

Introduction

The Dean of Students Department can best be summarised as the heart of student welfare at Africa University. It encompasses student accommodation (on and off campus), workshop and conference facilities, International Students Office, health services, counselling services, food services, student union, student clubs, the (famous) Africa University Choir, student discipline and academic discipline.

Mission

The Department endeavours to be a professional, accountable, growth oriented and student-driven department that seeks to create an enabling, safe, and supportive environment in which comprehensive high quality services are offered. This is to ensure wholesome development and preparation of students for leadership roles in Africa and the world at large, in line with the University's policies, philosophy and mission.

Objectives

In working towards its mission, the department seeks to:

- Promote integration, fusion, and peaceful coexistence of students from diverse cultures.
- Promote and foster the spirit of Pan Africanism.
- Instill discipline and inculcate virtues of integrity, trust, mutual respect, tolerance and friendship among students.
- Promote cultural exchanges and cooperation among students.
- Provide psychological counselling and advisory services to students.
- Provide appropriate care, services and user-friendly facilities for physically challenged students.
- Provide high quality Health Care and Health Education to students.

SERVICES

Our integrated support services provide specialist assistance in a wide range of areas as outlined below:

Student Accommodation

University Accommodation

Private Accommodation

University Accommodation

Africa University draws its students from many African countries. To ensure integration of the diverse African cultures, and foster the spirit of Pan Africanism, a compulsory nationality mix is implemented in allocating accommodation to students. As a result of this policy, living in AU's Halls of Residence is like being part of a big, unique family under the guidance and supervision of a caring and professional team

of Wardens. There are twelve Halls of Residence at present. Seven of them are two-storey. The other five are three storey. There are five or six study bedrooms in a corridor, with each corridor having its own bathroom facilities. Eight of these halls were named in honour of various persons, in recognition of their outstanding contribution to the development of Africa University. The following are the blocks and the persons after whom they are named:

Block A

Block B

Block C

Block D Bishop Hasbrook and Mrs. Mera Hughes Hall of Residence

Block E Kleist Hall of Residence

Block F Kennedy Hall of Residence

Block G Benhill Hall of Residence

Block I Bishop Woodie White Hall of Residence

Block J Bishop Edwin C. and Mrs. Boulton Hall of Residence

Block K Bishop Sheldon Duecker Hall of Residence

Block L name not yet known

Block N Prof. Rukudzo and Helen Murapa Hall of Residence

The twelve Halls of Residence together have a carrying capacity of 1005 students in triple occupancy. Undergraduate students stay in triple occupancy, while graduate students live in pairs. Each student has his or her own study desk, bookshelf and wardrobe. Bathroom and laundry facilities are communal. Each Hall of Residence has a common room, which has entertainment facilities such as TV/VCR. AU's Housekeeping and Maintenance Staff keep the halls clean and habitable. Additionally, security personnel are on duty at AU twenty- four hours a day.

Management of the Halls of Residence is controlled by the Warden, Assistant Wardens and Housekeeper. The Warden, assisted by Assistant Wardens and Subwardens, also act as student advisors. They also ensure that students obey Halls of Residence rules. Also assisting in the community life and smooth running of the Halls of Residence are corridor monitors who are resident students.

Private Accommodation

Private accommodation has increasingly become important because of the phenomenal growth in enrolment as a result of the introduction of new Faculties. The current space in the Halls of Residence cannot accommodate all students. Space in the Halls of Residence is very limited especially during the first semester when all students from attachment and teaching practice return on campus. The University does not have quarters on campus for married students; hence the need to seek privately owned accommodation off campus. The Office of the Warden provides help in an advisory role, in securing privately owned accommodation for students. This Office

holds details of landlords, public and private institutions offering both individual rooms in lodgings and whole properties in its databases.

