



Harare
Institute of
Technology

success through innovation

STUDENT AFFAIRS DIVISION

Policy and Procedures Handbook

Destiny:

To be the catalyst in Student Development issues.



Harare
Institute of
Technology

success through innovation

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

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INTRODUCTION

We, members of the Student Affairs Division team, commit ourselves to making the Harare Institute of Technology the incubator for innovative, responsible, mature and enlightened citizens. Our graduates will play their meaningful roles in Zimbabwe and the global village. The aim is to empower students so they can operate effectively in the Institute Environment and indeed in society. We benchmark ourselves against the Harare Institute of Technology Destiny as we create a conducive learning environment for scholarship.

This Policy and Procedures Handbook is another endeavor to provide information to students and all that are keen on our development. We are sure this handbook will enable the holistic development and realization of the full potential of students. The parameters in this document will provide a balanced environment sensitive to the needs of a diverse student community. The plural approach rejects violence, harassment and all forms of intolerance. I urge all of you to use the opportunity to gain as much knowledge as possible in order to develop yourselves and Zimbabwe. I urge you to “raise the bar”. HIT Student Affairs Division is for higher performance. We raise the bar.

Thank you

Joshua Chandauka
Dean of Students

INSTITUTE PRAYER

*Awesome God, we of Harare Institute of Technology here
gathered; seek your presence.*

*We thank you for all the wonders of creation, rich natural
resources and gift of ingenuity.*

*Guide us as we innovate around these natural resources;
your gifts to us.*

*Inspire us as we strive to nurture the spirit of enterprise
among our people.*

*Grant us the wisdom to generate knowledge, develop and commercialize
technology for the benefit of humanity and
all of creation.*

*Oh Eternal God, grant us the strength to remain men of and
women of integrity.*

*Let knowledge and skills sustain the development of our
great nation.*

*Let innovation bring prosperity to the people of this great
nation as you intended.*

*Teach us skills, grant us expertise, and let us understand
your will.*

*For it is through your grace that we excel and not by our
intelligence alone.*

Cultivate in us the hunger and thirst to excel in all we do.

*So that we serve our country with a great sense of humility, commitment and
professionalism.*

*Bestow wisdom on all our leaders and continue to bless them as
they lead us to deliver our Mandate.*

*For Thine is the kingdom, the Power and the Glory for ever
and ever,
Amen!*

Concept by Sophia Tendai and Joshua Chandauka

INSTITUTE SONG (ANTHEM)

CHORUS

*HIT will stand as one for the building of our Nation
HIT will stand as one for the benefit of all creation
HIT will stand as one for the Glory of God's name WE ARE A FAMILY!!!
(*2)Verse*

*1Cultivating within us the spirit of commitmentTo professionalism as we lead
Giving thanks to the Father for HIT AS A FAMILY!!! (*2)Verse*

*2Technocrats gathered together developing Zimbabwe
Men and women of integrity we stand With success through innovation we
will serve (stand or move) AS A FAMILY!!! (*2)*

By Elijah Chakwizira Alumnus Bachelor of Technology Honours Degree in Electronic Commerce (2010 t0 2014)



ABOUT THIS HANDBOOK

This Handbook is prepared for guidance to the Institute community in general and full time students in particular and does not constitute an Ordinance. The statements set forth in this Handbook are for information purposes only and should not be construed as the contract between students and the Institution.

CONCEPTUAL FRAMEWORK FOR STUDENT AFFAIRS DIVISION

Student Affairs programmes are oriented towards student development as opposed to student control. This perspective or philosophy means that each Department facilitates development. All Departments are biased towards a pro-active and preventative strategy/approach, rather than a reactive or remedial one. Student participation is at the heart of all activities.

Student Affairs Division Destiny:

To be the catalyst in Student Development issues.

Cause;

To develop students into cultured citizens.

Calling

To empower students so that they can operate effectively in society

Core Values

In endeavouring to achieve our vision and effectively fulfil our mandate, we shall uphold the following core values:

Accountability

We believe as innovators, we have an obligation to justify our ideas, actions and decisions. Each member in this concept is a leader, responsible for the outcomes of their initiative. Accountability sustains trust, especially where an initiative has yielded diverging views.

Equity

All customers will be treated with integrity according to their needs.

Sensitivity

We shall remain committed to our work and yet uphold empathetic understanding of our clients.

Quality

We shall ensure that professional standards are maintained in the student development programmes and our services

Synergy

We believe that interaction of elements when combined, produce a total effect that is greater than the sum of the individual elements; in participation and networking with all clients,

stakeholders and partners as a collection, we produce results not obtainable by any of the individual elements alone.

OBJECTIVES

- To create a learning atmosphere through provision of services and infrastructure at reasonable charges.
- Managing student's welfare and safety.
- Generating student leadership and character building through associations, sports and cultural activities. Improve the image of the Institute and encourage the pursuit of excellence through outreach programmes.

CLIENT CHARTER

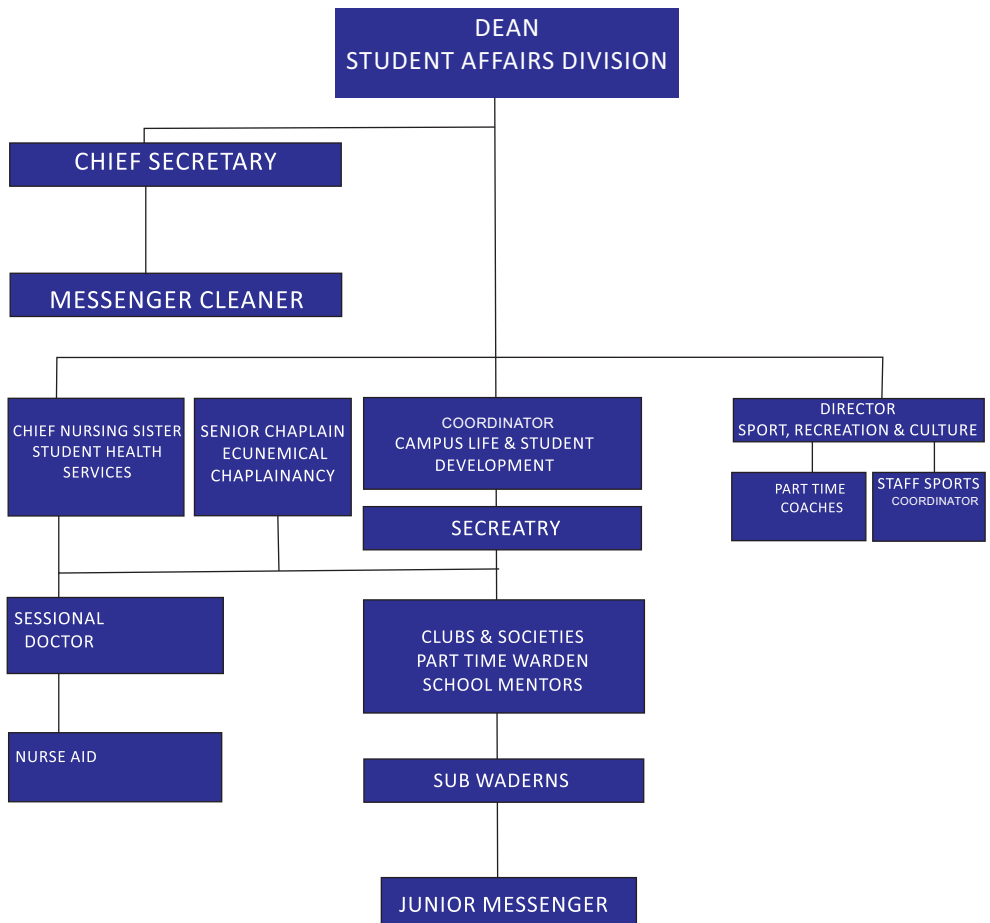
- To provide facilities and services to Institute students, thereby creating a conducive learning environment at all times.
- To cause effective student leadership and character development programmes in line with the mandate and philosophy of the Student Affairs Division
- To ensure that programmes are always sensitive and responsive towards the student's development and learning needs.
- To promote students wellbeing, welfare and discipline in order to raise the bar.
- To educate and consult students with cordiality and courtesy on the principle of partnership.
- To guide and assist students associations in line with the concept of smart sharing.

