

RUSANGU UNIVERSITY (RU)



STUDENT HANDBOOK

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WELCOME TO RUSANGU UNIVERSITY (RU)

This Handbook is intended to provide you with the basic information, which you need to have as a student. It defines your role, rights, privileges, and parameters. It is, therefore, to your advantage to study it and acquaint yourself with its contents right from the beginning before you get too busy with your class assignments. Moreover, it forms the pivot upon which all other activities on this campus revolve. However, regulations stated herein are under continuous review by the University administration, changes and amendments take effect upon being announced on campus.

The Rusangu University is owned and funded by the Seventh-day Adventist (SDA) Church. As a church, we believe that true education is one, which affects the total person by developing his/her spiritual, academic, physical and social faculties. It is hoped therefore, that you will take advantage of the excellence environment and facilities to develop in each of these areas. The administrators, faculty, and staff are prepared to guide you to reach your maximum potential.

It is our hope that your stay here will be a pleasant one and a most rewarding experience.

Administration, Faculty and Staff

WELCOME!

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SECTION 01 INTRODUCTION

A BRIEF HISTORY OF RUSANGU UNIVERSITY (RU)



William Harry Anderson

The history of Rusangu University and that of the parent organisation, the Seventh-day Adventist Church, can be traced from the missionary endeavors of an American named William Harry Anderson locally called *Haaminya* which means “the wrinkled one”). The king of Barotse, Lewanika, had attended the coronation of King Edward VII of England and met Anderson upon his return in Bulawayo, Southern Rhodesia now Zimbabwe. He urged Anderson to send missionaries into his territory so that his subjects might have the blessing of the gospel as he had witnessed among the English people. In response to this invitation, Anderson requested the South African Union Conference Committee in April 1903 for permission to go over the Zambezi River and explore the possibility of setting up a mission station. Subsequently, he crossed over in the company of several African Adventist workers namely: Jacob Detcha, Philip Malomo, Jack Mahlatini Mpofu and Andrew Nyakana.

In his quest to find a suitable mission station, Anderson looked for four key elements. First, the station needed to be close to where the local people lived. Secondly, he wanted a good natural supply of water. The land eventually

identified had a supernatural spring of water, locally called *Tinti* which is translated “fountain.” Thirdly, Anderson wanted easy access to transport and his permutations were rewarded a few years later when the railway line was constructed about 4.5kms from the mission station. Finally, he wanted land that had good soils in order to make the station productive. The mission station which was identified and granted to Anderson by Chief Monze in 1903 sits on about 5,346 acres of land. Having pegged it, he returned to Solusi to mobilise funding for the newly found station. Anderson and his native crew eventually returned on 5th September 1905 to establish it.

The work started in earnest in September 1905 and from just over 10 pupils at inception, the remarkable developments in the education system of the country led to the establishment of several schools in Southern, Western, Central, Eastern, Copperbelt, Luapula provinces and elsewhere. These schools were primary and secondary schools operated by the missionaries until 1969 when some of them were taken over by the Government after independence in 1964. Others became grant aided schools with the church providing administrative leadership while Government took care of the remuneration of the employees. The steady growth in the work of Adventism in Zambia led to the establishment of the Rusangu Ministerial School in 1975. It was the sole institution in the country that provided needed Ministerial training to most of the pastors serving the Seventh-day Adventist Church in Zambia. It later had its name changed to Zambia Adventist Seminary to broaden the scope of the theological training that was being offered. From 1993 to 1997, Rusangu Ministerial School was closed in order to re-organize it into a more vibrant entity.

Between 1993 and 1997, the re-organization brought about a change in the institution’s name to Zambia Adventist College (ZACO) due to its broadened intended mission of incorporating other academic and professional disciplines apart from Theology. From 1998 to 2000, the Education department at the Union was tasked to explore possibilities of collaborating with Solusi University to start an In-Service program within the country, which would prepare pastors to undertake undergraduate theological studies at one of the Adventist institutions within the region. The intention of the program was to mark down on the time it would take for one to undertake their degree having already undertaken some credits towards the same. In the year 2000, the Education department at the Union began to run the In-Service Theological program at Riverside Farm Institute in Kafue in collaboration with Solusi University.

During this period of the In-Service theological program, the Eastern Africa Division (EAD) took an action to encourage Unions to establish colleges of higher education. Zambia Union Conference formed a commission through the Education department to study the possibility of establishing its own college or university. This led to a historical landmark in May 2003 when the theological program moved back to the historic Rusangu Mission site with about 30 Theology and 46 Education majors pioneering as students. Another milestone was attained when at this very time, Zambia Adventist College became Zambia Adventist University (ZAU). The University was subsequently registered as a private university under the University Act No. 11 of 1999 of the Republic of Zambia. Eight years later, Zambia Adventist University was changed to its current, more localized name, Rusangu University (RU).

With over 600, 000 Seventh-day Adventist members at the time, the need for a Seventh-day Adventist Institution of Higher Learning in Zambia was long overdue and indeed unquestionable. Needless to mention that, there were many Adventist youths and other youths in both public and private institutions who had no place to turn to for a balanced preparation for life. Therefore, Rusangu University, with its Christian philosophy of a wholistic and balanced education, came in to fill this gap.

Current Statistics

The University started with an initial enrolment of about 76 students in 2003 and has grown to a current establishment of around 4,500 students (all campuses) in both Full-time and Block Release as of December 2020. The University has also grown the number of academic programs from about 15 at inception to 53 undergraduate and graduate programs currently being offered. The University started with 4 Schools but currently operates 7 Schools, each administered by a Dean. In the year 2011, the University started offering postgraduate studies.

Rusangu University reflects an international presence in its campus composition with students from over 10 countries from within the sub-Sahara region and beyond. It also boasts of a qualified and diverse workforce from within Zambia, Africa and the world over.

The pioneering Vice Chancellor is the late Mr Mwenda Mulundano who served the university from its inception in 2003 up to early 2010. A newly built male hostel has been named in his honor for the remarkable contribution he made during the institution's infancy years. Professor Denford Musvosvi who was Deputy Vice Chancellor was then requested to act as Vice Chancellor for the rest of 2010. The second Vice Chancellor appointed by the University Council was a Kenyan national, Professor Mutuku Mutinga who served from 2011-2015. His time was marked by steady infrastructural growth for the University. The third and current Vice Chancellor is Dr Pardon K Mwansa, a former Vice President at the General Conference who assumed office at the end of 2015.

Physical Locations

In order to be more accessible to the growing constituency, Rusangu University has expanded its presence and is currently operating three campuses as follows:

1. Main Campus - Monze

The Main Campus for Rusangu University is located at Plot No. 269a in the Southern Province of Zambia at the historic Rusangu Mission site, about 16kms (12kms on and 4.5kms off the Livingstone – Lusaka road) South of Monze Town. The University is located in a serene environment that is away from the usual raucous atmosphere associated with cities. This provides a natural, fresh and conducive atmosphere for studies. The Rusangu area is also home to the famous Musangu tree from which the name Rusangu is derived. The current enrolment as of December 2020 is about 3603.

2. Lusaka Campus

Rusangu's first satellite campus commenced in 2011 with 7 students at Libala SDA Church school. It has since grown its enrollment to about 476 as of December 2020. The campus is now located in the Chudleigh area at Plot No. 9704 Central Street on a rented property. Plot 9690 Central Street within the vicinity of the rented property has since been purchased by the University. Plans are underway to develop the site.

3. Copperbelt Campus

The Copperbelt Campus is Rusangu's newest satellite campus which commenced operations in April 2016 and is located at David Mwila House, Independence Avenue in the Copperbelt city of Kitwe. Kitwe City Council has since awarded land to the institution. The current enrolment as of December 2020 is about 426.

PHILOSOPHY OF RUSANGU UNIVERSITY

From the expressions of the mission of Rusangu University, the following philosophical declarations are offered:

The Seventh-day Adventist philosophy of education is Christ-centered. Adventists believe that, under the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in the Bible, in Jesus Christ, and in nature. The distinctive characteristics of Adventist education—derived from the Bible and the writings of Ellen G White—point to the redemptive aim of true education: to restore human beings into the image of their Maker.

Seventh-day Adventists believe that God is infinitely loving, wise, and powerful. He relates to human beings on a personal level, presenting His character as the ultimate norm for human conduct and His grace as the means of restoration.

Adventists recognize that human motives, thinking, and behavior have fallen short of God's ideal. Education, in its broadest sense, is a means of restoring human beings to their original relationship with God. Working together, homes, schools, churches, and government cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world-to come.

Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person—spiritually, intellectually, physically, and socially. Its time dimensions span eternity. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator, to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

Agencies of Education

Home

The home is society's primary and most basic educational agency. Parents are the first and most influential teachers and have the responsibility to reflect God's character to their children. Moreover, the whole familial setting shapes the values, attitudes, and worldview of the young. The church and the school, along with society's other educational

agencies, build on and supplement the work of the home. Effective educational work requires collaboration among the home, church, school and government.

Local Church

The local church also has a major assignment in the lifelong educational enterprise. The congregation as a community of faith provides an atmosphere of acceptance and love in which it discipled those within its sphere of influence in a personal faith in Jesus Christ and in a growing understanding of the Word of God. This understanding includes both an intellectual aspect and a life in harmony with God's will.

School, College, and University

All levels of Adventist schooling build on the foundation laid by the home and church. The Christian lecturer functions in the classroom as God's minister in the plan of redemption. The greatest need of students is to accept Jesus Christ as their personal Saviour and commit to a life of Christian values and service. The formal and informal curricula help students reach their potential for spiritual, mental, physical, social, and vocational development. Preparing students for a life of service to their family, church, government and the larger community is a primary aim of RU.

Oversight

The Church at all levels has oversight responsibility in their respective territories for the healthy functioning of lifelong learning in all three of the above venues. With reference to the school as an educational agency, its functions are ideally accomplished by institutions established by the Church for that purpose. The Church at large should make every effort to ensure that all Adventist children and youth and of course without excluding non-Adventists have the opportunity to attend an Adventist educational institution.

Key Components

The Student

As a child of God, the student is the primary focus of the entire educational effort and should be loved and accepted. The purpose of Adventist education is to help students reach their highest potential and to fulfill God's purpose for their lives. Student outcomes constitute a significant guiding criterion in assessing the health and effectiveness of the University.

The Lecturer

The lecturer holds a central place of importance. Ideally, the lecturer should be both a committed Adventist Christian and an exemplary role model of the Christian graces and professional competencies.

Knowledge

All learning is grounded on faith in a certain set of presuppositions or worldview. The Christian worldview recognizes a supernatural as well as a natural order. Adventists define knowledge more broadly than that which is merely intellectual or scientific. True knowledge encompasses cognitive, experiential, emotional, relational, intuitive, and spiritual elements. An acquisition of true knowledge leads to understanding which is manifested in wisdom and appropriate action.

