

RUSANGU UNIVERSITY

ACADEMIC POLICY BULLETIN - 2019



PREFACE

This bulletin is a compilation and a revision of the existing Rusangu University Academic POLICY, Rules and Regulations.

This is a product of a long review process that culminated in the approval of the Rusangu University Senate of ... June 2019 and the Rusangu University Council of ... June 2019. These revisions are meant to upgrade the university standards. Revisions were also introduced to address several issues and concerns previously encountered.

We would like to thank the following school deans and chairs who served as chairs of the ad hoc committees whose output were approved and incorporated in the revisions: Dr Ed. Moyo, Dr Mc Donald, Dr W. Simatele, Dr F. Chimoga, Dr. D. Tadepali, Dr Kamunda, Dr Y. Muchindu, Dr L. Mudenda, Mrs T. Mutaka, Mr Kaliyangile, Dr Chulu and Dr O. Masivi. Our thanks also go to Mr F. Muchindu and N. Mpande for the cover design and layout.

We hope that this bulletin will prove useful to our students and faculty.

Mrs E. CHIBENDE
RU Registrar

Prof. J. MALUNGO
RU Deputy Vice-Chancellor

TABLE OF CONTENTS

Chapter	Title	Page
I	Title and jurisdiction	1
II	Student admission policy	2
III	Student registration policy	8
IV	Credit transfer policy	14
V	Students evaluation policy	16
VI	Course coding and numbering policy	30
VII	Student graduation policy	31
VIII	Supplementary examination policy	33
IX	Academic malpractice policy	35
X	E-Learning policy	38

CHAPTER I

TITLE AND JURISDICTION

Article 1. Title

This booklet shall be known as “Academic POLICY at Rusangu University – APRU”.

Article 2. Jurisdiction Authority

The Senate is the final authority on all academic matters. For all situations not stated in this bulletin, the Senate reserves the right to make the final decision and to generate or update POLICY from time to time in order to ensure fairness and consistency. Decisions made by the Senate have the same effect and force as those published here, once the actions are publicly announced.

Article 3. The Senate Executive Committee and the University Senate may make modifications, deletions, or additions to the provisions in this bulletin. It is therefore important that students work closely with their advisors or Departmental Chairpersons to keep abreast with any such changes. Such academic information is also available from the Deputy Vice-Chancellor's office.

Article 4. Petitions and Procedures

Students requesting any exception to the published policy may petition to the Senate through the Senate Executive Committee. All requests for such special consideration should be in written to the Registrar's Office and must be submitted one week before the Senate Executive meets.

Article 5. Student Appeal

Students have the right to appeal against decisions relating to their programme. In cases where the student is unsatisfied with the Senate Executive Committee's action, the student may present his/her petition to the Senate.

CHAPTER II

STUDENT ADMISSION POLICY

SECTION 1: ADMISSION INFORMATION

Article 1. Rusangu University is committed to equal opportunity and does not discriminate against qualified persons on the basis of handicap, gender, religion, race, color, nationality or ethnic origin in its educational and admission POLICY. Since Rusangu University is sponsored, financed and operated by the Seventh-Day Adventist Church, it has a special responsibility to serve its constituency; as such, 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 only; any student who meets the academic and character requirements of the University, and expresses willingness to comply with the POLICY of the University may be admitted.

Article 2. The office of the Registrar processes applications to all courses of study. Enquiries should be addressed to:

The Registrar
Rusangu University
P. O. Box 660391
Monze, Zambia.
Tel: 0976 271138
registrar@ru.edu.zm

SECTION 2: APPLICATION PROCEDURE

Article 1. The application form in which every item is fully completed.

Article 2. Photocopies of secondary school certificates and/or other professional and academic qualifications certified by a registered commissioner of oaths.

Article 3. Certified photocopies of transcript of results

Article 4. Two recent passport size photographs.

Article 5. Two personal recommendation letters, one to be completed by Head teacher/Principal or Supervisor (for workers) and the other to be completed by a church leader or any other person at leadership level.

Article 6. Two certified copies of passport or citizenship documents (non-Zambians) or copies of the green Zambian national registration card (Zambian applicants).

Article 7. A medical certificate confirming physical and mental fitness for study at university level.

Article 8. A signed document (form) of financial guarantee or sponsorship.

Article 9. Payment of non-refundable application related fees to be determined by the University from time to time.

Article 10. Student Major and/Minor

A Student applies for and is admitted in a Major program. He can apply for and be admitted in one or more additional Major and Minor programs.

Article 11. Change/Add of Major or Minor

Students who wish to change their Major or Minor should fill out the change of major or minor form which is available from the Registrar's office for this purpose. They are expected to meet all major or minor requirements of the program they wish to join according to the current bulletin. A change in the major or minor may require additional time to complete the program.

Article 12. Double Majors/Minors

Students with double majors and or a minor must not switch to a single major or discontinue the minor once they register for a double major and or minor. They will not be allowed to graduate until they complete all requirements for their double major and or minor

Article 13. Application Documents

Submitted transcripts of results and other application documents become the property of the University and cannot be reclaimed.

Certified photocopies should be submitted at all times. The application documents of those who are denied admission or have been accepted but did not register report are nullified.

Article 14. Admission Criteria

Applicants may be admitted as regular students when they meet all of the following requirements:

- i. A full secondary school leaving certificate from an approved or accredited secondary school with a minimum grade-point average of 2.00 (on a 4.00 point scale) or its equivalent.
- ii. A Diplomas from reputable colleges or universities qualify for entry to the degree program if they have at least 4 'O' level subjects with a "C" or better including English and any other such specific stipulations for the degree program they wish to join

Article 15. Specific Requirements Schools/Programmes

RU Schools have some specific entrance requirements regarding specific courses and candidates performances listed in the RU bulletin.

Article 16. Specific Requirements for Block Release

Block release (part time) studies is for students who have prior knowledge in the desired field of study. As such, the compressed course material is designed to meet the needs of students who can easily grasp concepts in areas they have both prior learning and experience in. The following shall be the basic requirements:

- i. Prospective student must submit certified copies of diploma or certificate or equivalent in the desired area of study.
- ii. Prospective student must have 5 "O" level subjects with a "C" or better including English or equivalent – and further meet any specific entry requirements for the desired field of study.
- iii. For BSc in Nursing, only those prospective students with a diploma in nursing plus 5 "O" level subjects with a C or better in Mathematics, English and Biology/Science and any other two subjects or equivalent will be admitted into Block Release studies (too specific, it should be for the School).

- iv. Prospective student must (submit a letter from their employers) be already working in the desired field of study.

Article 17. Admission Status

- i. Regular student status
Applicants are normally admitted as regular students. Regular students are students who have met all admission criteria and are allowed to pursue their study programme at the usual pace and sequence.
- ii. Probation student status
Probation students are students who have not met all admission criteria but are allowed to pursue their study programme while awaiting to complete all requirements.
- iii. Part-time
Regular students are students who have met all admission criteria and are allowed to pursue their study programme but cannot take full load to pursue normal sequence.

Article 18. Probation status can only last for one year after which the student must either be a regular, part-time student or have his admission canceled.

Article 19. Re-Admission

- i. a student who has voluntarily withdrawn from the university and stays away for more than three continuous quarters but not more than 6 continuous academic quarters must re-apply to regain his/her student status. After 6 quarters the student is disqualified automatically
- ii. A student who has been suspended from the University due to poor academic performance or for any other reason is required to re-apply if the suspension period has caused one quarter or longer break in residence. He has to write a commitment letter

Article 20. Admission validity

An admission would be valid for 3 quarters (equivalent to one academic year) if the student has not reported.

Article 20. Student classification

Students are classified academically at the beginning of each quarter. Class standing is determined by the number of hours completed in an approved university programme.

Article 21.1. Regular students can be classified as listed below:

- a. First Year: Students who have fulfilled University entrance requirements and have done and passed up to 36 quarter credit hours contact coursework with a minimum GPA of 2.00 or better.
- b. Second Year Student: Students who have done and passed a minimum of 37 – 72 quarter credit hours contact coursework with a minimum of GPA of 2.00.
- c. Third Year: Students who have done and passed a minimum of 73 - 108 quarter hours of University contact coursework with a minimum GPA of 2.00.
- d. Forth Year: Students who are within 36quarter credit hours of completing their undergraduate contact coursework with a minimum cumulative GPA of 2.00.

Article 21.2. Part-time students

Student unable to take a full load due to different reasons approved by Senate Executive (financial, work,...) is classified as Part-time Student.

Article 21.3. A student with poor academic student can be classified as :

- a. Warned Student
- b. Probation Student
- c. Dismissed Student

Article 22. Residence Requirements

To establish residence, the student must take classes for a continuous period of three quarters (Minimum 36 quarter credit hours). An absence of three or more consecutive quarters will constitute a break in residence. Students with a break in residence three consecutive quarters may be required to reapply for admission and validation of certain courses before they can be eligible for meeting course requirements.

SECTION 3: FOREIGN STUDENT ADMISSION

Article 1. Foreign candidates for admission are subjected to all requirements in sections 1 and Section 2 above.

Article 2. For all other countries, official high school certificates and/or matriculation examination documents equivalent to a Zambian full grade XII certificate with a minimum of five (5) ZSCE, GCE or Cambridge credits are required and subjected to the foreign degree evaluation and translation policy.

SECTION 4: DISQUALIFICATION FROM A PROGRAM AND EXPULSION FROM THE UNIVERSITY

Article 1. The programme of study must be completed within a period of eight years. If a student fails to complete their programme in at least 8 years, the student will need Senate's approval to extend their studies. Otherwise he will be disqualified from pursuing the programme.

Article 2. A student disqualified from a programme is allowed to choose another programme he qualifies for.

Article 3. A student who disqualifies himself from two university academic programme expelled from the university.

Article 4. Academic performance criteria of disqualification from a programme and or expulsion from the university also apply here.

CHAPTER III

STUDENT REGISTRATION POLICY

SECTION 1: REGISTRATION PROCESS

Article 1. Registration is the normal process of selecting, arranging and reserving the student's academic schedule for each quarter or session in accordance with procedures prescribed by the Registrar. An outline of the registration procedure will be available at the time of registration.

Article 2. The academic year at Rusangu University is divided into three quarters for both block release students and full time students.

Article 3. All students are expected to register on designated dates as scheduled on the academic calendar. .

Article 4. Registration is official only after all procedures have been completed: **all financial requirements met (refer to student finance policy)** , **all forms filled and submitted (manually or online)** processed by **all relevant** offices and the student is in possession of a copy of his/her registration form.

Article 5. Student will receive a grade for each registered course, unless he/she formally withdraws from that course before examinations (check policy on course withdrawal procedures and financial implications).

Article 6. The University reserves the right to cancel the registration of a student who fails to attend classes or who does not make adequate arrangements to pay his/her tuition and other fees during the stipulated periods. Registration cancellation does not eliminate the student's obligation to pay the accrued tuition and other fees.

Article 7. Class Registration: Students are not permitted to attend courses for which they have not registered. Attending a course for which a student is not registered for is an academic offense. (**see academic offense POLICY**)

SECTION 2: SPECIAL REGISTRATION

Article 1. Current Registration/Correspondence Courses:

Students who want to register concurrently in another institution of higher education in Zambia or take courses by correspondence from any recognized University must first seek the permission from the Dean of their Faculty. Class work being taken from a neighboring institution or by correspondence will be considered in calculating the student's total study load – if prior approval has been granted. A non-credit course is considered at full value on a student's course load while audit courses are counted at one half. Credits earned will not be transferred unless the Senate Executive Committee has given prior permission.