REGISTRATION

During Registration, students will be required to fill a form (Appendix 1) with personal details including health. This information assists Student Affairs Division to understand you as a person and so you are required to give as much detail as possible.

All students are expected to wear Harare Institute of Technology identity card at all the times. It is an offence for students to lend or borrow Harare Institute of Technology Students Identity Card.

STUDENT AFFAIRS DIVISION STRUCTURE



COMPLIMENT OF TEN PEOPLE (FULL TIME)

1 x DEAN

1 x Coordinator - Campus Life & Student Development

1x Chief Nursing Sister Student Health Services

1 x Senior Chaplain Ecumenical Chaplaincy

1x Director - Sports, Recreation and Culture

1 x Chief Nursing Sister

1 x SECRETARY

3 x MESSENGERS

CLUBS, SOCIETIES, ASSOCIATIONS AND MEMBERSHIP



Obligations to the Student's Affairs Office

The conduct of any student representing Harare Institute of Technology as a member of a club or student group is expected to reflect favourably on Harare Institute of Technology. Individuals or groups that bring the name of the Institute into disrepute will be subject to disciplinary measures including dismissal from the club.

To be considered a member of a club team, the following conditions must be met: S t u d e n t should be fully registered with Harare Institute of Technology. In addition members must fulfill club constitutional provisions.

- The student must have a proof of Mandatory Student Insurance Categories in the Office of The Dean of Students.
- The student's name must appear on the official club roster on file in the Office of Student Affairs.
- All appropriate Registration forms must be filled out correctly, kept up to date and filed appropriately with the Student Affairs Office.
- All Clubs purchases equipment, clothing, supplies will be facilitated by the Departmental Heads with the approval of the Dean of Students.
- Attendance at club meetings is encouraged.
- Repeated offenders to this obligation will be penalized.

Notes for Clubs.

- Continuity of positive club leadership is very important. This would include following the constitutional by-laws set up by each club.
- Show financial responsibility with all club funds, Harare Institute of Technology allocations

and club fundraising according to Harare Institute of Technology policies.

- Fundraising and membership dues are expected to supplement club costs.
- Approved fundraising on behalf of the Club, Student's Affairs Division is expected.
- Club members are expected to behave appropriately when travelling under the auspices of the Club, Student's Affairs Division and the Harare Institute of Technology.
- Authorization of travel will be given only under the following conditions:
- A season schedule is on file and approved,
- All necessary forms are on file (ex. insurance and consent Appendices 2 and 3),
- Travel rosters must be presented in the office at least two days prior to leaving.
- When appropriate each club may help support a Student Affairs function such as Orientation for First years, Graduation or Professional Orientation.

Probation

- A Recreational or Competitive club may go on probation for any violations of obligations. The penalty may range from allocation cuts, travel freezes or loss of other privileges.

Loss of Club Status

- If a club loses status the club officers may be required to appear before the Student Affairs Board to answer charges.
- A club may be without status for a maximum of 12 months.

DIRECTION OF CLUB TEAMS

- A Club programme should be designed to provide not only competition, but also leadership and social experience. It is expected that all clubs will be student run with assistance from a Patron / Faculty Advisor approved by the Student Affairs Division.

Each Club is expected to select a full slate of officers, whose responsibilities include, but are not limited to:

Club President:

- Oversee general operations of club, including schedules, forms, and conduct.
- Serve as a liaison between the club and Student Affairs Office.
- Insure compliance to club sport policies and operating procedures.
- Maintain a current list of addresses, phone numbers, and emails for the club officers and members.
- Submit all necessary forms, including an annual report of club sport activities Student's Affairs office through the Campus Life Coordinator.
- Determine the location of all your club sport equipment and submit a semester inventory to the club sports office.
- Ensure financial obligations are met and account for club funds.
- Ensure that your club has an up-to-date constitution.
- Attend or send a representative to quarterly Club Sports Meetings.
- Supervise fund raising projects.

- Inform incoming president of duties and responsibilities prior to change of officers.

Club Vice-President

- Assist the President with all responsibilities and act in his or her place during the absence of the President.
- Such responsibilities include scheduling of routine events and special events, travel, transportation, lodging, meals; arranging for officials, supervisors and field lining.

Club Secretary

- Keep records of all club sport activities, meetings, forms, and rosters.
- Call or e-mail club members to remind them of upcoming meetings, events, and competition.
- Handle all club correspondence.
-

Club Treasurer

- Oversee all finances and bookkeeping.
- Submit bills, receipts, invoices, and purchase requests, with bids.
- Ensure that all club members have paid their dues, if required.
- Assist in preparing all expense reports.

Club Patron/Faculty Advisor

It is encouraged that Harare Institute of Technology faculty or staff act as Club Patron/Faculty Advisor. In exceptional cases, permission may be granted for a Club Patron/Faculty Advisor who is not a member of Harare Institute of Technology to be engaged.

The Club Patron/Faculty Advisor is not to perform administrative duties for the club.

All prospective Club Patron/Faculty Advisor shall be approved by Student Affairs Division and must fill out a Volunteer Coach Application Form, and meet with the Co-Coordinator Campus Life and Student Development or The Director of Sports, Culture and Recreation before assuming coaching responsibilities.

Club Patron/Faculty Advisor assist in the development and implementation of club aims and objectives; the documentation of pertinent information. Be available to club officers during the development of projects and programs to provide expertise and direction.

Club Patron/Faculty Advisor assure that activities are well planned and reflect favourably on the Harare Institute of Technology Club Advisory Council. It is encouraged that Harare Institute of Technology clubs and or student groups invite experienced members of staff or community individuals to constitute themselves into a Club Advisory Council (CAC).

Club must seek approval of Student Affairs Office. The CAC shall function as a source of information and assume mentorship role but is not mandatory. CAC is not to perform administrative duties for the club.

MACHINES AND EQUIPMENT

The Groups on Campus are encouraged to acquire equipment for their use both at the Harare Institute of Technology and during outings. Therefore, these should be properly secured, repaired and replaced, as need arises. Once equipment is bought or donated, it becomes the property of the Harare Institute of Technology and its custodianship remains Institute responsibility for use by all students in subsequent years.

Security of Equipment

All equipment bought, or donated should be recorded, kept, and an updated inventory and equipment kept at the office of the Dean of Student Affairs. Equipment and Instruments: When Groups decide to use equipment and or instruments, these should be collected from storage after signing a collection form, and returned as soon as possible.

Damaged equipment should be reported to the authorities and reparation or disposal arranged as soon as possible. No musical instrument(s) will be played during the times that interfere with and disrupt learning activities.

Missing items should be replaced as soon as possible and at a minimum period of two weeks.

Disposal of Antiquated Equipment:

This will only be done with the approval of the Dean of Students Affairs and observation of Institute regulations. Should such equipment be sold, then the revenue from sales of old equipment is kept in the Groups' account for augmentation in the event of purchasing new equipment.

PRIZES AND ROLL OF HONOUR

Honours bestowed on the clubs shall be acknowledged :

- Floating trophies shall be displayed in the Hall of Honour .
- Personal trophies shall remain in the custody of the individual after acknowledgment at an Institute Ceremony.
- All cash shall be disbursed at the discretion of Student Affairs Board or as dictated by a circular issued from time to time (See Appendix 4).

Club Registration

All clubs must hand in their constitution and register with Student Affairs. All academic discipline oriented association and cultural clubs can register through the Department of Campus Life and Student Development.

Sporting clubs will register with Department of Sports, Culture and Recreation (Appendix 5).

A Club constitution must be characterized by the following features;

- All articles must comply with country laws and Institute Ordinances.
- Goals that promote the Institute mandate and values.
- Diversified membership; there must be demonstrable plurality.
- The executive must be made up of different Institute sectors; no executive shall be made up of

membership from the same cohort group.

- Members of the Executive shall have no powers to expel members but can suspend members from positions or enjoyment of privileges for no more than twenty eight days.
- Members may be voted out of position or expelled from the club by the membership through a simple majority vote.

Conduct

Clubs are expected to function in a mature and responsible manner, both on and off campus in all club-related activities and in accordance with Harare Institute of Technology mandate and Club Sport policies and guidelines.