Curriculum

The curriculum will promote academic excellence and will include a core of general studies needed for responsible citizenship in a given culture along with spiritual insights that inform Christian living and build community. Such citizenship includes appreciation for the Christian heritage, concern for social justice, and stewardship of the environment. A balanced, integrated curriculum will address the major developmental needs in the spiritual, intellectual, physical, social, emotional, and vocational realms. All areas of study will be examined from the perspective of the biblical worldview.

Instruction

The instructional program of the classroom places appropriate emphasis on all forms of true knowledge, purposefully integrating faith and learning. Instructional methodology will actively engage the needs and abilities of each student, giving opportunity to put what is learned into practice, and be appropriate to the discipline and to the culture.

Discipline

Discipline in a Christian school is built upon the need to restore the image of God in each student and recognizes the freedom of the will and the work of the Holy Spirit. Discipline—not to be confused with punishment—seeks the development of self-control. In redemptive discipline, the student’s will and intelligence are engaged.

University Life

A blended emphasis of worship, study, labor, recreation, and relationships will characterize the total learning environment with careful attention given to balance. The campus community will be pervaded by joyful spirituality, a spirit of cooperation, and respect for the diversity of individuals and cultures.

Assessment

Rusangu University gives clear evidence that it subscribes to an Adventist philosophy of education. Such evidence is found in the written curriculum, in teaching and learning activity, in the campus ethos, and in the testimony of students, graduates, constituents, employees, and the community at large. Assessment—whether of individuals or institutions—is redemptive in nature and always seeks God’s high ideal of excellence.

Responsibilities and Outcomes

Rusangu University has made a commitment to provide a broad education and spiritual formation for its youth, and young adults within the context of the Christian worldview. The university extends this same opportunity to other youth of the community who share similar values and ideals. Rusangu seeks to maintain academic excellence in all teaching and learning activities.

MISSION STATEMENT

To provide transformative, quality holistic Christian education to students through modern teaching, learning and research that embraces the head, heart and hand.

VISION

A premier Christian university in Africa and beyond

ADMISSION INFORMATION

Rusangu University is committed to equal opportunity and does not discriminate against qualified persons based on handicap, religion, race, and color, national and ethnic origin in its educational and admission policies. Since Rusangu University is sponsored, financed and operated by the Seventh-day Adventist Church, it has a special responsibility to serve its constituency and the majority of its students are members of the Seventh-day Adventist Church. However, the admission of students is not limited to Seventh-day Adventist applicants and thus any student who meets the academic and character requirements of the university, passes the entrance examinations and expresses willingness to comply with the policies of the university may be admitted. All applicants are to express their willingness to comply with the policies of the university. The office of the Registrar processes applications to all courses of study. Please address all your enquiries to:

Rusangu University – Monze Campus

P. O. Box 660391

Monze, ZAMBIA

Tel: +260-21-3-255471

Cell: +(260)-976-271 138

WhatsApp No. (Strictly for admissions inquiries)

info@ru.edu.zm / admissions@ru.edu.zm

Website: www.ru.edu.zm

Rusangu University – Lusaka Campus P. O.

Box 50586, Lusaka

9704 Central Street, Chudleigh

Cell: +(260)-972 546 193

Email: admissions-lsk@ru.edu.zm

Website: www.ru.edu.zm

Rusangu University – Copperbelt Campus P.

O. Box 22984

David Mwila House

Kitwe, Zambia.

Mobile: + (260)-963 467 421 / + (260) 977 929 260

Email: admissions-cbc@ru.edu.zm

Website: www.ru.edu.zm

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student Handbook on student behavior. I have read these materials and understand all rules, responsibilities, and expectations, to help keep my school safe, I pledge to adhere to all School policies and procedures.

I understand that the Student Handbook may be amended during the year and that such changes are available on the student portal or the Student Affairs Office.

I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with School policies and procedures.

I understand that my failure to comply with the school policies and procedures outlined in this handbook may lead to disciplinary action.

As a student of Rusangu University, I pledge to uphold the ideals, standards, and regulations set forth by Rusangu University to respect the principles and traditions it upholds as a church-related institution of higher learning as outlined in this Handbook

Student Name

Signature

Date

SECTION 02 STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES



➤ **RECOGNITION**

Rusangu University recognizes the privileges and responsibilities of each member of the University community. These student privileges, rights and responsibilities are expressed in, but not limited to, the policies discussed in this section of the Handbook. It is the responsibility of the Dean of Students to ensure that student rights are upheld. Students signify their willingness to comply with these policies by their enrolment at Rusangu University (RU).

➤ **RUSANGU UNIVERSITY STUDENTS HAVE THE RIGHT TO A LEARNING ENVIRONMENT THAT IS CONDUCTIVE TO THE FULLEST HUMAN DEVELOPMENT**

This primary principle of the University experience is the foundation of all other rights and responsibilities, all policies and procedures, and all administrative decisions concerning the conduct and behavior of the members of the University community. Due to the nature of Rusangu University as a private, Christian, Seventh-day Adventist Institution, our perspective on this principle and our interpretations of the rights and responsibilities of this principle guarantees, may differ from the perspective and interpretation of other educational entities.

The Adventist heritage of Rusangu University, our stated objectives and mission, our recognition of both individual and community needs, and our understanding of civil law, all play an important role in our interpretation of fundamental rights. The Rusangu University administration recognizes the necessity and reserves the right to review these interpretations from time to time. We want students to be a part of that refinement process and we welcome their input.

The right to a learning environment conducive to the fullest human development entails many additional rights that will be described in more details throughout this section of the Handbook.

➤ **RUSANGU UNIVERSITY STUDENTS HAVE THE RIGHT TO EXPECT THE UNIVERSITY TO BE A PLACE OF SPIRITUAL NURTURE**

Rusangu University is a community of faith, as well as a community of learning. While we know that as a spiritual experience cannot be forced, we also recognize the importance of a Christian life that is meaningful, stimulating, and rich. It is the desire to share this kind of life with RU students that prompts us to require you to attend religion classes and be present when the university community worships together.

❖ **RUSANGU UNIVERSITY STUDENTS HAVE THE RIGHT TO APPROPRIATE, AFFIRMING AND RESPECTFUL BEHAVIOR IN THEIR PERSONAL INTERACTIONS WITH OTHER MEMBERS OF THE UNIVERSITY COMMUNITY**

Disrespectful actions, regardless of the degree of severity, are not acceptable and are considered out of place on the Rusangu University campus. These actions include those based on racial, cultural, religious, gender, age or ability differences. High standards of taste and decency are held on the RU campuses. Therefore, acts of dishonesty, and immorality, disorderly, lewdness, indecency or obscene conduct, as expressed in language, actions or personal appearance, as well as public expression of intimacy, violates this right, and therefore are not acceptable behaviors.

➤ **RUSANGU UNIVERSITY STUDENTS HAVE THE RIGHT TO ASPIRE ON A FAIR AND EQUAL BASIS FOR APPROPRIATE ACADEMIC RECOGNITION**

We believe this right precludes such behaviors as cheating, plagiarism and other acts of academic dishonesty.

➤ **RUSANGU UNIVERSITY STUDENTS HAVE THE RIGHT TO AN ENVIRONMENT THAT PROMOTES AND PROTECTS MAXIMUM PERSONAL WELFARE AND SAFETY**

University life demands a high level of alertness and mental fitness, and we encourage our students to take time off in their busy schedules for sufficient rest and exercise. To maintain a healthy diet, the campus food services provides nutritionally balanced, wholesome, food. We also believe this right demands a drug, alcohol and tobacco free environment, and in accordance with this belief we maintain policies that support this environment. Other behaviors that violate this right include: physical, sexual and emotional abuse; threatening a dangerous behavior; breaking into a building; theft; and obstructing or disrupting the study, work social or religious life of others.

- **RUSANGU UNIVERSITY STUDENTS HAVE THE RIGHT TO FORM, HOLD MEMBERSHIP AND SEEK OFFICE IN STUDENT ORGANIZATIONS AND CLUBS ON CAMPUS THAT ARE APPROPRIATE TO THEIR ACADEMIC, SPIRITUAL, SOCIAL OR CULTURAL NEEDS AND INTERESTS, AND THAT ARE CONSISTENT WITH THE UNIVERSITY RULES, OBJECTIVES, AND MISSION**

Rusangu University is more than just an institution for academic instruction; it is also a place where students are prepared for leadership positions. Student government opportunities abound where leadership abilities can be refined and put into practice.

The Dean's office sees that the rights of membership, along with the rights to develop potentials, are available to every student who desires this experience.

- **RUSANGU UNIVERSITY STUDENTS HAVE THE RIGHT TO FREELY EXPRESS THEIR OPINIONS, BELIEFS AND EXPERIENCES WITHOUT FEAR OF REPRISAL**

The policy created to support this right is intended to encourage responsible citizenship, acceptable modes of public expression and the principle of respectful disagreement. Intimidating a fellow student or group of students or faculty because of expressing his/her or their opinions in an unacceptable manner is a violation of right.

- **RUSANGU UNIVERSITY STUDENTS HAVE THE RIGHT TO IMPARTIAL DISCIPLINE APPROPRIATE TO THE INFRACTION OF UNIVERSITY POLICIES**

Within the guidelines of the Rusangu University discipline procedure, a committee of faculty and administrators oversees the discipline of students who violate the rights and responsibilities outlined above. Every effort is made to provide consistent, open and fair discipline that will encourage personal growth for the individual.

- **RUSANGU UNIVERSITY STUDENTS HAVE THE RIGHT TO HAVE THEIR GRIEVANCES HANDLED WITH COURTESY**

A student who feels aggrieved should first see the person concerned. If the matter is not resolved at that level, he/she can proceed to the next higher level. In any case, each student has the right to expect a courteous reception concerning any matter that is in his/her heart.

- ❖ **RUSANGU UNIVERSITY STUDENTS HAVE THE RIGHT TO APPEAL AGAINST ANY DISCIPLINARY ACTION TAKEN ON THEM**

Any student, who is not satisfied with the decision made by the Disciplinary Committee, may write a letter of appeal to the Vice Chancellor with a copy given to the Dean of Students.

SECTION 03

STUDENT SPIRITUAL LIFE AT RUSANGU UNIVERSITY



CHRISTIAN FELLOWSHIP

Rusangu University is primarily, a Seventh-day Adventist Christian Institution. It is a higher institution of learning with high expectations of maintaining values, which will ever govern the behavior of Rusangu University faculty, staff and students.

