

**GENERAL ACADEMIC REGULATIONS FOR BACHELOR OF TECHNOLOGY**

**HONOURS DEGREES**

**1.0 PREAMBLE**

- 1.1** Senate shall be the final authority for the interpretation of these regulations.
- 1.2** Senate reserves the right to alter, amend, cancel, suspend, or replace any of these regulations.
- 1.3** The Senate has the power to exempt any student from any of the regulations.
- 1.4** A student who has started a programme of study following one set of regulations shall not be affected by regulations subsequently adopted unless agreed to in writing by the student.
- 1.5** There shall be academic regulations for each School which shall be subject to approval by the Senate and which shall include provision for admission to Programmes, subjects and courses within the School and schemes of examinations for these programmes.
- 1.6** The General Academic Regulations shall take precedence over the School Regulations.
- 1.7** Detailed syllabuses for subjects or courses in a discipline will not form part of the General or School Regulations but shall be submitted to the appropriate School Boards for approval.
- 1.8** In these regulations the following shall be used as described: -

**“Programme”** A plan of study lasting over a period of time, which leads to the award of a degree, diploma, or certificate of the Institute.

**“Part”** A part is essentially a year of study. In these regulations each course shall be designated as a Part I, II or III course. The Part corresponds approximately to the level of maturity required for the study of the course.

**“Discipline”** A field of study offered by a Department.

**“Subject”** A component of a discipline offered by a department.

**“Course”** A course is defined in the General Regulations as a separately examinable portion of a programme. This definition is extended

by the introduction of the terms double course, practical course, field course, project course and Internship course.

- “Practical Course”** a course in which a student is required to carry out, under the direction and supervision of a member of the academic staff in a laboratory, a series of practical exercises related to particular topics within a subject.
- “Field Trip / Industrial Visit”** is an excursion outside the Institute campus under the supervision of academic and/or technical staff of the Institute. It may last for part of the day or be conducted over a long period. The field trip can form part of a course or, if it is of sufficient duration, form a course in its own right. In the latter case it will be a field course.
- “Core Course”** course, which is considered to be a prerequisite for entry into a degree study programme.
- “Project Course”** is a course in which a student is required to carry out, under the direction and supervision of a member of the academic staff, private studies or investigations related to a particular topic within a Technological Area.
- “Project”** Practical assignment, which is separately examined.
- “Internship”** A prescribed period of hands-on experience in a relevant industrial/ institutional setting.
- “Continuous Assessment”** Prescribed assignments to be completed within a given period and forming a part of a course.
- “Semester”** A prescribed period normally comprising 15 weeks, including teaching, revision and Examinations.

- 1.9** A schedule of programmes, subjects and courses and their codes for use in computerized student records shall be maintained by the Registrar. These codes shall be alpha/numeric.

## 2.0 PROGRAMMES

- 2.1 The Institute would offer programmes for undergraduate Bachelor's Degrees at Honours Level.

### Honours Degrees

2.1.1 The structure of Honours Degree Programmes would be prescribed in the School Regulations. These structures may vary in accordance with the particular requirements of different Schools and Subjects but all Honours Programmes shall normally contain the following elements:-

- a) one or more 'subjects' shall be studied over at least four years of full-time study (or equivalent), including a minimum of 30 weeks of Internship. These subjects shall be studied intensively and progressively i.e. studies in the final year(s) assume prior knowledge of the Subject in the preceding years and be taught and examined at a level requiring great breadth and depth of research, entrepreneurship, knowledge and understanding.
- b) The combination of subjects and courses within an Honours Programme shall be prescribed so as to focus on specific topics and to disallow a wide choice of disparate options. This specific focus may be influenced by the requirements for professional recognition and registration within a particular field.
- c) One or more subsidiary subjects/courses may be studied within the Honours programme but assessment in these subjects/courses either will not contribute to the final classification of the degree awarded or will be assigned a relatively lighter weighting in the overall calculations.
- d) A candidate for an 'Honours' degree shall normally be required to complete a project or dissertation within the programme of study.

At least 60% of the courses taken in an 'Honours' programme will be in the major/core subject(s).

2.1.2 The following are the Honours Degrees offered by the Institute:

**Bachelor of Technology Honours (B.Tech Hons)**

- Industrial and Manufacturing Engineering;
- Electronic Engineering;
- Computer Science;
- Materials Engineering;
- Information Technology;
- Software Engineering;
- Information Security and Assurance;
- Chemical and Process Systems Engineering;
- Food Processing Technology;
- Biotechnology;
- Polymer Technology;
- Financial Engineering;
- E-Commerce;
- Pharmaceutical Technology

### **3.0 ENTRY REGULATIONS/REQUIREMENTS**

#### **3.1 Normal Entry**

3.1.1 For normal entry candidates should: -

- (a) have satisfied the general requirements as prescribed below;
- (b) have satisfied the special requirements for entry into the particular Programme chosen; and
- (c) have passed English Language and Mathematics at Ordinary Level or approved equivalents.

#### **General Requirements**

Passes in at least 5 subjects at Ordinary Level and at least 2 subjects at Advanced Level or their equivalents.