Clubs may face disciplinary action for inappropriate behavior while participating in any club-related activity.

Disciplinary Concerns

A disciplinary concern is “the violation of, or non-compliance with Harare Institute of Technology policies, campus regulations, Ordinance 15, or standard of conduct.” There are two categories of disciplinary concerns, minor and major infractions.

The minor infraction (e.g. failure to submit required forms and documentation in a timely manner). The club is placed on probation. A letter (e-mail) is written to the club president, stating the reason for probation, the length of probation and the consequences the club will face if additional infractions occur during the probation. Club officers must submit a letter of explanation concerning the offense.

If additional infractions occur while on probation, the club’s funds will be frozen, and the club’s allocated funds could be forfeited.

The Coordinator will meet with the Club Advisory Council (CAC) to recommend the appropriate action to the Dean for approval. The entire club membership will be notified via e-mail by the Coordinator as to what actions have been taken against the club, and the club is reminded of its right to appeal the decision.

Common examples of administrative offenses include, but are not limited to:

- failure to submit consent waivers with proof of insurance, next of kin form, travel roster, expense report and club results.

If a club is absent from a schedule, the following procedure shall be followed:

- The club must submit a written explanation of the absence to the Coordinator.
- First Offense If the absence is judged to be unexcused, the club shall be fined and such a fine shall be deposited in the club contingency fund.
- The club will also meet with the Coordinator to review what was discussed at the meeting.
- Second Offense The club will be placed on inactive status.
- The club will not have access to funds and will not be entitled to use Harare Institute of

Technology facilities. In order to be reinstated as an active club, the officers must appeal their reinstatement before the Student Affairs Board. The major infraction (e.g. the use of club funds without proper authorization, allowing ineligible individuals to participate in club activities, and unsportsmanlike conduct). In such instances, a meeting with the club president and the Club Advisory Council (CAC) is scheduled.

- Input from appropriate administrators is solicited when deemed appropriate.

The Coordinator, after consultation with the CAC will determine the disciplinary course of action. The club is notified in writing of the decision, and is reminded of their right to appeal the decision. The order of disciplinary actions is as follows:

- Probation for a specific period of time, under specific terms and penalties.
- Funds are frozen.
- Loss of practice facilities and suspension from campus for a specified period.
- Loss of funding or Fines.
- Loss of permission to compete.
- Loss of Club Sport status.
- Notification of disciplinary action is sent to the club's membership.



DEPARTMENT OF SPORTS CULTURE AND RECREATION



General Principles

The Club Sports program offers the student a unique opportunity to engage in a competitive athletic endeavor gaining the benefits and pleasures that come with Sports. It also allows the student an opportunity to take part in the leadership, responsibility and decision making process of club activities. It is the Student's Affairs Division intention that each club operate as independently as possible.

Sports Culture and Recreation Directorate

The Sports, cultural and recreational programmes shall be administered by the Director who in turn reports to the Dean of Students. Each club shall operate under the direction of the following officers: President, Vice-President, Secretary and Treasurer. These officers will be elected by club members by popular vote at least 2 weeks before close of an academic year so that there is a smooth hand over take over. Eligibility of Students¥

The following students may not hold any club office;

- A student on either academic or disciplinary suspension/probation o
- A student with a repeat status.
- A student with more than two carry over courses.
- Eligibility to vote is determined by the club's constitution.

Sports Clubs.

- There shall be a Sports Council made up of The Chairpersons of Sporting Clubs.
- The Sports Council shall be mandated to analyze policies that govern Department of Sports

Culture and Recreation activities.

- Sporting activities shall be run on club basis with a Constitution which shall be approved by the Sports Council and endorsed by The Dean of Students/Student Affairs Board.
- The Sports Council will meet at least twice a semester to identify specific issues, study them, and develop a supported proposal of action.
- All students properly registered as full time students with Harare Institute of Technology and its members of staff may join any club provided they meet membership criteria set out in the Constitution. The clubs may register persons from outside the Harare Institute of Technology provided permission has been granted by the Harare Institute of Technology Student Affairs Committee and approved by the Vice Chancellor.
- Harare Institute of Technology organized activities supersede any other. Club members shall transact business within the confines of Harare Institute of Technology regulations including issues of budget, transfer and loaning of playing members. Where there is a dispute The Harare Institute of Technology Dean of Students/Student Affairs Board shall appoint an arbitrator/s whose decision shall be final. The Harare Institute of Technology shall from time to time determine the level of a mandatory sporting levy against each student.
- Club members who participate in Competitive Institutional teams may be considered for the Vice Chancellor's Sports Person of the Year.
- Club members who participate in National Teams may be considered for The Harare Institute of Technology decorations "The Harare Institute of Technology Sporting Eagle Award." (Appendix 4) Sport Club Meetings.
- Meetings for sport club representatives shall be scheduled by the Director of Sports Culture and Recreation on a quarterly basis. These meetings will highlight a specific topic and also provide an open forum for club representatives. It is mandatory that each club be represented by an officer.

Weekly Reports

Each Monday before 1700 hours, all clubs, when in season, are required to contact the Director of Sports, Culture and Recreation to report on the previous week's activity and provide information about upcoming events. Results are submitted to the Division, distributed across campus, and placed on the Harare Institute of Technology website.

Scheduling

All club schedules shall be submitted for approval to the Office of Student's Affairs.

Failure to submit a schedule will be viewed as a serious matter, and may be grounds for disciplinary action. Schedules must be submitted at least two weeks prior to the start of the season.

The club must notify the Division for an extension. In making a schedule, the following procedures must be followed:

- Events maybe scheduled only during the academic year of Harare Institute of Technology.
- No events are to be scheduled during the study or exam periods.

- Home events must be cleared due to facility utilization by various Harare Institute of Technology programs (requests must be submitted).

Failure to fulfill scheduling commitments with other institutions or organizations will be viewed as a serious breach of the club's obligation. All commitments with other institutions or clubs must be submitted in writing along with the completed schedule.

Note: Clubs are responsible for contacting the Administrator, Student Health Services, at least two weeks prior to a home event to secure medical coverage. If a club fails to secure medical coverage, the event may be cancelled.

Coach

It is strongly recommended that students, Harare Institute of Technology faculty members or staff act as club coaches. In exceptional cases, permission may be granted for a coach who is not a member of the Harare Institute of Technology to be engaged. The coach is to act only in the teaching, training and instruction for the sport itself. The coach is not to perform administrative duties for the club.

All prospective coaches shall be approved by Student Affairs Division and must fill out a Volunteer Coach Application Form (Appendix 6) and meet with the Director of the Department of Sports, Culture and Recreation before assuming coaching responsibilities.

TRAVEL

This policy applies to every registered student who undertakes travel on behalf of Harare Institute of Technology. A club/society or individuals may only travel as a representative of Harare Institute of Technology when authorized by the Harare Institute of Technology (Appendix 7). In some circumstances where more detailed information is required Activity proposal may be required (Appendix 13) As a guide you cannot request to do activities outside the Harare Institute of Technology when the Harare Institute Technology community has not experienced your activities. Protocols for Travel Authorization will be given only under the following conditions:

- The participants must be current registered students.
- The season schedule is on file and approved at least one month prior to travelling.
- All necessary forms and information are on file one month before the event.
- Travel roster is presented to Student Affairs Office three days prior to leaving.
- Travel roster must also include an attached itinerary.
- Clubs are encouraged to travel during daylight between 5.30 am 6.00 pm.
- Clubs shall not be allowed to travel between 10.00 pm and 5.00 am.
- Travel roster and list of participants to be presented to the security in charge as the entourage leaves campus.
- The Organizer/facilitator's physical address, name and contact number shall accompany the list of students deposited with the office of Dean of Students.
- List of participants to be deposited with the office of the Dean of Students at maximum 12

hours before departure.

A member of staff should accompany every group of (30) thirty students. You may need to be equipped with the following:

- Harare Institute of Technology accident report forms (Appendix 8).
- Harare Institute of Technology insurance card provided by Works and Estates Department for each Harare Institute of Technology vehicle (Appendix 9).

