

PART I GUIDELINES AND PROCEDURES

1. In conformity with the provisions of the “Higher Education Act Number 4 of 2013,” the Dean of Students, Deans of Schools, Directors and the Librarian shall exercise disciplinary control over all students in the University on breaches of these rules and regulations arising in the halls of residence, schools, directorates, institutes, the library and similar bodies both within and outside university premises.
2. **‘Student’** refers to anyone enrolled with the University irrespective of their registration status.
3. The general rules and regulations for students of the University shall become effective from the date of approval by the University Council. Any cases pending before the Student Board of Discipline or any other authorised body at the time of approval of these rules and regulations shall be continued under these rules and regulations.
4. The Dean of Students shall at all times be the custodian of student welfare and these rules and regulations.
5. Offences emanating from any contravention of the rules and regulations, outlined in Part II shall be reported to the Dean of Students or the Designated Authority by the Deans of Schools, Directors, the Librarian, Students or any other Complainant.
6. The Dean of Students or the Designated Authority shall, if satisfied with the evidence provided by the complainant, charge the student(s) by specifying the breached rule and arrange for the Student Board of Discipline or the Authorised Body to hear and determine the case.
7. The Student Board of Discipline or the Authorised Body shall be responsible for hearing all disciplinary cases of students charged under these rules and regulations. The Board or the Authorised Body shall regulate its procedure and conduct business with a quorum of two thirds of members present provided that the Chairperson or the Vice-Chairperson shall be among the members present.
8. The Student Board of Discipline comprising eleven (11) members shall comprise; 2 from School of Law; 2 from Dean of Students Office; 4 Academic members of staff(one from Ridgeway Campus and three from the admitting Schools at the Great East Road Campus); 2 student representatives and the Deputy Registrar

Academic Affairs. The Authorised Body shall comprise such number of members as will be determined by the appointing authority.

9. The Secretary of the Student Board of Discipline or Authorised Body shall write to the charged student(s) indicating or outlining the complainant(s) and notify them of the date, time and venue of the hearing. The notice shall be served on the students directly or through the Dean or the Director of School or Unit and the student shall sign acknowledging receipt of the same. In case a student is not within campus, notification by telephone or email shall be deemed sufficient notice. In all instances, the notification shall be given to the charged student at least three (3) days before he or she appears for a hearing. It shall be the responsibility of the charged student to bring witnesses and supporting documentation at the hearing of his or her case. Dates of hearing shall be set by the Board.
10. If a student refuses to acknowledge receipt of a notice to appear before the Student Board of Discipline or Authorised Body to answer to charges of the alleged misconduct, the serving of the notice and the date, time and place of service shall be recorded. Confirmation, in writing, by the person who served the notice and/or the Dean of School or the Director shall be sufficient proof that a student was served with such notice and he or she is aware of the hearing. When the charged student cannot be found or located in the ordinary course, a notice left at the last known address (Hall of Residence or School or Directorate or Institute) shall be deemed sufficiently served and the disciplinary body shall proceed to hear the matter in absentia.
11. The Secretariat of the Student Board of Discipline shall submit a written report or minutes of all cases heard to the Dean of Students within fifteen (15) days of concluding deliberations. The Dean of Students will then communicate in writing, the verdict to the affected student(s) within ten (10) days upon receipt of the report or minutes.
12. The imposition of penalties arising from breach of the General Rules and Regulations shall lie with the Student Board of Discipline or the Authorised Body. Depending on the gravity of the offence committed, the Student Board of Discipline or the

Authorised Body shall have the discretion to impose lesser or stiffer penalties

other than those prescribed in Part II of this document. Generally, the recommendations of the Student Board of Discipline or the Authorised Body shall be binding.

13. Any student found guilty under these rules and regulations shall have the right to appeal to the Vice-Chancellor within fourteen (14) days from the date of effecting the penalty. The Vice-Chancellor shall have power to set aside the penalty, confirm it, vary it or impose a stiffer penalty than what was originally imposed on the student. The original verdict shall remain effective pending determination of the appeal by the Vice-Chancellor.
14. Any students not satisfied with the decision of the Vice-Chancellor may appeal to the Executive Committee of Council (EXCO) within seven (7) days of the communication from the Vice-Chancellor. The EXCO shall have the power to set aside the penalty, confirm it or vary it as circumstances shall dictate. The original verdict shall remain effective pending determination of the appeal by the EXCO.
15. The Deans of Schools, Directors, the Librarian, Dean of Students, Deputy Registrar, Academic Affairs and other responsible persons shall ensure the enforcement and compliance of penalties by preventing suspended and expelled students from attending classes or lectures, writing tests and examinations, or engaging in any other activity of the University. Any student who is suspended or expelled shall be obliged to immediately leave the campus and shall be excluded from University activities.
16. Any student who is suspended or expelled under these Rules and Regulations shall forfeit any claim for refund or reduction of money paid as tuition, accommodation and/or other fees to the University. In case of suspended students, they shall have to pay all outstanding fees at the time of suspension prior to re-admission.
17. Conduct off campus in violation of these Rules and Regulations which affects a clear and distinct interest of the University is subject to disciplinary sanctions.
18. Unless circumstances dictate otherwise, where a student who has had notice according to these rules and regulations fails to attend disciplinary meetings when required to do so, the Student Board of

