further period;
- vii. Denial of the privilege to register again as a student at the University for a particular period;
- viii. Denial of the privilege to participate in the graduation exercises but graduate in absentia;
- ix. Any other disciplinary measure which the Student Disciplinary Committee deems suitable in the particular circumstances.

If a student is temporarily or permanently deprived in terms of this code of a right or privilege which he or she enjoys as a student, or if he or she is temporarily or permanently denied admission to the University, such student shall forfeit any claim for repayment, reduction or remission of monies paid or payable to the University.

2.12. IMPLEMENTATION OF THE FINDINGS OF A STUDENT DISCIPLINARY COMMITTEE

- a) In considering the position of appropriate disciplinary measures a Student Disciplinary Committee shall ensure that such disciplinary measures are as far as possible apposite to and commensurate with the nature and gravity of misconduct of which the student has been found guilty.
- b) A Student Disciplinary Committee shall be empowered to suspend a student for a specified period, subject to any condition(s) which it deems reasonable, for the enforcement of any disciplinary measure(s) on which it decides.
- c) If not the Student Disciplinary Committee shall be empowered to expel a student from the university depending on the gravity of the matter.
- d) If a Student Disciplinary Committee finds an accused student:
 - i. Guilty, the student shall, subject to the provisions of paragraph 10(e), be notified of the finding and of the disciplinary measures imposed by the committee;

- ii. Not guilty, the student shall, subject to the provisions of paragraph 10(e) be notified to that effect.
- e) When an appeal is lodged against a decision of a Student Disciplinary Committee in terms of Chapter 13, the enforcement of any disciplinary measure imposed by the committee shall be deferred by either the committee or the Vice-Chancellor, pending the outcome of the appeal.
- f) If a student on whom a Student Disciplinary Committee has imposed a disciplinary measure fails to exercise his or her right of appeal as set out in Chapter 10(d), the Committee shall submit a written report on the matter to the Executive Committee of the Senate and the full Council for their information.
- g) Disclosure of finding. A Student Disciplinary Committee may, at the conclusion of disciplinary proceedings, decide whether to disclose the finding arrived at, the disciplinary measure(s) imposed, the name of the student concerned and the faculty with which he or she has registered, either in the form of a statement posted on one or more notice boards or in some other way, and whether to disclose the said particulars to any interested person or body provided that the advisability of disclosing the misconduct of a minor and/or a dependent student to his or her parent or guardian shall be considered in each instance: Provided

further that the name of a student shall not be disclosed before an appeal, if any, has been disposed of, or before the expiry of the period during which he or she is entitled to lodge an appeal.

2.13. THE STUDENT DISCIPLINARY APPEALS COMMITTEE

Functions:

- a. Appeals against findings by Disciplinary Committee shall be heard by the Vice-Chancellor and shall be disposed of on behalf of the Council in accordance with the provisions contained in this Chapter.
- b. The Disciplinary Appeals Committee shall consist of:
 - At least five members appointed by the Vice Chancellor.
- c. The Vice Chancellor shall appoint one of the said members to act as a Chairperson as well as an alternate for the Chairperson and another as the Secretary,
- d. A student who has been found guilty of misconduct will be informed in writing of the finding of the Student Disciplinary Committee concerned, appeal to the Vice-Chancellor by lodging a written notice of appeal with the Vice-Chancellor: Provided that a student who has been found guilty of misconduct after having pleaded guilty to the charge of misconduct shall have no right to appeal against such finding. The appellant shall furnish detailed grounds for his or her appeal in the notice of appeal.
- e) On receipt of a notice of appeal a copy of such notice shall be forwarded to the Chairperson of the Student Disciplinary Committee that heard the charge, whereupon the Student Disciplinary Committee, if necessary with the assistance of the person referred to in paragraph 10(d), may within a reasonable period draw up a reply to the grounds for appeal and submit it to the Vice Chancellor.
- f) An appeal shall be heard solely on the grounds of the record of the hearing concerned, together with any document(s) and exhibit(s) placed before the Student Disciplinary Committee concerned in the course of the hearing except where the

appeal is based on a material irregularity that is alleged to have occurred in the course of the proceeding but does not appear as such from the record.