Contact numbers for Harare Institute of Technology member of staff in the event of an emergency and the nearest Police Station:

Clubs are encouraged to meet their expenses. The Harare Institute of Technology will meet reasonable, relevant expenses incurred by those travelling on behalf of Harare Institute of Technology. This will be offered at the discretion of management or as dictated by the circular (See Appendix 10).

Student Standards pertaining to the Use of Alcohol

The following Alcohol Policy is consistent with Ordinance 15 adopted in the governing of Harare Institute of Technology student conduct. Under the Ordinance 15, intoxication by any student, irrespective of age, is prohibited. Thus, intoxication by a Harare Institute of Technology student-athlete or student worker, irrespective of the age of the student, is prohibited.

Harare Institute of Technology funds may not be used to purchase alcohol for consumption by members of a club sport at any time, irrespective of the age of the individuals involved or the legal drinking age in the jurisdiction where the alcohol is purchased.

There will be no consumption of alcohol while in transit to or from practice, competition, or any club activity, regardless of whether personal vehicles, buses or other means of transportation are used. As representatives Harare Institute of Technology members of a club sport may not consume alcohol from the time they leave campus until they return upon the completion of a Harare Institute of Technology sanctioned and approved club trip.

Any deviation from this policy will result in the immediate suspension of the club. A report of the incident may be forwarded to the Office of Student Affairs. Club sport members may not consume alcohol during any “official club activity,” including receptions, dinners and special events.

Club members should be aware that if coaches, administrators or athletic department staff members become aware of such conduct, at any time on team trips, they will take appropriate action to stop it.

Clubs may adopt more restrictive rules relative to alcohol use for their respective teams. In such an event, club members shall also comply with those rules.

Students in violation of provisions of the Harare Institute of Technology's Alcohol Policy as set forth will be subject to Harare Institute of Technology disciplinary action through the Office of Student Affairs and The Proctorship.



ECUMENICAL AND SPIRITUAL LIFE



It is expected that students that come to Harare Institute of Technology already being members of different churches should continue nurturing their spiritual life by starting a cell group of their own denomination with their own student leadership. This will help students to maintain their links with mother bodies back at home.

STARTING A CELL GROUP

This requires seeking permission from the Dean of Students through the office of the Senior Chaplain. The Cell Group must be willing to conduct annual elections to choose new leaders to run the affairs of the group. A fresh list of its members must be submitted to the office of the Senior Chaplain every semester. Names of members listed should give the following information: full name, sex, student number, room number (if on campus), programme, and cellphone number.

- Cell Group must state specific time of meetings.
- No First Year students to hold positions of office.
- Cell Group must write its Constitution and register with the office of The Senior Chaplain (See Appendix 5).
- Harare Institute of Technology is no place for starting a new church, only churches with registered offices in Zimbabwe Conduct of Meetings.
- Senior Chaplain to designate venue for each Cell Group meetings.
- Lecture rooms and common rooms may be used for cell group meetings.
- Meetings are to be held after all lectures of the day have ended.
- Loud noise should be avoided in order to respect other student having private study or preferring to rest in hostels.

- Permission should be sought from the Harare Institute of Technology first before outside groups are invited to participate in meetings on Campus.

Outreach Programmes

A Cell Group desiring to travel on an outreach programme should submit an application form a month before the trip for approval to book the bus and driver on time (appendix 6).

ACCIDENT OR FUNERAL POLICY

Preamble

The provisions contained in this section are a privilege and not a right.

The Harare Institute of Technology issues circulars from time to time regarding this subject matter hence the rules contained in this section are subservient to Harare Institute of Technology circulars.

Every student is expected, and is reminded of their responsibility to keep their funeral policy up to date with a funeral parlor of their choice. They avail such information to the Harare Institute of Technology as part of their registration formality.

Medical Insurance personal cards are issued to all students who are registered at the Harare Institute of Technology Clinic. This is an emergency scheme; it has no comprehensive cover. In the event of death all funeral arrangements will be organized in liaison with the family of the deceased.

In the event that a student is injured, accidentally or otherwise, on campus either in class, laboratory, at sports, etc.

Medical attention is sought immediately at our local Harare Institute of Technology Clinic or rushed to the nearby hospital for treatment.

The medical Insurance will cover the cost, and where there is a shortfall the student will pay.

ACCIDENT OF STUDENT WHILE ON HARARE INSTITUTE OF TECHNOLOGY DUTY

When a student is injured while on Harare Institute of Technology duty.

Although there is indemnity The Harare Institute of Technology takes limited responsibility of the immediate medical care for the student. (See Appendix 3)

The parent/guardian is informed immediately,

Take precaution, where possible, that it does not happen again.

DEATH OF A STUDENT

When a full time registered student dies anywhere outside campus and the Harare Institute of Technology is informed about it.

A Harare Institute of Technology Senior Chaplain or Officer will be assigned to establish facts

and report back to the Institute through the office of the Dean of Students.

The Senior Chaplain will organize with the Dean of Students to visit the bereaved family with representatives from among the students if the death occurs within 50 kilometer radius. If the death occurs beyond 50 kilometer radius the Senior Chaplain will represent the Institute.

A token of condolence equivalent to semester tuition fees (in the absence of insurance) is given to the bereaved family on behalf of the Harare Institute of Technology (Appendix 11).

Burial within 50 kilometer radius will be attended by representative staff and students transported by the Harare Institute of Technology.

DEATH OF STUDENT WHILE ON CAMPUS

In the event of death of a student while in academic session, the Harare Institute of Technology may at the discretion of management suspend classes for that day.

Where a student dies during examination time, at the discretion of management, some examinations may be postponed to a later date. The death of a student while on campus will be treated as follows:

- The Harare Institute of Technology Officer is informed immediately who in turn informs the Dean of Student Affairs Division, and proceed to investigate the matter for verification purposes as well as gathering facts. The Harare Institute of Technology Officer will in conjunction with local medical personnel alert the police to confirm death.
- The Harare Institute of Technology Officer in consultation with Police, parents and or guardians will remove the body of the deceased to a parlor.
- The Parents and or guardians of the deceased will immediately take over all the responsibilities.
- Funeral service and the burial ceremony of the deceased student may be attended by staff and students.
- Harare Institute of Technology will avail transport provided the distance is within 50 kilometer radius.
- Where the body of the deceased is taken by parents/guardian, a distance beyond the 50 kilometer radius, only the Chaplain may go to represent the Harare Institute of Technology at the Harare Institute of Technology expense.
- A token of condolence equivalent to one semester tuition fees (in the absence of insurance) is given to the bereaved family on behalf of the Harare Institute of Technology (Appendix 11).
- A memorial service can be arranged to take place either at Harare Institute of Technology or home/church of the deceased in liaison with the family where students and staff members may attend.

DEATH OF STUDENT WHILE ON HARARE INSTITUTE OF TECHNOLOGY DUTY

In the event that a student dies while on Harare Institute of Technology duty:

- Harare Institute of Technology takes full responsibility of informing the Police, calling a doctor to confirm the death and call for a hearse from a funeral parlor where the family funeral policy kept.
- Harare Institute of Technology takes limited responsibility for funeral costs in conformity with indemnity confines (See Appendix 2)

ACCIDENT AND FUNERAL INSURANCE FOR STUDENT

- Each student shall subscribe to an accident and funeral policy.
- A token of condolence equivalent to one semester tuition fees (in the absence of insurance) is given to the bereaved family on behalf of the Harare Institute of Technology (Appendix 10).

MEMORIAL SERVICE

- When the surviving family of the late student of Harare Institute of Technology organizes a memorial service for their daughter or son at Harare Institute of Technology, the Senior Chaplain, or any other senior member of staff may attend to represent the Harare Institute of Technology.
- Where Harare Institute of Technology deems fit to hold its own memorial service for the departed student, the Senior Chaplain, in consultation with the Dean of Students, will arrange and prepare a programme of service to take place on Campus to allow as many students and staff members to attend. The service will be held with no, or minimum disruption to students' studies.
- All students escorting funerals are supposed to conduct themselves in a reasonable and accepted manner.



HEALTH AND WELLNESS DEPARTMENT



These Policy and Procedures are applicable to registered conventional students of the Harare Institute of Technology.

Service Delivery

The Sister in Charge will be responsible for the delivery of the health care services and will be accountable to the Dean of Students Affairs. There shall be a Locum Doctor.

