Harare Institute of Technology

HIT

success through innovation

Student Handbook

DESTINY

To be the stimulant of scholarship in innovation.

CAUSE

To cultivate commitment towards technopreneurial leadership.

CALLING

To commercialise technology through professionalism rooted in integrity.

CORE VALUES

- **Innovation**
- **Leadership**
- **Integrity**
- **Commitment**
- **Professionalism**

The Innovation And Technopreneurial University

www.hit.ac.zw

HARARE INSTITUTE OF TECHNOLOGY

STUDENT HANDBOOK

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INSTITUTIONAL PROFILE

The Harare Institute of Technology (HIT) was granted university status in 2005 with the promulgation of the Harare Institute of Technology Act {Chapter 25:26}. Harare Institute of Technology is the hub of technology development and delivery of quality technology programmes. HIT is Zimbabwe's most energetic and responsive institute, offering unparalleled educational opportunities for those seeking highest quality undergraduate, postgraduate and continuous professional development studies. It is at the forefront of growing Zimbabwe's industrial base and natural resources beneficiation.

HIT has been mandated to oversee the development, incubation, transfer and commercialisation of technology. Since its inception in 2005, the Harare Institute of Technology brand continues to witness phenomenal growth through the carefully orchestrated execution of the HIT mandate. Over the years, the University has maintained its lead position in the community of Universities through clarity of purpose and futuristic planning.

At its inception, the Harare Institute of Technology purposefully crafted a curriculum which would speak to the institutional mandate. The concept of Capstone Design Projects; a unique aspect of HIT, was infused into the Curriculum to provide students with room to prove their proficiency in translating scientific concepts into tangible outputs. The capstone design projects are informed by the philosophical precepts of innovation, technopreneurship and creativity and hold the potential for commercialisation.

Through the packaging and delivery of unique programmes, such as Electronic Commerce, Financial Engineering, Software Engineering, Chemical and Process Systems Engineering, Polymer Technology and Engineering and Information Security and Assurance, the Harare Institute of Technology continues to break new ground through the provision of context-based programmes which are crucial to rapid national industrialisation.

Programmes on Offer
The Institute has four Schools with the following departments:

School of Engineering and Technology
- Industrial and Manufacturing Engineering
- Electronic Engineering
- Chemical and Process Systems Engineering
- Materials Technology & Engineering
- Polymer Technology & Engineering

School of Industrial Sciences and Technology
- Food Processing Technology
- Biotechnology
- Pharmaceutical Technology

School of Information Science and Technology
- Computer Science
- Information Security & Assurance
- Information Technology
- Software Engineering

School of Business and Management Sciences
- Financial Engineering
- Electronic Commerce
- Forensic Accounting & Auditing

Centres of Excellence
To give impetus to the execution of the HIT mandate, the Institute has the following Centres of Excellence:

Technology Centre (TC)
The TC pulls together all workshops and laboratories at HIT and promotes (the development of) production and manufacturing activities across the Institute's academic departments in an inter and multidisciplinary manner. The centre provides a wider platform for students to turn their Capstone Design Projects into tangible prototypes. It also bridges the gap between industry and academic activities by offering training and product development opportunities as well as offering machining services of scarce components

Technopreneurship Development Centre (TDC)
Technopreneurship Development Centre (TDC) is one of Harare Institute of Technology`s strategic units which is driven by the philosophy that technopreneurs can be created and developed with appropriate business technopreneurial skills, attitudes and motivation. Through its courses, the TDC inculcates technopreneurial values amongst HIT students in order to develop knowledgeable and technological entrepreneurs. It also enhances the capabilities of new and existing entrepreneurs through technopreneurial development programmes.

Technology Education Centre (TEC)
This centre focuses on the pedagogy of Science, Engineering and Technology; equipping staff and students with research skills.

Environment Management, Renewable Energy and Climate Change Research Centre (EMRECCRC)
The centre focuses on research, teaching in sustainable development. The main thrust is environment management, energy efficiency and climate change adaptation strategies. The centre was established to provide technopreneurial solutions and adaption strategies to unpredictable climate change, environmental pollution and energy resource dwindling challenges facing Zimbabwe and the world at large.

1.INTRODUCTION

Welcome to the Harare Institute of Technology (HIT). We hope your studies with us will be exciting and stimulating and we wish you success in all your endeavours. This booklet contains basic information about the Institution, admissions, registration, assessment and examination processes.