#### **Or**

A relevant National Diploma (ND) plus a minimum of two (2) years relevant post qualification experience.

#### **Or**

A relevant Higher National Diploma (HND).

The following are acceptable to the Institute: -

Ordinary Level Pass or Equivalent

Zimbabwe Schools Examinations Council (ZIMSEC) Certificate; Higher Education Examinations Council (HEXCO) Certificate; Ordinary Level of the Associated Examining Board's General Certificate of Education or equivalent; Credit standard of the Cambridge Overseas Higher School Certificate; Ordinary Level of the Institute of London's General Certificate of Education; and Advanced standard of the Cambridge Overseas Higher School Certificate.

#### **3.1.2 General Subject Provisions**

Subjects must have been chosen from the approved list below and restrictions against combinations of overlapping subjects must have been observed.

#### **3.1.3 Approved Subjects For Admission Purposes**

Subjects approved by the ZIMSEC, HEXCO, Associated Examination Board; and/or the London General Certificate of Education.

**Level**

OA	Accounting
O	Accounts
OA	Accounts, Principles of
OA	Ancient History and Literature
OA	Applied Mechanics
O	Applied Statistics
OA	Art
OA	Art and Crafts (AEB)
OA	Bible Knowledge
OA	Biology
O	Bookkeeping and Accounting
OA	Botany
O	Building Studies
OA	Business Management
OA	Business Studies
OA	Chemistry
O	Commerce
OA	Computer Studies
A	Computing Science
O	Computing Studies
OA	Divinity
O	Drama Theatre Arts (AEB)
A	Design and Technology
A	Economic and Political Studies
O	Economic and Public Affairs
A	Economic and Social History
A	Economic Geography
OA	Economic History
O	Economic Principles
OA	Economics
A	Electronic Systems (AEB)
O	Electricity and Electronics
O	Elementary Physiology
O	Elements of Sociology
OA	Engineering Drawing
OA	Engineering Science
O	English Language
OA	English Literature
O	Environmental Biology (AEB)
OA	Environmental Studies
OA	Fashion and Fabrics
OA	Food and Nutrition
OA	French
O	French Literature (Cambridge)
O	French Studies
O	General Mathematics
O	General Paper (Use of English)
OA	General Paper of English Law
O	General Science
OA	Geography

OA	Geology
A	Government & Political Studies/Politics
O	Government Economics and Commerce
OA	Health Science
OA	History
OA	History Ancient
O	History and Appreciation of Music
O	Home Economics
OA	Human Biology
OA	Law
OA	Mathematics
A	Mathematics, Applied
OA	Mathematics, Pure
O	Metalwork
O	Metalwork Engineering
OA	Music
OA	Ndebele
OA	Physical Science
OA	Physics
O	Physics with Chemistry
OA	Political Studies
OA	Portuguese
O	Principles of Economics
OA	Psychology
OA	Religious Studies
O	Rural Biology
OA	Shona
OA	Social Science
OA	Sociology
OA	Statistics
O	Surveying
OA	Technical Drawing
O	Technical Graphics
O	Woodwork
OA	Zoology

## **HEXCO**

Aircraft Engineering  
 Applied Arts and Crafts  
 Automotive engineering  
 Building Construction and Allied Trades  
 Business Studies  
 Civil Engineering  
 Information Technology  
 Electrical Engineering  
 Hotel Catering and Tourism Studies  
 Management Studies  
 Mechanical Engineering  
 Mining  
 Pedagogics

Printing  
 Science and Technology  
 Applied Chemical Technology  
 Industrial Metallurgy

The Senate on the recommendation of the appropriate departments may accept other subjects and other Examining Boards.

### 3.1.4. Restriction against the combination of Overlapping Subjects

In the selection of subjects for the purpose of satisfying the general requirement, subjects listed under column A in the table below cannot be counted with any corresponding subjects under column B.

COLUMN A	COLUMN B
Accounting	Accounts, Principles of Accounts, Bookkeeping
Art	History of Art
Biology	Rural Biology, Botany, Zoology, General Science
Chemistry	Physical Science, Physics with Chemistry, General Science
Economic Geography	Geography, Environmental Studies
Economics	Economic Principles, Commerce
Elementary Physiology	Human Biology
Elementary of Sociology	Sociology
Engineering Drawing	Technical Drawing, Technical Graphics
Environmental Studies	Geography
General Mathematics	Mathematics
General Science	Physics, Physical Science, Physics with Chemistry, Biology, Zoology, Botany, Rural Biology
Geography & Government	Economic Geography
Political Studies	Government & Politics
Health Science	Human Biology
Human Biology	Zoology, Biology, Health Science
Mathematics	Pure & Applied Mathematics, Pure Mathematics, Applied Mathematics
Physical Science	Physics with Chemistry, Chemistry, General Science, Physics
Physics	Physics with Chemistry, Physical Science, General Science
Social Science	Sociology
Zoology	Human Biology, Health Science, Biology

### 3.1.5. School Requirements

For admission to a particular Programme of study and/or for Subject/courses within the Programme there may be specific restrictions on the choice of subjects in the General Requirements and/or additional requirements concerning entry. Such additional requirements shall be prescribed in the School Regulations.