Specific Requirements for a Locum Doctor

- Must be a general practitioner.
- Must be registered with the Health Professions authority and in possession of a current Health Practicing Certificate.
- Must be apolitical.
- Must be able to make hospital follow up visits to admitted patients.
- Be prepared to attend to emergencies outside normal working hours.
- Previous working experience working with college students is an added advantage

Locum Doctor Services.

- A hired locum medical Doctor will visit the Health Unit on stipulated days and times.
- The locum Doctor will be responsible for patient(s) admission into hospital(s).
- The health provider will ensure a clean, safe, functional and effective environment to reduce the risk of negative environmental outcomes, injuries and the spread of diseases.

- Must be registered with the Health Professions Authority and in possession of a current Health Practicing Certificate.

Referrals

- Ambulance services and referrals will be according to Medical Insurance Company recommended service providers.
- All seriously ill patients will be accompanied by the nurse during working hours or the warden after working hours. (See Appendix 12).

Service Times

- The Health Services Unit will be open Monday – Friday offering services from 0800 hours to 1630 hours but will be closed on public holidays.
- Students needing service after hours or on a public holiday will seek treatment out of campus. In cases of disaster all health professionals will be summoned to report on duty immediately.

Claims

- The health Services Unit claims will be according to AFHOZ tariffs (Association of Health Care Funders of Zimbabwe).
- A student who is not a member of the Harare Institute of Technology student Medical Aid Insurance for whatever reasons shall not enjoy benefits equivalent to more than three quarters of the contribution made.

Infection Control

- Procedures for the disposal of bio-hazardous waste materials generated during the course of provision of health services (i.e. sharps and clinic waste), will be observed all the time.
- Disposal of bio-hazardous materials will be done in accordance with the Environmental Health Act through a contracted company.

Dispensary

- Drugs only recommend by the Medicines Control Authority of Zimbabwe will be dispensed as per prescription.
- Protection and Release of Medical Information.
- Medical information shall not be part of the academic record.
- Confidentiality in relation to patients' information will be maintained with the exception for the purposes exempted by law or court order.
- Medical information that is statistical in nature and does not disclose specific individuals may be released subject to by the Harare Institute of Technology council approval.
- Any harm (physically, psychologically, financially, etc.) shall be reported as soon as possible to the Dean of Students. Medical records kept at the unit will be always kept locked.
- Medical records for students will be kept at the clinic until the student graduates after that they are sent to the archives for safe keeping and eventually shredded.

Policy Review

- The Health Services Unit Policy Document and Procedures will be reviewed and approved by the Harare Institute of Technology Council.
- Admission into Observation Unit Patient's condition is assessed and managed accordingly. Only moderately ill clients are admitted into the observation unit.
- Severe cases are referred to hospital for further management.
- Patient's vital observations are monitored ½ hourly to monitor if the patient's condition is progressing well or deteriorating.
- A patient is admitted for observations for at most 3 hours.
- If the patient's condition improves he/she is discharged and booked for review the following day.
- If the patient's condition remains the same, the patient is referred for further management.
- If the patient's condition deteriorates, he/ she is referred immediately.

Patient Referral Procedure

- Following the patient's assessment, serious cases are referred to either Parirenyatwa, Harare Central or West End Hospitals.
- A referral form is filled in before transfer and is filed for safekeeping as well as statistical data (See Appendix 12)
- An ambulance is called to ferry the patient to hospital including government ambulances.
- The student is escorted by the Nurse if she is on duty or a Warden.
- Guardian/Parents are notified about their child's illness.
- Handover of care is given to the parents as soon as they arrive.
- Follow up of the patient is done even after handover of care to parents in order to know the outcome and keep the authorities abreast of what will be happening.

NB: *For cases of colds and flu one can choose to use the college clinic or seek medical attention outside campus. No transport is provided to such cases.*

PLEASE NOTE: *Members of staff are encouraged to visit their Family Doctors or access treatment from Clinics and Hospitals recommended by their Medical Aid Society.*

Members of staff on ART (Anti-Retroviral Treatment) to access treatment from their own Doctors or through the National Policy.

Assistance will be given to students on how they can access ART (Anti-Retroviral Treatment) through the National Policy.

Counseling of students will be offered at any time.

Referral System

Students who need Admission into hospital will be referred to Government Hospitals either

Parirenyatwa or Harare Central Hospital unless other arrangements are made. Unconscious students will be referred to hospital by Municipal and Hospital ambulances only. In case of any emergency prompt action will be taken and referred for hospital admission and management.

Minor ailments will be attended to by the Hostel Wardens after hours.

Consultation fees for students will be claimed through the respective Medical Aid Society. Medication will be issued at the clinic and claims will be made to the Medical Aid Society.

For medications which are not available at the clinic a prescription will be issued.

Refuse Disposal

Clinic refuse will be collected by a Service Provider for incineration.

HIV AND AIDS

Harare Institute of Technology recognizes the growing epidemic of human immune deficiency virus (HIV) infection at all levels. It is fair and wise, therefore, for the Institute to adopt policies and practices that presume the possibility of HIV presence. Specific safeguards are felt to be important for sero-positive individuals. These safeguards, listed below, are built primarily around issues of confidentiality and non-discrimination.

HIV infection shall not be used as a reason to restrict participation in any Institute facilities and activities. The Health Centre will be available to provide individuals with HIV diagnostic services, free voluntary counselling and testing, support counseling for students living with HIV/AIDS and appropriate referrals for HIV antibody testing. All such involvement with the Health Service as well as any information shared or generated by its guidance will be kept strictly confidential unless required by law to be reported.

Individuals who know that they are sero-positive are encouraged, though not required, to discuss their condition with the Health Centre staff for purposes of proper medical care and follow-up.

Any individual concerned about HIV or HIV-related issues may seek personal counselling and assistance through the Clinic's counseling Centre. Any disclosure shall be kept in the strictest confidence in accordance with the maintenance of confidentiality of medical records and will be released only with the express written permission of the sero-positive student.

Parents, media, or other persons outside the Institute community seeking information regarding the status of HIV infection on campus or the institution's response to such infection shall be directed to the Principal of the Institute or a designee.

The Institute recognises that, as information about AIDS is updated, periodic changes in the Institute's position and practices may be necessary.

ACCOMMODATION POLICY



(This paper does not substitute clauses in Ordinance 15)

All students registered with the Harare Institute of Technology can apply for accommodation when academic programmes are in session. (Appendix 13)

Students who want to pursue academic programmes during the vacation should request for residence through the Dean of their School and pay their rentals.

Students who are involved in projects or and are employed in Harare during vacation may apply for residence through The Dean of Students and pay the rentals.

All Accommodation and Catering facilities will be closed during the Christmas Break. Special arrangements will be made through the Accommodation Committee if there is exceptional case/s e.g. International Students.

The Dean of Students, in consultation with the Accommodation Committee and the Senior Proctor, may deny a student accommodation.

Accommodation shall be offered in the following order:

First Year and Students with Disabilities, Final Year Students, Second Year and Third Year Students with " out of Harare addresses", Second Year and Third Year Students, Students with reduced load, Repeaters who shall undergo an interview and Students with record of breaking

Harare Institute of Technology rules who must appear before the Accommodation Committee for assessment. In all cases priority shall be given to students with “out of Harare addresses” and those that have interest in activities that raise The Institute Flag.

There shall be a Sub Warden appointed by the Harare Institute of Technology to act as conduit between Students and The Harare Institute of Technology Administration. The Sub Warden shall work with Hostel Committees which are appointed or elected from time to time.

Procedure in applying for accommodation

- Dean of Students shall announce a specific period for application to fill vacant beds. However individual students can approach the office if they have urgent need.
- Applicants will be issued with forms after screening based on the priority list.
- All cases shall be approved by the Accommodation Committee which consists of Wardens and SRC President or Secretary for Welfare

Visitors to Halls of Residence.

- At no time are students allowed to entertain a member of the opposite sex in a hostel room before 10.00 am and after 10.00 pm whether the visitor is a member of the College or from outside the College.
- It is a serious offence to practice marriage in the hostels since the rooms were not designed as family units e.g. cohabitation.
- Visitors of any description are not allowed to spend a night in student hostels.
- Hostels are hired for use by outsiders from time to time.