The student information handbook is designed to bring vital and relevant information to every student undergoing studies at HIT. At times students do not know 'what' to do, when to do the 'what'. It is therefore hoped that students will make use of the information as contained in the Handbook regarding the admission, registration, lecture attendance and examinations.

NB. All terms purporting one gender shall include the other gender and singular shall include plural and vice versa.

This handbook provides guidelines on admission, registration and assessment processes and procedures. The student is advised to read this in conjunction with Ordinance 15, (The rules of Student conduct and Discipline) as well as the General Academic Regulations.

2.PRE-ADMISSION

ADVERTISING

POLICY

University shall admit students annually for both undergraduate and postgraduate programmes. Advertising shall be done through the media.

Entry qualifications for each programme on offer will be provided by the different Schools and Departments through the Academic Registry Department.

3.ENTRY REQUIREMENTS

There shall be general and programme specific regulations.

The minimum entry requirements for undergraduate programmes are two "A" level passes and 5 'O' levels including English Language, Mathematics and a Science subject. Specific subjects and qualifications shall be as per programme specifications. Please note that ND plus two years work experience and HND in relevant areas will be accepted in some programmes.

International students may be required to undergo oral and written communication skills tests to assess their proficiency in English. English shall be the official language of instruction.
Application forms for admission are either obtained from the University Academic Registry or downloaded from the website **www.hit.ac.zw**

4.ADMISSION

POLICY
Admissions at the University shall be at the following levels:

Certificate
Diploma
Undergraduate Degree
Postgraduate Degree

PROCEDURE
Application forms shall be submitted to the Admissions Office and then forwarded to the respective Schools for selection. The Admissions Office shall publish the list of successful applicants to whom offer letters are then forwarded.

5.0 REGISTRATION

POLICY
- An applicant/student shall only be a HIT student upon registration.
- A student shall be considered registered upon payment of the prescribed fees and signing of the completed registration forms.
- By signing the registration form, a student is undertaking to comply with the Institute regulations.
- Students shall register only in courses on offer for that semester.
- A student registered for a course is expected to attend all classes prescribed for such a course. Where tutorials, seminars, fieldwork, vacation work and practical sessions are prescribed, a student is required to complete any related assignments set.
- 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.
- For absence on grounds other than health, prior permission from the Dean on the recommendation of the Chairperson of the Department concerned is needed.
- After taking due consideration of the academic progress of a student, 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 or second part of the programme for which he/she is registered.
- Normally, no student shall be admitted to any programme or any course more that 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.

PROCEDURE
Upon receipt of the offer letter and invoice, the new students deposits prescribed fees into the **Harare Institute of Technology CBZ Bank;**
Account No. 02420583120037,
Sapphire Branch, Harare.
Swift Code COBZZWHA , Branch Sort Code: 6120

The student is cleared by Finance Department and proceeds to register at the Teaching Department. He/she signs the two forms issued by the Department confirming that all details are correct including courses registered. The Student submits one of the forms to the Registration and Student Records office and retains the other.

5.1 REGISTRATION FOR NEW STUDENTS (NEW INTAKE)

Registration for new students is normally done on Thursday and Friday followed by orientation that runs from Monday to Friday.

5.1.1 First Semester Registration for Part One Students

5.1.1.1 Stage One – Registration Office
- Verification of certificates.
- Student is issued with undertaking form, Ordinance 15, Campus map guide, student handbook and orientation programme.

5.1.1.2 Stage Two – Finance Office
Student submits enrolment data sheet for fees payment confirmation.

5.1.1.3 Stage Three – Department Registration
- The Department verifies the student's registration status.
- Student is issued with a confirmation of registration receipt which he/she signs after verifying the courses registered.

5.1.1.4 Stage Four - Communications and International Relations Office

Student is issued with a student ID upon submission of a signed confirmation of registration receipt.

5.1.1.5 Stage Five – Student Affairs Desk
- Student is issued with halls of residence application forms and Medical Aid forms upon submission of a current student ID.
- Allocation of accommodation in the halls of residence.
- Students complete and submit to the student Affairs Division the medical questionnaire on student's health.

5.1.1.6 Stage Six – Library
Students register and have accounts created and activated in the library system.

5.1.1.7 Stage Seven – ICTs
Students register and accounts are activated in the Library System.

5.1.1.8 Stage Eight – Registration Office
Submission of signed confirmation of registration receipt and the enrolment data sheet.