### 3.2. Special Entry

- 3.2.1. The following persons may apply for Special Entry and for permission to proceed to a first degree with exemption from the whole or part of the normal entry requirements:
- 3.2.2. A person who has obtained a degree of this or another Institution or degree awarding Institution;
- 3.2.3. A person who has obtained from an Institute or an Institution of similar status, academic qualifications (other than degrees) acceptable to Senate;
- 3.2.4. A person who has obtained an appropriate number of subjects at an approved examination equivalent to the standard of the Ordinary Level of the General Certificate of Education examination and has subsequently passed an intermediate or equivalent examination at an Institute acceptable to Senate.
- 3.2.5. Students who qualify under this regulation for Special Entry may apply to Senate to be exempted from certain courses and examinations. Permission may be given to complete the programme for a Bachelor's degree in less than the normal required period provided that no student shall be allowed direct entry to the final part of any programme.
- 3.2.6. Any person who wishes to study for the B. Tech. Degree and has an HND may be admitted into the special Block Release programme subject to recommendations by the Senate.
- 3.2.7. Students who apply for admission under this regulation may be required to attend interviews and/or special tests at the Institute to determine their suitability for admission to Bachelor's degree programmes.

#### **3.2.8. Accreditation of Prior Certificated Learning (APCL) and Accreditation of Prior Experiential Learning (APEL)**

A candidate may be granted prior learning credits to gain admissions into an appropriate degree programme in recognition of certificated learning completed in another formal educational setting. (A process known as Accreditation of Prior Certificated Learning (APCL)). Progressive assessment of the programme might also involve the assessment and recognition of experiential learning (for academic purposes) which has taken place in an informal setting such as the work place or voluntary sector (known as Accreditation of Prior Experiential Learning (APEL)).

- 3.2.9 Other qualifications may be considered by the Senate on the recommendation of the Department and School concerned. Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their acceptability for admission.
- 3.2.10 For admission to a particular programme of study and/or for courses within the programme there may be specific restrictions on the choice of courses in the

general requirements and/or additional requirements shall prescribe such additional requirements.

### **3.3. Mature Entry**

Persons who are at least 25 years of age on the first day of the academic year in which admission is sought and who are not eligible for entry under the Normal or Special Entry Regulations may apply for entry through mature entry provided that:

- 3.3.1. Applicants must have passed at least five approved 'O' level subjects including English Language and Mathematics (or equivalents) and must have demonstrated potential suitability for Institute studies by virtue of their attainments and/or relevant work experience.
- 3.3.2. Normally, applicants should have completed their full-time school or college education at least five years before the start of the academic year in which admission is sought.

### **3.4. Requirements for Mature Entry**

Applicants who wish to be considered under the Mature Entry provision may be required to attend interviews and/or special tests at the Institute designed to assess their command of the English Language, numeracy and reasoning ability and general suitability for admission to Bachelor's degree studies. Applicants who have previously attended Mature Entry tests and/or interviews without success will not be considered for admission under this form of entry unless in the intervening period they have acquired additional qualifications and/or experience.

### **3.5. Submission of Applications**

- 3.5.1 Applications must be submitted on the official Admission Application forms obtained from the Institution or can be downloaded from the Institute website.
- 3.5.2 The closing dates for receipt of application forms for Normal Entry shall be as advised for each year. Another date shall also be advised for receipt of late application forms. Late applications may be considered upon payment of a prescribed late-application fee.
- 3.5.3 The closing date for Special Entry and Mature Entry applications shall be advised for each year

### **3.6. General Provisions**

- 3.6.1. Every student must satisfy the Institute that he/she has an adequate command of the English Language. New students may be required to undertake a test in English proficiency set by the Institute, upon registering for Bachelor's degree programmes.
- 3.6.2. International applicants may be required to obtain a TOEFL Certificate in English proficiency or its equivalent.
- 3.6.3. Students admitted under the Special Entry provisions may be exempted from this requirement.
- 3.6.4. A student may not register simultaneously for more than one Programme at the institute without the permission of the Senate.

- 3.6.5. Registration would take place in accordance with the arrangements prescribed each year through the Registrar's Office.
- 3.6.6. A student's registration shall not be confirmed until he/she has fulfilled the requirements for payment of fees.
- 3.6.7. Normally, no student shall be admitted to any programme or any course more than two weeks after its commencement. Any exception to this regulation must have the written endorsement of the Chairperson of the Department and the Dean of School concerned and will be subject to approval through the Registrar's Office.
- 3.6.8. Students who enter or return to the Institute late shall not be entitled to special tuition.
- 3.6.9. Such students shall be liable to pay the late registration fine, unless the Registrar has given permission for such late registration.
- 3.6.10. A student registered for a subject and/or course is expected to attend all classes prescribed for such subject/and or course. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed, a student is required to complete any related assignments set.
- 3.6.11. A student, who fails to attend 80% of the classes as prescribed in a course automatically disqualifies herself/himself from sitting examinations in that course.
- 3.6.12. If a student is unable to attend classes for health reasons for longer than 72 hours, he/she must notify the appropriate department of the facts as soon as possible and submit certification in support thereof by a medical practitioner registered in accordance with the Medical, Dental and Allied Health Professions Act and any other relevant Acts.
  - 3.6.12.1 For absence on grounds other than health, prior permission from the Dean on the recommendation of the Chairperson of Department concerned is needed.
- 3.6.13. After taking due consideration of the academic progress of a student, the Senate may require or allow a student originally registered for one Programme or subject to change and register for another programme or subject on the completion of either the First Part or the Second Part of the Programme for which he/she is registered.
- 3.6.14. Normally, no programme in each semester may commence/resume with fewer than ten students for Conventional Programmes and 15 students for Block Release/Parallel Programmes