Discipline or the Authorised Body shall hear the case in absentia at its next meeting and an appropriate decision communicated accordingly.

19. Where it appears, in the opinion of the Student Board of Discipline that an accused person is giving excuses or is engaging in delaying tactics so as to defeat the course of justice, the Student Board of Discipline shall proceed to hear the case in absentia after assessing and documenting the information available which confirms the suspicion of delaying tactics.
20. Where witnesses appearing before the Student Board of Discipline are sued in any Court of Law or reported to the police on matters arising from a complaint before the Student Board of Discipline, the said students shall be eligible for legal representation and any other relevant assistance by the Legal Counsel of the University of Zambia.
21. An accused person is strictly precluded from commencing court action against any complainant(s) or witnesses arising from information or cases before the Student Board of Discipline. All accused persons and complainants are obliged to follow the procedure created by these Rules and Regulations until the final determination of the case.
22. The Student Board of Discipline shall not entertain any communication from lawyers purporting to be representing accused students appearing before it nor will it entertain any lawyers appearing on behalf of accused students or complainants.
23. The Student Board of Discipline reserves the right to seek help from the Security and Zambia Police or any other security agency to deal with any person appearing before it who exhibits violence towards witnesses appearing before it or towards members of the Board.
24. The sittings of the Board shall take precedence over any other issue affecting the accused person or the complainant unless the contrary is proved before the Board why the hearing of a matter should be moved to another date.
25. In cases of extreme and sustained student unrest which causes damage to property and threatens the lives of people both within and outside the University, the Vice-Chancellor shall have the power to expel any student identified to be a ring leader or to have participated in the said riots or unrest.

26. The Dean of Students shall publish a list of students who are suspended or expelled from the University under these Rules and Regulations upon completion of the appeal process.

PART II RULES AND REGULATIONS

These Rules and Regulations shall apply to all students at the University of Zambia. All students are expected to conduct themselves in a mature and responsible manner.

The following shall be considered as action, omission or conduct contrary to these rules and regulations and shall be regarded as misconduct.

HALLS OF RESIDENCE

1. Painting of a study room without authorisation or writing which may result in disfiguring (i.e graffiti) on the walls or doors or any part of the halls of residence; or undertaking to paint a study room without prior written permission from the Dean of Students.

Penalty: *a fine of at least K500.00 or the actual cost of redressing the damage shall be imposed and/or withdrawing of the bed space.* 2. Loss of or damage to university property.

Penalty: *a fine of at least K500.00 or the actual cost of replacing the property or redressing the damage shall be imposed.*

3. Playing loud music at any time of the day or night to the extent of disturbing other students who want to sleep or study.

Penalty: *the bed space shall be withdrawn immediately and the musical instrument or television set shall be confiscated for the remainder of the academic year or both.*

4. Removing University property from study rooms or any other place without prior written permission from the Dean of Students.

Penalty: *a fine of at least K500.00 or the actual cost of replacing the item shall be imposed or the bed space shall be withdrawn.*

5. Changing accommodation without prior written permission from the Dean of Students.

Penalty: *the student shall be suspended from Hall of Residence for one academic year after which the student may re-apply.*

6. Co-habiting in study rooms.

Penalty: *the bed space shall be withdrawn immediately for one academic year in case of full-time students or for the duration of*