5.2. ORIENTATION FOR NEW STUDENTS
- Orientation is carried during orientation week. Usual activities are as outlined below:
- Dean of Student Affairs Address
- Campus Life Orientation – Student Affairs
- Teaching Department Orientation
- ICTS Orientation
- Library Orientation
- School Deans' Address

- Registrar's Address
- Vice Chancellor's Address

NB Orientation is compulsory for all new students

5.3 REGISTRATION PROCEDURE FOR RETURNING STUDENTS

5.3.1 Stage One - Finance Department
Student submits a completed clearance form for fees payment confirmation.

5.3.2 Stage Two - Department
- The Department verifies the student's registration status.
- Student is issued with a confirmation of registration receipt which he/she signs after verifying the courses registered.

5.3.3 Stage Three - Communications and International Relations Office
Student is issued with a student ID upon submission of a signed confirmation of registration receipt.

5.3.4 Stage Four - Student Affairs Division
Student registers with Student Affairs office.

5.3.5 Stage Five - Library
Student registers with Library and account is reactivated.

5.3.6 Stage Six - Registration Office
Submission of signed confirmation of registration receipt and completed clearance form.

5.4 CONCURRENT REGISTRATION

POLICY
No student shall be registered in more than one programme with the University at the same time.

5.5 LATE REGISTRATION

POLICY
- Late registration shall attract a fee as determined by the University and shall accrue as determined by the University from time to time.

5.6 EXEMPTIONS

POLICY
- Candidates can formally apply for exemptions by virtue of having studied and passed the course(s) in another recognised institution in the relevant area of study.
- Exemptions shall normally not be awarded for more than fifty per cent of the courses offered in an academic year of a programme to be studied.
- Application for exemption forms are obtainable from the Registration and Student Records Management Office.
- The request for exemption must be made during normal registration period.
- Applications for course exemption(s) 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.

PROCEDURE
- Applicants submit completed exemption forms and attach relevant certified documents from the awarding institution(s) and proof of payment before onward submission to Senate.
- Students should be guided by Item 10 in the General Academic Regulations on Course Exemptions.

5.7 ACCREDITATION ON PRIOR CERTIFICATED LEARNING (APCL/APEL)
Prospective students who wish to be considered for Accreditation on Prior Certificated Learning (ACPL) to gain admission into an appropriate degree programme can apply through Admissions Office.

5.8 CHANGING PROGRAMMES

POLICY
- No student shall be allowed to change from one programme to another two weeks after commencement of lectures.
- Application for Change of Programme forms are obtainable from the Registration and Student Records Management Office.
- Change of programme can only be effected after approval has been granted. Only then can a student commence lectures in the new Department/Programme.

PROCEDURE
Part One students who wish to apply for change of programme must complete the relevant application forms which are obtainable from the Registration and Student Records Management Office.

5.9 DEFERMENT OF STUDIES

POLICY
- Students who are temporarily unable to proceed with their studies and wish to defer should seek prior approval by completing the relevant forms which are obtainable from the Registration and Student Records Office.
- On return deferred students complete the Application to Resume Studies forms and submit these at the Teaching Department. Students can only resume studies after permission has been granted.
- Applications to resume studies will be received during Registration period only.

5.10 CHANGE OF MODE OF STUDY

POLICY
Students may only change mode of study after permission has been granted.

PROCEDURE
Students who wish to apply for change of mode of study are

from the Registration and Student Records Management office. Change of mode of study can only be effected after approval has been granted by the University.

6.0 WITHDRAWALS

POLICY
The University reserves the right to terminate the contract with the student for reasons outlined under procedure.
Students who intend to withdraw must advise the University in writing.

PROCEDURE
The University may terminate the contract with a student for the following reasons:
(i) Gaining admission into the University based on fraudulent information
(ii) Failure to meet academic and administration requirements specified in the General Academic Regulations.
(iii) Failure to pay fees
(iv) Breach of terms and conditions of University regulations and any other behaviour deemed inappropriate by the University.

6.1 TERMINATION OF STUDIES BY BOTH PARTIES

POLICY
Termination of studies shall be in writing.

PROCEDURE
Termination should not prejudice the University or otherwise.

6.2 DECEASED STUDENTS

POLICY
The relatives of a deceased student shall advise the office of the Registrar of the death of the student.

PROCEDURE
- A copy of the death certificate should be submitted to the University with notification.
- The Registrar's office shall then change the status of the student on the database.
- The Registrar shall notify other Academic Departments, Finance and Library.

7.0 FEES

POLICY
- The University shall charge competitive fees as approved by the Ministry of Higher and Tertiary

technology Development.