#### **4.0 STRUCTURE OF PROGRAMMES**

- 4.1 The duration of Bachelor Programmes shall be prescribed in the School Regulations.

- 4.2 A part shall include two teaching semesters, each consisting of not less than 15 weeks (including a mid-semester break). At the end of the second semester of a part, decisions determining issues of progression shall be made.
- 4.3 Each programme shall be divided into parts.
- 4.4 An academic year of study shall comprise not less than 30 weeks excluding vacations. Before the beginning of each academic year there shall be an orientation week for Part I students. Normally, before Institute examinations begin, there shall be a minimum period of one week of individual study/revision.
- 4.5 The possible combinations of courses within a subject shall be in accordance with the School regulations and shall be subject to approval by the Chairperson of the Department and the Dean concerned.

## **5.0 Maximum Programme Duration**

- 5.1 The normal period of study for all full time undergraduate degree programmes shall be four (4) academic years. This period may be extended by one or two semesters with the approval of Senate.
- 5.2 The maximum period allowed to complete the programme shall be eight (8) years for all full-time students. This maximum duration will not include periods of approved suspension of study. However students failing to complete studies within the specified period shall be de-registered.
- 5.3 All appeals for extension of time shall be made in writing to Senate, through the Departmental Board of Examiners with the recommendation of the School Board.

## **6.0 DEGREE CLASSIFICATION**

- 6.1 All Bachelor's degrees shall be classified in the following divisions: First Division, Upper Second Division, Lower Second Division, Pass
- 6.2 The following Classification Scheme shall be adopted for all Courses and Programmes:

75% and above	1	(First Division)
65% - 74%	2.1	(Upper Second Division)
55% - 64%	2.2	(Lower Second Division)
45% - 54%	Pass	
Below 45%	Fail	

- 6.3 For purposes of degree classification results for all parts will be taken into consideration and weighted as follows:

PART I	5%
PART II	20%
PART III	30%
PART IV	45%

## **7.0. ASSESSMENT OF CANDIDATES FOR UNDERGRADUATE DEGREES**

7.1 Normally, assessment shall be based on continuous assessment as well as Institute examinations. For subjects with a practical component continuous assessment contributes 40% of the overall assessment mark for that particular subject. The 40% will be a summation of 25% for practical work assessment and 15% for tests and assignments. The examination will contribute 60% of the overall assessment mark. For subjects without a practical component the continuous assessment will contribute 25% of the overall assessment mark of that subject.

7.2 The Pass Mark for the overall Continuous Assessment Component will be 50%.

7.3 Each department shall determine which items of coursework and practical work will be included in the continuous assessment and shall define the relative weighting assigned to each item of coursework or practical work. Each department shall inform the students of these details at the beginning of the course and shall maintain written records of each student's performance in these elements of continuous assessment. Items incorporated in the continuous assessment may include assignments, tests, essays, fieldwork, laboratory work and projects.

7.4 Institute examinations shall normally be taken by students at the end of each appropriate semester as prescribed in School Regulations.

7.5 External examiners shall be appointed to moderate all Institute examinations

7.6 All matters relating to the conduct of Institute examinations shall be the responsibility of the Registrar.

7.7 To be admitted to any Institute examination, a candidate must: -

7.7.1 be registered as a student of the Institute in accordance with the General Regulations;

7.7.2 have satisfactorily completed approved courses of study at the Institute. 'Satisfactory completion' of courses may require submission of written work, attendance at lectures, seminars, tutorials, Internship and other activities as stated in the School Regulations.

7.7.3 have passed continuous assessment of the relevant course as prescribed by the School Regulations.

7.8 Exclusion from an Institute examination shall require the authority of the Senate.

7.9 The Institute may require any candidate to attend an oral examination and/or write a special examination as prescribed in the School regulations.

## **8.0. DETERMINATION OF CANDIDATES' RESULTS**

8.1 Senate on recommendations from the School Boards of Examinations shall determine results.

8.2 Departmental Boards of Examiners shall comprise all full-time lecturing staff in that department, the External Examiner(s) and where appropriate, as determined by the Departmental Board, part-time lecturers and/or teaching assistants for the course/subject concerned.

8.3 School Boards of Examiners shall comprise of the Dean and Deputy Dean of the School, the Chairperson of each Department, one other academic member of the Department nominated by the Departmental Board from each Department involved in the subjects for that examination and normally the External Examiner(s) for the Department.

The Chairperson of the Board of Examiners shall normally be the Dean of the School who shall have a casting vote.