- the residential school in case of distance education students.*
7. Living with a baby and nanny in a study room at any time.
Penalty: *the bed space shall be withdrawn immediately for one academic year in case of full-time students or for the duration of residential school in case of distance education students.*
 8. Charging squatter fees and/or sub-letting a study room.
Penalty: *the student shall be suspended from the University for one academic year and shall refund the colleague the total value of the money paid.*
 9. Fraudulently obtaining a bed space using another student's particulars.
Penalty: *the student shall be expelled from the university.*
 10. Duplicating study room keys without prior written permission from the Dean of Students. Any loss of study room keys should be reported immediately to the Hall Attendant on duty.
Penalty: *the student shall be suspended from Hall of Residence for one academic year after which the student may re-apply.*
 11. Taking away University property and/or study room keys as the student leaves campus for vacation or upon graduation.
Penalty: *the student shall be charged the actual cost of replacing the property and accommodation fees at the current commercial rate for the duration that the study room remains inaccessible. In case of graduating students, their results and graduation shall be withheld until they pay the replacement cost of the property and the penalty fee for the study room.*
 12. Remaining in residence during vacation without prior written permission from the Dean of Students.
Penalty: *the student shall either be charged accommodation fees at current commercial rate for the period he or she remains in the study room or be suspended from residence for one academic year after which he or she may re-apply. In case of graduating students, their results shall be withheld until they pay the penalty fee.*
 13. Refusing to move to designated hostels during vacation.
Penalty: *the bed space shall be withdrawn for the duration of the study period.*
 14. Bringing personal beds, mattresses, lockers and furniture into the Halls of Residence without prior written permission from the Dean

of Students.

Penalty: *any unauthorised property brought into the University shall be seized; and the student may be suspended from residence for one academic year.*

15. Turning undesignated places other than those prescribed into sleeping quarters.

Penalty: *the student shall be suspended from the University for one academic year.*

16. Selling of merchandise by any student or club, association, society or operating phone or internet facilities for commercial purposes in the study rooms.

Penalty: *the club, association or society shall be de-registered. The individual student may be suspended from residence for one academic year after which the student may re-apply.*

17. Harboursing or providing accommodation to an expelled student.

Penalty: *the student shall be expelled from the University.*

18. Harboursing or providing accommodation to a suspended student.

Penalty: *the student shall be suspended from the University for one academic year.*

19. Harboursing or providing accommodation to an exclude school student.

Penalty: *the bed space shall be withdrawn immediately.*

20. Taking alcohol in the Halls of Residence.

Penalty: *the bed space shall be withdrawn immediately.*

21. Taking or selling of prohibited drugs and similar substances within and outside the University.

Penalty: *the student shall be expelled from the University.*

22. Engaging outsiders to perform personal tasks, e.g. washing clothes, cleaning rooms; or to perform tasks for clubs, associations or societies, e.g., selling in canteens and sleeping therein.

Penalty: *the student shall be suspended from residence for one academic year and in case of a club, association or society, shall be barred from operating business for two consecutive academic years.*

SPORTS AND RECREATION

23. Taking and selling alcohol during sporting events or trips.

Penalty: *the student shall be barred from participating in any sporting activities and trips for one academic year.*

24. Taking prohibited drugs and substances during sporting events and trips both within and outside university.

Penalty: *the student shall be expelled from the university.*

25. Failing to return any sports kit and equipment to the Sports and Recreation department at the end of each sporting event.

Penalty: *a fine of at least K500.00 or the actual cost of replacement of the sports kit and equipment shall be imposed.*

26. Organising or attending any party, discotheque, concert or dance or sport in study rooms or on campus grounds which has had no prior written permission of the Dean of Students or the Sports and Recreation Officer.

Penalty: *in the case of a club, association or society, it shall be de-registered; and in the case of students, they shall be suspended from residence for one academic year after which they may reapply.*

27. Soliciting by any student or club, association or society for funds or engaging in any fund raising activity within or outside the University using the name of the University without prior written permission from the Dean of Students.

Penalty: *the student shall be suspended from the University for two academic years` and in case of a club/association/society, it shall be deregistered or barred from participating in any activity for two academic years.*

28. Use of obscene gestures or profane provocative language or action towards an official, student, coach or spectator.

Penalty: *the student shall be suspended from the University for one academic year.*

29. Hooliganism, striking or attempting to strike or otherwise physically abusing an official, coach, spectator or athlete (Hooliganism includes threatening violence as provided under Regulation 50).

Penalty: *the student shall be suspended from the University for two academic years.*

30. Inciting participants or spectators to become violent or abusive or undertaking action without regard to one's conduct.

Penalty: *the student shall be suspended from the University for two academic years.*

UNIVERSITY ASSESSMENTS AND EXAMINATIONS

31. Attending classes, participating in continuous assessment activities and writing examinations in a school where one is not a registered student.

Penalty: *The student shall be expelled from the University.*

32. Engaging in academic fraud which includes but is not limited to writing assignments, tests, reports etc on behalf of other students.

Penalty: *All the students involved shall be expelled from the University.*

33. Impersonation during examinations and continuous assessment sessions.

Penalty: *All the students involved shall be expelled from the University.*

34. Presenting of copyright material without authority and plagiarism.

Penalty: *the student shall be expelled from the University.*

35. Presenting pre-written laboratory reports and being found in possession of experiment answers from previous years popularly known as "crooks" during laboratory sessions, tests and quizzes etc.