Workshops and Conference Facilities

Bookings are available for outside groups and individuals who wish to use Africa University as a venue for workshops, seminars, retreats and other events during both the long vacation (May to August) and the short vacation (December to January). The facilities offered in the Dean of Students Department make Africa University the ideal place from which to explore the ambiance and grandeur of the Eastern Highlands, one of the tourist resorts in Zimbabwe. Dean of Students Department provides accommodation in the Halls of Residence and rates are availed on request. Accommodation charges are competitive and staff in the department and other supportive and complementary sections is well experienced in hosting local and international groups. Other units, for instance the Food Services Unit, offer complementary services.

International Students

The University has over the years come to realize that international students require special needs, and that they bring a social and cultural diversity to the student body. To meet their needs, the University through the Office of the Dean of Students offers information and advice on matters such as visa application, study permit renewal and other immigration-related issues. When International students are moving away from home for the first time, deciding on a place to live is one important and yet difficult decision they have to make. The University offers international students first priority in allocating accommodation provided they provide evidence of full payment of tuition and accommodation fees.

Student Health Services

Africa University provides a walk-in Clinic where qualified Nursing Sisters render comprehensive, quality health care. When medical needs require more in- depth treatment, the Clinic Sisters coordinate their services with those of a visiting doctor, who visits the AU Clinic regularly. Through education and counseling, with the help of trained Peer Educators, Health Services also works proactively to promote good health and help prevent illnesses. Plans are underway to build a bigger Student Health Centre to cater for the increased population.

Counselling services

“**Counselling makes a difference in your Life**” is the motto of the Africa University’s Counselling Services Programme. When students, staff and the community face personal problems in areas such as self-esteem, relationships, stress management, depression, bereavement, abuse of different forms, e.g. sexual, verbal, physical, and emotional, etc, and alcohol, drugs and substance addiction, they can rest assured of

professional advice and counseling. Students who desire further development in areas of academics and career planning will also find ready assistance from the counseling services department. There is a full-time, professional Counselor at Africa University as well as other related professionals and assistants. The following persons may provide counseling services: Faculty Student Advisors, Peer Counselors, University Chaplain and Clinic Sisters. Africa University's Counseling Services Programme provides for psycho/social health and academic, career, and counseling skills training for Africa University students, staff, and extended communities.

Objectives of the Counseling Services Office:

- To serve as a source of professional guidance, partnership, and accountability for all persons providing counseling at Africa University.
- To provide professional psychological, academic, and career counseling for Africa University students and staff.
- To facilitate workshops and other training opportunities on life skills, academic skills, and career skills topics, as well as on basic counseling skills.
- To develop counseling networks - both on campus and in the wider University community - through which counseling services for the community can be enriched and promoted.
- To serve as an access point for information on Counseling related topics for the Africa University community.
- To serve as an advisory source for students doing research and writing in the Counseling field

Target Groups

Formal Counseling is provided to Africa University students and staff free of charge. Workshops and other educational/training events are provided for not only University staff and students, but also for the extended communities.

Counseling Services

- **Formal counseling** for individuals, children, couples, families and groups from within the University community and beyond.
- **Workshops and Educational Events** on Life Skills, Academic Skills and Career Skills topics, as well as on Basic Counseling Skills, for groups both within the Africa University community and the extended community.
- **Reading Room** with current articles on Counseling - related topics (Located in the Waiting Room of the Counselling Services Office).

Counseling Services Office Location

The Counseling Services Office is located in the Block F Flatlet of the Residence Halls. The Office includes a Waiting Room and a Consultation Room.

Counselors

Formal Counseling Sessions are conducted by Africa University's Counseling Services Coordinator, who serves under the Office of the Dean of Students. The Counseling Office is open Monday to Friday, from 08:00 hrs to 16:30 hrs. Anyone who wishes to see the Counselor can do so by either appointment or simply drop in.

Counseling Committee Members

The Counseling Committee works to provide effective counseling services to the Africa University community and to offer professional guidance, partnership, and accountability to staff persons who provide counseling services at the University. More information on the Counseling Committee can be found under the "University Committees" section of this Prospectus.