Article 2. Audit Registration

Students may audit a course by permission of the instructor and the Department Chairperson. Audit students are required to abide by the class attendance **and registration** requirements. If absences reach 20% of the time, a “U” grade is automatically assigned. Students who have taken a course under the audit provision are not permitted to challenge the course by examination later on. Students may change from audit to credit – in written request - by the end of the first week of the quarter.

Article 3. Change in Registration

Changes in registration may be made only through the Registrar's office. There is a drop and add period at the beginning of each quarter when students may add or drop courses. However, a fee is charged for each add and drop exercise outside the stipulated time (see late registration policy). Students may change from credit to audit up to the end of the second week of the quarter.

Article 4. Late Registration

- a. Initial registration or the addition of selected courses to a student's programs may be done online according to the posted registration schedule of each quarter. This must be done up to the second day of classes during the quarter.
- b. After the normal registration period, students claiming unavoidable circumstances may petition for late registration through Senate Executive Committee. Supporting documents

(hospital reports, police reports etc) are required to substantiate such claims. If the student is allowed to register, a late registration fee will be charged according to the prevailing rates and the student's course load may be limited.

- c. Late Registration is closed 10 working days after normal registration.

Article 5. Class Withdrawal

When dropping from courses, a student should use "Withdrawal Form" which is available at the Registrar's Office. The student should complete the procedure as advised. Students may withdraw from classes with a "W" recorded for the withdrawn course on the student's permanent record and transcripts and financial implications according to the student finance policy. The student shall be charged the following rates on the deposited amount:

- a. Withdrawal before registration - 15%
- b. Withdrawal after registration but before taking any classes - 20%
- c. Withdrawal after taking classes with 50% academic time - 50%
- d. Withdrawal after 50% academic time has elapsed - 100%
- e. Students on work program shall not be eligible to withdraw any money deposited in their tuition account
- f. In the event that a student qualifies for a refund – following the stipulated guidelines – the refund shall be paid directly to the sponsor (if the sponsor is the student himself/herself – the refund shall be made to the student)

Article 6. Termination of Studies

Students who terminate their studies before the end of the quarter must complete appropriate withdrawal procedures at the Registrar's office. After the first two weeks of the quarter, a "W" will be recorded on the student's transcript and will not affect the GPA. Students who discontinue classes but fail to complete the withdrawal procedure before examinations period will receive an "F" or another justified grade on their transcript.

Article 7. Registration in Upper Division Courses

Students may register for upper division courses only after they have completed the English writing skills course or its equivalent and have also successfully completed at least 48 quarter credit hours of University work. Further, students shall not register for upper division

courses before they successfully complete all pre-requisite courses according to their checklist.

SECTION 3: COURSES AND COURSE LOADS

Article 16. Definition of Quarter Credit

Students' class load is computed on the basis of the quarter credit which represents 3/2 of semester credit. Whereas a Semester credit is equivalent to 1 hour contact plus 2 hours self-study (assignment) and laboratory per week during 16 weeks, a quarter credit is 1hour 20 min contact plus about 3 hours self-study and laboratory per week during 12 weeks.

Article 8. Sequence of Courses

Students are urged to follow the sequence of courses on their checklist **as closely as possible** in consultation with their academic advisors or department chairpersons. Students can achieve this by seeking their advisors' or chairpersons' guidance at every registration period to ensure that they select courses appropriate for their level of learning.

Article 17. Course Load

- a. Under normal conditions, each student is expected to take 12 quarter credits each quarter. This means a student should spend about 45 hours each week: 15 hours in class and from 30 hours of self-study (assignments) and laboratory (an average of 8 hours per day).
- b. Exceptional load (underload and overload) must be approved by the Senate Executive Committee based on the student's previous academic performance.
- c. Under exceptional conditions, the following are the guidelines for student underloads and overloads. Essentially, a student's grade point average (GPA) or academic status (not defined) determines the number of credits the student can register in any given quarter as follows:

b.1. Underload

Quarter average GPA below 2.00 : Warning Letter – Normal Load

Cumulative average GPA below 2.00:Academic probation - 9 credits

Two consecutive quarters with Cumulative GPA below 2.00 :

Academic Dismissal

b.2. Overload	
GPA 2.50 – 2.99	13 Credits
GPA 3.00 – 3.49	14 Credits
GPA 3.5 and above	15 Credits

Article 18. Course Registration and Student classification

No senior student may be enrolled in first year (101-199) courses. In like manner, no freshman shall enroll in higher level courses.

Article 19. Foreign students should normally be registered for a full load each quarter. Hence, students on a student visa must register for a minimum of 12 credits per quarter.

Article 20. Student Advisor

The Department Chairperson and the Dean of faculty are should assist students in planning University course work from freshmen year to graduation point. Students are expected to be informed concerning the regulations governing academic matters for their specific field of study has found in this bulletin.

Article 21. New Student Orientation

All new students are expected to be present at the New Student Orientation Programme as scheduled each quarter. This programme is designed to:

- i. Introduce new students to the academic life at Rusangu University
- ii. Introduce students to the rules and regulations governing Rusangu University academic, social and spiritual life
- iii. Provide entrance and placement tests where applicable.
- iv. Introduce students to their Academic Advisors and Deans.
- v. Begin academic counseling.
- vi. Initiate the registration process.
- vii. Introduce students to various services offered at Rusangu University and how they can access such services

Article 22. Student Responsibility

The responsibility of meeting graduation requirements rests primarily upon the student. Students are expected to be aware of and

adhere to the various requirements as prescribed on their checklists and or published in the bulletin under which they are to graduate from. Students should acquaint themselves with the requirements of THIS their bulletin. Beginning with the freshman year, students should plan their university programme to meet these requirements.

CHAPTER IV

CREDIT TRANSFER POLICY

SECTION 1: STUDENT QUALITION FOR CREDIT TRANSFERT

Article 1. An applicant wishing to transfer credit to Rusangu University from another institution of higher learning must meet the general entrance requirements of Rusangu University and present their unofficial transcript at the time of application.

Article 2. Transfer credits will not be marked on their record until they have completed at least 15 credits with a GPA of 2.00 or higher.

Article 3. The credits earned must be essentially equivalent in quality and quantity to the courses to be substituted for the programme of Rusangu University.

Article 4. Only courses with a grade "C" or higher can be transferred. Transfer credits are not calculated into the student's GPA.

Article 5. A transfer student must meet Rusangu University's residence requirements and complete at least 36 credits at Rusangu University and do a minimum of 12 upper division quarter credits in his/her major field of study.

Article 6. Rusangu University does not accept students on either academic probation or suspension

Article 7. Waiver, Substitution and Reclassification

Students who have taken course work which parallels a University course may request that one or more of the graduation requirements be waived. However, the student must substitute other courses for those waived so that the total number of credits required is not lessened. Generally, such courses must be in the same area as the courses that are waived. With consent from the Senate Executive Committee, some courses may be substituted by others. Interdisciplinary courses may also be reclassified to meet other academic requirements for graduation at the discretion of the Senate.

Article 8. Reciprocity in Transferring General Studies Courses

Transfer students from other Seventh-Day Adventist Colleges or Universities who have met the requirements in one or more of the general studies areas at the college from which they transferred will be considered to have met the general studies requirements in that area at Rusangu University.

SECTION 2: CREDIT TRANSFERT PROCEDURE

Article 1. The student must make a formal request for an official transcript from their prior university which is to be emailed directly to Rusangu University Registrar (registrar@ru.edu.zm) from that university's registrar

Article 2. The student must make an application to the Academic Dean of the school they wish to join at Rusangu University for consideration of evaluation of transferable course credits.

Article 3. In addition the student might be requested to provide the University with a catalogue, bulletin or course outlines from the institution that they previously attended so that the school board can assess the equivalency in quality and quantity to the courses to be substituted for the programme of Rusangu University.

Article 4. The Scholl board should take an action that recommend of deny the transfer of individual course credit to the Senate Executive.

Article 5. Senate Executive is responsible for the final action on acceptance or denial of credit transfer.

Article 6. Transfer for an Institution whose medium of instruction is not English

An applicant who is transferring from a recognized institution of higher learning where English is the medium of instruction must have his documents translated by and recognized agency.

CHAPTER V STUDENTS EVALUATION OF POLICY

SECTION 1: CLASS ATTENDANCE POLICY

Article 1. Students are expected to be punctual and present at all classes. Individual instructors define the grading and attendance POLICY for each class in the course syllabus distributed at the beginning of each quarter. Students are responsible for meeting these attendance POLICY.

Article 2. Three tardies (a tardy is 10 minutes) is equal to 1 absent.

Article 3. For each authorized absence, a student gets a yellow card when he/she has only one more absentee remaining

Article 4. The absentee policy shall be implemented as follows: (translating the 20%)

- i. 1 credit course – 2 only absentees make up the allocated 20% absent permission
- ii. 2 credit course – 4 absentees make up the allocated 20% absent permission
- iii. 3 credit course – 6 absentees make up the allocated 20% absent permission
- iv. 4 credit course – 8 absentees make up the allocated 20% absent permission.

Article 5. When a student has exhausted their quota of absenteeism, they are issued a red card to signal that they cannot miss class anymore.

Article 6. When a student misses class after exhausting their quota, they get an “FA” grade from the Registrar – “Failed due to excess absence”

Article 7. The quota for absenteeism covers all possible reasons for missing class (sickness, funeral, appointments etc). Students are advised to guard their quotas so that they use them wisely.

Article 8. The student management system shall keep track of a student's class and exam attendance record.

SECTION 2: GRADING POLICY

Article 1. Grading System

The final university examinations are compulsory, and performance in these examinations, coupled with performance during the year (continuous assessment), determine the candidates' results in courses. Evaluation of student performance is achieved using a variety of instruments according to the class objectives as criteria to test the concepts, skills and abilities. The student final grade is computed from:

- A. Continuous Assessments which include:
 - a. Examinations
 - b. Observation of student performance
 - c. Homework
 - d. Quizzes, Tests
 - e. Projects and Special Assignments
 - f. Case Studies
 - g. Reading Reports
 - h. Term Papers
 - i. Class Attendance
 - j. Lab assignments
- B. Final Exam

Article 2. Grade – Point Average

The grade-point average (GPA) is the ratio of the number of points gained to the number of credit hours attempted. The GPA is counted for each quarter as well as cumulatively for all of the student's courses of study. The cumulative Grade Point Average (GPA) is obtained by dividing the total number of grade points obtained by the total number of semester/quarter credits attempted in those areas in which grade points may be earned. Credits transferred from other institutions do not carry grade points Satisfactory or unsatisfactory (S/U) are not used in calculating the grade point average.

Article 3. The criteria for grading, specified in the course outlines distributed at the beginning of each quarter are shown in the table below:

Marks in Percent	Letter Grade	Grade Points Per credit	Definition
90 – 100	A	4.00	Superior
80 – 89	A-	3.67	
75 – 79	B+	3.33	Above Average
70 – 74	B	3.00	
65 – 69	B-	2.67	Average
60 – 64	C+	2.33	
50 – 59	C	2.00	
45 – 49	D	1.00	Below Average
0 – 44	F	0.00	No Credit

Article 4. Any deviation from this Grading Scheme and assessment may be granted by the Departmental Examination Board, and endorsed by the Senate Executive Committee. The authority to determine final grades rests with the Senate Executive Committee on the recommendation of the examiner through the departments.