- g) For the purposes of an appeal the appellant or the person assisting him or her, or any other person allowed by the Disciplinary Appeals Committee shall furnish verbal representations to the Disciplinary Appeals Committee.
- h) After considering an appeal the Vice-Chancellor may uphold it either wholly or in part and set it aside or amend the decision of the Student Disciplinary Committee concerned, or may disallow the appeal and confirm the Decision concerning the appeal, refer any question pertaining to the hearing back to the Student Disciplinary Committee concerned and order that a report be submitted. The Disciplinary measure imposed by the Student Disciplinary Committee shall not, however be increased unless the Vice-Chancellor has given the student found guilty of misconduct prior and reasonable written notice of his or her intention to do so and has considered the appellant's written representations, if any, in this regard.
- i) After disposing of an appeal the Vice –Chancellor shall submit a report to the Council and, if it be necessary, to the Executive Committee of the Senate for their information.
 - i. Disclosure of finding. The provisions of paragraph 2.5.12 shall apply mutatis mutandis to the disclosure of a finding of the Student Disciplinary Appeals Committee.

OTHER RULES

Other rules announced later by the University Authorities, such as the Dean of students, Deans of Halls of Residences, Mayors, Vice-Chancellor, Faculty Deans and other Administrators, become effective after they have been announced. They will attract disciplinary measures if violated.

SECTION 3: STUDENTS' ASSOCIATION CONSTITUTION

3.1. ESTABLISHMENT

- 3.1.1. The Students' Association of Solusi University is hereby established as an unincorporated Association with perpetual succession, with the right to own property and to sue and be sued in its own name. It being clearly understood that the said body shall at all times be and remain subject to the control and regulation of the Vice-Chancellor and Administration of Solusi University, under whose auspices it exists and operates.
- 3.1.2. a. The Students' Association shall not become affiliated to any organization representing or purporting to represent students or students' interests or in the interests of groups or organizations, associations or societies whose membership consists entirely or largely of students, by whatever name such groups or organizations, associations or societies may be known, which conduct any of their business or activities on or during the Sabbath day, e.g. the period between Friday sunset to Saturday sunset.
- b. Notwithstanding the generality of the foregoing provision, nothing shall prevent the participation of the Students' Association Representatives in the meetings of any organization at times other than between sunset on Friday and sunset on Saturday and provided that such participation does not conflict with the basic philosophy and principles of Solusi University.
- 3.1.3. The Student Representative Council which is hereby established, shall neither hold or arrange for any of its own meetings or activities nor shall it allow the holding or arrangement for any of the meetings or activities of any of its subsidiary bodies to be held on the Sabbath day as defined in sub-paragraph 1.2.b. above any other day that has been scheduled for an official University program.

3.1.4. For the avoidance of all doubt, the Vice-Chancellor or a person designated by him/her shall ex officio be a member of each of the Committees of the Association and the Student Representative Council hereby established.

3.2. AIMS AND OBJECTIVES

3.2.1. To provide for representation and participation of students in matters directly affecting their interests.

3.2.2. To provide an effective channel of communication between the student body, the administration and faculty in relation to matters of mutual concern.

3.2.3. To serve as a training ground for leadership development within the student community by participation in decision making processes at appropriate levels and facilitate the establishment of an environment where students can develop physically, intellectually, socially, spiritually and culturally.

3.2.4. To promote and coordinate the activities of students' clubs and societies on campus.

3.2.5. To serve as a channel for interaction with other universities in intellectual, cultural, social and spiritual spheres.

3.3. MEMBERSHIP

3.3.1. All fulltime students of Solusi University shall be entitled to fullmembership of the Association with the right to participate and vote in the meetings and elections of the Association and to hold office in any of the organs of the Association established in terms of or under the provisions hereof. Part- time students may become members of the Association by paying dues.

3.3.2. Part-time students who do not pay dues and faculty members are entitled to associate membership, with no right to vote or hold office in the Association or any of its subsidiary organs, but with the right to participate in discussions at General or Special Meetings of the Association.

3.4. MANAGEMENT AND CONTROL

3.4.1. ESTABLISHMENT OF STUDENT REPRESENTATIVE COUNCIL

There shall be established for the purpose of the management of control of the affairs of the Association a Student Representative Council, the functions, powers and duties of which are as set out hereafter.

3.4.2. FUNCTIONS, POWERS AND DUTIES OF STUDENT REPRESENTATIVE COUNCIL

- 3.4.2.1. The Student Representative Council elections shall be conducted three weeks after the commencement of the first Regular Semester, a week after the commencement of the first Block Release and Trimester Sessions. In the event that elections cannot be held within this period due to circumstances beyond the control of anyone, the Dean of Student Affairs shall advise on the best possible election period.
- 3.4.2.2. The Student Representative Council shall fulfil the aims and objectives of the Students' Association and be responsible for the conduct of the affairs of the Association and the day to day administration of the affairs thereof.
- 3.4.2.3. The Student Representative Council shall be accountable to the Students' Association in regard to its conduct of the affairs of the Association.
- 3.4.2.4. The Student Representative Council shall control and maintain the property and assets of the Students' Association.