8.4 The department board of examiners shall: -

8.4.1 agree, for each candidate, marks in terms of percentage for continuous assessment for the Institute examinations and overall marks in courses and where required, in terms of the School Regulations, in subjects;

8.4.2 recommend to the School Board of Examiners whether a candidate should pass or fail the relevant course(s) and subject(s) taken; and

8.4.3 where subject/course prizes are available for award, make recommendations for the award of these prizes.

#### **8.5 School Board of Examiners shall:**

8.5.1 consider the recommendations of the Departmental boards of examiners and recommend to Senate an overall result for each candidate and any other conditions as it may deem appropriate;

8.5.2 make recommendations to the Senate with regard to the award of any prizes, which may be available for candidates within the Programme.

8.6 In determining results, all departmental boards of examiners and School boards of examiners shall have regard to all special requirements as prescribed in the School Regulations. Such regulations may require candidates to satisfy the examiners in continuous assessment and Institute examinations separately and/or that candidates must satisfy the examiners in individual components of the Institute examinations either separately or in aggregate.

### **9.0. PROVISIONS FOR PASSING A COURSE OR PART, AND PROCEEDING IN A PROGRAMME**

9.1 A candidate shall be deemed to have passed a Part of a Programme if he/she has satisfied the Examiners in terms of the Scheme of Examination as prescribed in the relevant School Regulations.

9.2 Each Scheme of Examination shall indicate which courses must be passed before a candidate may be allowed to proceed to a subsequent part of the Programme (or portion thereof).

- 9.3 Normally a student shall not be allowed to proceed in a subject without having passed the previous final examination(s) in that subject and having satisfied all the pre-requisites for proceeding in that subject as may be specified in the School Regulations and to timetable feasibility.
- 9.4 A student who passes in one part with an aggregate of 45% or above may be permitted to proceed to a subsequent part carrying a course or courses subject to the provisions in School Regulations.
- 9.5 The Pass Mark for the overall Continuous Assessment Component will be 50%.

## **10.0 COURSE EXEMPTION(S)**

### **10.1 Application for Course Exemption**

- 10.1.1 Students may be awarded exemptions for courses completed with a passing grade at other recognised tertiary institutions.
- 10.1.2 Students who change their programme of study, either within the Institute or other recognised institution can apply for course exemption.
- 10.1.3 The request for exemption must be made during normal registration period. Applications for course exemption must be completed within the stipulated time period as determined by the Institute calendar and in compliance with all regulations.
- 10.1.4 Application for course exemption must be submitted for recommendation to the School through the Department and the assessment process must be completed by week three (3) of the first semester of the study programme.
- 10.1.5 The number of exemptions allowed may not exceed 50% of the courses offered in any academic year of a programme. However the School can appeal to Senate for exemption of more than 50% of courses up to a maximum of 80%.

### **10.2 Guidelines for Course Exemption**

Students can apply for Course Exemption of any particular course based on the specified rules and regulations.

- 10.2.1 The applicant must indicate the course(s) he/she wishes to be exempted from.
- 10.2.2 A minimum of a Pass according to the Harare Institute of Technology's grading system is required for exemption.
- 10.2.3 Courses that are granted Exemption must be equivalent to the similar course in the present curriculum of the programme being pursued. The contents of the course should be the same or not less than 75% of the similar course in the Institute.
- 10.2.4 Proof of an overlap of at least 75% in course content ie a minimum of 75% syllabus match is required (full syllabus and transcript of results required)

- 10.2.5 The course should have been examined at the same level using the same or very similar assessment methods;
- 10.2.6 The subject and/or qualification should have been examined and awarded within the last ten (10) years;
- 10.2.7 If not within the last ten (10) years, the applicant will need to prove knowledge and experience of actively working in the area(s) covered by the subject matter of the courses.
- 10.2.8 The Department should invite the candidate for interviews.
- 10.2.9 All courses given Exemption will be recorded in the student's academic record.

## **11.0 FAILURE TO SATISFY THE EXAMINERS**

- 11.1 A candidate who fails to satisfy the examiners in terms of these General Academic Regulations and School Regulations may be required by the Senate to:
  - (a) proceed to the next part of the Programme carrying not more than 25% of the courses being done in that Part;
  - (b) repeat;
  - (c) discontinue;
  - (d) withdraw;
  - (e) write Special Examinations.

### **11.2 Conditions for Special Examinations:**

- 11.2.1 Senate may allow final year candidates to write special supplementary examinations to enable them to clear failed Part IV courses only.
- 11.2.2 Special supplementary examinations shall be marked as Pass or Fail.
- 11.2.3 Where a dissertation or a project is prescribed in any programme candidates shall be informed in advance of the deadline for submission of such dissertation or project. Unless the Academic Committee has granted prior permission for an extension of this deadline, any candidate who fails to meet this submission deadline shall normally fail the dissertation or project. In such cases, on the recommendation of the Examiners, candidates may be permitted to submit the dissertation or project at a later date, normally within three months of the original submission deadline. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 45%.

### **11.3 Carry Over**

- 11.3.1 The number of carry-over courses in any part shall not exceed 25% of the number of normally scheduled courses in a particular year of a Programme.