Confidentiality and Ethics

All Counseling Committee Minutes and any paperwork connected to the counseling sessions are strictly confidential. All those who provide counseling at Africa University are bound by the codes of conduct found in the University Handbook. Any concerns regarding unethical behaviour in counseling at the University can be addressed to the Counseling Services Coordinator, the Dean of Students or to the Counseling Committee at Africa University.

Food Services

The Foodservices Unit, which falls under the Dean of Students' Department, is the main provider of meals for the University Community. Breakfast, lunch and supper are served daily throughout the year. Each food item is individually priced. Meal prices are subject to review from time to time, even during the semester by the Foodservices Committee, which is made up of students' representatives and staff members representing the different departments and faculties of the University. Meals are paid for at the 'electronic point of sale' except for those students who are on full scholarships who are issued with meal cards every semester. The Dining Hall, which is located in the Student Union Building, is a central place where the whole University community meets. It is imperative that everyone takes the responsibility to make it an enjoyable place by:

- a. applying standard table manners
- b. observing the 'first come first served' principle.
- c. Maintaining the aesthetic appearance of the tables so that those who come later find it in a usable state, and placing all litter (garbage) in the proper receptacles that are placed at strategic points to make them easily accessible. Diet counseling is provided for those on special diets and it is expected that all meals are taken in the dining hall. All utensils and silverware are University property and should remain in the dining hall.

During semester breaks (December - January and May - August) this unit of the University services workshops, conferences and seminars. Interested parties can apply to : The Chairperson, Workshops / Conferences (Registrar), Africa University.

Sports and Recreation

The provision of Sport and Recreational facilities began in a small way with the leveling of two multi-purpose sports fields in early 1997, which are currently being used for football/soccer and rugby. This was shortly followed by the building of a multi-purpose hard court. An additional three multipurpose hard courts were built in 2002. Currently these courts are used for tennis, basketball, and volleyball and five-aside soccer. Every year The University is gets multi-talented athletes from among the student body and staff. Their sporting backgrounds are as varied as their nationalities. Some have represented their countries and have received awards in the process. Unfortunately, the University's resource base is limited, but developments in the sphere of sport and recreation are being pursued in a vigorous manner. Sport is administered by qualified staff in the Sports Office. Africa University students and staff have particularly excelled in the disciplines of men's and women's basketball, soccer, volleyball and cricket. Other sport and recreational activities offered include rugby, tennis, athletics, table-tennis, darts and chess. Students are given opportunities to participate at recreational and competitive levels. The recreational level includes internal sport leagues, inter-hostels, inter-years and Inter-regions competitions. The competitive level includes participating in local leagues, National University Games, National Tertiary Games, Confederation of Universities and Colleges in Southern Africa Games and the World Student Games. As the University grows, it is expected that the Sport and Recreational facilities will also grow. In the near future, the University expects to provide more playing fields to be utilised by soccer, rugby and hockey, and the construction of a full size athletics track with an all-weather surface. Most exciting of all is the plan to build a Multi-Purpose Sports Centre. This centre will offer indoor facilities which include Squash, a Swimming Pool, a Gymnasium, a weights room and a Multi-Purpose Hall. These facilities will be constructed in phases and over a period of time. Phase 1 incorporates the levelling of additional playing fields. Phase 2, involves the building of the Multi-Purpose Sports Centre and the construction of an Athletics Track, whilst phase 3 includes the construction of more Tennis and Basketball courts Finally, phase 4 will include the development of a swimming complex.