- 3.4.2.5. The Student Representative Council shall prepare and present annual estimates of the Students' Association income and expenditure for submission to the Students' Association in General Meeting for its approval.
- 3.4.2.6. The Student Representative Council shall consider and prepare items to be placed on the agendas or all General or Special Meetings of the Association as the case may be.
- 3.4.2.7. In regard to the conduct and administration of the affairs of the Students' Association, the Student Representative Council shall have the power to formulate bylaws and regulations and to take action in accordance with such bylaws and regulations, within the parameters of this constitution and with the approval of the Students' Association.
- 3.4.2.8. The Student Representative Council may form standing committees as required by this constitution and establish other or additional committees as it may deem appropriate for the conduct of the business of the Students' Association.
- 3.4.2.9. Delegate its powers to the standing committees and any other committees as it may deem appropriate, subject to approval by the Students' Association.

3.5. STUDENT REPRESENTATIVE COUNCIL

3.5.1. COMPOSITION

The following offices constitute the Student Representative Council:

- President
- Vice President
- Secretary General
- Minister of Finance
- Minister of Academic Affairs
- Minister of Public Relations
- Minister of Religion
- Minister of Sports, Clubs and Recreational
- Minister of International Affairs
- Minister of Health, Social & Welfare
- Secretary

In addition to the elected members of the Student Representative Council, it shall also consist of the **Students Association Sponsor** to be appointed as provided in **Section 3.5.1.12**.

3.5.1.1. PRESIDENT

- a) Shall be an Adventist in good and regular standing who subscribes to the mission, values and philosophy of the University.
- b) Shall be a Member of the University Council as per the University Charter (Part III, Section 9, sub-section 2(n)).
- c) Shall also serve as a chair of Innovation & Industrialization Committee
- d) Shall be responsible for directing the Students Association and the Student Representative Council in accordance with the aims and objectives of the Association.
- e) Shall call and chair all sessions of the Student Representative Council.

- f) Shall call and chair all general meetings of the Students' Association.
- g) Shall be a member of Student Disciplinary Committee
- h) Shall sign all minutes of meetings after their adoption.
- i) Shall serve as ex officio member of all Students' Association committees.
- j) In consultation with other members of the Student Representative Council the President may reprimand any member of the Student Representative Council who is guilty of unworthy or unbecoming conduct.

3.5.1.2. VICE-PRESIDENT

- a) Shall be an Adventist of good and regular standing who subscribes to the mission, values and philosophy of the University.
- b) Shall be a member of the Student Representative Council's standing and other committees.
- c) Shall monitor the activities of the Student Representative Council Sub-committees and student representation in University and/or other committees which require Student Representation. This shall be carried out with reference to the minutes obtained from these committees without derogating from the generality of the foregoing, these committees currently are:
 - i. Student Representative Council Committees:
 - Finance
 - Academic Affairs
 - Public Relations
 - Religious Affairs
 - Sports, Clubs and Recreational
 - International Affairs
 - Health, Social & Welfare
 - Innovation & Industrialization Committee
 - ii. University Committees:
 - Work Programme Committee

- Food Services Committee
- Health and Wellness Committee
- Campus Ministries Committee
- Sports, Clubs and Recreational Committee

3.5.1.3. SECRETARY GENERAL

- a) Shall act as Sergeant-at-arms during General Meetings.
- b) Shall ensure that procedures are followed at Association meetings.
- c) Shall ensure that the constitution is adhered to in all activities and proceedings.
- d) Shall refer the new students to the association Constitution at the end of the Student Handbook and holds orientation sessions with them.
- e) Shall inform new officers of their constitutional duties.
- f) Shall chair all Appeals Committees appointed by the Student Representative Council.

3.5.1.4. MINISTER OF FINANCE

- a) Shall chair Student Representative Council Finance Committee.
- b) Shall present the annual budget at the first General Assembly meeting of the academic year.
- c) Shall request all Students' Association funds from the University and be the custodian of all electronic banking platforms.
- d) Shall report each semester or as requested by the Association, the current financial standing.
- e) Shall be a student who is not in his or her final year but who has a minimum qualification of "A" Level Accounting or equivalent certificate.
- f) Shall initiate and administer income generating projects as approved by the University.
- g) Shall be accountable for the assets of the Students' Association.