These exceptions should have prior permission from the Registrar.

- Students are responsible for informing their guests of University Rules and Regulations and will be held accountable for the unacceptable behaviour of their visitors.

PUBLICATIONS

As an Institution of higher education, Harare Institute of Technology seeks to remain a “free market place of ideas”. To that extend Harare Institute of Technology allows the display of publications on Campus.

While the Zimbabwe constitution allows for freedom of expression, every individual's freedom is constrained by legal and ethical considerations.

Publications must therefore observe the following code of ethics.

An agreement to display publications must be on file in The Office of The Dean of Students.

Publications as covered by this document refer to print and electronic media.

All Student publications shall state on their editorial page(s) that the opinions therein expressed are not those of the Harare Institute of Technology or the Institute community.

All publications should disclose the authentic names of their editors and authors.

Any publication originating from the Institute in form of a magazine or newsletter published by students either bearing the name of the Institute or not must be approved by a patron who should be a member of staff before printing, publication and distribution.

In the presentation of news and comments there should be no willful departure from facts through either: distortion, significant omissions, the process of summarization, or exaggeration. Comments should be clearly distinguished as such.

Where there is any reason to doubt the accuracy of a news item and where it can be checked within the limits of practicability, this should be done before publication.

Any published information, which is found to be harmful and inaccurate, should be spontaneously and immediately rectified but this may not necessarily override disciplinary action.

Rumour and unconfirmed news should be identified and treated as such.

Publications should publish as facts only what is reasonably believed to be true, having regard to the source and such facts should be published fairly with due regard to context and importance.

Headlines should reflect fairly the content of the news report or article over which they appear.

The publication of obscene, defamatory, salacious, pornographic and sexual content is prohibited.

Students are forbidden from removing official notices from notice boards without the permission of the author of the notice.

GUIDANCE AND COUNSELING

The Institute has a number of offices that are ready to assist students who are in stress.

The Institute has also established relationships with a number of organisations outside the Institute that can perform counselling and mentorship roles. The Diagram below gives the units that will serve students when approached.

ALUMNI RELATION

Introduction

Alumni has been a concept adopted to create a platform for former Harare Institute of Technology (HIT) personnel especially students to link with the various (HIT) Units. Its function is to have an ongoing social and professional relation between HIT alumni. This connection is hoped to create the continuing sense of belonging among alumni to HIT and aims to create networks of communication among alumni with HIT.

The objectives are:

Several objectives have been outlined:

- Collect and update HIT Alumni database.
- Establish enduring relation between Alumni and HIT.
- Disseminate information and news about Alumni and HIT.
- Foster a continuing sense of belonging among Alumni.
- Attract interest, support and cooperation of Alumni to HIT through activities such as

reunion, homecoming, seminars, dinners, sports and so on.

- Give recognition to outstanding graduates.
- Give recognition to Alumni who are successful in their careers, involved in community activities and have served the nation and the world.
- Generate income for the HIT Alumni Fund HIT.

Alumni Definition

Alumni membership is automatic; however, HIT Alumni need to contact the Student Affairs Division or visit its portal to update personal data. Alumni membership is categorized into two:

Members:

Diploma to Doctorate of Philosophy graduates of HIT

Affiliated Members:

Graduates from HIT collaborative programmes which have been approved by HIT.

Senate

HIT staff who are not HIT graduates.

Invited individuals who can contribute to HIT Alumni in terms of financial, services, ideas and so on.

ALLUMNI ACTIVITIES

Strengthen relation among Alumni, several activities will be carried out by HIT Alumni.

Pre-Graduation Night

Pre-graduation Night will be an HIT Alumni annual activity. This is a special programme to celebrate final year students and to create closer and ongoing relation between HIT and the future graduates. Most Potential Student Award is presented to future graduates who excel in core-curriculum activities.

Establishment of Sector And Special Interest Group (SIG) To strengthen relation and cooperation among Alumni, Students Affairs Division will set up Alumni sectors in each viable Province. Besides that, several HIT Alumni groups based on specific groups such as course, school/faculty and others can be established.

This HIT Alumni group is known as Special Interest Group (SIG). some of the SIG that have can be set up are Senior Tech, Techs 70's, Class of 1990, Chemical Engineers Alumni, Computer Science Alumni etc.

The main objective of the SIG sector is to be as an aid to contact HIT. Alumni and create a more active network. The establishment of SIG and its sector is to be the force that drives the Alumni in running the activities.

Reunion

HIT Alumni group will hold several gatherings to bring back nostalgic feelings among Alumni. These gatherings are held as the avenue for HIT Alumni to expand its network.

HIT Alumni also can organize various sports events such as golf, fishing, bowling, running, seminars, courses and talks that can attract the interests of Alumni.

Alumni Outstanding Figure Award

The Alumni Outstanding figure award will be introduced in 2015 to appreciate HIT Alumni who have played an important role in nation development.

The main criteria of selection are the nominee's personal career achievement, contribution to society as well as contribution and support to HIT.

Alumni Home Coming

Homecoming Programme shall be held every two years. The main objective of the programme is to create a close working relationship between HIT and the Alumni.

Academic Award Presentation

Academic Award is presented to students who excel Academic during the HIT Graduation Ceremony.

HIT Alumni Fund

HIT Alumni will set up a Fund. This fund is to help students or HIT Alumni members in any form deemed appropriate by the Trustee for the benefit of HIT.

The HIT Alumni Endowment Fund is a platform for alumni to contribute/donate. Revenue collected from this will be used to give financial aid in the form of scholarship for excellent students, research grant, and ALUMNI OPEN DAY.

Alumni Open Day is held every five years. This programme gives opportunity to alumni update their personal information/data. Graduates are also given souvenirs.

ALUMNI APPRECIATION

Several alumni will be selected by the panel appointed by the Institute to receive Alumni appreciation during the Open Day Ceremony as tribute to their contribution to the Institute and the nation.

COURTESY VISIT

To create relations with Alumni, HIT Alumni will hold several courtesy visits with successful HIT Alumni.

MEMORANDUM OF UNDERSTANDING

HIT Alumni can sign memorandum of understanding with companies owned by successful HIT

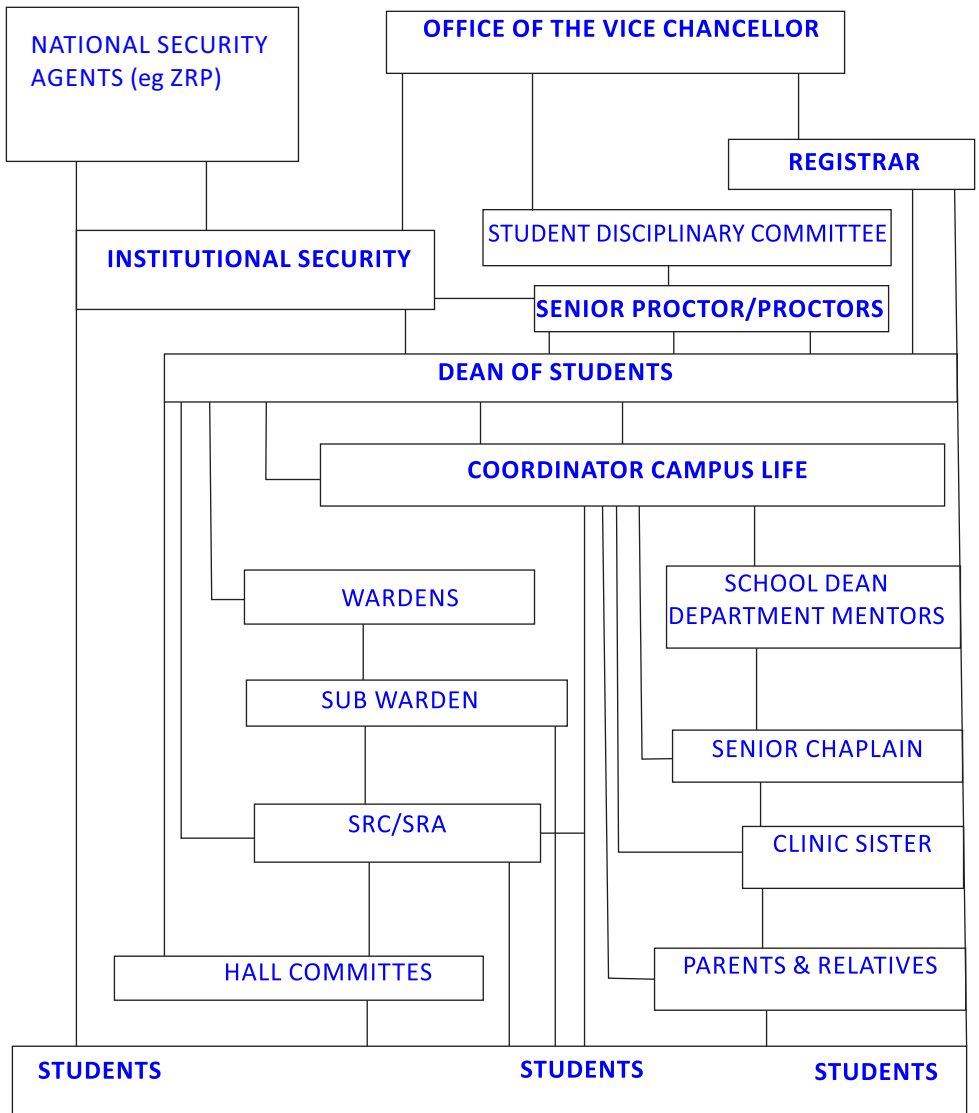
alumni. The function of the understanding is to assist the student training development, academic development, research projects, HIT Alumni Fund, seminars/workshops, publications and others.