- Fees should be paid in full before registration.
- Fees may be reviewed if deemed necessary.
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7.1 PRESCRIBED FEES

Prescribed fees are valid for one academic semester and these include:

- Tuition
- Registration
- Examination
- Dissertation/Project
- Practical
- Laboratory
- Caution
- Appeal
- Field Trips
- Library
- Desk
- Sports
- Internship

The international students may pay using telegraphic transfer.

7.2 FAILURE TO PAY FEES

POLICY

- A student is only registered for the semester upon full payment of fees.
- Where a student has not paid the fees in full within the registration period he/she shall not be allowed to attend lectures until full payment has been made
- No University service shall be offered to unregistered students.
- A student's registration shall not be confirmed until he or she has fulfilled the requirements for payment of fees.

7.3 FEES REFUND

POLICY

Fees will only be refunded if there are reasonable grounds to do so. Applications for refunds should be submitted to the Registration and Student Records Management Office, Teaching Department and to the Finance Department.

8.0 ASSESSMENT

POLICY

- Assessment is through Internship, Course Work and Examinations.
- Coursework shall constitute 25% of the final mark and the Examination shall constitute 75% for courses without a practical component.
- Each course weighting shall be in accordance with the General and Programme Regulations.
- All coursework shall be submitted by or on due date
- Failure to meet the coursework deadline requires documentary proof for a waiver e.g. a medical Doctor's report
- Students shall be given feedback on their coursework

before examinations.
- All coursework marks shall be submitted to the Academic Registry through the respective Schools.
- No students shall write examinations without satisfying coursework requirements.
- Late submission of coursework shall attract a penalty.

PROCEDURE

Students shall submit all coursework to the Departmental office which shall keep records thereof.

All coursework shall have a cover page with the following details;

i)   Student name
ii)   Title of course
iii) Course code
iv)   Student Registration number
v)   Assignment number
vi)   Name of lecturer concerned and
vii) Due date

The Departmental office shall record all coursework by the markers in preparation for the results processing exercise.

8.1 DEGREE CLASSIFICATION

75% and above	1	(First Class)
65%-74%	2.1	(Upper Second Class)
55%-64%	2.2	(Lower Second Class)
45%-54%		Pass
0-44%		Fail

8.2 EXAMINATION RESULTS

POLICY

Examinations results shall be published at the end of each semester.

PROCEDURE

- Examinations results shall be published on the Institute Website.
- Any queries on examination results should be channelled to the Examinations office through the School Office.

8.3 APPEALS

8.3.1 APPEAL FOR RE-MARK OF EXAMINATION SCRIPTS

POLICY

- Examinations moderated by External Examiners shall normally not be contested. Only in extreme cases where the student has failed will the Senate permit re-mark of examinations scripts.
- All appeals shall be lodged through the Registrar within a fortnight of the publication of Examination Results.
- Candidates who appeal for a remark of examination scripts shall be required to pay prescribed fees.

8.3.2 APPEAL AGAINST TERMINATION OF STUDIES

POLICY
- 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.
- Candidates who appeal against termination of studies shall be required to pay prescribed fees.

PROCEDURE
Appeals with proof of payment of prescribed fees shall be channelled from the student to the School through the Examinations/Academic Registry Department and feedback shall be transmitted to the student through the School.

8.4 RULES FOR STUDENT CONDUCT AT EXAMINATIONS
- Candidates must fill in their registration numbers and other details as required on the answer booklets and the attendance slips. *(NB: Candidates should not write their names on the answer booklets.)*
- Candidates must read and comply with the instructions on the front cover of the answer script.
- No candidate may leave the examination room without the permission of the invigilator.
- Candidates must place on the front of their desks their student identity cards.
- Candidates are not permitted to smoke, eat or drink during the examination.
- Candidates are not permitted to talk to or communicate with any other candidate during the examination.
- Candidates should turn over their question papers and, first ensure that they have the correct paper and second, read through the paper and check that there are no obvious mis-printings, illegibly printed pages or missing pages.
- Candidates shall be told the exact starting and finishing times, (and that an announcement will be made when 10 minutes writing time remains)
- Cellphones are not allowed in the examination venue. If a cellphone rings the candidate will be asked to leave the room, and may not be allowed to get back into the examination venue.
- If the candidate uses more than one answer booklet he/she should tie the books together securely at the end of the examination session. *(No candidate is allowed to leave the examination venue within the first 30 minutes and the last 10 minutes of the examination).*
- No unauthorised materials can be used in the examination. If a candidate cheats or attempts to obtain information from other candidates or their papers, he/she shall be disqualified not only in that examination and subject, but in the whole examination and further disciplinary action may be taken by the University.
- Candidates should ensure that their answer scripts have been collected by the invigilator before they leave and all candidates may not leave the venue until they are told to do so by the invigilator(s).