3.5.1.5. MINISTER OF ACADEMIC AFFAIRS

- a) Shall chair the Student Representative Council Committee under his /her office.
- b) Shall coordinate all activities of all academic clubs on campus.
- c) Shall liaise with the University academic administration in regard to all academic issues.
- d) Shall facilitate academic interaction with other student representative councils of other institutions of higher learning.

3.5.1.6. MINISTER OF PUBLIC RELATIONS

- a) Shall chair the Students Association sub committees under his / her office.
- b) Shall chair the Public Relations Committee.
- c) Shall work and liaise with the University Public Relations office.
- d) Shall generate articles for off-campus publication through which good publicity for the University will be developed

3.5.1.7. MINISTER OF RELIGION

- a) Shall chair the Religious Affairs Committee.
- b) Shall be in charge of all religious exercises during Association meetings.
- c) Shall serve as a member of the Campus Ministries Committee of the University.
- d) Shall promote and organizes religious activities for the spiritual growth of all students, e.g. Student Week of Spiritual Emphasis.
- e) Shall be a theology or religion student who subscribes to the mission, values and philosophy of the University.
- f) Shall be responsible for all matters of religion pertaining to the Students' Association.

3.5.1.8. MINISTER OF SPORTS, CLUBS AND RECREATIONAL

- a) Shall chair the Student Representative Council Sports, Clubs and Recreational Committee.
- b) Shall preside and coordinate over all the student sports, clubs and recreational activities.
- c) Shall be responsible for the custody and maintenance of all sports equipment used in Students' Association activities
- d) Shall recommend captains for various sporting activities to the Sports, Clubs and Recreational Committee.
- e) Shall serve as a member of the Solusi University Sports, clubs and recreational Committee
- a) Shall coordinate and preside over all student sporting, clubs and recreational activities.
- b) Shall coordinate all Student Association entertainment, cultural activities and social functions

3.5.1.9. MINISTER OF INTERNATIONAL AFFAIRS

- a) Shall chair the Student Representative Council International Affairs Committee.
- b) Shall be liaison between the Universities Registry Department and International Students for processing of students study permits.
- c) Shall play an active role in the recruitment of other International Students on behalf of Solusi University.
- d) Shall be liaison between the University Transportation Department and Students where there is need for special arrangements for international students.
- e) Shall attend to issues relating to the welfare of International Students

3.5.1.10. MINISTER OF HEALTH, SOCIAL & WELFARE

- a) Shall chair the Health, Social and Welfare Committee.

- b) Shall serve as a member of the Solusi University Health and Wellness, Food Services and Work Programme, Student Rehabilitation Committees
- c) Shall coordinates all the Association's Social functions
- d) Shall work with the Dean of Student Affairs and Residence Hall Deans to ensure that a safe and supportive environment is maintained all the times.

3.5.1.11. SECRETARY

- a) Shall take and keep minutes of the meetings of the Student Association and Student Representative Council.
- b) Shall present the minutes of previous meetings at all regular meetings of the Association and Council.
- c) Shall be the custodian of all Student Representative Council records including financial records, correspondence, etc.
- d) Shall post notices of all General, Special and Emergency meetings together with agendas of such meetings and minutes of previous meetings on the university Bulletin Board.

3.5.1.12. STUDENT ASSOCIATION SPONSOR

- a) The Students' Association Sponsor shall be appointed by the Vice-Chancellor on the advice and in consultation with the President of the Student Representative Council who shall represent the views of the Students' Association, provided that the Vice-Chancellor shall have and retain an ultimate discretion regarding this appointment.
- b) In meetings where there is no student representation the sponsor shall represent students to the administration and faculty and vice versa. Shall cooperate with and acts as facilitator with the office bearers of the association in relation to the activities of the Association.
- c) Shall represent the Faculty on the Student Representative Council.
- d) Shall attend all official Association meetings and be available for consultation in regard to all Ad Hoc and other committee meetings.

- e) Shall have full veto power only in regard to matters, acts, actions or activities which constitute or appear to constitute or may lead to a departure from the philosophy and objectives of Solusi University.

3.6. TERMS OF OFFICE

- a) The terms of office for all office bearers shall be **one academic year** from the date of installation.
- b) Office Bearers with no disciplinary record **may seek re-election for one additional consecutive term.**
- c) No officer shall serve more than two terms.
- d) Office bearers of the Student Representative Council and Student Representative Council Committees shall be elected during the first half of the first semester of each academic year.
- e) Office bearers elected shall be inaugurated within two weeks after elections.
- f) Should an office fall in the middle of a term, any individual that is nominated to hold that post to complete a term shall be eligible to contest in the following elections only if they served for less than one third of a full-term.