Student Union

Membership and Composition of the Union

Membership of the Student Union is open to all registered full time students of Africa University. The Student Union comprises:

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- a) The Student Representative Council (SRC) which is the union executive and is subordinate to the Student Union on all matters. The union executive is responsible for the day-to-day administration of the union affairs and the implementation of Students Union Parliament policy decisions and any other union decisions.
- b) The Student Union Parliament (SUP) which comprises constituency representatives duly elected in terms of the Student Union Constitution is responsible for all policy and decision making on behalf of the Student Union. It is also responsible for periodic reviews of operational and financial reports of the SRC, and investigates any financial matters or irregularities, amendments or justified variations to the Union approved budget and consideration of any recommended constitutional amendments by the union.
- c) The Student Union Electoral Committee is composed of two representatives each elected by each Faculty at the start of each academic year at a meeting of all class representatives of each Faculty. The Electoral Committee is responsible for all electoral matters as well as the administration, control, conduct, processing and any adjudication in respect of union elections or referenda.
- d) The Student Union, sitting in a General Meeting, is the supreme decision making body with ultimate power over all union affairs, including but not limited to union constitution, union budgets, union finances and union leadership.

The Aims and Objectives of the AU Student Union

- a) To provide for representation of students in matters that affect their interests, both as individuals and as a body.
- b) To facilitate the development of cultural, political, religious, scientific, artistic, social and intellectual endeavours.
- c) To enable its members to form, organize and operate clubs and societies for such purposes as are mentioned in (b) above.
- d) To provide systematic channels of communication between the student body and University authorities and the people of Africa in general.
- e) To inculcate the love for peace, harmony, unity, democracy and progress, the elimination of racism, corruption, tribalism, regionalism, nepotism, neo-colonialism, and imperialism from the University and the continent of Africa.
- f) To promote and maintain the co-operation of its members with other students within Africa and elsewhere, through exchange of information.
- g) To affirm the church relatedness of the University by promoting religious and spiritual formations..
- h) To promote the integration, fusion and peaceful co-existence of the diverse African cultures among students of the University
- i) To contribute to debates on African issues.

Entertainment

The University allows for and offers various forms of entertainment to students. Halls of residence are equipped with televisions and videocassette recorders for student use. The Students' Union building has a digital satellite receiver, which allows students to watch international programmes. The Student Union building also houses various indoor games such as darts and table tennis. From time to time students hire music groups and bands to perform on campus. The University also provides some instruments for students to use. The University has marimbas and a full set of electric guitars and drums for a band. Students arrange performances to entertain themselves and others in the process. Students also find entertainment through activities such as beauty and modeling contests. They hold these either on campus or in halls in the nearby City of Mutare. Barbeque parties are quite popular with students and are often conducted within the precincts of the Student Union building. Cultural activities such as dances are organised by students and form exciting entertainment and opportunities to learn about each other on such occasions as Africa Day. Cultural exchange activities bring students of various nationalities together in choreographing and presentations of integrated performances. They nurture cooperation and collegiality among students of different cultural backgrounds, and offer entertainment and co-curricular education to students, staff and members of the public.

Student Clubs

Various clubs and societies of a sporting, cultural or social nature are set up under the auspices of the Student Union. The formation of these organizations depends on the initiative of students. Any student can think of a club or society, which he or she can start and mobilise for membership within the student body. The club will have to work within rules drawn up by the Student Representative Council for it to be recognised and be affiliated to the Council.

Africa University Choir

The Africa University Choir is a select group of international singers who perform sacred and secular choral music covering the Western and African repertoire of varying periods to the contemporary compositions. Interested persons from all Faculties are free to join. Music students in particular are encouraged to participate for their performance growth. There are no prerequisites. The choir is seen as a forum for developing future music leaders in our churches and communities. The choir participates in the weekly chapel services in addition to invitations throughout Zimbabwe and internationally. The choir carries out an annual tour of the United States of America, which is organised by the General Board of Higher Education and Ministry in Nashville, USA. The tours have been going on since 1996. The purpose of the tours to the USA is for raising funds in order to contribute to the sustenance of the University.