With a conviction that Jesus Christ is coming soon to bring eternal life to all those who have accepted Him as their personal Savior, the Lord of Lords and the King of kings, Rusangu University community seeks to promote and maintain an atmosphere conducive for growing fellowship with Jesus. Therefore, every student should contribute to and maintain such an atmosphere.

SABBATH CELEBRATION

As Seventh-day Adventists, Rusangu University, faculty and staff, consider it a great privilege to accept God's invitation found in the (4th) fourth commandment to "Remember the Sabbath Day, to keep it holy." (Exodus 20:8 – 11).

Rusangu University celebrates the Sabbath from sundown Friday evening to sundown Saturday evening (Genesis 2:1 – 3), Exodus 20:8 - 11; Luke 4:16, 23, 56; Acts 18:4) the faculty, staff and students are invited to a spirit of reverential worship in which every student is expected to fellowship one with another as a Christian family all to God's glory.

During the Sabbath hours, students should suspend and avoid all activities contrary to the Sabbath day spirit. Students who may require further clarification should consult relevant offices.

As a matter of guidance, some of the activities that are in harmony with the spirit of Sabbath observance are as follows:

- Enjoying Christian fellowship
- Attending religious services
- Playing or listening to Christian music
- Observing or studying nature
- Reading inspirational books in the Bible, nature, Christian Biographies, church history and church experience.
- Service to others: including individual and University-sponsored outreach ministries.
- Visiting and caring for the sick, bereaved, lonely, discouraged and elderly

Likewise, the following are some of the activities that are NOT in harmony with Sabbath observance.

- Listening to secular programs
- Participating in, or observing sports functions and secular games
- Studying for classes or reading secular materials
- Planning or entering into any business transaction, including the purchase of food
- Engaging in everyday secular activities such as doing laundry, sewing, ironing etc.

Students, who persist against counsel especially on this matter of Sabbath observance, will be subject to disciplinary action.

CONVOCATION

Convocation is an important program that assists the University to fulfill its philosophy as an Adventist institution of higher learning providing quality, balanced and wholistic Christian education to its constituency. It helps shaping individuals for life now and life hereafter.

Therefore, the following guidelines need to be adhered to whenever students are attending convocation in order to derive maximum benefits from it:

1. Observe reverence at all times
2. Avoid being on social media and general fidgeting with phones or other electronic gadgets
3. Dress modestly and appropriately as you attend worship. As far as it is possible, wear formal attire
4. Avoid general noise making and other disruptive behaviors which can hinder your full participation during worship
5. Ensure that you keep time as cards will only be issued during the stipulated times (refer to Convocation Memo on designated Notice Boards). Repeated tardiness might ultimately affect your attendance
6. It is strictly prohibited to collect more than one Convocation card or to submit more than one card at the end of worship. Each student is entitled to collect one card and only submit their card to the Ushers. Whoever will collect or submit more than one card risks having their attendance revoked and other punitive measures instituted against them; not limited to but including being disqualified
7. In relation to number 6 above, avoid filling in a card for someone else who is absent. Furthermore, no one is supposed to fill in a card and then return to the hostel while convocation is ongoing. If this becomes necessary to do (in case of an illness or any other urgent matter), kindly see the Chaplain's Assistant or one of the Ushers for assistance. Whoever will be found doing so will face punitive measures for circumventing the system, including but not limited to being awarded Unsatisfactory
8. Being a Seventh-day Adventist Institution of Higher learning, Sabbath attendance at RU is mandatory for every student unless for those who have gotten necessary permission from the DOSA's office to be out over the weekend or any other permissions granted by University Administration.
9. Standing outside the MPH during worship should be avoided altogether. If the main hall is filled, kindly find space in one of the side rooms. Please do not wait for Ushers to usher you in. It is an unnecessary inconvenience.

Attendance at all Convocations is required of all students (boarders and non-boarders) and it is part of the requirements for graduation. Convocations are worship services done by students. The University Chaplain keeps a record of attendance Punctuality and full participation are encouraged by all the students. The University advises that those students who would like to be absent from some Convocation service(s) should inform the relevant authority in advance. The University will allow a maximum of 20% absence from convocation per session for the following reasons:

- Sickness
- Funerals
- Off-campus leaves with permission, etc.

PERSONAL/PRIVATE DEVOTIONS



As much as corporate worship is a vital part of one's spiritual growth, Christian living is dependent primarily on a personal relationship with Jesus Christ. As a way of fostering a growing relationship with God, the school urges every student to spend time each day in Bible study, meditation and prayer. Roommates are encouraged to pray together. The university Prayer Garden offers a conducive environment for such spiritual exercises that enhance spiritual growth.

Non-boarding students/day students are expected to attend convocation and Sabbath worship services.

WEEK OF SPIRITUAL EMPHASIS (WOSE)

During each session of each academic year, a week will be devoted to special spiritual emphasis. This week is a spiritual highlight of the university community: Faculty, staff, and students. Off-campus leaves during the WOSE, except for serious sicknesses or deaths are not accepted.

THE ANNUAL ADVENTIST YOUTH WEEK

During the first quarter, a week is reserved for the Youths to participate in the worship service. During this period, students will use their talents to minister to the entire University community.

CAMPUS MINISTRIES

Rusangu University creates an enabling atmosphere for the interested students to participate in the spiritual life of the campus. This may include involvement in a strong programme of religious activities such as Branch Sabbath School, the Adventist Youth Organization, Music, Mid-week prayer activities, convocations, variety of Sabbath afternoon activities, and other interest groups. Students also participate in the worldwide Campus Ministries programmes at regional, conference, national and international levels respectively.

Every student is encouraged to join and participate in as many spiritual activities as possible for their personal spiritual enrichment and the body of Christ.

SECTION 04 ABSENCES



Rusangu University students are required to attend all religious services, General Assembly and any other meeting that may be announced by administration. There will be no tolerance given to anyone missing a required meeting while on campus. Those who do not attend are marked absent.

There are three kinds of absences:

- Those that are authorized
- Those that are not authorized, and
- Those that remain in their hostel rooms due to certified sicknesses.

AUTHORISED ABSENCE

This one results from an approved weekend leave of absence. Fulltime students are authorised up to a maximum of (3) three weekends per session. Due to brevity of the Block Release session, BlockRelease students can only take a maximum of one (1) weekend per session.

AN UNAUTHORISED ABSENCE

This one results from a student absenting oneself from a required meeting such as Convocation, Sabbath services (Sabbath School, Sabbath School classes, Divine worship, Bible Studies and Vespers), Students Association meetings, General Assembly and any other meeting called upon by administration.

ABSENCE DUE TO ILLNESS

This absence covers those certified sick by the medical institution and those verified by the Dean of Residence or any appropriate office.

LATENESS

Tardiness is equivalent to an unauthorized absence.

HANDLING ABSENCES

An unauthorized absences will be handled in the following way:

1-2 Absences: Verbal/Written warning from the Dean of Residence

3rd Absence: Warning letter from the Dean of students

4th Absence: Student is not allowed to sign for off-campus leaves for 3 4 weeks.

5-6 Absences: Student is referred to the student disciplinary Committee

SECTION 05 OFF-CAMPUS LEAVES



TYPES OF LEAVES

Off-campus, leaves are of three types:

1. Weekend leaves (From Friday after completing academic commitments to Sunday evening).
Students requesting for the above mentioned leave to do so at least two days before departure
2. Overnight leaves: limited to (03) three per semester/quarter/session respectively.
3. Day leaves: (normally limited to one per week)

A fulltime student is entitled to a maximum of (03) three weekends off in a quarter while a block release student is entitled to (01) one. Before leaving the campus, the student should fill in appropriate leave forms.

Currently three different forms are in use:-

a) Leave request used for individual leaves (day clearance, over one day and clinic/hospital).

NOTE: Relevant authorities must clear all group activities such as filed trips, recreation trips or church group outings and a list submitted to Student affairs department. A member of student's affairs department must accompany any group of students going out in addition to the one assigned by relevant authorities. Group leaves will be defined as (10) ten students and above.

LEAVE LIMITATIONS

- During the week of Spiritual Emphasis and the Annual Adventist Youth Week, there will be no leaves granted or any other outing.
- The University authorities will not grant any leave if they observe that such will be against the University policies and regulations.
- When the student does not leave on the day proposed, He or she forfeits the authorization of the leave.
- The school shall only grant weekend and overnight leaves to first quarter students upon request from parents/ guardians.

LEAVE REQUEST PROCEDURE

Students are to:

1. Get the leave forms from the Dean of Students office. Students must fill in the forms in quadruplicate, if they are to miss a class due to absence.
2. Have required signatures. Those who will miss classes must have the approval of the lecturer(s) and the Registrar before the Dean of Students signs.
3. A faculty member or student leader wishing to obtain approval for a group activity involving absences from the campus will submit a written request providing details of the activity and a list of participating faculty and students to the following responsible persons:

- Academic Dean - class and other educational activities

- The Director for Public Relations — performance and other public relation activities where students are representing the University
- Dean of Students — all social trips — The above two officers will also submit information on approved off campus activities and participants to the Dean of students
- The Dean of residence may grant leaves that do not involve an overnight provided the student will not miss any class. The student should make such a request to the Dean the evening before the leave.
- Student trips that may involve missing classes, must also obtain prior approval of the Academic Dean.

Students should submit their request seven (7) days before their departure, unless it is an emergency in which case two (2) days may be acceptable.

GROUP ACTIVITIES HELD OFF CAMPUS

Permission to participate in University-sponsored social, sporting, cultural activities and trips must be requested in writing in quadruplicate at least seven (7) days prior to departure, and all required signatures must be obtained.

All such activities will need final approval of the Administrative Board (ADBOARD), and are to be under University Chaperonage. The Chaperon's expenses for the event are the responsibilities of the host students.

CHAPERONAGE

For group parties, tours, and other activities such as picnics, riding off campus lectures, and concerts, there is need to secure a faculty or staff for the activities before the request is presented to the Dean of Students.

The Dean of students must approve chaperons. Courtesy requires that immediate response be given to suggestions made by the chaperon concerning guidelines given on conduct, hour of departure, and other needful suggestions.

The DOSA has the responsibility to inform chaperons of all preliminary arrangements of making certain that they are definite and explicit, and of meeting the group at the place designated. Chaperons handle emergencies and deal with irregularities and return the group at the hour planned.

INSURANCE

Students should pay a fixed rate for yearly insurance cover. The business office calculates the rate following the prevailing rates from a recognized insurance company. This insurance cover will enable students to travel for academics and group extra-curricular activities while on campus.

SECTION 06 STUDENT SERVICES

FOOD SERVICES



Rusangu University Food Services philosophy is to serve promptly, graciously a variety of culturally acceptable foods.