3.7. ELIGIBILITY OF CANDIDATES FOR OFFICE

- a) The current and cumulative GPA for any candidate shall not be less than 2.50.
- b) Each candidate for President and Vice President should be a member of the Seventh-day Adventist Church who is in good and regular standing.
- c) No person shall be allowed to participate in an election as a candidate and all other student leadership positions if such person has a pending disciplinary case which has not yet been settled with relevant authorities.

- d) No person shall be eligible for election to any office if he/ she holds another office.
- e) No member of the Election Commission shall be eligible for election to any office.
- f) Each candidate for election shall be approved by the General Faculty Assembly.

3.8. INSTITUTIONAL MEMORY AND ARCHIVES

- a) All SRCs shall hand over a comprehensive report, including budgets, minutes, and project documents, to a permanent digital archive maintained by the Office of the Dean of Students.
- b) No SRC shall assume office without a formal handover ceremony and signed documentation of assets and liabilities.

3.9. SUSTAINABLE STUDENT-LED ENTERPRISE

3.9.1.1. The SRC may operate revenue-generating projects (e.g. tuck shops, stationery, events, etc.) under oversight from the Dean of Students and Student Finance Office.

3.9.1.1.1. A Student Innovation and Enterprise Desk shall be established to incubate ideas, fund ventures, host pitch sessions, and attract alumni/NGO/private equity partnerships.

3.10. INDEPENDENT ELECTION COMMISSION

- 1. The Dean of Student Affairs shall elect the Chairperson and Secretary of the Commission.

2. The Commission shall consist of eleven (11) members appointed by the Dean of Student Affairs team fourteen (14) calendar days prior to elections being held.
3. Shall be responsible for the election process and the chairperson of this Commission shall preside over all aspects and meetings in relation to this process.
4. Shall be responsible for providing a fair and just election environment.
5. Shall be responsible for conduction of elections, counting of votes and announcement of election results on the same day.
6. Shall come up with a budget for running the elections.
7. This commission shall operate on voluntary basis with no expected remuneration.

3.11. ELECTION PROCEDURES

- a. The announcement of the commencement of the nomination for election to office for the Student Representative Council shall be placed on the University announcements notice boards at least one (1) week prior to the closing day for the acceptance of nominations; therefore, it is determined by the Election Commission.
- b. Nominees must submit a list of sponsors (these are people who support the nominees desire to contest in the election), co-signed by each, providing each sponsor's full particulars and indicate the office to which such nominee seeks election. The sponsors must comprise at least 10% of the members of the Association. The actual number of sponsors must be specified in the notice referred to above.

- c. The list of nominees shall be submitted to the office of the Registrars records office for verification.
- d. The Elections Commission shall co-opt to its number 2% of the student body, to be student commissioners with representation from each faculty, who shall serve on voluntary basis with no remuneration expected. All Election Commissioners shall be inaugurated prior to commencement of their duties. This enlarged inaugurated commission shall organize, supervise and conduct the elections with the active assistance of the Solusi University Security Department. All decisions shall be taken by a simple majority of the vote cast.
- e. Voting shall be by secret ballot. When each of the offices has been filled, the Elections Commission shall announce the successfully elected candidates to the Students at a special assembly meeting. If the office bearers elect are confirmed in their offices by the Independent Election Commission, they will at the same meeting be installed in their offices. After the office bearers elect have been installed in their offices the Elections Commission shall be dissolved.
- f. Should any one or more of the offices not be filled, the Student Representative Council shall put in motion a process to fill the vacant positions. The proposed name or names shall be submitted to the Dean of Student Affairs for approval for appointment to a particular office or offices as the case may be. If this person or these persons are approved and confirmed in office they shall be installed.
- g. It is foreseen that the whole of the Electoral process shall be completed within three weeks after the appointment of the Elections Commission.
- h. Offices that fall vacant during the term shall be filled by the SRC and the

Association Sponsor, after the faculty has approved the prospective candidates.

- i. In the absence of the President, the next officer present shall resume the duties of the President.
- j. In the process of unsatisfactory results, the candidate can request for a recount by providing satisfactory evidence that justifies the recount.

3.12. GENERAL MEETINGS

Two General Meetings of the Students' Association shall be held during each Semester.