8.5 MISCONDUCT AT EXAMINATIONS

POLICY
- Any students suspected of malpractices and dishonesty shall be brought before the Student Disciplinary Committee for disciplinary action.
- A written report of the decisions of the Student Disciplinary Committee shall be relayed to the relevant Department, School, Academic Registry, and the student.

PROCEDURE

In any case of misconduct by a candidate, the invigilator should proceed as follows:

If possible obtain confirmation from a second invigilator of the suspected misconduct before approaching the candidate.

- The invigilator should then speak to the candidate, if possible in the presence of the second invigilator, informing him that his misconduct has been noted and requiring him to remain after the examination to make a written statement to the invigilator;
- Any extraneous unauthorised material discovered should be confiscated.
- Normally the candidate would then be allowed to continue writing his examination. The Chief Invigilator is empowered to discontinue the examination of any candidate who misconducts himself but only if such misconduct interferes with the work of the other candidates.
- The Chief Invigilator shall indicate, on the attendance register, the candidate's misconduct and submit full details in a written report, including any written statement given by the candidate, to the Senior Assistant Registrar (Examinations) as soon as possible after the completion of the examination.

9.0 LIBRARY

9.1 PREAMBLE

In line with the HIT mandate, the Library strives to be a high-tech digital library that provides access to scientific, engineering and technology knowledge and information in multi-media formats that address the teaching, learning and research needs of the HIT community. The Library therefore provides access to and promotes the use of its resources by HIT stakeholders, industry and business partners and researchers from the community in which the Institute exists.

9.2 LIBRARY USER COMMUNITY

The bona fide staff and students at HIT form the primary users of the Library. This means that they need to be registered staff members or students in order to make use of the library facilities, resources and services.

9.3 APPROVED READERSHIP

The Library permits, through approved membership, researchers from the community in which the Institute exists as well as researchers from partner industry and business institutions and organisations with which the Institute collaborates.

9.4 USE OF LIBRARY RESOURCES BY BONA FIDE LIBRARY USERS

Library resources and services are freely available for use within and outside the HIT Library to all bona fide staff and

students. Through a defined, transparent and equitable circulation system, resources are loaned out to bona fide staff and students for specific periods that are stipulated in the General Library Rules & Regulations. Access is provided to online resources through IP authentication and/or through the use of user names and passwords.

9.5 USE OF LIBRARY RESOURCES BY APPROVED READERS

Approved Readers are able to use Library resources within the Library.

9.6 RESOURCES AVAILABLE TO USERS

The following form the mainstay of the HIT Library resources available to all users:

- Printed books, journals, magazines, documents, articles, newspapers, conference proceedings, Government publications;
- Electronic resources such as e-books and e-journals that can be accessed and used on- and offline;
- Technical papers and specifications;
- Industrial technology designs and engineering drawings, standards, patents and trademarks;
- Datasets and yearbooks; and
- Science, technology and engineering handbooks and guidebooks.

9.7 SERVICES AVAILABLE TO USERS

- Reference and Help Desk services;
- Information literacy skills training;
- Orientation;
- Guides to information resources and alternative sources of information;
- Inter-Library lending services; and
- Current awareness and selective dissemination of information.
- Library is an Information Awareness Centre, alerts staff and students to news and events beneficial to patrons

and relevant to HIT mandate
- Embedding ILS in the Moodle e-learning platform.
- Provision of Information Literacy Skills training programmes.
- Use of Whatsapp and Facebook to communicate with students and staff.

9.8 LIBRARY SERVICE TIMES

The Library provides services at the following times:
- Physical access and use of the Library is provided from Mondays to Fridays, 0900 – 2200 hours daily and 0900 – 1600 hours on Saturdays.
- The Library is closed on Sundays and most Public Holidays;
- Online access is open 24/7 throughout the year;

NB: These service times are currently obtaining and are subject to variation from time-to-time. Users are notified timeously when such variations occur and as approved by the Institute Senate.