The food services follows the Seventh-day Adventist emphasis on health, which stresses a vegetarian diet and excludes the use of strong spices, caffeinated tea and coffee. This type of food has proven to be healthy and beneficial.

The University charges for meals in two ways; prepaid and cash basis. The cafeteria posts meal schedules for students' information

Students and staff should treat the food services with respect in dress and deportment. Students must display courtesy, proper conversation and good manners at all times. In particular, students must observe the following Dining Hall rules:

1. The cafeteria serves food on a first come first serve, and no one should jump the lines ahead of others.
2. The cafeteria serves an adequate meal. However, wasteful use of food i.e. taking too much on the plate and dumping unnecessarily is strongly discouraged
4. There will be no refund for meals not eaten.
5. Taking food and/or drinks outside the cafeteria is **STRICTLY PROHIBITED**.

6. The Dean of Residence or their appointees can authorize the taking of food for a sick person to the management of food services. No kitchen utensils are supposed to be found in the hostel rooms with any student unless with due permission.
7. The Kitchen is out of bounds for students and workers who do not work there, unless authorized.
8. For official weekend outings, packed lunches may be available provided notice with prior notice. Visitor can pay cash for meals at the cafeteria.
9. Prepaid students are required to produce identification automatically without the checker's request each time they come for meals
10. No one will be allowed to announce in the cafeteria without the approval of the food services director. All those who have meals in the cafeteria are supposed to be presentable in dress. No one will be allowed in the cafeteria without shoes on, unless otherwise. Caps, gumboots, slippers, vests, sleeveless tops etc. are not allowed.
11. Those eating in the cafeteria must clean and take their dishes to the dish room window after finishing a meal.
12. Students on special diet will be required to produce a medical certificate from a medical practitioner for exemption.
13. All students must feed from the cafeteria. The cafeteria will not serve meals after feeding times. No food from outside will be allowed in the cafeteria.

HEALTH SERVICES



Health services will be accessed from Rusangu University Health Center. The university has a health institution on campus.

Any student who needs medical care at night should inform the Residence Assistants who in turn informs the Dean of Residence, who will communicate with the clinic staff. Students entering the University for the first time shall be required to undergo physical examination at a fee. Students must submit copies of the medical certificates to the dean of students and admissions offices.

A single female student suspected to be pregnant based on reasonable evidence must go to the clinic for testing.

Students are urged to go to the clinic when they are unwell. The clinic staff will only issue medical certificate at the time students go to the clinic when sick, and not afterwards.

PROCEDURE FOR SEEKING MEDICAL ATTENTION

1. Sicknesses in the halls of residence should be reported to the Residence Assistants promptly at all times
2. Depending on the magnitude of the illness, the Residence Assistants may:
 - a) report the case to the Dean of residence
3. Depending on the magnitude of the illness, the clinic will:
 - (a) Refer the student to the hospital and arrange for transport.
 - (b) Report the case to the Dean of Students.
 - (c) Depending on the magnitude of the illness, the Dean of Students may report the case to the ViceChancellor (in cases of admissions).

ACADEMIC INFORMATION

The university bulletin is available on the university website. For more details on academic information, every student is encouraged to visit the registrar's office.

STUDENT SAVINGS

Students are encouraged to open personal accounts with available service providers. Money lost in the hostel will not be the responsibility of the University.

Money paid as school fees may not be withdrawn for other purposes e.g. pocket money, personal transport, or school trips... except by authorization of the sponsor and only when the student has a credit balance.

MAIL

The school collects mail from the main Post office in Monze town, forwarded to the office of the Vice Chancellor en-route to the Deans of Residence.

LIBRARY

Information about the Library is contained in a separate Library document. Students are encouraged to secure a copy from the office of the Librarian. Check also the University Bulletin.

AUXILIARY ENTERPRISES

The RU has established a number of service industries geared at meeting the needs of the University community. These entities offer services to students, which would otherwise be available in the nearby town.

LOST AND FOUND ITEMS

The Dean of Students' Affairs office receives all lost items and inquiries regarding the same. Stolen items are reported to the campus police office.

STUDENT CENTER

The Student center is not yet in place. Once put in place, it will provide various student activities such as leisure, relaxation and some sports activities.

SPORTS COMPLEX

The University has a sports ground on campus which is still being developed.

SECTION 07 FINANCIAL AID



WORK PROGRAMME

It is the University's Policy that every student meets the required number of hours of work with Education as decided by the University. However, in an effort to help those with established financial needs, limited work opportunities for students on campus are available. Preference is given to those staying in the hostels with established financial needs. The work co-coordinators coordinate work program in Janitorial and maintenance work, cafeteria, library, garden, farm, residence assistants. These opportunities to engage in productive and useful labor help develop character traits of industry, dependability, and initiative. In the process, students may also acquire valuable vocational skills.

APPLICATION PROCESS

1. Applicants should send their applications a week before exams to the Dean of Students.
2. The work program committee will go through the applications and give the opportunities to worthy students.
3. Successful candidates will be contacted by the work program coordinator.

SECTION 08

SOCIAL LIFE



ASSOCIATION BETWEEN MEN AND WOMEN

The Rusangu University (RU) is a co-education institution where wholesome association contributes to the student's social development.

Young men and women should associate in ways, which will respect each other's personhood. Specialized intimate friendship should be left until such a time as one is ready to make serious marriage oriented decisions and commitment.

"Couples" who do not demonstrate self-respect and self-restraint in matters of affection in public or private will be subject to disciplinary action.

Unbecoming behavior between young men and women such as kissing, petting, necking and sitting or standing in isolated or dark spots is forbidden. In the evening students are expected to be only in the library and residence hall lounge and rooms. All other places are out of bounds.

The University encourages the type of social relationships in which persons find their social needs met through relationships of a general nature, rather than through one specialized intimate relationship in which one calls out the affections of another at a time when that would be inappropriate.

CHANGE OF STATUS

Students enrolled as single, should inform the Dean of students of their plan to change status. This will help the Dean to guide the students concerning issues of accommodation especially when pregnancy occurs.

MARRIAGES

In order that the student may give first priority to concentrated study and academic success, the University discourages marriages during the time when either person involved is registered for classes. Application for approval of wedding to be conducted during times of enrollment with the University should be made with the Dean of Students at least a quarter prior to the anticipated date.

Pre-wedding parties are not allowed on the RU Campus. All weddings should take place at the end of the school quarter/semester or year.

SOCIAL GATHERINGS AND CELEBRATIONS

Students wishing to hold social gatherings or celebrations other than small private parties such as birthday, and farewell parties must comply with the following regulations.

1. A staff member chosen by the students should attend the Party
2. The original request for a party, including a list of the proposed guests, should receive the approval of the Dean of Students and the Food Services Director (if food from cafeteria is expected) one week before the event
3. Cafeteria equipment may be used only if the party is held in the dining room or by special permission of Food Services Director.
4. For married students, they should inform the Dean of students
5. The celebrations must conform to the acceptable standards of the Seventh-day Adventist Church
6. Such celebrations must not interfere with the privacy of people living in the neighborhood

7. The gathering should not be in conflict with any rule/regulation in this handbook

MUSIC

Only music, which meets the University standards, is allowed to be played on campus. Radios, tape recorders, and record players must be operated at a volume that does not annoy other residents and those in the neighborhood. Disco music, rock 'n roll, pop, reggae, rap, heavy metal, rumba and other related reeds fit for "Dance Halls" are not allowed. Uncooperative students will be required to turn in their musical instruments and/or equipment to the Dean of Residence.

ENTERTAINMENT/RECREATION

The Student association Social Committee will plan periodic social activities, which will normally be held on Saturday night(s). Attendance at these activities is encouraged.

Though not adequate, sports-equipment is available to students through the Recreation and Sports committee for sports of the Student Association. Students are encouraged to participate in both planned and spontaneous sports and recreational activities for physical health, relaxation and social interaction. However, involvement in sporting activities should not take precedence over academic and spiritual activities.

While competition is discouraged, a healthy striving for excellence is encouraged. Inter-scholastic sports are not part of the Rusangu University extra-curricular activities. However, with prior approval by the Dean of students, an occasional friendly match may be allowed. On Fridays, sporting activities MUST CEASE by 16:30 and 17:30 hours on Sundays.

VIDEOS

Education recognizes that a motion picture is one of the most powerful teaching tools available to education. The same applies to a video because videos are motion pictures though with a slightly different presentation mode.

Motion pictures are a powerful tool to formulate or change attitudes. In addition to learning and attitudinal change, a motion picture can provide relaxation, and entertainment. All four of these; learning, attitude formation, relaxation, and entertainment, when rightly applied, are important to the physical and mental make-up of humankind. However, it is also recognized that motion pictures wrongly used can brainwash and degrade man's mentality and spirituality. It is for this latter reason that motion picture content standards have been set up for the viewing of motion pictures and videos on campus. Every video to be shown must be presented for preview by a screening committee 7 days before the date of showing. NO videos are to be shown in the hostels. Only approved clubs/organizations will be allowed to show videos for profit.

TELEVISION

The rules that govern the operations of the television in common rooms must be adhered.

SECTION 09

STUDENT CONDUCT, BEHAVIOUR AND CORRECTIVE PROCEDURES



PHILOSOPHY

The Christian ethic demands respect for duly constituted authorities and those other authorities such as parents, lecturers, work supervisors, University administrators, etc., to whom the individual is subordinated. Rusangu University (RU) is dedicated to upholding respect for civil law as well as respect for the principles of Christian deportment.

Any misconduct may be judged not only by standards of legality and suitability, but also by its disruption of the normal functioning of the University.

Thus, it is recognized that some types of misconduct may constitute violations of both civil and University codes, and actions may be taken by both the civil and the University authorities without constituting double jeopardy. While enforcement of rules and regulations is of subsidiary concern to this institution, the primary concern is to maintain the integrity of its educational function by upholding the principles on which it was founded.

Rusangu University recognizes that its work, while being educative and redemptive, involves a certain level of custodial function, and it seeks to take these responsibilities seriously. It asks the students to seek to live by the principles of scripture given in such passages as Romans 12:2; 2 Corinthians 6:16-18; Philippians 4:8; and 1 Corinthians 10:31. Students who are committed to being Christian ladies and gentlemen should not find themselves in conflict with the University expectations and standards.

A student who, through insubordination, lack of respect to University authority, use of vulgar language, use of intoxicating substances such as smoking dagga, cannabis, taking drugs like valium and alcohol, dress, appearance, conduct or attitude showing unwillingness to co-operate with the expectations of the University as outlined in this Handbook, may be asked to withdraw from the University. Re-admission for the succeeding quarter/semester may be denied.