Article 5. Minimum Grade

- i. 'C' is the minimum grade for all major or minor requirements
- ii. 'C' is the minimum grade for cognates
- iii. 'S' or 'U' grade may only be assigned to general education and certain practical courses that are prescribed as such on the program curriculum
- iv. Though "C" is the general minimum grade for most university programs, students should adhere to specific minimum grade requirements of their programs

Article 6. Incomplete Grade

A student with circumstances warranting an incomplete grade shall complete an appropriate application for an "Incomplete" before the final class period. The Instructor must sign all requests and indicate the grade the student would receive if he/she did not submit further work in the course. The outstanding work must be completed and the grade revised by the date indicated on the application and approved form. The grade must be submitted no later than the end of the following quarter. Failure to meet this contract deadline will result in automatic recording of the grade assigned at the time of issue of the "incomplete."

Article 7. Deferred Grade – DG

A DG is assigned in certain courses that are of such a nature that they may not be completed within one quarter and are so designated beforehand – examples are research based courses. A DG will be given until the project is completed and a final grade is assigned. Courses for which a DG is used normally run over two or three quarters. Any extension of time beyond this needs the approval of the Senate Executive Committee. A DG has no effect on the Grade Point Average (GPA)

Article 8. Grade Errors and Corrections

No grade changes will be initiated two months after the grades have been published on student portals. Grade reports are accessible on the students' portals for as long as the student does not have a debit balance on their student portal. Grades of the previous quarter should be accessible by the time online registration opens. It is the responsibility of the student to check the accuracy of the details recorded on his/her portal since grades may only be changed because of the lecturer or recording error. Students should report any discrepancy to the Registrar's office – using the missing results forms - within two weeks of the following quarter.

Article 9. Results Publication

Final decisions for results are made after the recommendations of the examiners/ lecturers have been finalized and moderated by the School and the Senate Executive Committee after which results are published on the student management system for students to access.

Article 10. Appeal

Any appeals against examination results should be in writing to the Chairperson of the Senate Executive Committee within 21 days of publication of the examination results.

Article 11. Exam Scripts keeping

Lecturers Should Keep Final Examination Scripts - Lecturers should keep examination scripts in their custody for at least 12 months, and make certain that these are not given to students. After the 12th month, the examination scripts and materials must be properly bound, labeled and submitted to the office of the Registrar where they will be kept for at least 4 more years before being destroyed by representatives of respective academic departments and the office of the Registrar.

SECTION 3: EXAMINATION POLICY

Article 1. All examination papers and grades are to be defended internally and externally. This procedure ensures fairness in grading.

Article 2. General education courses are normally evaluated by the lecturer who remains the sole judge of the student's performance.

Article 3. Registration for Examinations.

In order to present himself/herself for examinations in a course paper or subject, a student shall register with the Registrar for the courses, papers or subjects in which he/she wishes to be examined during the prescribed registration period.

Article 4. Before The Examinations

Credit is not granted in courses unless the required examinations are completed by the students. Students are expected to adhere to the published examination schedule. However, should the examination schedule require students to complete more than two examinations in one day, this matter may be brought to the attention of the class lecturer and the Registrar for possible re-scheduling.

Article 5. Examination Docket

A student will not be admitted into the examination hall without an examination docket. Should the student misplace his/her examination docket, the Examinations Office of the office of the Registrar will re-print the docket at a fee (see prevailing rates).

Article 6. Sitting For Examinations Without A Student Identity Card

No student will be allowed to sit for any examination without a student identity card.

Article 7. Exam Timetable Scheduling of Final Examinations

Final examination schedules are posted at the beginning of each quarter. Students must take their examinations as scheduled each quarter. If a student notices that he/she has more than two examinations scheduled in one day, or two examinations clashing, the student shall notify the responsible lecturer and the lecturer, in consultation with the rest of the class members, shall submit a

proposed alternative examination date and time to the Examinations Office who will in turn finalize the alternative examination time with the lecturer concerned. Instructors are strictly forbidden from scheduling special final examinations for any class except with Senate Executive Committee permission.

Article 8. Timetable appeals

Appeals based on misreading the Examinations Timetable and on changes on the timetable will not be entertained. Hence, misreading an examination time-table is not an acceptable reason for missing an examination or for petitioning for a deferred examination.

Article 9. Candidates have the responsibility to check the timetable to ensure that they know the correct date, time and venue of each examination. Candidates should keep checking for any examinations time table corrections or changes on the notice board or student portals. They should NOT depend on information given by classmates, or on information communicated by telephone. The candidates must check carefully the dates, times and venues for each examination as given in the FINAL COPY of the Examination Timetable – special care should be taken to ensure that it is the FINAL and not a previous draft.

Article 12. Any Queries on the Timetable

Any queries on the examinations timetable should be directed in writing to the Registrar through the responsible lecturer and the appropriate Chairperson of the department.

Article 13. Failure to meet the following requirements about the examination room attract penalties listed in the Examinations Malpractice section.

Article 13.1. Entry into the Examination Room

Candidates must bring their student ID card and examination docket to show to the invigilator at the entrance to the examination hall. No Students will be allowed to sit for an examination without the said documents.

Article 13.2. On Entering the Examination Venue

Candidates must find their rows and be seated as quickly as possible and wait for further instructions from the chief invigilator responsible for starting the examination.

Article 13.3. In the Examination Room In the examination venue, candidates are assigned a place on which is placed an attendance slip on which should consist of student's full name, ID number, degree programme, the examination title, time, date etc.

Article 13.4. All candidates are required to complete and sign an examination slip and also the examination register for each course being examined.

Article 13.5. Silence must be observed when coming in the examinations hall, while taking the examination and when leaving the examination hall. Requests or queries must be made quietly to the invigilators available. A student should raise his/her hand to attract the attention of invigilators.

Article 13.6. After the Examination Begins

No candidates shall be admitted into the examination room 30 minutes after the start of an examination.

Article 13.7. Not Allowed To Leave

During the first 30 minutes of the final examination, examinees are not allowed to leave the examination room.

Article 13.8. Examination Materials

Answer booklets, graph paper, mathematical tables and essential reference material are provided by the examiners. No candidate shall bring their own answer booklets, graph paper, mathematical tables etc into the examination hall.

Article 13.9. Bring Own Supplies

Candidates must bring their own pens, pencils, rulers, unprogrammed calculators, rubbers, etc.

Article 13.10. Do Not Use Red Ink

A blue or black ink pen should be used for all examinations. No candidate shall use a red pen in their answer booklets.

Article 13.11. No Unauthorized Materials

The following materials are prohibited in the examination rooms; cell phones, tablets, laptops, textbooks, notes, pieces of paper or any other written materials, pocket computers, programmable calculators, alarmed watches, mechanized electronic devices or any other unauthorized foreign material.

Article 13.12. Cell phones are not allowed in examination venues (it is not enough to simply switch the phone off. DO NOT bring it along to the examination hall).

Article 13.13. Unprogrammable Electronic Calculators

These are allowed provided they are checked and cleared by a member of staff in attendance before the start of the examination. All such special materials are allowed subject to scrutiny by an invigilator and prior permission by the lecturer in charge and the chief invigilator.

Article 13.14. Hand in Notebooks

In practical examinations, on entering the laboratory, candidates must hand in to an invigilator their laboratory notebooks which are retained for inspection by the University examiners / invigilators.

Article 14. Examination Procedures

The Chief Examination Officer is responsible to the Registrar for the conduct of examinations; hence, candidates must adhere to any instructions from the Registrar's designate.

Article 15. Attendance

At each examination, candidates must fill in and sign the attendance slip and examination Register placed on their desks.

Article 16. Identification Cards

Candidates must place their student ID cards on the desk for checking by invigilators.

Article 17. Answer Booklets

Candidates must print their student ID number on the top of the answer book and comply with the instructions listed on the front cover of the answer book without fail. All writing including rough work should be done within the answer booklet.

Article 18. Leaving the Exam Room with Intent To Return

Leaving the examination room is strongly discouraged. Candidates who are permitted to leave the room with the intention of returning should be aware that they are subject to a physical search before and upon returning to the examination room. Such candidates shall be escorted to the bathroom and back (or any other approved destination). Candidates who leave the examination room without permission of an invigilator will not be allowed to re-enter the examination room, and will be disqualified from the examination. In addition, they shall be subjected to disciplinary action should they try to re-enter the examination hall.

Article 19. Misconduct

Candidates found guilty of misconduct during the examination shall be referred to the Examinations Malpractice section.

Article 20. At The End of the Examination

- a. Candidates must not leave their desks until an invigilator has collected their answer booklets. A student who walks out of the examination hall with their answer booklet shall obtain a failing grade in the course for which the answer booklet belonged.
- b. When a student is done with their examination, they shall lift up their hand to signal to their lecturer or an invigilator that they are done. The lecturer or the invigilator shall clear the student by signing his exam docket and give them permission to leave the room ensuring that the examination answer booklet is deposited at the appropriate place or submitted to the responsible lecturer.

Article 21. Failure to Attend Examinations

Candidates who fail to attend an examination must notify the Registrar in writing immediately, and confirm the absence with an explanation in writing. The Dean of Students and all lecturers for which an examination is missed should sign the student's missing examination form. Only reasons prescribed as admissible for missing examinations shall warrant a deferred examination for those who miss examinations.

Article 22. Absence Due To Illness Requires Medical Certificate

A written report by a medical practitioner registered in terms of Health Professions Act must be submitted to the Registrar before or as soon as an examination has been missed. The University does not accept any excuses for absences which are not properly substantiated and authenticated. The University has prescribed acceptable reasons for missing examinations. A medical certificate must relate to the period the examination was held.

Article 23. Academic Honesty

- a. Academic honesty is expected of every student at Rusangu University.
- b. Academic dishonesty include such things as plagiarism, forging examinations docket, forging signatures, using someone's ID card, using notes or text books during quizzes or examinations when not authorized, copying or looking at the test or paper of another student (formal or take-home examination), entering the examination hall with unauthorized papers or material, aiding another student in any of these activities etc (see Rusangu University Examinations Policy handbook for further details) are managed by Examinations Malpractice section.

SECTION 4: REPEAT TO REPLACE POLICY

Article 1. This policy shall be applied to a candidate who fails a course or earns a grade lower than a "C"

Article 2. This policy shall not apply if the original course was assigned an "F" due to violation of Academic Honesty POLICY.

Article 3. The Repeat to Replace Policy shall be applied only to students pursuing their undergraduate degree at Rusangu University

Article 4. Only grades that are part of the student's GPA may be considered for the "Repeat to Replace" policy. For instance, U (Unsatisfactory) courses must be repeated and cleared and a grade S (Satisfactory) be awarded.

Article 5. This policy shall be followed in conjunction with the current Rusangu University policy on below 2.00 GPA

Article 6. The first time a student gets an "F" the "F" is computed into the student's GPA

Article 7. When a student repeats the course and obtains a better grade, the repeated course shall carry the symbol "repeat" and the better grade obtained shall be used to compute the student's GPA

Article 8. At that time, the earlier "F" the student obtained in that particular course shall remain on the student's record but the "F" shall not be computed in the student's GPA.