DISCIPLINE REGULATIONS

Preamble

The community of Africa University is united by the goals of inquiry and education. Faculty, administration and students are partners in an enterprise aimed at the enhancement of knowledge and the growth of the individual. All members of this community have both rights and responsibilities and are expected to observe the rules required to maintain order in the University. Each member must respect the rights of others and make responsible contributions to the common life. The University, in turn, dedicates itself to the support and encouragement of a collegial community.

Authority

The conduct of all students is subject to the control of all members of the academic and senior administrative staff, the warden, and assistant wardens. A student shall obey all lawful instructions by any of those persons concerning conduct, including an order to proceed immediately to, and remain at the place of residence, which is given by any one of these officers. In addition, every member of the academic staff has the right to exclude from class any student guilty of misconduct or insubordination during class. If the exclusion is for more than one lecture period or other class meetings it shall be reported to the administrator of the academic area concerned, who may confirm or vary the order of exclusion. If the order of exclusion is for more than two weeks, it shall be reported by the administrator of the academic area who may confirm or vary the order, or refer the matter to some other office or board.

Disciplinary Rules

Every student is bound by all University Rules, Hall of Residence Rules, Library Rules, Sport and Recreation Rules, Academic Rules or any other rules laid down by the University authorities or staff in addition to these disciplinary rules.

Rules and Offences

Every student shall be required to abide by all the following rules and any act or omission in contravention of any of these rules shall be an offence punishable in terms of these rules or other policies of the University. Students are subject to disciplinary action when individually or as members of a group they violate University policy, rules or regulations including but not limited to the following:

- damaging, destroying, defacing, littering or stealing any property of the University;
- obstructing or disrupting of teaching, administration, University activities or other authorised activities on University premises;
- engaging in conduct hazardous to health, safety, or well being of members of staff and guests or members of the public at the University or during a University sponsored activity;
- Unlawfully threatening or physically abusing, or assaulting or harassing anyone on University premises or at University sponsored functions;

- Unauthorized entry or use of University facilities or possession or use of University premises;
- Disorderly conduct, lewd, indecent or obscene conduct or expression as well as drunkenness of any kind on University premises or during a University sponsored or supervised activity;
- Use, attempted use or possess fireworks, firearms, explosives or other dangerous weapons on University premises or during a University activity;
- commit any criminal offence in contravention of the statutory and common laws of Zimbabwe, whilst on University premises or participating in any University activity;
- Disobedience or failure to comply with lawful instruction or directive by the Vice Chancellor, Registrar, Bursar, Dean or any other senior University official;
- Misuse, theft or embezzlement of funds or property of the Students Union, Students Society, club or organisation or any person, persons or organisation forming part of the University community or related or linked to the University;
- failure to follow proper channels when raising grievances, engaging in strike, boycott, or stay away of any sort including demonstration, violence- including threatening another student to induce his/her participation and writing or causing to be written and published threats, insults or any other material which will or is likely to cause or fuel unrest or disturbances at the University or among University students;
- Treat disciplinary officers and Disciplinary Committee with contempt and this shall include but not be limited to:
 - a. disruption or attempted disruption of any disciplinary hearing;
 - b. failure without just cause to attend the proceedings of any disciplinary committee hearing
 - C. giving false or inaccurate evidence at or in connection with an inquiry;
 - d. refusal to co-operate or withholding information requested by a disciplinary officer or other officer of the University in connection with any disciplinary proceedings;
 - e. interference with, threatening or intimidating any person who is or may be a witness at a disciplinary hearing; and
 - f. refuse, fail or neglect to comply with any order or directive made by any disciplinary committee or it's appointed officer;
- smoking in any part of the University premises where smoking is prohibited expressly in rules or by notice;
- Knowingly contravene, ignore or defy a duly enacted resolution of a duly authorised Students Representative Council that imposes a duty of compliance upon any student or student organisation or member of such organisation;
- Refusal, neglect or failure to produce a student identity card upon lawful request by any member of staff;
- behaving in a noisy or riotous manner or in such a way as to be a nuisance to other students or any member of staff, any guest or any part of the University community whilst on University owned or controlled premises or during a University activity;
- improper or unauthorised use of the name of the University in any way whatsoever