3.12.1. NOTICE

Notice of the time, venue and agenda of any General meeting shall be given 72 hours prior to the meeting being held, by placing a notice disclosing the above information on the University announcements notice board.

3.12.2. AGENDA

- a. Unless otherwise notified these meetings shall deal with the routine business of the Association.
- b. The agendas for such meetings shall be compiled by the Secretary of the Student Representative Council and approved by Student Representative Council and thereafter submitted to the Dean of Student Affairs for his / her information. No notice of the general meeting shall be given to the Students' Association without obtaining the approval of the agenda by the Student Representative Council.
- c. Items to be placed on the Agenda of any General Meeting shall be submitted to the Secretary of the Student Representative Council at least 96 hours prior to the time when the meeting is scheduled to commence.

3.12.3. MEETINGS

- a. All General and special meetings of the Students Association shall be chaired by the President or Vice-President of the Student representative Council or such other officer as nominated by the President.

- b. The President shall give effect to the rules of order of meetings either as laid down by the Student Representative Council in its regulations and by-laws or as required by the general law. He / she shall be advised therein by the Secretary General.

3.12.4. QUORUM

- a. For any General Meeting to be properly constituted it must be attended by the Student Representative Council President and/or Vice President; the Secretary General and the Students' Association Sponsor.

- b. Should a meeting fail to take place as a result of a failure to constitute a quorum, it shall be postponed for a period of 1 week. If a quorum is not constituted on the second occasion, then the Student Representative Council shall be deemed to have been empowered by the Students' Association to make decisions on its behalf.

- c. The Quorum for any General Meeting shall be 51% of the voting members of the Students' Association including those persons mentioned in paragraph 10.5.1.

3.12.5. APPEALS

- a. Should a member feel aggrieved by the decisions of the President in relation to any matter relating to the conduct of a meeting, such aggrieved member may submit a written request to the Secretary of the Student Representative Council who will call a special meeting of the Student Representative Council to appoint an Ad Hoc Board of Appeals to deal with the appeals from decisions of the President.

- b. The Board of Appeals will consist of the Secretary General together with four students elected by the Students' Association.
- c. The aggrieved person will be entitled to place his / her grievance before the Board.
- d. All decisions of the board shall be final and its decision shall be published on the University Bulletin Board.

3.13. STUDENT REPRESENTATIVE COUNCIL FINANCES

- 3.13.1. At the first meeting of the Student Representative Council after installation of its office bearers, they shall each submit a plan of proposed activities of the following academic year to the Treasurer, together with an estimate of expenditure and proposed sources of revenue.
- 3.13.2. The treasurer shall compile his or her overall budget for the year on the basis of the overall plan to be approved by the Student Representative Council and submit it to the Students' Association for approval.
- 3.13.3. All withdrawals against the Students' Association Account must be signed by three signatories; the President or the Vice President or the Secretary General and the Treasurer of the Student Representative Council and shall also be signed without fail by the Dean of Student Affairs or the Director for Financial Administration in his absence.

3.14. OPERATION AND CONTROL OF FINANCES

- a. Students' Association dues shall be collected by the University Business Office and held in a Separate Students' Association Account.
- b. All other income and monies shall be accounted for by the Treasurer of the

Student Representative Council by the issuing receipts of such monies or income as soon as practicable or possible; afterward the receipt thereof be banked through the University Business Office into the Students' Association Account.

- c. The Treasurer shall maintain receipt books and the normal books of account on behalf of the Student Representative Council and Students' Association.
- d. The Treasurer shall have the custody of the tax invoices on behalf of the Student Representative Council and Students' Association, and these shall be filed by him/her.
- e. All withdrawals against the Students' Association Account be signed by two signatories, either the President or Treasurer of the Student Representative Council and either the Director of Finance or Dean of Students or Chief Accountant.
- f. All payment requisitions shall be accompanied by quotations, purchase orders or any other valid documentation in support of the necessity for the payment and shall be submitted to the Treasurer.
- g. A copy of each processed cheque requisition shall be kept in the records of the University Business Office.
- h. Both Liquidity and Cash Flow must be submitted to the Student representative Council on a monthly basis.
- i. Both revenue and Expenditure Association shall be posted on the University Bulletin of the final General Meeting of the Students' Association for that Semester.
- j. The Treasurer shall implement such additional control and security measures as he or she deems necessary or as required by the Audit Committee, upon approval by the Student Representative Council, which approval shall be sought at the earliest possible point in time subsequent to its recommendation.
- k. The Student Representative Council shall appoint a committee of at least 3 Business Students, who have successfully completed Auditing together with one

member of the Business Studies (Accounting) staff to carry out an audit of the Books of the Account of the Student Representative Council and the Students' Association and to study the procedures and practices followed and report thereon.