Article 9. A candidate shall be allowed to "Repeat and Replace" a course only once. Otherwise, "F" grade will be kept on his transcript and affect his GPA.

Article 10. A candidate shall only be allowed to "Repeat and Replace" up to four courses, thereafter, a candidate may request to repeat a course but both grades shall be computed in his/her GPA.

SECTION 5: EXEMPTION POLICY

Article 1. All exemptions should be based on proof that the course content and duration of study the student covered per course is equivalent to the course offered at Rusangu University which the student seeks exemption

Article 2. A deserving student can only be exempted up to a maximum of one year's worth of credits (36 credits)

Article 3. Exemptions will be granted to students who present transcripts from accredited institutions/ bodies only. In the Zambian context, exemptions from universities registered by the Higher Education Authority will be considered. An official transcript from

registrar where a student did some studies seeking exemption to Rusangu University registrar shall be accepted for exemption process.

Article 4. At no time should a student be exempted from a 300 – 500 series course

Article 5. At no time should a student be exempted from a course based on a ~~Pass/ Fail grade~~ failed grade. Only courses with a clear grade will be considered for exemptions

Article 6. Only those courses with a 50% or "C" equivalent or better should be considered for exemptions.

Article 7. The only advantage that certificate holders should have – as already stipulated in the Rusangu University policy – shall be admittance into Rusangu University on the basis of possession of a certificate and in some cases with only four "O Level" subjects. No other exemption should be awarded to a certificate holder who is admitted into Rusangu University based on their certificate; however, if a certificate holder has a full grade 12 certificate, he/she shall be considered for applicable further exemptions as stipulated in this policy

Article 8. Diploma holders shall be considered for exemptions following the same POLICY as stipulated above

Article 9. All exemptions shall be approved based on a course by course analysis and subsequent approval – not as a whole year or whole semester

Article 10. A holder of a professional certificate shall be exempted from applicable professional courses only not from academic courses

Article 11. Exempted courses shall be reflected on the student's transcript as "exempted courses" once the exemption process has been finalized

SECTION 5: POOR ACADEMIC PERFORMANCE POLICY

Article 1. Academic Warning

A student whose cumulative grade-point average is 2.00 or higher but whose quarter average is below 2.00 will receive a warning letter on their student portal and physically from the Dean of the School. A copy

of the letter will be sent to the student's Academic Advisor to ensure appropriate advice for the coming quarter.

Article 2. Academic Probation

- a. When a student's cumulative grade-point average falls below 2.00, the student is automatically placed on academic probation through the student management system. The student's advisor and parents/guardian will be informed of this status in writing by the Dean of School. A student under academic probation will only be permitted to enroll for up to 12 quarter credits.
- b. Students are required to repeat courses with a grade less than C and finish up incomplete work before continuing with advanced course work. Students on probation are encouraged to reduce extra-curricular activities and they are expected to attend all classes. Such students are not permitted to hold important offices in the Student Association or Professional Club (Student Association President, Social Leader, or Professional Club President). If an office holder is placed under probation he/she is required to resign from that position. If a student's cumulative grade-point average drops below 1.75, additional conditions may be imposed.

Article 3. Academic Dismissal

- a. All students on academic probation will have their progress reviewed by the Dean of their School. After two consecutive quarters on academic probation, and upon review of the student's overall academic progress written reports from the advisors, a decision will be made by the Senate Executive Committee regarding the student's enrollment status on dean's recommendation. Students who remain on academic probation for more than two consecutive quarters will be asked to withdraw from the University. The student will be notified in writing about the decision of the committee along with his/her rights of appeal.
- b. Admitted student may re-apply for admission after one quarter. The Admissions Committee will review the application and recommend to the Senate Executive Committee for an action. Convincing evidence which demonstrates the student's

commitment and potential for academic success will be required for reinstatement.

SECTION 6: ACADEMIC HONORS

The following Academic Honors will be awarded to students who excel in their academic work at Rusangu University: -

Article 1. Deputy Vice-Chancellor - Students who complete a quarter of study with a minimum of 12 credit hours, excluding S Credits and incomplete grades and attain a grade-point average of 3.75 and above will be acknowledged on the Academic Dean's List.

Article 2. Dean's List- Students who complete a quarter of study with a minimum of 12 credit hours excluding S-credits and incomplete graded and attain a grade-point average between 3.50-3.74, will be acknowledged on the Dean's List.

Article 3. Chair's List- Students who complete a quarter of study with a minimum of 15 credit hours excluding S - credits and incomplete grades and attain a grade-point average between 3.24-3.49 will be acknowledged on the Chair's List.

CHAPTER VI

COURSE CODING AND NUMBERING POLICY

Article 1. A course is given an abbreviation of four characters and three digits. In each case, the letter prefix of each course shows the department or subject area in which the course is offered.

Article 2. The three digit numbers indicate the class standing and the level of learning - i.e. first, second, third or fourth. In most cases, the higher the number, the more advanced the course:

- a. 001 – 100 Remedial/Pre-University courses. Credits do not apply towards graduation
- b. 101 – 199 Courses normally taken during the freshman year
- c. 200 – 299 Courses normally taken during the sophomore year
- d. 300 – 399 Courses normally taken during the junior year
- e. 400 – 499 Course normally taken during the senior year

Article 3. Courses numbered 101 to 299 are lower division courses; 300 and above, count for upper division courses.

Article 4. The last two digits can also be meaningful as follows :

- a. 380, 480 Directed Field Work/Practicum/Field Experience (4-12 Quarter Credit Hours. Directed Study in a Practical setting.)
- b. 390, 490 Topics (1-4) each academic department offers topic courses in specialized or experimental areas on either the lower division or upper division. These courses are conducted through regular class activities and approved by the Senate Executive. Up to four credit hours may be earned in each topic's class.
- c. 394, 494 Workshops (1-4, 6)
- d. 395, 495 Co-operative Education (0-12) Practical experience in the major in an off-campus setting. This requires permission of major advisor. See individual departments for specific course descriptions.
- e. 396, 496 (1-6) Discuss, research, special problems, analysis of new trends in the field and study of the major areas in a discipline. For majors only, a minimum of 45 hours of class work is required for each hour of credit.
- f. 498 Capstone Courses

g. 399, 499 Directed Projects/Thesis (2-8)

CHAPTER VII

STUDENT GRADUATION POLICY

Article 1. Students' Governing Bulletin

Students have the right to graduate with the programme requirements as published in the bulletin at the time of their initial enrollment.

Article 2. Change of major or break in residence

Students who change their major/minor or who have a break in residence may need to have their programme modified or revised by the Chairperson of their program of study with the approval of Senate Executive Committee.

Article 2. Graduation Commencement

Commencement exercises are held annually as scheduled by the University. Students are invited to participate in the annual exercises but may be granted exemption by permission from the Senate. All graduating students, whether participating or in absentia, are required to pay the prescribed graduation fees which shall be determined by the University Administration annually.

Article 3. Graduation with Honors

Students in a four-year programme of study with the appropriate GPA both overall and for credits earned will be awarded the following honors of distinction at graduation:

- | | | | |
|----|-------------|---|-----------------|
| a. | 3.5 – 3.64 | - | Cum laude |
| b. | 3.65 – 3.74 | - | Magna Cum laude |
| c. | 3.75 – 4.00 | - | Summa Cum laude |

Article 4. Transcripts

- a. All transcripts may be obtained from the Registrar's Office upon request and payment of a fee determined by the University Administration.
- b. All requests for transcript must be made on the official Transcript Request Form and must be signed by the student.
- c. All school fees must be cleared before official transcripts could be issued.

- d. Official transcripts are emailed by the Registrar's Office to other academic institutions named by the student as requested.

Article 5. Graduation Requirements for Bachelor's Degrees

In order to graduate from Rusangu University with a Bachelor's degree, the student must:

- a. Fulfill the entrance requirements listed under "Admission Criteria and Requirements" in the bulletin for their specific field of study.
- b. Complete all graduation requirements as specified by the student's degree requirements as stipulated in the University bulletin. These requirements are in the candidates' checklist and other published graduation outlines as agreed between Rusangu University and the student.
- c. Earn no credit below "C" in major, cognate or general course requirements.
- d. For transferred student, complete at least 36 credits required for the degree at Rusangu University. At least one third of these courses must be upper division major requirements or cognates with the approval of the Dean of the School.
- e. Secure a minimum cumulative GPA of 2.00 with a cumulative GPA of at least 2.25 in the major requirements.
- f. Be admitted to the graduating class by recommendation of the Senate Executive Committee.
- g. Gain the approval of the Rusangu University Senate as the final approval body for admittance in to the graduation class. (Admission into the graduation class is not final until approval is issued by the Rusangu University Senate).
- h. The programme of study must be completed within a period of eight years. If a student fails to complete their programme in at least 8 years, the student will need Senate's approval to extend their studies.

CHAPTER VIII

SUPPLEMENTARY EXAMINATION POLICY

Article 1. The supplementary examination only supplements the final exam, therefore, only students who have passed their continuous assessments (CA) are eligible to write a supplementary examination.

Article 2. Students need to apply for the supplementary examinations to the examination office, in consultations with the host school.

Article 3. Supplementary examinations can only be written for a maximum of two courses per quarter.

Article 4. Supplementary examinations can only be written in the consecutive quarter.

Article 5. A student, who obtains up to two (2) D grades in a quarter, qualifies to sit for supplementary examinations during online registration week, at the beginning of the next quarter or at time designated by the examinations office.

Article 6. The student shall pay for the supplementary examination as per university payment policy on the number of credit(s) in the course being examined.

Article 7. A student who passes a supplementary examination shall earn a maximum of C grade (2.00 GPA points). The passed course shall bear a symbol (SP) that indicates a successful supplementary attempt on the student's record.

Article 8. A student who fails a supplementary examination will be required to repeat the course.

Article 9. A student is only permitted to repeat a course once after failing a supplementary examination. Should a student fail again

they will be discontinued from the program and referred to the Dean of the relevant school for guidance.

Article 10. A student will register for a supplementary examination at the same time they register for accommodation.

Article 11. Block release students writing supplementary exams will do so in the last week of the full time quarter.

Article 12. Full time students will write supplementary examinations in the first week of registration after they have registered for the courses the week between block and full time.

Article 13. Lecturers marking supplementary exams to be paid 30% of a credit fee per student.

CHAPTER IX

ACADEMIC MALPRACTICE POLICY

Article 1. This policy covers examination offenses committed around the examination premises (halls), before, during and after the examination. The elements included target both the candidate and members such as faculty and staff implicated in the offense.

Article 2. For the direct examination offenses, the candidates and those implicated will be referred to the existing Academic and Examinations Malpractice subcommittee.

Article 3. For the broader offenses, the same candidates, faculty and staff involved will in addition be referred to other relevant subcommittees, bodies and offices of the University and general public (covering different crimes).

Article 4. The following disciplinary measures are applied for the corresponding malpractice in the following table : .