Library users are encouraged to consult the General Library Handbook for detailed information on the available Library Resources and Services.
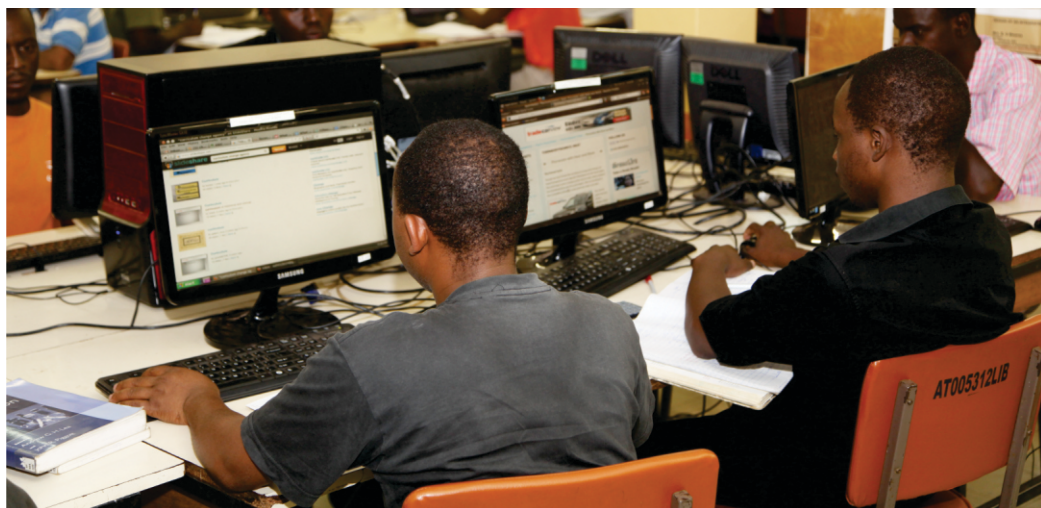
10. STUDENT SERVICES

The Institute has the Student Affairs Unit whose function is to look at student welfare. The Institute provides a network of counselling services co-ordinated by the Dean of Students. Their counselling focuses on personal problems, careers and graduate employment.

Counselling on academic, financial, and personal matters is offered in all Schools by Mentors drawn from lecturing staff.

10.1 STUDENT ECUMENICAL CHAPLAINCY

The services of the Chaplaincy are open to all. The department offers spiritual counselling and guidance as well as assists students from different religions with all their

religious activities.

10.2 STUDENT HEALTH SERVICES
There is a provision for basic health insurance and the Clinic will meet urgent health care needs on campus. Major cases are referred to Hospitals. There is a provision for health education programs, and accurate timely information about personal and community health, diseases and prevention.

10.3 STUDENT REPRESENTATIVE COUNCIL(SRC)
The SRC advocates for the needs of students to the administration and ensure that students have a voice in the academic and social decisions which directly affect them. They engage in unique activities, programmes and initiatives that involve the whole student body by developing and implementing both innovative and traditional programs. The SRC advocates for the needs and interests of undergraduate students.

10.4 UNIVERSITY CHOIR
The Choir is open to the HIT community, students and staff. The Choir performs at graduation and popular seasonal and special events.

11. INTERNATIONAL STUDENTS POLICY
- The University shall accept students from any country provided they meet the general entry programme requirements as stated in the respective School regulations.
- International students are those students who are non-Zimbabwean citizens.
- All International students (non-Zimbabwean citizens) shall pay their tuition fees in US$ as determined by the University from time to time.

12.GRADUATION CEREMONY

POLICY
- The University shall hold a Graduation Ceremony for students who would have successfully completed their programmes. A graduation fee will be charged on each student who will be graduating.
- The graduation regalia shall only be purchased from suppliers approved by the Institute through the Academic Registry Department.

PROCEDURE
- Clear with Departments before graduation.
- Attend graduation rehearsal.
- Collect Certificates and Transcripts.

13.STUDENT DISCIPLINE
The Institute is a society in which high standards of communal life must be established and maintained for the benefit of both present and future members of the Institute. A High level of personal integrity and a developed sense of responsibility are as important to the Institute as outstanding scholastic achievement. A proper concern for the reputation of the Institute and what it ought to stand for makes it incumbent upon its members to live decent and orderly lives both on and off the Institute campus.

When registering as a member of the Institute, a student is given a copy of the Rules of Conduct and Discipline and signs a statement in which he acknowledges that he has been furnished with the rules and that he undertakes to order his conduct while a student of the Institute in accordance with these rules. (Ordinance 15)