- 11.3.2 Students carrying over courses will be re-examined at the next regularly scheduled examinations for those courses, normally taken one year later.
- 11.3.4 Students may be required by Senate to undertake continuous assessment with their carry-over courses. This assessment will then be taken into account in the usual way in determining the overall assessment.
- 11.3.5 No candidate may carry over a particular course for more than two years.

#### **11.4. Repeat Failed Courses**

- 11.4.1 A candidate who is not allowed to proceed to the subsequent part of the Programme but has passed at least 50% of the courses in that part of the programme may be allowed to repeat the failed courses provided the aggregate is above 35%.
- 11.4.2 'Repeat failed courses' means that the student will be allowed to repeat the failed courses only.
- 11.4.3 If a student is repeating a course(s) he/she shall only be credited with the marks obtained during the 'repeat' examination. Nevertheless, a repeat student may be allowed to take another approved course or other approved courses instead of the course(s) previously passed.

#### **11.5 Repeat Part**

- 11.5.1 "Repeat Part" means a student will have to repeat all courses in the part. This will apply to students who have passed more than 25% but less than 50% of the courses taken in that part provided they obtain an overall aggregate mark of more than 35%.
- 11.5.2 In this case the candidate will be required to repeat all courses which include both passed and failed courses in that part.

#### **11.6. Discontinue:**

- 11.6.1 A candidate who fails more than half of the courses for any part of their programme and obtains an overall aggregate mark of less than 35% should discontinue.
- 11.6.2 'Discontinue' means that the student must discontinue the programme in which he/she failed. Such students will be free to apply for re-admission/transfer into a different programme.

#### **11.7. Withdraw**

- 11.7.1 A candidate who is not allowed to proceed to the subsequent Part of the Programme, and
  - (a) has passed less than 25% of the courses in that Part of the Programme;
  - or

- (b) has failed the same Part of the Programme twice;  
or
- (c) has failed two different programmes, will be required to withdraw.

11.7.2 'Withdraw' means that the student must withdraw from the Institute. Once 'withdrawn' the student may not apply for admission until after a period of two years has elapsed.

## **12.0 INTERNSHIP GENERAL GUIDELINES**

- 12.1 Programmes at the Institute shall normally include thirty (30) weeks of supervised Internship approved by the appropriate Department Board, in Part III of the undergraduate programme.
- 12.2 The implementation of Internship programme shall be as provided by School Regulations.
- 12.3** Assessment of the Internship programme will be carried out in accordance with the following regulations:
  - 12.3.1 To obtain an overall pass, a student must pass both the continuous assessment and the final assessment components of the Internship;
  - 12.3.2 A student who fails the continuous assessment components will be required to repeat Internship;
  - 12.3.3 The overall assessment shall be as follows: -
    - 50% continuous assessment and 50% final assessment;
  - 12.3.4 The continuous assessment mark shall be determined by the Department Board Examiners from the marks awarded by the industrial and academic supervisors on the appropriate forms;
  - 12.3.5 The final assessment mark shall be determined on the basis of the final report assessment 30% and oral presentation assessment 20%;
  - 12.3.6 Two copies of the final report in a form approved by the Institute must be submitted to the Department within two weeks of the end of the lecture period for the second semester of the academic year;
  - 12.3.7 A student who fails to meet the required date for submission of the final report will normally be considered to have failed the final assessment.
  - 12.3.8 A student who fails the final assessment but has passed the continuous assessment component may be allowed to resubmit the Internship report within two months and be reassessed. Unless otherwise determined by Senate, the maximum mark allowed for such referred work shall be 45%.

- 12.3.9 The General Academic Regulations on repeat, discontinue and withdraw shall apply to Internship.
- 12.3.10 A student who fails the Internship component shall not proceed to the final year of the Degree Programme.
- 12.3.11 Alternatively students undertake an in-house Internship Programme (Project Based) for 30 weeks in accordance to Institute guidelines.

## **12.4 GUIDELINES FOR STUDENTS ON INTERNSHIP**

- 12.4.1 The student is subject to Institute and company regulations during Internship.
- 12.4.2 The student is expected to: -
- i) conform to the company's regulations, working time and discipline;
  - ii) fulfill the supervisor's instructions concerning the training process and carrying out of the industrial research project;
  - iii) complete a logbook on a daily basis and submit a report after finishing the training in a given department (or training unit);
  - iv) take part only with educational purpose in mind according to the ultimate instructions of the supervisor;
  - v) put his/her best efforts to acquire extensive knowledge and skills in order to achieve required standard of training;
  - vi) keep good relations with all the staff of the company;
  - vii) promote the good name of the Institute.
- 12.4.3 The choice of a company for the Internship will not be based on any probable monetary benefits the students may stand to gain.
- 12.4.4 The student must always bear in mind his/her conduct during the Internship period will reflect not only on him/her but also on Harare Institute of Technology and that it may also affect considerably the future Internship placements and the relationship between the Institute and the company.