Examinations Malpractice	Approved Disciplinary Measure
1. Noise a. While entering, writing examination or leaving the examinations hall	Disqualify student from examination with an 'F' grade for the course
2. Smuggling Entering examinations with forbidden/ foreign material related or not related to the course being examined, whether in use or not in use— such as: a. Cell-phone b. Pieces of paper c. Calculator d. Text book e. Digital watches f. Question papers when asked to leave them in the exam hall	A-E Disqualify student from the examination with an 'F' grade for the course F. Confiscation of question paper and an 'F' grade
3. Inscriptions on body parts – words, figures of any kind related or not related to the course being examined – whether in use or not in use such as: a. On palms b. On thighs c. On hands d. On clothing	A-G Disqualify student from examination and an 'F' grade

Examinations Malpractice	Approved Disciplinary Measure
<ul style="list-style-type: none"> e. On rulers f. On handkerchiefs g. On calculators 	
<ul style="list-style-type: none"> 4. External assistance before or during the examinations that puts an examination candidate at an advantage on an exam <ul style="list-style-type: none"> a. Assistance from course lecturer b. Assistance from lecturer from the department c. Assistance from any other lecturer d. Assistance from any RU employee e. Leakage – access to the whole or part of an examination before the examinations commences f. Being found with examination script that already has answers 	<p>A-F Disqualify from examination and give an 'F' grade</p> <p>Any person assisting student/s should be subject to disciplinary action</p>
<ul style="list-style-type: none"> 5. Irregular activities inside or outside examination hall- such as: <ul style="list-style-type: none"> a. Stealing other candidates' possessions b. Being found drunk c. Unauthorized tearing of answer scripts 	<ul style="list-style-type: none"> a. Refer student to disciplinary committee for theft b. Refer student to disciplinary committee for being found drunk c. 'F' grade for the course
<ul style="list-style-type: none"> 6. Impersonation <ul style="list-style-type: none"> a. Using false ID cards b. Using false examination docket c. Using stolen ID card or examination docket d. Substitution – having a non examination candidate write an examination for a registered candidate. 	<ul style="list-style-type: none"> A – C Refer student to disciplinary committee with an 'F' grade D. Suspension for an academic year and 'F' grade in the course (for both parties)
<ul style="list-style-type: none"> 7. Assault of a fellow candidate, lecturer, invigilator, examinations officer etc <ul style="list-style-type: none"> a. Verbal attack b. Physical attack 	<p>A-B 'F' grade and refer student to disciplinary committee for further action</p>
<ul style="list-style-type: none"> 8. Collusion: Getting assistance from another examination candidate(s) during examination such as: <ul style="list-style-type: none"> a. Exchange of scripts b. Exposing answers on answer script c. Passing notes d. Talking, discussing or whispering e. Bribery or attempted bribery for assistance f. Mass cheating 	<p>A-F Disqualify from examination with an 'F' grade</p>
<ul style="list-style-type: none"> 9. Arrival for examination after 30 minutes has 	<p>Student not to be allowed</p>

Examinations Malpractice	Approved Disciplinary Measure
elapses	to write the examination with an 'F' grade
10. Examination Scripts <ul style="list-style-type: none"> a. Walking out of examination hall with answer script b. Bringing back an answer script that has gone out of the examination hall 	A-B Collect answer script but nullify the exam with an 'F' grade
11. Assistance after examination is over: Lecturer or any other member of Rusangu University assisting student to revise, correct, edit examination script after the examination period is over	Any person assisting student/s should be subject to disciplinary action Disqualify the exam with an 'F' grade for the student
12. Taking Examinations at non authorized sites or times <ul style="list-style-type: none"> - Lecturers or any RU member giving students examinations at non official sites or non official times 	Nullify examination with an 'F' grade for student(s) Any person assisting student/s should be subject to disciplinary action
13. Repeating an offense	Take a heavier disciplinary measure

CHAPTER X

E-LEARNING POLICY

SECTION I: GENERAL INFORMATION

Article 1. Introduction

This is the first-ever policy on e-Learning for Rusangu University. In August, 2018, a pilot use of e-learning among Masters Students was made. This shaped the structure, method of operating and offer of e-learning for the institution. As a way forward it is expected that both the undergraduate and graduate programs will embrace the use of blended learning – combining both the e-learning and face-to-face approaches in offering training and learning to the students.

This policy was first drafted by an e-learning subcommittee (Dr. Yasmin Sultana-Muchindu (Chairperson – Director of E-learning and Open and Distance Learning) (Dr. CaspahKamunda (Director of Graduate School), Mr. NtumboMpande (Director of Information, Technology and Computer Centre), Mr. Brian Pindayi (Chairperson of Journalism and Communication) and Mr. Fitzgerald Muchindu (Director of Public Relations). The committee was constituted by the Chairperson of Senate (Vice-Chancellor) in consultation with Senate Executive Committee (SEC). The draft policy was reviewed and adjusted by the SEC, and recommended to Senate (an Academic Committee of Council).

Article 2. Rusangu University Philosophy

Rusangu University believes and operates on the Seventh-day Adventist worldview that the world and all human beings are a product of God's creative act, further that humans were created in His image, but that through sin this (image) was lost, resulting in physical, mental and spiritual capacities being lessened.

The university therefore, emphasizes the harmonious development of the physical, mental and spiritual faculties of the individual. In addition, Rusangu University believes that all human beings are equal regardless of gender, creed or any other challenge, be it

physical or otherwise. Further, we believe in educating the student for generous service to the church and society and training him/her to be a thinker not a mere reflector of other people's thoughts.

Article 3. Rusangu University Vision

Rusangu University's mission is to be a model Christian University in Africa.

Article 4. Rusangu University Mission Statement

Rusangu University's mission is to provide quality holistic Christian education at tertiary level to all who meet the University entry requirements.

Article 5. Nature of Knowledge

All true knowledge has its source in God, and this has been and continues to be revealed to man through a variety of channels. Through this knowledge, man is enabled to appreciate life and face the various problems and challenges that arise in different situations. This includes our heritage from the past as well as the knowledge obtained through research. In this regard, the University seeks to provide opportunities for developing proficiency in discovering knowledge that is relevant to life.

SECTION 2: E-LEARNING INFORMATION

Article 1. Rusangu University e-Learning Goals

Rusangu University's e-Learning goal is to expand access to higher education opportunities for individual and community members of the nation of Zambia and beyond through electronically offered classes and face-to-face interactions. A blended learning environment will be used to provide relevant and timely coursework, information, and training to enhance the learning experience by removing the barriers of both time and place. Students will enroll for e-Learning programs from any place during the designated registration periods. The Directorate of e-Learning, Open and Distance Learning (ODL) will be located on the University Main Campus in Monze.

Article 2. Rusangu University e-Learning Mission

The mission of the Directorate of e-Learning, Open and Distance Learning (ODL) is to provide quality instruction through electronic-based accredited courses to enable students to attain their educational goals. The Directorate is committed to student success by supporting efforts to ensure that quality e-Learning education and support services are available to learners through a variety of technology resources. The Directorate will also schedule face-to-face interactions to facilitate a conducive blended learning environment.

Article 3. Objectives

- Support and encourage the internal development of the e-learning program by promoting and providing guidelines for training, inclusion of e-learning courses in faculty workloads, and technical support.
- Provide informational resources and support services for students enrolled in e-Learning courses.
- Identify and address faculty and student needs in teaching and learning through the e-Learning platform.
- Encourage and support the use of the Learning Management System (LMS) and other technologies, in both face-to-face and e-Learning environments.
- Encourage the sharing of effective technology-enhanced teaching and learning practices among faculty.
- Identify, provide, expand, and coordinate the development of quality courses and programs to meet the needs of e-Learners.
- Evaluate periodically and comprehensively every facet of the e-Learning program and use these results to restructure and improve the program.

Article 4. Purpose

The purpose of this policy is to provide improved access to education at RU by providing programs in various non-traditional ways to meet the needs of students who cannot attend regular classes.

Article 5. E-Learning Quality Assurance

E-Learning activities will comply with the underlying principles of Rusangu University educational policies and will be aligned with standards set forth by accrediting bodies such as the Adventist Accrediting Association (AAA), the International Board of Education (IBE), the Higher Education Authority (HEA), and other professional bodies, such as General Nursing Council (GNC), Health Professions Council of Zambia (HPCZ) and Zambia Teaching Council (ZTC). The courses that are offered via e-Learning will meet the same quality standards as those that apply to campus-based or face-to-face instruction. Elements of single courses or programs are designed to address the specific needs of e-Learners who are likely to enroll.

Article 6. Rusangu University's Definition of e-Learning

For purposes of this policy, e-Learning is defined as instruction delivered via the Internet or Intranet on the Rusangu University e-Learning platform/Learning Management System (LMS). Rusangu University e-Learning program will provide an opportunity for a blended learning environment, taking advantage of both online and face-to-face interaction. E-Learning classes will be offered using electronic technologies, and consolidation of the content material maybe facilitated through face-to-face interaction. Learners will access primary content and instruction from an e-learning environment using a variety of tools including, but not limited to, Moodle (*a Learning Management System (LMS) that provides an integrated tool set used for developing and delivering courses or portions of courses over the Internet at RU*), BigBlueButton (*open source web conferencing system*), Bodington (*Virtual Learning Environment*), discussion boards (*an asynchronous communication tool, allowing messages to be posted and read at any time*), web pages, Zoom (*a cloud platform for video and audio conferencing, chat, and webinars*) and other multimedia technologies. Specific technologies employed will vary by course and faculty. Depending on the teaching style of the faculty and the course content, instruction may take place synchronously (all participants in the course log in at the same time) or asynchronously (participants log in and participate as their schedule permits), or some combination of the above. Students may be requested to attend face-to-face

class instruction organized by the University during the third week of every Block Release session.

Article 7. Review of e-Learning Policy:

The responsibility for evaluating and recommending revisions to the e-Learning Policy resides with the University Senate through various bodies at Rusangu University, such as the e-Learning Committee and the Senate Executive Committee (SEC).

Article 8. Academic Integrity of e-Learning Courses:

E-Learning courses are comparable to Campus-based courses in terms of: (1) syllabi, (2) textbooks, (3) grades, (4) methods of evaluation, and (5) expected learning outcomes. E-Learning courses are subject to the same policies as stated in the University bulletin for campus-based or face-to-face courses.

SECTION 3: CURRICULUM AND INSTRUCTION FOR E-LEARNING COURSES

Article 1. Definition of e-Learning Course:

An e-Learning course is defined as a course in which 80 % or more of the course is conducted online as published in the course syllabus. The determination of whether a course meets this definition is made by the Directorate of e-Learning, Open and Distance Learning (ODL) in consultation with department chairpersons and Senate Executive Committee.

Article 2. Converting an Existing Course to an e-Learning Course:

The process for converting an existing course to an e-Learning course is as follows:

- The faculty member will convert the course following Rusangu University's guidelines for e-Learning courses and construct the course within the Rusangu University Directorate of e-Learning guidelines. Faculties are required to meet departmental standards using the procedures

and policies developed by the Department and the School. It is recommended that faculty members work with the Directorate of e-Learning, Open and Distance Learning (ODL) and Senate Executive Committee and Senate throughout the development process to ensure that courses meet the University accreditation standards for e-Learning.

- The e-Learning committee, chaired by the Director and comprising of other members will evaluate the e-Learning course material for the required standards as recommended and notify the faculty member, the appropriate department head and dean, when all the e-Learning course design criteria have been met. If the course does not meet Rusangu University's e-Learning course standards and is not aligned with the underlying principles and standards of quality, the developed course materials may be returned to the faculty member with recommendations for changes.