STUDENT DEMONSTRATIONS

Rusangu University (RU) seeks to preserve and to encourage the exercise of the rights of free conscience and expression within the framework of Christian conduct and standards. In order to achieve such purposes, students and student organizations are encouraged to express any grievances by Christian and democratic means through the laid down channels of communication.

There is a distinction between differences of opinion on the one hand and activities on the other hand, directed at promoting action to sabotage or undermine administrative policy. Therefore, advocating or urging action to bring about change of administrative policy at (RU) by mass meeting, procession, boycott, picketing or occupation of premises is specifically prohibited.

OFF-CAMPUS RESPONSIBILITY

Off-campus misconduct may raise questions concerning the suitability of a student to be a member of the Rusangu University community. Students are expected to behave well whether on campus or off campus. It is the responsibility of every student to reflect the positive image of the University wherever he/she may be. A negative report about a student's behavior off campus may result in disciplinary action.

CORRECTIVE DISCIPLINARY MEASURES

Disciplinary action is meant to correct misbehavior on the part of the offender, and to protect those whom it may affect. Depending on the offense, one or more of the following corrective measures will be taken:

- Verbal warning or caution, from any faculty member, Dean, or administrative officer
- A written warning from any faculty member, Dean, or administrative officer with a copy to the Dean of Students
- A written warning from the Disciplinary Committee
- Probation:
 - a) Citizenship probation — e.g. no off-campus leaves, limited appearance in campus activities, no attendance at or in social functions. Regular meetings with an appointed counselor may be required.
 - b) Restriction of privileges — e.g. no holding of any office campus clubs, church, or other student organizations for a specific period of time.
 - c) Any student who is re-admitted after suspension will be subject to citizenship probation, after close observation by the committee members, the probation may be lifted in writing if they feel that the student has changed his/her behavior.
- Suspension:
 - a) May be for a definite or indefinite period of time
 - b) If the suspension period is indefinite, the student can only re-enter the University by re-applying
- Withdrawal:

The offending student or the administration may request for withdrawal from the University as an option:

1. A single major offense or an accumulation of offenses
2. Insubordination to University authority

- Suspension/Dismissal will be recorded on the student's permanent record with the reason(s) given. The following are some of the offenses that could cause suspension/dismissal:

NO.	INDISCIPLINE	1st OFFENCE	2nd OFFENCE	3rd OFFENCE	4th OFFENCE
1.	Undermining principles and objectives of the University.	Written warning	Suspension (minimum 2 quarters)	Dismissal	
2.	Participating in academic dishonesty such as; cheating on tests, assignments and examinations.	Refer to Examination Malpractice policy.			
3.	Using profane language (Insulting, mockery, or threatening or intimidating another individual with harm).	Suspension (minimum 2 quarter)	Suspension (minimum 3 quarters)	Dismissal	
4.	Displaying rude conduct in words or action. (E.g refusing to show the id on request or wearing caps in class or church)	Verbal/written warning	Suspension/ dismissal		
5.	Possessing/accessing obscene materials.	Verbal Warning	Written warning (recommendation for counselling)	Suspension for 2 quarters	Withdraw from RU
6.	Creating/posting obscene material	Written warning (recommendation for counselling)	Suspension for 3 quarters	Withdraw from RU	
7.	Using or possessing narcotics, or alcoholic beverages.	Verbal warning	Written warning (recommendation for counselling)	Suspension (minimum 2 quarters)	Withdraw from RU
8.	Selling narcotics, or alcoholic beverages	Suspension (minimum 2 quarters)	Dismissal		
9.	Gambling in any form.	Verbal warning	Written warning (recommendation for counselling)	Suspension (minimum 1 quarter)	Suspension (minimum 3 quarters)
10.	Stealing	Suspension (minimum 3 quarters)	Dismissal		
.11.	Any form of deception.	Verbal/Written Warning	Written warning/Suspension (minimum 1 quarters)	Dismissal	
12.	Displaying improper association with members of the opposite sex such	Verbal Warning	Written Warning	Suspension (minimum 2 quarters)	

	as; kissing, suggestive embracing and being found in suggestive places.				
12.	Attending dances, or other questionable places	Written warning	Suspension (minimum 1 quarter)	Suspension for 3 quarters	
12.	Defiance of authority and incitement of others to insubordination and anarchy.	Written warning / Suspension (minimum 3 quarter)	Dismissal		
13.	Persisting in irregular attendance at required functions.	Verbal Warning	Written Warning	Suspension (minimum 1 quarter)	
14.	Destroying University property.	Written Warning and replacing of damaged item plus penalty fee	Suspension for 1 quarter and a fine	Suspension for 3 quarters and a fine	
15.	Displaying dishonesty in reporting work time such as; work program.	Verbal warning	Written Warning	Removal from work program	
16.	Leaving campus without permission.	Written Warning	Campus bound	Suspension (minimum 1 quarter)	
17.	Insulting, mockery, or threatening or intimidating another individual with harm.	Suspension (minimum 2 quarter)	Suspension (minimum 3 quarters)	Dismissal	
18.	Sexual immorality	Suspension (minimum 2 quarters)	Suspension (minimum 3 quarters)	Withdraw from RU	
19.	Addressing or convening unauthorized gatherings physical or online.	Verbal/written warning	Suspension (minimum 1 quarter)	Suspension (minimum 3 quarters)	Withdraw from RU
20.	Strike of any form.	Verbal warning	Written warning	Suspension for 1 quarter	
21.	Riot	Suspension (minimum 3 quarter)	Dismissal		

21.	Organizing or participating in political activities on campus.	Verbal warning	Written Warning	Suspension (1 quarter)	Suspension for 3 quarters
22.	Harassment of any kind including sexual, homophobic, disability or racial harassment of any student, member of staff or other employees of the University or any authorized visitor to the university, including that committed by electronic or other remote means.	Written Warning	Suspension minimum (3 quarter)	Withdraw from RU	
23	Fighting	Suspension (2 quarter)	Dismissal		
24	Unfounded and malicious complaints brought against a member of the University under the university Students rights privileges and responsibilities.	Verbal warning	Written Warning	Suspension minimum (1 quarter)	Suspension for 3 quarters
25	Inappropriate dress	Written warning	Final written warning	Suspension for 1 quarter	Withdraw from RU

Note:

- **A suspension and dismissal letter will be given by the chairperson of the disciplinary committee.**
- **A student issued with a suspension letter is required to leave campus immediately even if they intend to appeal.**
- **The above examples are not exhaustive or exclusive and offenses of a similar nature will be dealt with under the same procedure.**
- **The zero-tolerance policy may apply to certain offenses when the need arises.**
- **Warnings will be copied to the parents.**

COMPOSITION OF THE DISCIPLINARY COMMITTEE

1. A member of faculty appointed by the Vice-Chancellor – Chairman
2. Dean of students – Secretary
3. Residence Deans
4. SRC President
5. Security representative

6. A faculty representative from each school (on a one-year rotational basis)
7. Any student who is conversant with Adventist philosophy recommended by the chaplain's office on a one-year rotational basis)

DISCIPLINARY COMMITTEE: RULES AND PROCEDURE

•The chairperson of the Student Disciplinary Committee shall regulate proceedings in a manner best fitted to show firm justice in accordance with the principles enunciated in this document or other rules deemed necessary to be included by University authority. A student who is charged with the breach of the rules of student conduct shall:

1. Be furnished with a full and fair opportunity to meet such allegations if he/she so desires.
2. Be permitted to present any relevant facts or call any witnesses capable of giving testimony relevant to the investigations.
3. Be permitted to put questions to witnesses save those which are irrelevant, frivolous or vexatious.
4. Be permitted to be present in the Student Disciplinary Committee as long as the committee deems it necessary.
5. Be advised as fully and clearly as possible of the committee's decision or recommendations and its reasons for arriving at that decision or recommendations. This will be done in writing or verbally as the case may dictate.

• A notice to a student summoning him/her to appear before the committee for investigations of an alleged breach of the University's rules of the student conduct and behavior shall be contained in a letter addressed to him/her stating:

1. The place at which he/she is to attend.
2. The date and time at which he/she is to attend.
3. Particulars of his/her alleged contravention.
4. His/her right to call witnesses who may give any relevant testimony on his/her behalf to the committee.
5. The right of the student to furnish the chairperson of the Student Disciplinary Committee in advance of the investigations, any information which he/she deems relevant to the investigation and which he/she wishes to have the committee give due consideration to.

• In the event of the committee finding a student to have committed a breach of the rules, either on student's admission or after an investigation, it shall, before determining the punishment to be meted out or the terms of its recommendations, permit such a student to make a statement or produce evidence which he/she wishes to be taken into consideration in mitigation of his/her punishment.

- As soon as possible, after the conclusion of a student's Disciplinary Committee hearing, the Dean of Students or his designate shall convey its decision to the student concerned in writing, followed by verbal explanation where necessary.

POWERS OF THE DISCIPLINARY COMMITTEE

The Student Disciplinary Committee has the authority to reprimand, place a student on citizenship probation, hand out student fines, or campus bound a student for a stated period without referring to the Administrative Board (ADCOM) of the University. However, it recommends suspension, withdrawal of a student from the University or expulsion, to the Administrative Board for a final consideration and action.

APPEALS ON DISCIPLINARY ACTION

Any student, who is not satisfied with the decision made by the Student Disciplinary Committee, may write a letter of appeal to the Vice-Chancellor with a copy to the Dean of Students. The ViceChancellor will then appoint three faculty members who are not associated with the disciplinary action to assist him in reviewing the decision.

The student will be given seven (7) days within which he/she shall appeal. The disciplinary action shall stand while the appeal is going to be attended to. Further, the disciplinary committee shall be informed of the decision made by higher authority.

SECTION 10

STUDENT DECORUM

DRESS STANDARD

A Christian should seek to make the best of his/her appearance in order to be a good example to others. Therefore, no education can be complete that does not teach right principles in regard to dress.

In dress, as in all other things, it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but also appropriate and becoming.

A person's character is judged by his/her style of dress. A refined taste, a cultivated mind will be revealed in the choice of simple and appropriate attire... It is right to love beauty and desire it but God desires us to love and seek first the highest beauty... that which is imperishable.

The choicest productions of human skill possess no beauty that can bear comparison with that beauty of character which in his sight is of 'great price.' Education, pages 246 to 249.