- l. Such audit shall be incorporated in the Treasurer's final Revenue and Expenditure Account for each term of office.

- m. Allowance rates for the Student Representative Council, its standing Committees and Students' Association employees shall be presented to the Students' Association at the time the budget is presented.

- n. All Student Representative Council office bearers who have been entrusted with any property or funds belonging to the Students' Association, shall, at the end of the semester, furnish a full report to the Dean of Students or his/her designate, regarding the location of such property for safe keeping during the holidays.
- o. Should such office bearer of the Student Representative Council fail to provide such accounting to the Treasurer, he or she shall be obliged to furnish a full accounting to the meeting of the Student Representative Council called by the President at the request of the Treasurer for a date, not later than seven days after the day on which such accounting was first due in terms of the provisions of paragraph 11.3 (o)(i) above.
- p. Should the accounting of the office-bearer in question, in the opinion of the Treasurer or the Student Representative Council, not be satisfactory, the matter may be referred by them to the Student Disciplinary Committee to be dealt with in terms of the rules of the Student Discipline.

3.15. REMOVAL OF OFFICERS FROM OFFICE/DISCIPLINE/CENSURE

- a. Upon written notice of any voting member of the Association delivered to the Secretary of the Student Representative Council, the Student Representative

Council must bring before the next General Meeting of the Students' Association, the name of any officer or member of a Student Representative Council Committee or sub-committee for removal from office or censure.

- b. The incumbent office bearer may be removed by two thirds (2/3) majority vote of the total membership of the Association.
- c. Officers must maintain a cumulative GPA of 2.50 and a satisfactory citizenship record to remain in the office.
- d. Members of the Student Representative Council or other standing committee must not be subject to any academic or citizenship probation whilst in office.

3.16. LEGAL ADVICE/PROCEEDINGS AND ACTIONS

The Students' Association, in its own name, may seek and procure legal advice and/or representation in regard to:

- a. Potential or actual disputes between itself and its members in regard to status, money claims or disciplinary or procedural matters.
- b. Potential or actual disputes relating to liability for any of its own acts as an Association vis-à-vis organizations, bodies corporate or individuals.

3.17. SPECIFIC LIMITATIONS

- a. The Students' Association shall not, nor shall any of its organs, representatives or committees, be entitled to institute or to contribute to the financing of proceedings against the University or any of its officers in relation to disciplinary proceedings instituted within the University against any student or students in terms of the University's Charter or the Rules or Regulations made thereunder.
- b. Nothing in the foregoing provision shall prevent an individual who has been

subjected to disciplinary proceedings authorized by University charter and feels aggrieved thereby to exercise any of his or her common law rights against any party or parties thereto at his or her own expense after having exhausted the remedies provided with Regulations made in terms of the Charter.

- c. Prior to securing representation in any legal proceedings which are contemplated to be instituted by the Student Representative Council on behalf of the Students' Association, no charges or costs shall be incurred except in respect to obtaining legal advice on which the instruction of proceedings is or may be based, without a mandate being obtained in respect to such action from the Students' Association at a special meeting called for this purpose.
- d. The Student Representative council shall be the only recognized authority to appoint and empower any member of either the Council or the Association to consult a Legal Practitioner for the advice referred to in paragraph 13.2 (c)(i) above.
 - e. Should any member of the Council or the Association seek such advice or institute proceeding in contravention of provisions the fees and charges raised against the Council or the Association by such Legal Practitioner shall be recoverable in full from such member as well as any costs, fees and charges allowed to an opposing party by any lawful authority

3.18. AMENDMENTS

3.18.1. NOTICE OF INTENTION TO MOVE FOR AMENDMENT

Notice of a proposal to amend this constitution may be submitted by any voting member of the Association to the Secretary of the Student Representative Council in writing, in the form of a draft resolution to that effect.

3.18.2. REFERRAL TO STUDENT REPRESENTATIVE COUNCIL

The Secretary of the Student Representative Council shall submit the proposal as soon as possible to the next meeting of the Student Representative Council for approval by it, for inclusion of the resolution in the Agenda of a Special Meeting of the Students' Association

and for the purpose of considering the resolution amending this constitution.