Article 3. Creating a New Course for the e-Learning Program:

If a faculty member wishes to create a course specifically for e-Learning, the course must first be approved by the University Senate. Once the new course has University Senate approval, the e-Learning course must follow the same process as that of converting an existing course.

Article 4. Course Review:

The responsibility for ongoing assessment of e-Learning courses rests with the Directorate of e-Learning, Open and Distance Learning (ODL) in collaboration with the appropriate department and Senate Executive Committee (SEC). The departmental Chairperson will work with the Directorate of e-Learning, Open and Distance Learning (ODL) in assessing course quality based on the University Academic policy documents and/or any other appropriate assessment tools as approved by Senate Executive Committee.

Article 5. E-Learning Faculty Member Interaction with e-Learning Students:

Communication is essential to the success of e-Learning courses. Specific requirements for planned interaction and timely feedback between students and faculty via the Rusangu University e-Learning Platform are a requirement and must be met by the faculty and students on a regular basis. The Directorate of e-Learning, Open and Distance Learning (ODL) will monitor the usage of the RU e-Learning platform. In the event that one party is not adhering to the minimal usage of the platform, they will be notified. If however, there is lack of compliance, the same party will be reported to the Office of the Deputy Vice-Chancellor for action, who is the head of academic in the university. Methods of interaction may include course chats, discussion boards, audio/video conferencing or any other forms of plugins in the RU e-Learning platform.

Article 6. E-Learning Faculty Member Responsibilities:

The faculty member is responsible for the development of course content, delivery of instruction, evaluation of student progress in e-Learning courses, timely feedback and communication with students and assessing the student's work via the RU e-Learning platform (to culminate into the cumulative assessment). The faculty member will review the course content on a continuing basis to ensure currency and relevance of the course materials.

Article 7. Intellectual Property and Third Party Providers:

E-learning courses are frequently designed and disseminated by other colleges, universities, corporations, or nonprofit organizations. In the event that Rusangu University wishes to purchase or lease modules or entire courses from a third party, such courses or modules must be reviewed and approved by the appropriate department and the Directorate of e-Learning, Open and Distance learning (ODL), Senate Executive Committee (SEC) and Senate.

Article 8. University Academic Honesty Policy:

University policy states that it is the responsibility of each student to be familiar with the Code of Conduct and policies concerning academic honesty and proper scholarship. Academic dishonesty includes plagiarism, cheating, fabrication, aiding and abetting dishonesty, collusion, and unauthorized possession or distribution of academic materials. Plagiarism software may be utilized by faculty and students to check submitted assignments for illegal use and poor scholarship. The code of conduct and university judicial procedures will be followed in the event of academic misconduct.

Article 9. Copyright Compliance:

Faculties are expected to understand and adhere to the copyright laws. Copyright law must be followed when performances, displays, copies or other reproductions of copyrighted material are made available to students. This includes the posting of copyrighted material in the Rusangu University e-Learning platform.

Article 10. E-Learning Tips for Success:

E-learners are required to ensure they fully comprehend the qualities of a successful learner. As an e-learner, students will succeed when practicing and applying the following steps to improve their e-Learning. E-Learning courses provide more flexibility than traditional classroom courses, allowing the student to balance his or her life schedule more successfully with his or her class schedule. To get the most out of e-Learning experience, the student should review the following suggestions and strategies:

1. Read the course syllabus thoroughly and understand the course expectations.
2. Set a realistic schedule and ensure regular study time is established.
3. Set goals and targets to meet deadlines and assignment due dates.
4. Organize study schedule and create an electronic or weekly calendar with set reminders.
5. Stay in touch with the faculty and know your faculty preference on how and when they can be contacted - via various plugins

available on the RU e-Learning platform, such as chats, bigbluebutton, etc.

6. Take time to evaluate progress by checking and calculating his or her own grades.
7. Plan time wisely and ensure time to study for test/quizzes.
8. Connect with classmates to create an engaging productive environment, via the RU e-Learning platform.
9. Discuss your progress with faculty and keep track of deadlines and submission dates.
10. Login to the RU e-Learning platform regularly (at least FIVE times a week) and complete assignments on time – or as required by the course dictates.
11. Study time for RU e-Learning Courses - For an e-Learning course of one (1) credit hour, a student is expected to spend three hours (3) per week studying the course materials.

SECTION 4: REQUIREMENTS FOR FACULTY TEACHING E-LEARNING COURSES

Article 1. Faculty Qualifications:

Faculty members who teach e-Learning courses must meet the same qualifications as outlined in the Rusangu University *Rules and Regulations*. Adjunct faculty members are held to the same standards as full-time faculty.

Article 2. Faculty Training:

Rusangu University provides a variety of training workshops and individual training for faculty in the use of the Rusangu University e-Learning platform and other technologies used in e-Learning. Faculty will work cooperatively with the Directorate of e-Learning to ensure the delivery of quality e-Learning courses. Faculty who wish to teach e-Learning courses must complete an orientation workshop conducted by the Directorate of e-Learning or provide evidence of prior professional development and/or effective teaching experience as related to e-Learning pedagogy.

Article 3. Faculty Evaluation:

E-Learning faculty are evaluated in a comparable manner as those who teach campus-based or face-to-face courses. Student evaluations will be completed in all e-Learning courses. The results will be used to guide course revisions and will be given to the faculty member and department head.

Article 4. Faculty Compensation:

Any faculty member who have been approved to develop courses for internet delivery will receive a one-time "course development" fee of K5,000.00 per module. Lecturers teaching on e-Learning platform will be paid according to block release credit hours for delivery of the module. This fee scale is applicable for both undergraduate and graduate level courses.

Article 5. Extra compensation:

Any faculty teaching an over-load follows the same adjustment scale for traditional (face-to-face) courses, as approved by the University.

Article 6. Faculty Load Time:

E-Learning courses may be offered either as part of faculty's regular load, over-load (in addition to faculty's regular load), or by adjunct faculty.

SECTION 5: ADMISSION, ASSESSMENT AND ADMINISTRATION GUIDELINES

Article 1. Students will need to be admitted to RU to register for e-Learning classes as per RU admission policy. The Directorate will receive and process applications for all e-Learning candidates in consultation with Admissions Office. Registrar's office will be the custodian of all admitted students in line with existing policies pertaining to all admitted and continuing Rusangu students. Admission information is provided on RU's Web site admissions information page at <http://ru.edu.zm/admissions/>

Article 2. Admission Criteria for Undergraduate Program

1. Full Grade 12 Certificate with a minimum of five "O" level credits or better including English language.
2. Each academic school may have specific admission requirements, which may be accessed from the Rusanguacademic bulletin.

Article 3. Admission Criteria for Graduate Program

Applicants seeking admission into Masters' degree programs must have a first degree from a recognized university in the relevant field with a minimum GPA of 2.67 (on a 4.0 point scale) or its equivalent.

Article 4. Applicants seeking admission with a lower GPA of a minimum of 2.33 must have work experience of not less than 2 years or must have evidence of research capability through peer reviewed research publications. It might need to be approved by Senate Executive Committee (SEC), Senate and the Council

Article 5. Applicants seeking admission from a different field into Masters' degree program may be admitted through bridging courses.

- Applicants are also expected to submit recommendation letters from previous university and employer where applicable. These recommendations should be sent directly to the Directorate of e-Learning, Open and Distance Learning, in consultation with School of Graduate Studies, through the University Admissions Office.
- Furthermore, specific programs may request specific requirements for admission.
- Students applying for graduation can be considered if they have 2.00 GPA after successful defense of their theses.

Article 6. Assessment Criteria

Rusangu University e-Learning programs will follow the assessment breakdown of 50 % continuous assessment and 50% final examination.

Article 7. Grading Scheme for Undergraduate Program

Marks in Percentage	Letter Grade	Grade Point Average (GPA) Per Credit	Definition
90-100	A	4.00	Superior
80-89	A-	3.67	
75-79	B+	3.33	Above Average
70-74	B	3.00	
65-69	B-	2.67	Average
60-64	C+	2.33	
50-59	C	2.00	
45-49	D	1.00	Below Average
0-44	F	0.00	No Credit

Article 8. Grading Scheme for Graduate Program

Marks in Percentage	Letter Grade	Grade Point Average (GPA) Per Credit	Definition
80-100	A	4.00	Upper Distinction
75-79	A-	3.67	Distinction
70-74	B+	3.33	Merit
65-69	B	3.00	Upper Credit
60-64	B-	2.67	Credit
55-59	C+	2.33	Definite Pass
50-54	C	2.00	Pass
45-49	D	1.00	Poor

0-44	F	0.00	Fail
------	---	------	------

Article 9. Rusangu University e-Learning Course Schedule

RU e-Learning courses are not open-ended and have set start and end dates. Courses will follow 14-week format with e-Learning activities scheduled on a weekly basis. All RU admission and registration deadlines, policies, and procedures applicable to full-time quarter system apply to students who participate in e-Learning courses.

The schedule of e-Learning courses will be an official publication of the Directorate of e-Learning, Open and Distance Learning (ODL).

Article 10. Technological Requirements for RU e-Learning Platform

It is mandatory for all students enrolled in an e-Learning course to possess a laptop computer with internet access. The following software and programs should be accessible:

- Web Browser (recommended Google Chrome)
- Microsoft Office
- Microsoft Powerpoint
- Acrobat Reader
- Flash Player / QuickTime Player
- If the faculty uses other types of rich media, the student may need other plugins such as Google Docs, word processing or spreadsheet applications.
- The Directorate of e-learning, Open and Distance Learning (ODL) in conjunction with the ICT department at Rusangu University will provide for necessary training and support to both the students and faculty engaged on the e-Learning platform.
- All questions about e-Learning program should be emailed to [:elearning@ru.edu.zm](mailto:elearning@ru.edu.zm)

Article 11. E-Learning Program Attendance

Attendance in e-Learning courses is mandatory just like face-to-face courses. E-Learning students need to login into their RU e-Learning

platform account at least 3-4 times a week. Attendance will be tracked through the RU e-Learning platform by the Directorate of e-Learning, Open and Distance Learning (ODL). Attendance will incorporate completion of course requirements, participation in course assignments and interactions with faculty. Should it be determined that the student is not meeting attendance policy requirements set forth by the University bulletin, the student will be notified and further disciplinary steps will be taken to ensure that adequate amount of time is spent by both the students and the faculty on the RU e-Learning platform.

SECTION 6: LIBRARY RESOURCES FOR E-LEARNING PROGRAM

Article 1. Students are encouraged to access and utilize the online library resources.

Students have access to all RU library services, including web access to numerous online research databases. Students can access the online library resources at <http://ru.edu.zm/library/> or contact the University Librarian for additional information.

SECTION 7: VERIFICATION OF STUDENT IDENTITY IN E-LEARNING PROGRAM

Article 1. Policy and Practices for Verification of Student Identity

This policy applies to all credit-bearing e-Learning courses offered by the Rusangu University, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

Article 2. Procedures

The purpose of this policy is to ensure that the RU e-Learning program operates in compliance with the comprehensive Rusangu University policies and practices. All credit-bearing courses offered through e-Learning method must verify that the student who registers for an e-Learning course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods will be used:

- a) An individual must secure e-Learning ID and password (i.e. first initial.lastname. University ID number and password)
- b) Proctored Final Examinations (Refer to e-Learning Policy - Proctoring)
- c) Pedagogical and related practices that are effective in verifying student identity (faculty review, questioning students, etc.)