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- .use or display the armorial bearings of the University without written permission of the Registrar or other Senior Officer of the University;
 - behaving in any manner as does or is likely to bring discredit and disrepute upon the University or tarnish the image of the University whether at the University or outside;
 - making false declaration to the University or any of its officers orally or in a document or form signed by a student;
 - contravene or disregard any traffic rules of the University or the Zimbabwe national traffic laws whilst on the University campus or its immediate vicinity;
 - contravene residence rules of any hall of residence at the University or other premises under University control;
 - Failure to maintain good standards of personal and general hygiene.
 - harassing, hazing, bullying or any form of persecution of any student or staff member and subjecting anyone to ridicule, insults or mockery; and
 - failure to be punctual, or absenting oneself from lectures or tutorials without authority.

Academic Discipline

Without limitation to the powers of the Disciplinary Committee, all academic matters including matters of academic integrity and plagiarism shall be dealt with by the Dean of the Faculty who shall have the power to impose an appropriate penalty in cases of minor breaches of discipline.

Where the academic matters complained about warrant suspension, dismissal or cancellation of degree results, the Dean of the Faculty shall refer the proceedings to the Senate for either confirmation or a fresh hearing as may be deemed appropriate by Senate. The decision of the Dean of a Faculty or the Senate is final unless the penalty imposed is suspension, dismissal or cancellation of degree, in which case the student shall have the right of appeal to the Senate within 30 days of the decision. The Senate's decision shall be final. The Dean of a Faculty shall have the power to refer any matter to the Dean of Students or the Disciplinary Committee whose decision shall be final unless the penalty is suspension, dismissal or results in the cancellation of degree, in which case the student shall have the right to appeal to the Senate when the matter involves academic discipline or directly to the Vice Chancellor in all other cases. It shall be an offence for any student to commit academic dishonesty of any kind and further without limitation, this shall include:

- a. the introduction, or attempted introduction into an examination room of any book, note, document or instrument, the use of which is not authorized by the examiner or the Examinations Officer;
- b. the removal or attempted removal from an examination room of any examination book or writing paper supplied by the University for the purpose of answering questions;
- c. the communication or attempted communication of any information relating to an examination to any candidate while the examination is in progress;
- d. the use of a false name or identity number in an examination;

- e. the submission for examination of any written matter or project which has been copied, reproduced or extracted, in whole or in part, from the work of another student or some other person;
- f. plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements.
- g. the commission of any other fraudulent, deceitful or dishonest practice whereby any student, while being examined by the University, seeks to mislead or deceive the examiner or the Examinations Officer.

NB A Note on Plagiarism: Plagiarism is defined as incorporating into one's own work the work of another without properly indicating that source. One very important point that students should realize is that an act of plagiarism may include some degree of premeditation or it may be the result of carelessness or ignorance of acceptable forms for citation; the act of plagiarism in any case is an offence. Students, therefore, must be conscious of their responsibilities to learn to discern what is included in plagiarism and must know and practise the specifications for citations in scholarly work.

Student Disciplinary Committee

The Student Disciplinary Committee in which the students are represented handles student disciplinary matters other than those of academic discipline.

The Dean of Students is the chief disciplinary officer of the University and has the following powers:

- a. dealing with all disciplinary matters except those where upon being found guilty the penalty will be dismissal or suspension;
- b. taking such interim action against any student as the Dean of Students may consider desirable in any case of apparent breach of discipline or misconduct by such student, whether on or off the University premises. In the exercise of this power, the Dean of Students may suspend the student from attendance of classes and from participation in any other activities of the University pending final decision in the matter, provided that in that event the Dean of Students shall proceed to obtain final decision on the apparent breach of discipline or misconduct as soon as reasonably possible and practical; and
- c. delegating all or any of his powers in connection with student discipline to another designated officer.