## **12.5 Guideline for the Industry on the Treatment of the Student During the Internship**

- 12.5.1 The student will be subject to the company's regulations and is expected to function like a full time employee of the company.
- 12.5.3 For the period of the Internship, the student will have medical aid cover from the Institute.
- 12.5.4 The company is requested to provide the student every opportunity to function like a full-time employee and permit him/her to actively participate in all aspects of the business including management and administration except where confidentiality constraints may not permit his/her participation.

12.5.5 Wherever possible, the company is requested to assist the student by providing welfare measures such as providing help in finding suitable accommodation close to the company, access to canteen facilities, company transport facilities, etc.

12.5.6 If the company wishes to pay the student an allowance, the arrangement is only between the two parties, that is the student and the company involved.

### **13.0 APPEALS AGAINST TERMINATION OF STUDIES**

13.1 Any candidate who, having failed to satisfy the examiners, is required to withdraw from the Institute or discontinue a programme, has a right to appeal.

13.2 A committee shall be established by the Senate to consider such an appeal.

13.3 Any candidate who wishes to lodge an appeal against withdrawal or discontinuation must do so in writing to the Registrar within 21 days after the publication of the examination results.

13.4 On appeal, the candidate must state clearly the grounds of the appeal. Medical grounds must be substantiated in writing by a medical practitioner registered in terms of the appropriate Act. Any other evidence which the candidate wishes to submit in support of his/her case must also be lodged with the written appeal.

13.5 The Registrar will refer all timeous appeals to the Appeals Committee for consideration.

13.6 The Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the Examiners. Extenuating circumstances of a 'force majeure' nature, which explain and are directly relevant to the student's academic performance and which he/she could not reasonably have been expected to have foreseen or avoided, will be considered.

13.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence as it may consider pertinent.

13.8 No right to automatic oral hearing is conferred upon appeals and the institute will not reimburse any expenses incurred by an appellant in making a personal appearance before the Committee.

13.9 The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to the Senate for approval, or to the Academic Board or the Vice-Chancellor on behalf of the Senate for consideration.

13.10 All requests/appeals on re-mark will not be entertained unless directed by the Senate. However a student who has been given a withdraw or a discontinue decision may appeal in writing to the Registrar within twenty one days after the publication of the examination results.

### **14.0 Guidelines for Re-Marking Examination Scripts**

## **14.1 Preamble**

Examinations moderated by External Examiners shall normally not be contested. Only in extreme cases and where the student has failed will the Senate permit re-mark of examination scripts provided the guidelines that follow have been strictly adhered to.

## **14.2 Guidelines**

14.2.1 If a registered student contests his/her Examination grade in a course, the following guidelines shall apply;

- (a) The student shall submit an application in a standard letter to the Registrar within two weeks the official date of publication of Examination Results.
- (b) The Registrar shall convene a meeting of the Dean of the School, Lecturer of the School, Head of the Department and the student/appellant to explain the procedures undertaken in the marking of the examination scripts in that course and the relevant regulations applied to reach the student's final result.
- (c) If the student/appellant still feels unsatisfied with the explanation given in (b) above, and insists on the re-marking of his/her script(s), he/she shall make a second application on Form AC10 to reach the Registrar within two days of the meeting mentioned in (b), the Form AC10 shall be submitted together with a non-refundable deposit which shall be determined by the Registrar from time to time.
- (d) When the student collects Form AC10, the Registrar shall inform the student of the implications of remarking the script(s) clearly highlighting the non-refundable cost as outlined in (g) below.
- (e) If the student agrees to pay the amount involved in the re-marking process, the Registrar shall inform the Internal Examiner and the original External Examiner of the course that their marking is being contested.
- (f) The Registrar shall ask the Department to identify a second External Examiner within the region who will, after approval by Senate, be appointed in writing, to carry out the re-marking of the student's script(s).
- (g) The Registrar shall itemize the cost involved in the re-marking of the examination script(s) taking the following into consideration:
  - (i) Correspondence with original External Examiner and Internal Examiner.
  - (ii) Correspondence with prospective new External Examiner.
  - (iii) External Examiner's travel expenses.
  - (iv) External Examiner's upkeep including hotel accommodation.
  - (v) External Examiner's honorarium at the current rate, etc.

14.2.2 The cost shall be communicated to the student concerned, who shall be required to pay in full the amount involved in the remarking of his script(s) before any further action can be taken. If payment is not received within 10 days of the date of the letter, the student will be deemed to have abandoned his re-marking request and accordingly forfeit the deposit. No further correspondence shall be entertained.

14.2.3 Once the full amount has been paid, the External Examiner in the course concerned shall be invited to come to the Institute to conduct the re-marking of the student(s) script(s). If this is not possible, the University shall deliver to the External Examiner the examination question paper, the marking scheme for the course, the student's examination script(s) and a sample of other students' scripts in that course.

14.2.4 The new mark assigned by the External Examiner shall be subject to Senate approval, and thereafter there shall be no further contesting of the grade.