Article 3. Privacy Protection

All methods of verifying student identity in e-Learning must protect the privacy of student information. Students must be notified in writing at the time of registration or enrollment of any fees associated with the verification of student identity.

Personally identifiable information collected by the university may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that their learning system password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the e-Learning Department in person with a photo ID or verification

SECTION 8: RESPONSIBILITIES OF E-LEARNING MANAGEMENT SYSTEM USERS

Article 1. All users of the RU's e-Learning management systems are responsible for maintaining the security of usernames, passwords and any other access credentials assigned. The RU e-Learning username is not a secure credential and may be displayed at various areas in the e-Learning management system. The password used to enter the system is a secure credential. Access passwords may not be shared or given to anyone other than the user to whom they were assigned to for any reason.

Article 2. **Students** are responsible for any and all uses of their account. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the RU e-Learning platform. Failure to read RU policies, guidelines, requirements and regulations will not exempt users from responsibility. Students are responsible for

providing accurate and true information about themselves in any identity verification process.

Article 3. Faculty teaching courses through RU e-Learning platform have the primary responsibility for ensuring that their courses comply with the provisions of this policy. Faculty are responsible for informing the RU Department of Information and Communication Technology (ICT) of any new technologies being used to verify student identity, so that published information on student privacy can be maintained appropriately and the university can coordinate resources and services efficiently. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible and pedagogically sound, to design courses that employ assignments and evaluations unique to the course and that support academic integrity.

Article 4. Deans, Directors and Departmental Chairs of different departments in conjunction with the Directorate of e-Learning, Open and Distance Learning (ODL) are responsible for ensuring that faculty are aware of this policy and comply with its provisions. Deans, Directors and Department Chairs are also responsible for ensuring that academic awards and degree programs within their programs comply with the provisions of this policy. The Directorate of e-Learning, Open and Distance Learning (ODL) is responsible for notifying students at the time of registration of any projected additional student charges associated with verification of student identity and ensuring that university level processes (e.g., admissions or registration) also remain in compliance with this policy.

Article 5. Compliance - In accordance with the responsibilities outlined above, Deans, Directors and Department Chairs of programs are expected to ensure that all faculty and staff within their units remain in compliance with this policy.

SECTION 9: TRAINING FOR STUDENTS

Article 1. Rusangu University will provide faculty with appropriate training to use pedagogical approaches and technology to promote academic integrity. Additionally, RU will provide

information to students regarding not sharing passwords and being held accountable for academic integrity. Syllabi and orientations will include information for students to understand issues for each e-Learning course and the university as a whole.

SECTION 10: PROCTORING OF E-LEARNING COURSE FINAL EXAMS

Article 1. In order to ensure student identities, final examinations for e-Learning courses will be written in secured and proctored environment.

Article 2. Final examinations for e-Learning courses will be written from any one of the three Rusangu University campus sites, namely; Monze, Lusaka and Kitwe. The exercise will be coordinated by the Directorate of e-Learning, Open and Distance Learning (ODL) and office of the Assistant Registrar-Academics, in conjunction with the respective Campus Directors, e-Learning faculty, Deans, Directors and Departmental Chairs.

Article 3. Proctors monitor student identification at time of test by verifying that the student identification card with name, student ID number, and picture confirm that the student is doing the work of the exam. The proctors also check for the examination docket during the examination as per the University policies and guidelines on conducting examinations.

Article 4. Students must complete their own quizzes, assignments and other assessments given on the RU e-Learning platform. Course requirements as intended in syllabus to receive an appropriate grade.

Article 5. Any student found to have used any kind of identification fraud in an e-Learning course where they are not the one doing the required work and sign-up for courses will automatically be dismissed from RU e-Learning program and appropriate measures taken according to RU Academic and Examinations Malpractice Policy.

Article 6. Faculty are encouraged to verify student identities through techniques such as a requirement in the syllabus to use webcam for discussions at least on a random basis, paying close attention to the quality and style of communications with faculty and other pedagogical methods and techniques.

SECTION 11: RUSANGU UNIVERSITY E-LEARNING FEE STRUCTURE

Article 1. The fees are revised from time to time by RU but will comprise the following components:

Fee Components
Tuition (Average 12 Credits)
Technology Fee
Exam Fee
Total tuition and other fees

CHAPTER XI

RESEARCH POLICY

SECTION 1: BACKGROUND

Article 1. Rusangu University's world view unlock the keys to gaining wisdom in the Christian walk. As the university believes in 'Fear of God is the beginning of wisdom (Psa 111:10, and the Fear of the LORD is the beginning of knowledge (Prov. 1:7). Wisdom is knowledge rightly applied and is better than weapons of war. He that walketh with wise men will be wise. Through wisdom is a house built; and by understanding it is established; and by knowledge shall every room be filled with precious and pleasant riches. Blessed is the one who finds wisdom, and one who gets understanding. Research findings are a revelation of God's creation. Rusangu University's policy on Research and research ethics is written based on this world view in 2017.

Article 2. Policies and Procedures on Research and Research Ethics should be interpreted in a manner that is consistent with the vision of Rusangu University as a research community committed to the principles of honesty, integrity, trust and collegiality and to the idea that fair play must prevail at all times.

Article 3. The Policy applies to all individuals who conduct research at Rusangu University, and to individuals at affiliated institutions who submit research proposals to the Rusangu University research ethics review system. Conducting research at Rusangu University means research work undertaken by Rusangu University faculty, staff and students and by all persons who use Rusangu University facilities for the creation, dissemination and publication of research work. The term "research" here includes those efforts directed primarily towards the creation and dissemination of new knowledge, as well as those efforts directed towards acquiring and representing existing knowledge, as well as other forms of creative work not traditionally considered research (e.g. theatre, cinema); the term applies whether the activities are funded or unfunded.

Article 4. Some of the provisions of this Policy deal with matters that are also treated in other University guidelines and regulatory

documents. Where appropriate, reference should be made to these guidelines and documents.

SECTION 2: RESPONSIBILITIES

Article 1. Responsibility of the University: The University requires honesty and integrity in research and scholarship. Through the appropriate administrative offices and in accordance with the provisions of this Policy and other applicable regulatory procedures, the Rusangu University Research Ethics Committee will: (a) Facilitate the training in research and research ethics of all members of faculty and staff who conduct, manage or supervise social, human and animal research at Rusangu University; (b) Facilitate the resolution of disputes concerning matters dealt with in this Policy; and (c) Investigate allegations of misconduct under this Policy and take action, as appropriate.

Article 2. Responsibility of the Office of Research: Rusangu University's Office of Research has oversight of research and research ethics policies and practice throughout the Rusangu University in consultation with Deans, Directors and Coordinators. The Office is responsible for ensuring that the University's policies and procedures on research and research ethics are implemented and that the University community is educated on the policies and procedures. The Office is the body responsible for certifying that research projects have been subjected to ethical review and are conducted according to Rusangu University's stated guidelines. The Office will provide the administrative support for the Rusangu University Research Ethics Committee.

Article 3. Responsibility of Directors, Deans and Heads: Directors, Coordinators, School Deans and Heads of Departments are responsible for the conduct of research which falls within their jurisdiction. They are expected to be aware of the research activities conducted by the staff and students for whom they have responsibility. They are also responsible for ensuring that the University's policies on research ethics are publicized, promoted and adhered to. Abstracts of all research proposals submitted to the Rusangu University Research Ethics Committee must be copied to the Head of Department and Dean, or Director in the case of Centres and Institutes. Abstracts of research proposals deemed to be exempt from ethical review must also be copied to the Head of Department. The Deans, or Directors in the case of Centres and Institutes, shall keep a register of all research projects not submitted

to the Rusangu University Research Ethics Committee and shall provide a report of these projects (Title and Abstract) to the Rusangu University Research Ethics Committee at the end of each Academic Year.

Article 4. Responsibility of Researchers. The primary responsibility for the content and conduct of research rests with the individuals performing the research. Researchers bear the principal responsibility for protecting the well-being, human rights and dignity of their human participants and for the humane treatment of animal subjects. In the case of collaborative or team research, the Research Director or Principal Investigator is obliged to ensure that the members of the research team or group are aware of and are complying with the contents of this Policy, as well as with other applicable ethical norms governing the conduct of the research.

Article 5. Responsibility of Supervisors of Student Researchers. All student research conducted at Rusangu University must be guided and supervised by a member of the University's faculty, even if only as a Co-supervisor. Supervisors and Co-supervisors are responsible for informing the student of his or her obligations in respect of the ethical conduct of research, and for taking the measures necessary to ensure that the student's research is conducted within the established ethical policies and guidelines. Supervisors are also responsible for ensuring that, where required, student researchers obtain the necessary approvals prior to the start of their research project. The Supervisor is responsible for signing the submission documents that may be necessary for ethical review of the student's research.

SECTION 3: RULES AND REGULATIONS

Article 1. Research projects must be conducted with due consideration for all University Policies, including, inter alia, this Policy, University Ordinances, the Financial Code, Financial Procedures, Financial Rules and Regulations and the University's Policy on Intellectual Property.

Article 2. Researchers are expected to maintain the highest standards of honesty and integrity. Any form of academic dishonesty, including but not limited to the activities identified below, is a serious offence. However, nothing in the provisions of this policy is intended to impugn the actions of a person who exercises judgment, or interprets data, or reports results in a way that may simply be the consequence of reasonable differences of opinion.

Article 3. Falsification of Data: The gathering, analysis and reporting of data must be undertaken with honesty and integrity. Researchers should never publish as true, data they know to be false or the result of deliberate acts of falsification.

Article 4. Plagiarism: Plagiarism is an act of academic dishonesty and is considered to be misconduct meriting severe disciplinary penalties. Researchers should not knowingly represent the published or unpublished work of another person as their own or assist anyone else in doing so. The use of work done by other persons must be appropriately and adequately acknowledged. Upon demonstration that a researcher has misappropriated another person's work and represented it as his or her own, the researcher will bear the burden of rebutting the presumption of plagiarism.

Article 5. Conflict of Interest: A conflict of interest arises when the researcher has a material interest, whether personal, financial, professional, or otherwise, that may conflict with the researcher's duty of honesty and integrity. Where a conflict of interest arises, a researcher is required to disclose that interest to the appropriate University authorities, including the Rusangu University Research Ethics Committee. Members of any Research Ethics Committee of the University are required to disclose any actual or potential conflict of interest that may be relevant to the performance of their duties on the Committee.

Article 6. Misuse of Research Funds: Where a research funding body provides guidelines on the use of research funds, Principal Investigators and other researchers must adhere to these guidelines stringently. They must also follow all University guidelines and codes relating to the management and disbursement of funds. Should misuse of research funds occur, including the failure to account for funds, offenders will be subjected to the disciplinary procedures of the University.

Article 7. The Duty to Acknowledge Sources of Funding: All public and private sources of funding, including grants, contracts and gifts, among others, used in the conduct of research should be acknowledged in resulting publications.

Article 8. Gathering of Data: Data must be organised in a manner that allows ready verification, and must be gathered in accordance with the principles governing the use of human and animal subjects.