3.18.3. REFERRAL TO VICE-CHANCELLOR

- i. The secretary of the Student Representative Council shall, if the Student Representative Council approves of the resolution and of a the calling of a Special Meeting, give notice to this effect to the Vice- Chancellor.
- ii. The Vice-Chancellor shall notify the Secretary within 24 hours of his / her attitude to the proposed amendment to the Constitution and is hereby authorized to delay the consideration of such amending resolution by the Students' Association until after he or she has consulted members of the University Council. If it appears to him / her questionable that the University Council should approve of the proposed amendment, then its approval therefore is sought.

3.18.4. CALLING OF SPECIAL GENERAL MEETING

- i. Once the holding of the Special Meeting of the Students' Association has been approved, in terms of the fore-going provisions, the Secretary of the Student Representative Council shall give notice of the Special Meeting of the Students' Association by placing a notice to this effect on the University Bulletin Board at least 48 hours before the date and time on which the meeting shall be held.
- ii. Such notice shall include notice of the venue of the meeting and a copy of the draft resolution proposed to be amended by the constitution.
- iii. Notwithstanding anything herein before contained, any resolution amending this Constitution shall require the approval of no less than two thirds (2/3) of the voting members of the Students' Association. Voting shall be by secret ballot.

- iv. Notwithstanding that the proposed amendment has been approved by a Special Meeting of the Students' Association as provided in paragraph 14.2 above, it shall not amend this constitution unless it has been approved by the University Council at its next meeting.

- v. Once approval has been given by the University Council for the amendment of this Constitution in terms of the proposed amending resolution the Vice Chancellor shall notify the Secretary of the Student Representative Council to this effect and the secretary shall notify the members of the Students Association by placing a Notice to this effect on the University Bulletin Board.

3.19. REVOCATION

- i. The University Council reserves to itself the right from time to time and at all times hereafter to revoke the whole or part or any part or parts of the provisions of this Constitution without prior notice to the Association or its organs or committees.

- ii. In the event that this Constitution or any of the provisions thereof are revoked as foresaid, the University Council may insofar as it, in its entire discretion, deems it necessary, appoint such person, persons or committee to deal with the affairs of the Association as an interim or final measure with directions as to how it requires certain matters finalized.

3.20. DISSOLUTION

Except as provided in paragraph 15 above, a proposal for the dissolution of the Association shall be formulated as a draft resolution and submitted to the Secretary of the Student Representative Council where after the provisions in relation to a proposal for amendment to the constitution as contained in paragraph 14 shall apply mutatis mutandis.

NATIONAL ANTHEM

ENGLISH

Lift high, high, our flag of Zimbabwe
Born of the fire of the revolution And of the precious blood of our heroes.
Let's defend it against all foes; Blessed be the land of Zimbabwe.

Behold Zimbabwe so richly adorned With mountains and rivers, beautiful.
Let rain abound and fields yield the seed May all be fed and workers rewarded.
Blessed be the land of Zimbabwe.

God, bless the land of Zimbabwe, The land of our heritage, From the Zambezi to the
Limpopo. May our leaders be just and exemplary, Blessed be the land of Zimbabwe.

NDEBELE

Phakamisan' if'legi yethu yeZimbabwe
Eyazalwa yimpi yenkululeko;
Legaz' elinengi lamaqhawe ethu Silivikele ezithen' izonke;
Kalibusiswe ilizwe leZimbabwe.

Khangelan' iZimbahwe yon' ihlotshisiwe
Ngezintaba lang' miful' ebukekayo, Izulu kaline, izilimo zande;
Iz'sebenzi zenam', abantu basuthe;
Kalibusiswe ilizwe leZimbabwe.

Nkosi busis' ilizwe lethu leZimbabwe
Ilizwe labokhokho bethu thina sonke;
Kusuk' eZambezi kusiy' eLimpopo
Abakhokheli babe lobuqotho;
Kalibusiswe ilizwe leZimbabwe.

SHONA

Simudzai mureza wedu weZimbabwe
Yakazvarwa nomoto wechimurenga;
Neropa zhinji ramagamba
Tiidzivirire kumhandu dzose;
Ngaikomborerwe nyika yeZimbabwe.

Tarisai Zimbabwe nyika yakashongedzwa
Namakomo, nehova, zvinoyevedza
Mvura ngainaye, minda ipe mbesa
Vashandi vatuswe, ruzhinji rugutswe;
Ngaikomborerwe nyika yeZimbabwe.

Mwari ropafadzai nyika yeZimbabwe
Nyika yamadzitateguru edu tose,
Kubva Zambezi kusvika Limpopo,
Navatungamiri vave nenduramo.
Ngaikomborerwe nyika yeZimbabwe.