ALUMNI LECTURER SERIES

Prominent alumni figures who are successful in various areas, are invited to give talks/lectures to Institute staff and HIT Alumni. This programme creates the sharing culture of knowledge and expertise among Institute staff and HIT Alumni. It also builds high impact lecture branding by prominent alumni figures.



HIT STUDENT CONSULTATION PORTALS



APPENDIX 1 REGISTRATION FORM (To be handed to the Dean on registration day)

SECTION ONE PERSONAL INFORMATION

1. Surname: _____
2. First names: _____
3. Student Reg No _____
4. National ID _____
5. Date of Birth: DD/ Month/ Year

6. Degree Programme: _____
School: _____
7. Physical Home Address: _____
Land Tel _____ Cell _____ Email _____

8. Next of kin out of Harare: _____ Relationship _____
Physical Address _____
Land Tel _____ Cell _____ Email _____
9. Next of kin in Harare: _____ Relationship _____
Physical Address _____
Postal Address _____
Land Tel _____ Cell _____ Email _____

10. Last Secondary School Attended: _____

SECTION TWO MEDICAL QUESTIONNAIRE

1. Do you suffer from any of the following:
(A) Ashtma Yes/No.
If yes, Treatment on: _____
- (b). Rheumatic Heart disease or any other heart disease? Yes/No If yes,
Treatment: _____
- (c) Fits/Epilepsy? Yes/No If yes, Treatment: _____
- (d) Diabetes Mellitus? Yes/No If yes, Treatment _____
- (e) Hypertensions/High Blood Pressure? Yes/No If yes, Treatment: _____
- (f) Allergic Adverse Reaction to any medical/Injections Yes/No Name of Drug: _____
- (g) Abdominal (Peptic) Ulcers Yes/No If yes, Treatment: _____
- (h) Psychiatric/Mental illness Yes/No If yes, Treatment: _____
- (i). Physical Disability Yes/No Nature of disability _____
- (j) Other Disability State condition: _____
- (k) Any other medical condition not stated above Yes/No State: _____

3. Have you been hospitalized before? Yes/No If yes, state year Hospital and condition:

4. Have you ever been treated for Bilharzia? Yes/No If yes, state year: _____

5. Do you wear glasses/spectacles? Yes/No 6. Has a close relative/family member ever suffered from (If yes state relationship)

(a) High Blood Pressure _____

(b) Diabetes Mellitus _____

(c) Tuberculosis _____

(D) Asthma _____

(e) Mental illness _____

(f) Fit/Epilepsy _____

7. Any Other comments _____

SECTION THREE

ORDINANCE 15 _____ confirm that I have received a copy of Ordinance 30. During my time as a student of this Institute, I undertake to conduct myself according to these regulations or any amendments that may be made to this Ordinance. Date: _____ Signed: _____

APPENDIX 2 - MEDICAL INSURANCE

HEALTH TRAVEL FORM

Date: _____

Surname: _____

Name: _____

Registration Number: _____

Any known Chronic Ailment: _____

Contact of Next of Kin: _____

Personal Medical Aid Number: _____

Institute Medical Aid Number: _____

Signature: _____

APPENDIX 3 - INDEMNITY FORM

INDEMNITY FORM

I the undersigned (Forename) _____ (Surname) _____
Registration number _____ participating in (name of activity or
tour) _____
From (Date) _____ to _____

I fully understand and accept that while every precaution and care will be taken by Harare Institute of Technology and or its employee/s, I will take part entirely at my own risk. I acknowledge that I have familiarised myself with the nature and extent of the activity / tour and the risks and dangers to which I may be exposed as result of my participation in the activity/ tour. I agree I will not make any claim against Harare Institute of Technology and or its employee/s in the event of any accident or other occurrences happening during the activity/ tour through which I may suffer injury, loss or damage. I agree not to hold Harare Institute of Technology and or its employee/s liable for any injury, loss, damage, costs, or expenses as a result of my participation in the activity or tour. I authorize Harare Institute of technology and the organisers of the activity or travelling member/s of staff as the cause maybe to act in "loco parentis" and hereby empower him/ her/ them to authorize other essential medical treatment, which for any reason may become necessary during the activity / tour.

Thus done and signed at _____ on this day (Date) _____
National ID Number: _____
Signature: _____
Witness: _____
Signature: _____

Coordinator: campus Life: _____ Sports Director: _____
Signature Signature

APPENDIX 4 - PRIZE AND HONOURS CIRULAR

Circular No. _____ **Student Affairs Policies and Procedure; Appendix 4**

SUBJECT: PRIZE MONEY AND HONORS CEREMONIES

The following shall be how money will be disbursed when a team wins prize money.

30% of the total will be given to the Institute.

20% will be used by the students as they so wish to celebrate their victory.

50% will be used to purchase items that will benefit the entire team.

Individual cash prize will remain in the custody of the individual.

Floating Trophies shall be displayed in the Hall of Honour.

Participants in competitive Institutional teams shall be considered for the Vice Chancellor's Sports person of the year. Club members who participate in National Teams may be considered for the Harare Institute of Technology decorations 'The Harare Institute of Technology Sporting Eagle Award'

Recommended / Not Recommended ----- Date -----

Registrar

Approved / Not Approved ----- Date -----

Vice Chancellor

APPENDIX 5 - CLUB REGISTRATION FORM

REGISTRATION FORM FOR CLUBS/SPORTS/SPECIAL EVENTS

Name of Activity: _____

Organization/Club/Department requesting approval: _____

Contact Information: Phone: _____ Email _____

Desired Effective Date for Activity: _____

Type of Request (Tick) Class Project Other

Describe: _____

Duration of Activity (Tick) Once Short Term On-going

Describe: _____

Fully Describe Proposed Activity: _____

Will a Faculty Advisor or Staff be actively involved with the activity? If so name the Advisor and describe the role he/she plays in the activity _____

Submitted By: _____ Date: _____

Approved/Not Approved COMMENT: _____

APPENDIX 7 – PROJECT AUTHORIZATION FORM (TRAVEL)

Request for Authorisation: Student Travel Part 1

Name of HIT employee responsible for trip: _____
Position/Title: _____
Department/School: _____
Phones: HIT Extension _____
Cell: _____ Email: _____

Part 2

Purpose of Trip; _____
Dates of Travel: Departure: _____
Return: _____
Total Number of Participants: _____
Lodging Arrangements: Address and _____
Phone Number; _____

Transport Arrangements

HIT Vehicle Registration Numbers:

1. _____
2. _____
3. _____
4. _____

Names of Drivers:

1. _____
2. _____
3. _____
4. _____

Name of HIT Employee Available for Contact in Event of Emergency:

Name: _____ Phone: _____
Cell: _____

Part 3 Administrator Approval

Required

Information/Documents: _____

List of all participants/Emergency

Contacts: _____

Release Indemnity Forms: _____

Valid Drivers Licence: _____

Approval Signature: _____

Title: _____ \Date: _____

APPENDIX 6 – COACH VOLUNTEER APPLICATION FORM (REF CLUB PATRON)

Surname: _____ Forename: _____

Address: _____

Occupation: _____ Email _____

Contact : Home _____ Mobile _____

Position applying for: _____ ¥

One time volunteer _____ (Please tick)¥

Long term volunteer _____

Number of hours available to volunteer each month: (Please tick)1-5 _____

5-10 _____ 10-15 _____

List any kind of previous or current volunteer experience.