Rusangu University (RU) family acknowledges that our dress and grooming often reflect both our philosophy of life and our emotional maturity. One purpose of the University, rather than prescribing all of the particulars of dress code, is to encourage each student to develop a personal lasting philosophy of dress and grooming. Acceptable dress will vary from one occasion to another. The following are good guiding principles:

- *Balance*: Avoid extremes. Dress should be characterized by neatness, cleanliness and modesty, regardless of cultural influences in style. Overdressing and showiness should be avoided.
- *Appropriateness*: Clothing should reflect the relative dignity of the occasion for which it is worn. Appropriate attire should be worn for religious services, formal occasion, class, work, dining hall, relaxation or play. A student may be excluded from any function activity if not dressed appropriately.
- Self-confidence is demonstrated as security in the inner beauties of character and self-worth, without needing to "supplement" such beauty with external adornments of jewelry, conspicuous cosmetics or faddish clothes.
- Beauty in clothing selection and adornment gives expression to our God given ability to appreciate beauty, creativity, harmony, and good taste.
- Wearing clothes which preserve the unique separate identities of masculine and feminine roles on all occasions is encouraged.
- Hair should be well groomed. Extreme styles are discouraged. Hair should be clean, combed, and neatly trimmed or arranged. Moustaches, side bends, and beards must neatly be trimmed and maintained.
- Non-functional jewelry, including necklaces, bangles, earrings, etc. is not acceptable.
- Cosmetics such as colored nails and obvious lipsticks are not advisable.
- Modesty is emphasized. This means no drawing attention, through dress to one's body as an object but to allow others to appreciate us as entire persons. Indecent dressing may be defined as an attitude of someone male or female that dresses to show off parts of the body such as breasts, buttocks, under wears and other parts of the body that need to be covered.

According to this Handbook, no student is to put on any of the following attire on RU campuses:

FEMALE STUDENTS

1. Sleeveless tops
2. Body hugs
3. Transparent clothes
4. Bogus fashion jewelries

5. Spaghetti tops
8. OFF shoulders
9. Wicket Straps
10. Mono Straps
11. Mini Dresses and Skirts (above the knees)
12. Dress and Skirt with slit above the knees
13. Tight dresses
14. T-Shirts which carry immoral messages
15. Any political regalia
16. All clothes that reveal sensitive parts of the body such as the burst, chest, belly, upper arms and buttocks
17. Rosy Chicks/ blushing
18. Eye Shadow, eye liner, artificial eye lashes.
19. Excessive Lipsticks
20. Rastafarian hairstyles
21. Nail attachments
22. Tattoos
23. Ripped clothing
24. See through
25. Bare-backs
26. Non-functional trousers

MALE STUDENTS

1. Shirts or any wear revealing the armpits
2. Short pants above the knee when not required
3. Head ties when not required
4. Earrings
5. T-Shirts and jeans which carry immoral messages
6. Kaftans without trousers
7. Long and bushy hairs and beards
8. Braiding
9. Permed hairs

10. Jerry curls
11. Plaited hairs
12. Dreadlocks 13. Sagging 14 Ripped trousers
15. Fancy haircuts.
16. Tattoos
17. Any political regalia

SECTION 11

ORGANIZATIONS

STUDENT ASSOCIATION

Upon registration, every student becomes a voting member of Rusangu University Student Association (RUSA). Student Association allows for democratic student leadership and a constitution and The Dean of Students guides its operation. (RUSA) works as a liaison between the students and the faculty and the administration.

The Student Association has representatives on some University committees; furthermore, it sponsors social, recreational, and developmental activities.

CRITERION FOR STUDENT REPRESENTATIVE COUNCIL

It is expected that the top leadership of the Student Representative Council will be in the hands of individuals who are well acquainted with the ideals and policies of the SDA Church. It is therefore important that the leadership chosen is those who demonstrate maturity in understanding and promoting the philosophy and objectives of the SDA educational system. It is thus inevitable that the persons qualified to be elected into four top offices of President, Vice President, Secretary-General, and Treasurer of Student Representative Council be Seventh-day Adventists of good and regular standing to guide the council in a manner consistent with the philosophy and objectives of the SDA church. The University Charter, the University regulations, the University Student Handbook, and the overall mission of the University, and all Student Association meetings shall have the permission of the Dean of Students. Evidence of church membership must be provided during application, preferably a baptism certificate.

For other positions other than the position of Religious Affairs, students who are not Seventh-day Adventists and who have demonstrated leadership and spiritual maturity may be allowed to contest for leadership provided they lead in harmony with the goals and aspirations of Rusangu University.

CAMPUS CLUBS

There are few clubs on campus, which serve to promote and educate in their respective areas of interest. Each club is required to register with the Dean of Student's office and should have an approved constitution.

Permission for any student gathering physical or virtual outside the meeting of the regular clubs must be obtained from the Dean of students' office well in advance of its announcement to the student body.

Club meetings may not take place without the presence of the faculty sponsor. Students are encouraged to join those clubs which are in line with their Interests. Clubs currently active on campus include the Campus Ministries, Adventist Youth (A.Y. on the facilitation aspect). Literature Evangelism, Red Cross, Peer Educators, debate, HIV and AIDS etc.

INTERNATIONAL GROUPS

International Groups are allowed. They shall each convene annually to elect a coordinator who will co-ordinate the group's activities. The annual meeting shall be called by the co-coordinator presided over by the Dean of Students or his/her designate. There will be neither constitution nor regular dues for these groups.

International Groups will operate under the following guidelines:

•They may meet to:

1. Host visitors.
2. Disseminate news from home.
3. Celebrate national days. All organized activities for national days must be approved by the DOSA.

• The meeting shall:

1. Be open to any faculty and staff member of Rusangu University.
2. Not be convened without clearance from the Dean of Students
3. Not act as pressure group on administrative issues.

SPONSORS

The responsibilities and duties of sponsors of student organizations (clubs and associations) are as follows:

1. To co-operate with other student organizations in promoting the general campus-wide program of the University.
2. To be available for counsel and assistance without impairing the students' ability to think for themselves.
3. To be present at the regular meetings of the organization.
4. To plan wholesome, constructive activities for and with the members of the organization.
5. To present an outline of the club's plan for the year to the Dean of Students no later than November 5 of each year.

6. To emphasize in the program of the organization the philosophy and objectives of the University.
7. To meet the Dean of Students in consent with all other organizational sponsors at the beginning of the school year to discuss the role and function of sponsorship.

STUDENT OFFICE QUALIFICATIONS

For any student to hold office in any campus organization or club, the following shall apply:

1. Must be senior students between 130 and 160 credits at Rusangu University (RU).
2. Must not have been on citizenship probation before running for office, and should not be on probation while in office as this will cause him/her to automatically forfeit the position.
3. Must have given evidence of support and promotion of the principles and objectives of the University.
4. Must meet other relevant requirements indicated elsewhere in this handbook.
5. Must have a minimum cumulative G.P.A. of 2.5, which must be maintained while in office.

Note: for SRC President (3.0), Vice-President, Secretary General and Treasurer (2.7).

6. Must be a boarder.

RUSANGU UNIVERSITY STUDENTS' ASSOCIATION CONSTITUTION

ESTABLISHMENT

The Students Association of Rusangu University is hereby established as an unincorporated Association with perpetual succession; with the right to own property and to sue and be sued in its own name. It being clearly understood that the said body shall at all times be and remain subject to the control and regulation of the Vice-Chancellor and Administration of Rusangu University under whose auspices it exists and operates.

- 1.2 (a) The Students Association shall not become affiliated to any organization representing or purporting to represent students or students interests or in the interests of groups or organizations, associations or societies whose membership consists entirely or largely of students, by whatever name such groups or organizations, associations or societies may be known, which conduct any of their business or activities on or during the Sabbath day, i.e. the period between Friday sunset to Saturday sunset.

(b) Notwithstanding the generality of the afore going provision nothing shall prevent the participation of the Students Association Representatives in the meetings of any organization at times other than between sunset on Friday and sunset on

Saturday and provided that such participation does not conflict with the basic philosophy and principles of Rusangu University.

1.3 The Student Association which is hereby established shall not hold or arrange for any of its own meetings or activities nor shall it allow the holding or arrangement for any of the meetings or activities of any of its subsidiary bodies to be held on the Sabbath day as defined in subparagraph 1.2 (b) above

1.4 For the avoidance of all doubt, the Vice-Chancellor or a person designated by him/her (ex-officio) shall be a member of each of the committees of the Association and the Student Representative Council hereby established.

2 AIMS AND OBJECTIVES

2.1 To provide for representation and participation of students in matters directly affecting their interests.

2.2 To provide an effective channel of communication between the student body, the administration, and faculty concerning matters of mutual concern.

2.3 To serve as a training ground for leadership development within the student community by participation in decision-making processes at appropriate levels and facilitate the establishment of an environment where students can develop physically, socially, spiritually, and culturally.

2.4 To promote and coordinate the activities of student's clubs and societies on campus

3 MEMBERSHIP

3.1 All registered students of Rusangu University shall be entitled to full membership of the Association with the right to participate and vote in the meetings and elections of the Association established in terms of or under the provisions hereof. Students that have not registered for a given quarter may become members of the Association by paying the student association fee.

3.2 Students who have not registered for that particular quarter and faculty members are entitled to associate membership, with no right to vote or hold office in the Association or any of its subsidiary organs, but with the right to participate in discussions at General or Special Meetings of the Association.

4 MANAGEMENT AND CONTROL

4.1 ESTABLISHMENT OF STUDENT REPRESENTATIVE COUNCIL

There shall be established for the management and control of the affairs of RUSA a Student Representative Council, the functions, powers, and duties of which are as set out hereafter.

4.2 FUNCTIONS, POWERS, AND DUTIES OF STUDENT REPRESENTATIVE COUNCIL:

4.2.1 The Student Representative Council shall fulfill the aims and objectives of the Students Association and be responsible for the conduct of the affairs of the Association of the affairs thereof.

4.2.2 The Student Representative Council shall be accountable in the Students Association in regard to its conduct of the affairs of the Association.

4.2.3 Shall control, maintain, and account for the property and assets of the Students Association.

4.2.4 Shall consider and prepare items to be placed on the agenda items of all General or Special meetings of the Association as the case may be in consultation and approval of Dean of Students.

COMPOSITION OF STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council shall be composed of the following:

Officers

- a) President
- b) Vice President
- c) Secretary-General
- d) Treasurer

Departmental Representatives

- e) Public Relations
- f) Entertainment and Cultural
- g) Sports and Recreational (male and female)
- h) Academic Affairs
- i) Religious Affairs
- j) Secretary
- k) Two Student Cafeteria and Food services representatives (male and female)

FUNCTIONS, POWERS AND DUTIES OF THE OFFICERS AND
DEPARTMENTAL REPRESENTATIVES OF (SRC)

PRESIDENT

- a) Be responsible for directing the Association (RUSA) and the Student Association representative in accordance with the aims and objectives of the association and in compliance with rules and regulations contained in this handbook.
- b) Call and chair all sessions of the Student Representative Leadership meetings with permission of the Dean of Students.
- c) Call and chair all general meetings of the Students Association, sign all minutes of meetings after their adoption with permission of the Dean of Students.
- d) Serve as ex-officio member of all Students Associations committees.