Penalty: *the student shall be expelled from the University.*

36. Reporting late for examinations.

Penalty: *a student who reports 30 minutes after commencement of the examination shall be barred from writing that examination and shall be removed from the examination room and/or suspended from the University for one academic year.*

37. Appearing at the examination hall or room without a student Identity Card and Examination Slip for that academic year.

Penalty: *the student shall be barred from writing the examination by the Chief Invigilator.*

38. Being found with pre-written answers, unauthorised written or printed and other material and/or electronic gadgets in the examination hall or room. The student shall immediately be removed from the examination hall or room and barred from continuing with the remainder of the examination session

Penalty: *the student shall be expelled from the University and the results in all the courses already taken in the particular examination session shall be nullified.*

39. Being found with pre-written answers and other materials on any part of the body or clothing i.e., graffiti. The student shall immediately be removed from the examination hall or room and barred from continuing with the remainder of the examination session.

Penalty: *the student shall be expelled from the University and the results in all the courses already taken in the particular examination session shall be nullified.*

40. Aiding or attempting to obtain aid or communicating with another student during the examination. The students involved shall immediately be removed from the examination hall or room and barred from continuing with the remainder of the examinations.

Penalty: *the students shall be expelled from the University and their results for the particular examination session shall be nullified.*

41. Aiding or attempting to obtain aid or communicating with another student during continuous assessment sessions. The students involved shall immediately be removed from the assessment hall or room and barred from continuing with the remainder of the assessment.

Penalty: *the students shall be suspended from the University for one academic year.*

42. Disorderly or riotous conduct during examination or assessment sessions. The student shall immediately be removed from the examination or assessment hall or room and barred from continuing with the remainder of the examination or assessment session.

Penalty: *the student shall be suspended from the University for one academic year.*

43. Continuing to write after expiry of time is announced by the Chief Invigilator.

Penalty: *the student has his or her results grade in the particular course reduced to the next lower grade.*

44. Writing names on answer booklets. Only student identification numbers are permissible and the same must be clearly written on each answer booklet.

Penalty: *the student shall have his/her results grade in the particular course reduced to the next lower grade.*

45. Taking any examination whilst serving a suspension or when the purported student is expelled.

Penalty: *a suspended student shall be expelled from the University and his or her results in all the courses examined shall be nullified; and in the case of an expelled student, he or she shall immediately be reported to the police for trespass.*

GENERAL

46. Production, possession and/or distribution of any pornographic material.

Penalty: *the student shall be expelled from the University.*

47. Any forced or coerced sexual act or rape.

Penalty: the student shall be expelled from the University.

48. Any form of sexual harassment or abuse.

Penalty: *the student shall be suspended from the University for two academic years.*

49. Fighting for any reason

Penalty: *the student shall be suspended from the University for two academic years.*

- 50 Threatening violence or use of abusive language or insulting or disorderly conduct or harassment of fellow students or staff of the University of Zambia for any reason.

Penalty: *the student shall be suspended from the University for two academic years.*

51. Possession and/or use of explosive, firearms, ammunition or other dangerous weapons.

Penalty: *the student shall be expelled from the University.*

52. Mutilating and/or removing literature, books and other materials from the Library and other resource centres of the university.

Penalty: *the student shall be suspended from the University for two academic years.*

53. Thieving of any kind, misappropriation of funds, fraud and/or any criminal activity.

Penalty: *the student shall be expelled from the University.*

54. Engaging in conduct or any act that may be detrimental to or jeopardise the maintenance of discipline or which is detrimental to providing normal services at the University and/or discrediting the reputation of the University.

Penalty: *the student shall be suspended from the University for two academic years.*

55. Unauthorised publication or information and communication with people and organisations both within and outside the University.

Penalty: *the student shall be expelled from the University.*

56. Engaging in any class boycotts, demonstrations or disturbance of academic lectures, tests, examinations and/or picketing in the Library.

Penalty: *the student shall be expelled from the University.*

57. Riotous behaviour and/or vandalism resulting in damage to any property.

Penalty: *the student shall be expelled from the University.*

58. Smoking tobacco or cigarettes in any undesignated area.

Penalty: *the student shall be suspended from Halls of Residence for one academic year or fined at least K500.00.*

59. Interfering with witnesses to a case before the Student Board of Discipline. This shall include suing witnesses or complainants in any court of law on matters arising from the disciplinary case.

Penalty: *the student shall be expelled from the University.*

60. Inciting fellow students or any other person or conspiring with other students or persons to contravene any of these Rules and Regulations.

Penalty: *the student shall be expelled from the University.*

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