Name of activity	Organisation	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR OFFICE USE ONLY

Application complete _____ CV on file _____

Reviewed by _____

completed plus add date and initial.

APPENDIX 8 – ACCIDENT REPORT FORM APPENDIX



Harare
Institute of
Technology

success through innovation

STUDENTS AFFAIRS DIVISION

Harare Institute of Technology
P.O.BOX Be277
Ganges Road, Belvedere
Harare, Zimbabwe
Tel: 263-4-741422/37
Fax:263-4-741406
Email:studentsaffairs@hit.ac.zw

RE: _____ REGISTRATION NO. _____

POLICE ACCIDENT REPORT NUMBER: _____ PHONE: _____

SKETCH OF SCENE OF ACCIDENT

NARRATION:

NAME: _____ SIGNATURE: _____

POSITION: _____

9 – INSURANCE CARD FOR HIT VEHICLES

See website: www.hit.ac.zw

APPENDIX 10 - CIRCULAR ON ALLOWANCES

APPENDIX

MEMO

Circular No. _____

Student Affairs Policies and Procedure; Appendix 10

SUBJECT: ACCOMMODATION AND SUBSISTENCE RATES FOR TRAVELLING STUDENTS

The following accommodation and subsistence allowances are applicable to any student travelling on behalf of Harare Institute of Technology.

Those travelling on funded trips will not be entitled to these allowances.

The rates are subject to change depending on the economy.

Accommodation will be paid directly to the service provider where applicable by the chaperon and meals will be given in lieu of cash where it is not possible to purchase services e.g. sports where venues are scattered.

In the case of cash payment students are to sign against the amount received, and the form to be deposited with the accounts as a form of receipt.

In the event of students travelling regionally or internationally accommodation market rates in specific areas will be enforced but meal allowances will remain the same.

The meal allowance includes refreshment.

ACCOMMODATION PER NIGHT	US\$20
BREAKFAST	US\$5
LUNCH	US\$5
DINNER	US\$5

Recommended/Not Recommended----- Date -----

Registrar

Approved / Not Approved ----- Date -----

Vice Chancellor

APPENDIX 11 – ACCIDENT / FUNERAL CIRCULAR

See website: www.hit.ac.zw

APPENDIX 12 – MEDICAL REFERRAL FORM

STUDENT TRANSFER FORM

PATIENT DETAILS

SURNAME _____ FIRST NAME: _____

HIT REG No. _____ NAT. ID _____

PHYSICAL ADDRESS _____

HOSTEL _____ ROOM NO. _____

MED AID NO. _____ PHONE _____

NEXT OF KIN: SURNAME _____ FIRST NAME: _____

RELATIONSHIP TO PATIENT _____

PHYSICAL ADDRESS _____

PHONE _____

ACCOMPANYING; SURNAME _____ FIRST NAME: _____

PHONE _____ DATE _____

TIME; _____

APPENDIX 13 – ACCOMMODATION APPLICATION FORM

HARARE INSTITUTE OF TECHNOLOGY

Application for admission into residence

Surname: _____ First Name: _____ Prog: _____
National ID No. _____ Reg. No. _____
Home Physical Address: _____
Phone Land line: _____
Cellphone No: _____
Emergency Contact person _____
Physical Address: _____
Phone Land line: _____
Cellphone No: _____
Semester for which Accommodation is applied: _____
Special Health Considerations _____
Were you a resident before? Yes/No _____ Hostel _____
Charge raised against you (State Ordinance article e.g. Ordinance 30: 3.2.2)
First Offence _____ Second Offence _____ Third Offence _____
Signature of Applicant _____ Date _____
*(The institute reserves the right to offer, deny or withdraw the accommodation)*Warden
Comments;

Signature of Warden _____ Date _____

The institute reserves the right to offer, deny or withdraw the accommodation

FOR OFFICIAL USE STUDENT CLEARANCE

Awarded/Not Awarded _____

Reasons: _____

APPENDIX 14

ACTIVITY PROPOSAL

Approval

Notifications

PROPOSAL PROGRAMME TITLE

SCHOOL / DEPARTMENT

HARARE INSTITUTE OF TECHNOLOGY

Prepared By:

Revised By:

Certified By: Signature

Name

Designation

Date

1.0 INTRODUCTION

1.1 Describe in short:

1.1.1 Background and history of related programme or previous related programme.

1.1.2 The foundation or the reasons that spark the idea.

2.0 PURPOSE

1 Please state the reason and the objectives of the proposal Example;

2.1.1 Approval for the programme.

2.1.2 Financial allocation application

2.1.3 Notification.

3.0 PROGRAMME TITLE

3.1 Please state clearly and accurately the title in large uppercase letters.
(Example: LEADERSHIP SKILL FOCUS CAMP).

3.2 The acronym of the programme must be related and must not portray negative elements.

4.0 PROGRAMME THEME

4.1 The theme must not be exaggerated and bombastic. The theme must be clear, and reflects the true objective of the programme .Example: Led to be Leading

5.0 GOAL

1. Please state the overall goal for the programme.

6.0 OBJECTIVES

6.1 Must be in line with goals of the programme and stated in a simple numeric manner according to priorities

6.2 Must be compatible with the co-organizer wishes (if any) and not contrary to law, act, social values and policies.

7.0 ORGANIZER

7.1 State organizers status clearly and accurately in order of priorities:

7.1.1 The main organizer. (TDC - SIFE HIT CHAPTER)*

7.1.2 Co-organizers. (CAMPUS LIFE-STUDENT AFFAIRS)*

7.1.3 The programme sponsors (main sponsors only).

**** The proposal will be rejected automatically if it is without the involvement by STUDENT AFFAIRS DIVISION in that particular faculty.***

8.0 DATE AND VENUE OF PROGRAMME

8.1 Please state the proposed date, time, place or location.

** The proposal must be submitted to **Student Affairs Division** 1 MONTH before the programme is scheduled to start.*

9.0 PARTICIPATION / TARGET

9.1 Indicate whether the activity target group is HIT students, other institutions of higher learning, public or by interests or hobbies, gender or age, race or religion.

10.0 PROGRAMME FORMAT

10.1 Please state in short the format of the programme whether it is academic, seminars, competition, exhibition and others.

11.0 ORGANIZATION CHART

11.1 Avoid too many committee members and too many designation. The organization chart can be an attached document and include:

11.1.1 The committee members name, their designation and most importantly their email address and contact number.

11.2 Nomination Patron / Advisor and program committee members must be persons connected with associations or programs. Formal agreement with external parties (such as private companies, ministries, ministerial or university must first be obtained before listed in the organizational structure.

12.0 PROGRAMME TENTATIVE

12.1 Shall be specified in detail by the day, date, time and place of the program is conducted. For the main event and involve important or VIP as the opening or closing shall be separated and detailed. Other information can also be specified as conditions of participation, gift and so on as needed.

13.0 BUDGET PROJECTION

13.1 Please state the projected income and expenses made in detail. Income and expense columns to be included. It is highly recommended to be done in table format with logical estimation.

Example:

	<i>Participants</i>	<i>Budget Per Person</i>	<i>Cost Calculation</i>	<i>Overall Cost</i>
Dinner	10	US\$10.00	10 X US\$10.00	US\$100.00

14.0 CLOSING

14.1 Express appreciation to the parties involved and the expectations and aspirations of the organizers of the proposed program and the expected outcomes of the programs to the organizers, participants and the public.