VICE PRESIDENT

- a) Shall be a member of the Student Association
- b) Shall monitor the activities of the Student Representative Council sub-committees and Student representation in University and/or other committees, which require Student Representation. This shall be carried out regarding the minutes obtained from these committees without derogating from the generality of the foregoing, these committees currently are:

(I) STUDENT ASSOCIATION COMMITTEES: -

1. Religious Affairs
2. Entertainment and Culture
3. Public Relations
4. Yearbook Committee
5. Sports and Recreation
6. Academic Affairs
7. Finance

(ii) UNIVERSITY COMMITTEES:-

1. Work Programme

2. Food Committee
3. Health Care Committee
4. Film Preview Committee
5. Campus Ministries

c) Shall represent the President in his or her absence

SECRETARY-GENERAL

- a) Acts as Sergeant-at-arms during Meetings.
- b) Ensure that procedures are followed at association meetings,
- c) Ensure that the constitution is adhered to in all activities and proceedings,
- d) Hear and act on especially election petitions,
- e) Refer the new students to the association constitution at the end of the Student Handbook and hold orientation sessions with them
- f) Inform new officers of their constitutional duties
- g) Any other duties assigned to by the president.

TREASURER

- a) Shall chair the Student Association Finance Committee.
- b) Shall present the annual budget at the first General Assembly meeting of the academic year.
- c) All funds collected individually, or by the Students Representative Council shall be banked with the Business office for custody.
- d) Shall report quarterly, or as requested by the Association, the current financial standing of the student association.
- e) Shall be a student who is in his or her final year with a GPA of 2.5 preferably from the school of business.
- f) Shall be accountable for the assets of the Student's Association.

ENTERTAINMENT AND CULTURAL REPRESENTATIVE

- (a) Chair the Entertainment and Culture Committee

- (b) Co-ordinate all association social functions
- (d) Serve as a member of the Rusangu University Entertainment and Cultural Committee
- (e) Serve as a member of the Film Preview Committee

SPORTS AND RECREATION REPRESENTATIVES

- a) Chair the Student Association Sports and Recreation Committee
- b) Shall be responsible for the custody and maintenance of all sports equipment used in students association activities in liaison with Dean of Students
- c) Co-ordinate all student sports activities.
- d) Shall preside over all the student sports activities.
- e) Recommend captains for various sports.

RELIGIOUS AFFAIRS OFFICER

- a) Chair the Religious Affairs Committee
- b) Be in charge of all religious exercises during association meetings.
- c) Coordinate religious activities in resident halls.
- d) Serve as a member of the Campus Ministries Committee of the University
- e) Be a student who subscribes to the mission, values, and philosophy of the University, preferably from the school of theology and religious studies.
- f) Work with the Chaplain in religious matters.

PUBLIC RELATIONS OFFICER

- a) Chair the Students Public Relations Committee.
- b) Be responsible for managing and creating social media platforms for the Association.
- c) Planning and writing presentations and press releases for the Association.
- d) Organizes and plans for the Association's public gatherings.

ACADEMIC AFFAIRS OFFICER

- a) Chair the Student Association Committee under his or her office.
- b) Coordinate all activities of all academic Associations and clubs.

SECRETARY

- a) Shall take and keep minutes of the meetings of the Students Association and Student Representative Council.
- b) Shall present the minutes and agenda at all regular meetings of the association and council
- c) Shall be the custodian of all Student Association records including financial records, correspondence, etc.
- d) Shall post notices of all General, Special, and Emergency meetings on the University Bulletin Board.

STUDENT ASSOCIATION SPONSOR

- The student association Sponsor shall be the Dean of Students.
- Act as facilitator with the office-bearers of the association in relation to the activities of the association.

TERMS OF OFFICE

- ❖ The terms of office for all office bearers shall be one academic year from the date of installation. In the event of uncontrollable circumstances, officers shall remain in office until the next elections are held.
- ❖ Office-bearers of the Student Representative Council and Student Association Committees shall be elected during the first quarter of the academic year Officebearers elect shall be installed by the Vice-Chancellor or his designee.
- ❖ The DOSA's office shall announce the date for filling applications within the last quarter of the year.

VACANCIES

- Vacancies that occur during the term shall be filled by the council through consultations with the Dean of Students.
- Vacancies during elections will be filled by the council through consultations with the Dean of Students.

HAND OVERS

- **All office-bearers MUST submit written handover reports to the Dean of Students through the SRC president before clearance.**

ELECTION COMMITTEE

- Shall consist of (12) students two (2) from each school, recommended by their respective schools during their school assembly chaired by the Dean. The recommended names shall be sent to the Dean of Students.
- The recommended names will be adopted upon approval by the Vice-chancellor.

- Shall be responsible for the election process and the chairperson of this committee shall preside over all aspects and meetings in relation to this process.
- The Committee shall elect its own Chairperson and Secretary.
- The election committee shall formulate and communicate the election guidelines and rules in consultation with DOSA's office.
- Residence Deans shall be x-officials in the nominating committee.

ELECTION PROCEDURE

- The announcement of the commencement of the nomination for election of office on the Student Representative Council shall be placed on the University Bulletin Board
- Interested students shall apply through the DOSA's office for scrutiny.
- The Dean of students shall submit the list of successful applicants to the election committee for publicity.
- Elections shall be held within one (1) week of the announcement of successful candidates.
- Campaigns shall be done indoors or person to person without interruption of other University proceedings.
- Campaigns shall culminate into the manifesto day which shall be held a day before elections.
- No campaigns shall be allowed on the day of elections. Anyone who by himself/herself or through the campaign team members breaks this rule or any other rule as set forth by the electoral committee shall be disqualified.
- In an event of a position where there is only one applicant, the candidate shall be subjected to a minimum of 50% of the total votes cast in order to be eligible for office.
- Voting shall be done within the duration of (12) twelve hours.
- Counting of ballots shall commence soon after the closure of the polling station(s).
- Then the nominating committee shall submit a list of the office-bearers elect together with the offices to which they have been elected, to a general meeting of the Students Association for final recommendation to the Vice Chancellor through the Dean of Students.
- Should any one or more of the office-bearers elect not be confirmed or approved, by the Vice Chancellor the remainder of them shall be deemed to be confirmed or approved the Election
- The Nominating Committee shall again go into session and may consider other nominees as alternative office bearers elect and elect them to office. The list of these persons shall again be submitted to the Student Association for further recommendation to the Vice Chancellor.
- After the office-bearers elect have been installed in their offices, the nominating committee shall be dissolved.
- Should the Nominating Committee, after a second attempt fail to fill any vacant office, the Student Affairs Committee shall appoint a name/names to a particular office or offices as the case may be. If this person or these persons are approved and, confirmed in office they shall be installed in office.

- It is foreseen that the whole of the electoral process shall be completed within ten (10) days after the appointment of the Nominating Committee.

GENERAL MEETINGS

- General Meetings of the students' association shall be held during each quarter/semester. The first, within one week of the commencement of the quarter/semester, and the last, during the final two weeks of the quarter/semester in consultation with the Dean of Student Affairs.

NOTICE

Notice of the time, venue and agenda of any General Meeting shall be 72 hours prior to the meeting being held, by placing a notice disclosing the above information on the University Notice Board.

AGENDA

Unless otherwise notified, these meetings shall deal with the routine business of the association.

The agenda for such meetings shall be compiled by the Secretary of the Student Representative Council and approved by Student Representatives and thereafter submitted to the Dean of Student Affairs for his or her information. No notice of a general meeting shall be given to the students association without the approval of the agenda above referred to having been obtained.

ORDER OF MEETINGS

CHAIRPERSON

- a) All general and special meetings of the students' association shall be chaired by the President or Vice President of the Student Representative Council or such other officer as nominated by the President
- b) The President shall give effect to the rules of order of meetings either as laid down by the Student Representative Council in its regulations and bylaws or as required by the general law. He or she shall be advised therein by the Secretary-General.

APPEALS

- Should a member feel aggrieved by the decisions of the President concerning any matter relating to the conduct of a meeting, such aggrieved member may submit a written request to the Secretary of the Student Representative Council who will call a special meeting of the Student Representative Council to appoint a Board of Appeal to deal with the appeals from decisions of the President
- The Board of Appeals will consist of the Secretary-General together with four students elected by the Students Association.
- The aggrieved person will be entitled to place his or her grievance before the Board
- All decisions of the Board shall be final and its decision shall be published on the University Bulletin board.

QUORUM

- For any General Meeting to be properly constituted it must be attended by the Student Representative Council President and/or Vice President, the Secretary-General, and the Students Association Sponsor or his or her designee.

- Should a meeting fail to take place as a result of a failure to constitute a quorum, it shall be postponed for a period of one (1) week. If a quorum is not constituted on the second occasion, then the Student Representative Council shall be deemed to have been empowered by the Students Association to make decisions on its behalf.
- The Quorum for any General Meeting shall be 51% of the voting members of the Students Association including the President and/or the Vice President, the Secretary-General, and the Students Association Sponsor or his or her designee.

FINANCES

- At the first meeting of the Student Representative Council after installation of its office bearers, they shall each submit a plan of proposed activities for the following academic year to the Treasurer, together with an estimate of expenditure and proposed sources of revenue.
- The Treasurer shall compile his/her overall budget for the year based on the overall plan to be approved by the Student Representative Council and submit it to the Students Association for approval.

SECTION 12 HOUSING POLICY

CAMPUS HALLS OF RESIDENCE/HOSTELS



The residence halls are intended to provide a setting for the development and maturing of character and personality. It is here that friendships are made and respect gained regarding the rights of others. Each hostel has specific regulations in addition to those, which appear in this

Student Handbook. It is the responsibility of all hostel residents to know and abide by these regulations.

GUESTS TO HALLS OF RESIDENCE/HOSTELS

Day students or other guests visiting the hostels are to arrange with the Deans of Residence. The hostels are the private homes for the residents. Guests, except by invitation of a resident and permission of the Dean of Students should not enter areas other than the lobby. Any non-resident staying in the dormitory will be charged a normal accommodation rate. Any student who allows a Non-student guest will pay the commercial rate.

USE OF HOSTEL FACILITIES BY NON-BOARDING STUDENTS

Non-boarding students are allowed to visit the halls of residence like any other visitor during the day time. However, they are NOT entitled to privileges and rights of the boarding students other than toilet facilities.

Any non-boarding student found using the hostel facilities will be fined an amount determined by the student housing committee.

REST

So that others get their rest, silence is expected after 23:00 hours. By 22:30 all students should be moving to their residence halls, no student is expected to be loitering around after 22:30 hours. The use of the classroom and the common room are over. Students are expected to be in their rooms.