## **15.0 AEGROTAT PROVISIONS**

15.1 If a candidate, having completed a substantial component of a Part of his/her Programme, is prevented by serious illness or other sufficiently substantiated causes, from completing the prescribed requirements for that Part of the Programme he/she may be deemed by the senate to have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as the Senate may decide, provided that: -

15.1.1 The candidate will not normally be exempted from presenting a thesis or dissertation where such is prescribed.

15.1.2 The award of an Aegrotat Degree shall be without classification.

15.2 Where a student qualifies for an Aegrotat Degree, he/she may opt instead to write a special examination in order that an overall grade may be determined and formally credited to the student. Application for such an option must be submitted in writing to the Registrar not later than four weeks before the scheduled examinations.

15.3 The Senate may require any candidate, irrespective of his/her Programme or School, whose examination performance has been adversely affected by sufficiently substantiated circumstances of 'force majeure' nature to write a special examination at an appropriate future date, normally not later than three months after the date of the last examination missed.

In such a case, unless otherwise stipulated by the Senate, the mark obtained in the special examination will be counted in the overall assessment for purpose of degree classification.

Exceptionally, such special examinations may be permitted by the Senate on the recommendation of the Board of Examiners for candidates in respect of their performance in a special examination. In such cases, the mark obtained in the special examination shall be a pass or fail.

15.4 A candidate who wishes to be considered for an Aegrotat Degree must apply in writing, together with written substantiation for his/her case, to the Registrar normally within ten days of the end of Institute examinations for the Programme concerned. Appeals which are submitted on medical grounds must be supported by a certificate from a medical practitioner registered in terms of the appropriate Act.

15.5 A candidate who is awarded an Aegrotat Degree may not re-enter the examination for that same degree, but shall be eligible to apply to proceed to an appropriate higher degree.

## **16.0 PLAGIARISM**

## **16.1 Definition**

Plagiarism is the unacknowledged use of another person's material or ideas. As such, plagiarism is an academic offence in the sense that theft is in ordinary daily life.

**16.2** Recommendations on the severity of the penalty shall be determined by the appropriate Department Board or Board of Examiners. Cases of plagiarism shall be handled in the following manner: -

## **16.3 Minor Cases of Plagiarism**

16.3.1 **First Offence:** In the case of plagiarism being discovered in a piece of work such as an essay or laboratory report or dissertation the student shall get a Chairman's warning but shall be given an opportunity to re-do and re-submit an acceptable piece of work after one week and shall be awarded a maximum of 45%.

16.3.2 **Second Offence:** The student shall get a Dean's warning and shall be awarded mark of zero for the submitted work.

16.3.3 **Third Offence:** The Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.

## **16.4. Major Cases of Plagiarism**

16.4.1 In the case of plagiarism being discovered in a project at the end of the year the candidate shall be denied the opportunity to re-submit that project.

16.4.2 The new project shall be submitted not later than June of the following year.

16.4.3 The new project will be awarded a maximum mark of 45%.

16.4.4 In the case of plagiarism being discovered in a project for the second time and after re-submission, a mark of zero shall be awarded and recorded, and the Senate shall take disciplinary action either to suspend or expel the student.

## **17.0 MISCONDUCT AT EXAMINATIONS**

The following shall constitute misconduct in an examination:

- (a) Taking or possessing whilst in the examination room, any notes books, bags, cellular phones, programmable calculators, calculator covers or other material which has not been authorised
- (b) The use of any answer book, writing or blotting paper other than that supplied.
- (c) Aiding or attempting to aid, soliciting or attempting to solicit for aid from another candidate directly or indirectly.

- (d) Writing information or in possession of written information regardless of relevance, on any part of the candidate's body during examination.
- (e) Leaving the examination venue for any purposes without seeking permission from the invigilator.
- (f) Any other behavior that in the view of the invigilators is deemed to prejudice the performance of other candidates.
- (g) Subject to Ordinance 15, any candidate found guilty of misconduct during the examination shall be disqualified not only in that examination and subject, but in the whole examination, and further disciplinary action may be taken by the Institute.

## **18.0 PUBLICATION OF RESULTS**

18.1 The Registrar shall be responsible for the publication of the results of Institute examinations as approved by the Senate.

18.2 Results lists shall be posted on Institute notice boards and in addition, the Registrar may post to each candidate at his/her registered address, a copy of his/her individual results. The Registrar may post examination results on the Institute website or other appropriate media.

## **19.0 ACADEMIC TRANSCRIPT**

On leaving the Institute each student may obtain, on application to the Registrar, one copy of a formal transcript of his/her complete academic record at the Institute. Additional transcripts will be obtained at a fee.

## **20.0 AWARD OF DEGREES**

The award of Degrees of the Institute shall be subject to approval by the Institute Board.

Candidates completing the requirements for such award will be entitled to receive a formal certificate of the Institute, bearing the Institute seal and signed by the Vice-Chancellor and the Registrar, confirming the award.

## **21.0 INSTITUTE COURSE CODING SYSTEM**

The Institute shall have the following coding system:

Three letters and three/four figures:



<b>X</b>	<b>X</b>	<b>X</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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The first letter represents the School, the other two denote the Department, the subsequent number is the year (Part) followed by the semester and the last digit(s) denote(s) the paper.

**NB:** Institute wide courses offered by Services Departments shall have the prefix [HIT].

The Institute codes with four (4) prefix letters ending with the letter S denote those courses offered on a Special Block Release programme.