ROOM CARE



All students are responsible for keeping their rooms neat, clean, and attractively arranged. A regular room inspection is conducted. Nails are not to be driven into the walls. Picture hooks with adhesive backings may be used. No furniture should be moved in or out of the rooms without permission of the Deans of Residence. Anyone found moving furniture will be subject to a fine determined by the housing committee.

ROOM COURTESY

All students wish to have their rights respected regarding the privacy of their rooms. No one should enter another's room without the permission of the occupants. Talking through the windows is inappropriate and an appropriate action can be applied to students who are found doing so.

ROOM KEYS

Room keys are checked out to students at the beginning of every quarter/semester and they remain the responsibility of the student until the student goes on vacation when he/she returns them to the respective Deans of Residence. Students are also required to leave their room keys with the Deans of Residence if they leave campus during the breaks between quarters/semesters.

When keys are lost, students are held responsible. A fee is charged for keys not returned to the Deans of Residence at the end of every quarter/semester or for keys having to be replaced. No duplication of keys at whatever time and point is allowed.

SHOWERS

On Fridays, all showers should be taken by 17:00 hours. This is necessary so that the bathrooms can be cleaned for Sabbath.

LAUNDRY

At present, there are no automatic laundry facilities at the University. Each student is expected to wash his/her clothes manually.

RIGHT OF ENTRY INTO A STUDENT ROOM

The University reserves the right for a Dean, a Dean's representative, campus police, the members of the administration, or their representative to enter and inspect a student's room whenever necessary. The student, by accepting a room in one of the residence halls, acknowledges and allows this right of the administration. Accommodation position to students is **not** a right but a privilege and can be withdrawn at any time.

PERSONAL PROPERTY PROTECTION

Students are provided with keys to their rooms. Students are therefore advised to keep their rooms locked at all times as the University will not be held responsible in the event of any theft or loss of personal property. A student who loses his/her key will be responsible for replacing it.

FIRE HAZARDS

To maintain safety in the hostels, students are not to have fireworks of any kind, primus stoves, or any other flammable materials in their rooms. Empty pressurized cans are hazardous and when disposing of them they must not be incinerated, since heat may cause the cans to explode. Please follow the Dean's instructions for disposal.

MARRIED LADIES

A married student who becomes pregnant will be required to seek alternative housing at six months of the pregnancy. A single student who becomes pregnant will be withdrawn from the University and advice will be given.

STUDY PERIODS

Saturday through Thursday evenings 19:30-22:30 hours are reserved for concentrated study. Those who remain in the hostels are to maintain quietness. Visiting with others and going from room to room is discouraged.

NIGHT ROOM CHECK

Room check will be conducted any time from 23:00 hrs.

PETS

For health reasons and sanitation, no pets are allowed in the residence halls.

RESIDENCE/HALL DEANS

Resident Assistants play a major role in university life. They carry out a real service to the students. They:

- 1) Are assistants to the Deans of Residence and report to them
- 2) Supervise workers in the hostels as assigned by the Deans of Residence.
- 3) Maintain order and decorum in the area of their jurisdiction. Encourage attendance at all university appointments.
- 4) Counsel with new or erring students.
- 5) Check and report to the Deans of Residence any students who are missing from their rooms especially after curfew time; or any students who may be ill, needing assistance, or bereaved.
- 6) Maintain maximum cleanliness in the hostels especially areas of their responsibility.
- 7) Encourage cleanliness in the student rooms.

- 8) Inspect the rooms in their areas and advise students on room maintenance and other relevant information.
- 9) Settle minor disputes.
- 10) Act as chapel assistants.
- 11) Perform any other duty as may be assigned by the Dean's office.

STUDENTS' RESIDENCE RULES

1. After registration, students should show to the Residence Dean proof of full payment for accommodation from the account's office for confirmation of their bed space.
2. The Residence Dean shall allocate rooms to students and students have no right to change bed space within the room or to change rooms without permission from the Residence Dean.
3. Cooking and storing of foodstuff in the rooms or outside the dormitories is not allowed, thus, no student should be found in possession of a brazier, charcoal, stove, and cooking pots.
4. Students are not allowed to keep fridges in the rooms.
5. Occupants are required to worship together, respect one another and live-in harmony.
6. Students are required to attend convocation and Sabbath worship at the right time.
7. Rusangu University regards the seventh-day Sabbath as holy; hence washing, ironing, general cleaning, and other secular activities are not permitted on the Sabbath.
8. Sicknesses in the Halls of residence should be reported to the Residence Assistants promptly.
9. The room occupants must keep rooms always clean. The rooms are to be cleaned not later than 08:30 hours from Sunday to Friday, and Friday afternoon in preparation for Sabbath.
10. The ablution and the hostel(s) surroundings must be always kept clean.
11. All room occupants must be in the room by 23:00 hours, after which room check can be conducted, and those not in their rooms can be subjected to disciplinary proceedings.
12. The room is used as a study room until 23:30 hours, after which lights must be off and total silence must be observed to allow roommates to rest.
13. Non-room members have no right to enter any room without permission from the occupants.
14. Sharing a bed or sleeping in a friend's room is not allowed unless with permission from the Residence Deans (DOW/DOM).
15. Students must inform the Residence Deans (DOW/DOM) a week before opening if they are reporting late or not coming.
16. No male is allowed in the rooms for females and vice-versa unless with permission from the Residence Dean. However, male students are allowed to be in the females' common room and vice-versa from 09:00 hours up to 17:00 hours.
17. Students must not talk to the opposite sex through the window.
18. All students must clear the rooms with the Residence Deans when they close.
19. Students must not make illegal connections of electrical appliances.
20. Students must not throw litter and water through the window. (Violation may attract a charge.)
21. Students must not play loud music and videos in the rooms.
22. Students must not store or take alcohol, tobacco, inflammable liquids e.g., Petrol in the room. Further, they must not take dangerous drugs without permission and prescription from the Doctor.
23. The Dean of Students, Residence Hall Deans, and Residence Assistants must have access to the rooms at any time.
24. Students must neither keep nor display obscene image/picture(s) in the room(s).
25. Married pregnant students above six months or breastfeeding will not be allowed to live in the rooms. Expecting students will be accommodated in the hostels up to six months of pregnancy only due to the special care required.

26. Residence halls are reserved for borders that are registered. Non-students will only be permitted in halls of residence by the Dean of Students.
27. Students shall not shout, fight, mock or use abusive language.
28. All students are required to be in the hostels in their first and second years.

SECTION 13

GENERAL REGULATIONS

STUDENTS' PRESENCE ON CAMPUS

All students are expected to be on campus by 18:00 hours. Any student who arrives after this time must write his/her name in the book provided by security guards or any other authorized officer.

Students who reside off campus are required to leave campus by 18:30 hours unless they have class.

REMAINING IN HALLS OF RESIDENCE OVER VACATIONS

Remaining on campus during the vacations is not automatic. A student who intends to do so is advised to fill an application form obtainable from the Dean of Students' office and return it to the same office at least one month before the end of the quarter. A student whose application is approved is expected to work a number of hours and observe all the rules and regulations as stipulated herein.

Any student whose application has not been approved is not allowed to be in the residence halls during the break.

Students are not permitted to leave bags in the residence halls. Any student who intends to leave luggage should do so on arrangement with the Deans at a cost. Any luggage that will be left in the hostels will be donated to the community.

❖ STUDENTS WHO ARE DIFFERENT ABLED

Rusangu University attempts to provide all students with reasonable access to its facilities and programs in accordance with applicable laws. If your needs or perceived barriers to accessibility have not been adequately addressed, contact the office of the Dean of Students.

CONSERVATION OF LIMITED RESOURCES

Students are expected to be responsible in both attitude and action with regard to conserving both water and electrical energy. Power overloads cause power failure and are an inconvenient to the

student and the rest of the community. Students are urged to be responsible in turning off lights and other electrical appliances in rooms, and classrooms when they are not occupied or in use.

POSTING OF PLACARDS AND SIGNS

Students are permitted to post for general campus display only those notices, which bear the signature of the appropriate faculty sponsor and the stamp of approval of the Dean of Student's office.

Any student found or associated with posting of unauthorized material or posters will be disciplined

PRACTICUM AND WORK EXPERIENCE

Whenever students leave the campus fully for fieldwork or professional experience, the University holds the parents responsible for their upkeep, protection, and behavior. In addition, the University expects the parents to sign an agreement towards this arrangement. The student is expected to keep rules and regulations of the University and of the workplace.

OFF-CAMPUS STUDENTS ATTENDANCE AT UNIVERSITY MEETINGS

Non-boarding students are required to attend all university meetings unless otherwise exempted.

VEHICLES

Any student who wishes to bring a vehicle on campus must register it with the Campus Police.

Both vehicle and driver must be appropriately licensed, and the vehicle must be continuously covered by insurance. Vehicles must be parked in the parking lot advised by the university. Vehicles must NOT be used for unauthorized activities, which could lead to indiscipline, otherwise the owners will be held responsible.

A campus speed limit of 20 km per hour is currently in force. Drivers are urged to co-operate with the guards on-campus. Unlicensed drivers are not allowed to drive a motor vehicle on campus except when accompanied by a licensed driver and should not carry passengers. Reckless driving or abuse of vehicle regulations will subject the student to forfeiture of vehicle use privileges. Owners will be held responsible for all actions with their vehicles. Motorcycles and the like are not allowed to be parked in residential halls/hostels.

CURFEW

The University observes a campus curfew, which begins at 23:00 hours or one-half hour after conclusion of any public function whichever is later.

Residence hall students are required to be in their respective hostels by curfew time unless special arrangements have been made with the Residence Deans. Non-students and nonresidence hall students will not be admitted in the residence hall after curfew without special arrangements.

Curfew breakers may be grounded on campus for two weeks for the first violation and four weeks for the second violation. If the violation is repeated for the third time, it is a case for the Student Disciplinary Committee.

❖ PROPERTY DAMAGE AND LOSS

A student is liable for the cost of university property damaged or lost. The Administration will determine individual cases the extent of the liability.

INCONCLUSIVENESS OF THE CODES OF CONDUCT

The codes of conduct stated in this Student Handbook are not exhaustive. In situations not stipulated within this handbook, the student is expected to use his/her discretion. It is encouraged that these codes

of conduct be observed not only in letter but also in spirit. Where a student is ignorant, he/she must consult available relevant authorities for advice.

UNIVERSITY PREROGATIVE

The University reserves the right to change, modify, and interpret the provisions of this Student Handbook as deemed appropriate. It is imperative that these rules are adhered to, failure to which disciplinary action will result.

Remember, being at Rusangu University is a privilege. Therefore, do not write negative comments in social media about this institution. If you don't want to be here, others will be more than willing to take your place.