Article 9. Availability of Data: Subject to exceptions based on a duty of confidentiality and the laws respecting intellectual property and access to information, after data are published, they must be made available to any party presenting a reasonable request to examine them. Where there is a disagreement between the researcher and the person requesting the data, the matter shall be referred to the School of Graduate Studies, Professional Growth and Research Development for resolution.

Article 10. Maintenance of Data: All original data must be retained in paper or electronic format for at least five years from the date of publication.

SECTION 4: COLLABORATIVE RESEARCH

Article 1. Attribution of Authorship and Copyright Ownership: Research collaborators should establish, as early as possible, the manner in which authorship will be attributed, as well as the allocation of copyright.

Article 2. Rules for the Attribution of Authorship: In the absence of an a priori agreement among researchers, the following rules will govern the attribution of authorship:

- (a) Authorship is attributed to all those persons, whether staff or students, who have made significant scholarly contributions to the work and who share responsibility and accountability for the results.
- (b) An administrative relationship to the investigation does not of itself qualify a person for co-authorship.
- (c) The order of the names in a publication is decided according to the quality of the contribution, the extent of the responsibility and accountability for the results, and the customs of the discipline.
- (d) The attribution of authorship is not affected by whether researchers were paid for their contributions or by their employment status.

Article 3. The Status of the Student in Attribution of Authorship: The guidelines and rules are applicable whether the collaborators are staff or students. Further to these rules, when a multi-authored article is based primarily on a student's research, the student should be granted priority prominence on the list of co-authors, according to the practice in the discipline.

Article 4. Duties of the Principal Author in Attribution of Authorship: In the absence of an a priori agreement among collaborating researchers, the following additional rules apply:

- (a) The author who submits a manuscript for publication accepts the responsibility of including as co-authors all persons who are entitled to co-authorship, and none who are not so entitled.
- (b) The submitting author should send to each co-author a draft copy of the manuscript in advance of submission, and should make every reasonable attempt to obtain consent to co-authorship, including the order of authorship.
- (c) Other contributions to the manuscript should be indicated in a footnote or an 'Acknowledgments' section, in accordance with the practice in the discipline and the publisher.

Article 5. Ownership of Copyright: Rusangu University Policy on Intellectual Property, as well as relevant national legislation, governs copyright issues in relation to research undertaken by staff and students.

Article 6. Disputes among Co-Researchers: The provisions of this Article govern disputes between co-researchers. They do not govern allegations of misconduct under this Policy. Allegations of misconduct are dealt with as per rules.

Article 7. The Duty on the Parties to Resolve Disputes: When disputes between co-researchers arise, they should be resolved amicably, in a respectful and collegial fashion, and in good faith. Where a dispute cannot be resolved by the parties themselves, they should seek the advice of the appropriate authorities in their unit, who may help them resolve the dispute in any way in which the parties may agree, including conciliation, mediation, and binding and non-binding arbitration. To this end, the parties may agree that other persons become involved in the dispute in order to help facilitate its resolution. The parties may stipulate that their own involvement in any dispute resolution process is without prejudice to their rights in any subsequent process.

Article 8. The Duty of the University to Facilitate the Resolution of Disputes: Although the University has no obligation to ensure that disputes are resolved, since the resolution of disputes is ultimately subject to the will of the parties to the dispute, the University has a

duty to help facilitate the resolution of disputes, in accordance with the guidelines below:

- a) If the dispute is between individuals working under a Principal Investigator, the Principal Investigator will attempt to resolve the matter.
- b) If the Principal Investigator is involved in the dispute, the Head of Department, or the Dean of the School if staff from more than one Department is involved, should attempt to resolve the matter.
- c) If the Head or Dean is involved in the dispute, or if any party involved in the dispute objects to the investigation of the Head or Dean, the Deputy Vice Chancellor (Academic) shall be informed and may either investigate the dispute and attempt to resolve it, or nominate a senior academic staff member, acceptable to the parties, who will attempt to resolve the matter.

SECTION 5: RUSANGU UNIVERSITY RESEARCH ETHICS COMMITTEE

Article 1. Rusangu University Research Ethics Committee is the University body responsible for developing, coordinating and ensuring the implementation of the University's policies and procedures for the ethical conduct of research. The Committee will also review and approve, or otherwise provide feedback on, student and faculty research proposals which involve human participants, invasive or experimental work on live animals, endangered species, or research with potential to harm the environment or human groups that are not themselves the subjects of the research. The mandate, responsibilities and composition of this Committee are provided in Appendix 1 of this document.

Article 2. Exemptions from Review: Proposals for research studies on live animals that are purely observational will be exempt from review. Proposals for research studies involving human participants will be exempt from review if they fall into any of the categories of research listed below:

- a) Educational research involving normal educational practices, e.g. classroom instruction, strategies, curricula management techniques.

This exemption does not apply in cases where school records of identifiable students are involved, or where teachers and instructors or other school personnel are interviewed about identifiable students.

- b) Educational Tests and Measurements, e.g. diagnostic, aptitude and achievement tests. This exemption does not apply if the information, whether in the researchers' private data set or in a published form, could reasonably lead to the identification of the participants; or if the information disclosed outside of the research could place the subject at risk of criminal or civil liability or cause damage to the person's financial standing, employability or reputation.
- c) Surveys or Interviews in which researchers' private data, field notes and published materials are so encoded that there is no likelihood that the identity of the human subjects will be revealed, will normally be exempt from review, unless the nature of the questions could clearly cause distress or even harm. Surveys and interviews of minors (children) are not exempted.
- d) Public Observation. All research involving the observation of public behaviour, including observation by participants, is exempted unless the observation is recorded in such a way that it can be linked to an identifiable human subject. However, sociological studies conducted on public personalities, such as authors, politicians and corporate leaders, or their work, are exempt, on the assumption that the resultant outputs will be guided by well-established academic conventions of balance, good taste and fair play.
- e) Existing Data. Research which involves the collection or study of existing data, documents, records, pathological specimens or diagnostic specimens is exempted if these are publically available, or if both the private data and the published material of the researcher is so recorded that there is no likelihood that the human subject may be identified, either directly or indirectly.

Article 1. The categories identified above are not exempted from review if any of the research subjects are persons who are: legally incompetent (e.g. minors); significantly mentally ill or impaired; imprisoned persons, residents of a nursing facility, or persons who are in any other way involuntarily confined. The categories are also not exempt if students of Rusangu University are subjects of the research being conducted.

Article 2. It is the responsibility of the Principal Investigator to consult with the Dean (or Director in the case of Centres and Institutes), and if so advised with the Chair of Rusangu University Research Ethics Committee, to determine whether any proposed study meets the criteria for exemption from review.

SECTION 6: FULL AND EXPEDITED REVIEWS

Article 1. Full Reviews will be carried out for all proposals involving invasive or experimental research on live animals, for all research which involves the capture and harvesting of endangered species, and for all research in where there is potential for significant negative environment impact. Full Reviews will also be carried out for all research using human participants in which there is more than minimal risk to the participant(s), which involve the withholding of information on the objectives of the research or the methodology to be used from the participants, which involve participants that are members of a vulnerable or captive population, or in which there is potential for significant negative impact on human groups that are not themselves the subjects of the research. Full Reviews will also be conducted where these are required by the funding agencies to which the proposals will be submitted.

Article 2. A Full Review requires the in-person convening of the University Research Ethics Committee, which is required to render a decision on all submissions. Information requirements for research proposals in applications for ethical approval are provided in Appendix 2 of this document, and the additional information requirements when the research involves the use of live animals are provided in Appendix 3. Information requirements necessary to obtain Informed Consent of participants are provided in Appendix 4.

Article 3. Expedited Reviews of proposals involving invasive or experimental research on live animals, research on endangered species, or research with significant potential environmental impact, may be conducted when the researcher is making minor modifications to a research project that has already received full approval.

Article 4. Expedited Reviews of research proposals involving human participants may be conducted when the Chair of the Research Ethics Committee determines that there is minimal risk or no risk to

the participant(s) or other human groups, or when the researcher is making minor modifications to a research project that has already received full approval. The Chair, or a delegated Member(s) of the Committee, may conduct the Expedited Review.

Article 5. Results of the Review: The following decisions may be taken as a result of the review process: Approved; Conditional approval subject to modifications that should lead to approval; Not approved, but with permission to resubmit for review following significant modifications; Not approved.

Article 6. Continuing Review: Research projects which have been in progress for one year or more require Continuing Review as a condition of continued approval. This Review may simply take the form of Annual Reports from the Principal Investigators to Rusangu University Research Ethics Committee. Types of information that should be included in Annual Reports are: number of participants to date; whether data collection is ongoing; reports of adverse incidents or unanticipated events; participant complaints; instances of participants withdrawing from the study and why; and any changes to procedure and/or informed consent forms.

SECTION 7: RESEARCH SUBJECTS

Article 1. Research with Human Subjects: Research with Human Subjects Research involving human participants must be carried out in accordance with the highest standards of conduct. It must be conducted in a manner which is ethical, which is respectful of the rights of the persons who are participants in the research, and which is in accordance with the rules and guidelines prescribed by research funding bodies, the relevant legislation in the countries where the research is to be conducted, and the relevant University policies. Given this, further information on the policy and procedures for the ethical conduct of research involving human participants at Rusangu University is provided in Appendix 5 of this document.

Article 2. Animal Research: All animal research must be conducted in a manner which is ethical, respectful, humane and in accordance with the rules and guidelines prescribed by research funding bodies, the relevant legislation in the countries where the research is to be conducted, and the relevant University guidelines on the use of animals in research. Basic principles governing the use of animals in

research at Rusangu University is provided in Appendix 6 of this document.

SECTION 8: DISCIPLINARY ACTION AND GRIEVANCE

Article 1. Any allegation of misconduct made against a member of the University community under this Policy shall be brought to the attention of the Rusangu University Research Ethics Committee. Should the Committee consider it justified, it shall refer the matter to the University Registrar for appropriate disciplinary procedures in accordance with the relevant policies and legal instruments of the University.

Article 2. The gathering and assessing of information in cases of alleged research misconduct can be difficult and time-consuming. The professional reputations of those involved must be fully protected throughout the process, particularly since, following investigation, the allegations may not hold.

SECTION 9: RUSANGU UNIVERSITY RESEARCH ETHICS COMMITTEE

Article 1. Rusangu University Research Ethics Committee is the University body responsible for developing, coordinating and ensuring the implementation of the University's policies and procedures for the ethical conduct of research. The Committee's main goals are to:

- a) Protect the dignity, human rights, health, safety and privacy of human participants in research.
- b) Ensure the care and humane treatment of animals used in the conduct of research.
- c) Ensure that research on endangered species is responsible and sensitive to the conservation status of the species.
- d) Ensure that research is sensitive to negative environmental impacts and to negative impacts on human groups that are not themselves the subjects of the research.
- e) Promote a culture of ethics in research at RU.
- f) Promote the reputation of the University as a centre of ethical and high quality research.

g) Ensure the health and safety of researchers.

Article 2. The Committee will be chaired by a Senior Academic with a proven research record, and will consist of representatives from each School.

Article 3. The Committee may draw upon additional members, as may be necessary for it to effectively fulfil its responsibilities. The main functions of the Committee will be to:

- a) Develop and review policies, guidelines and procedures relating to research ethics at Rusangu University.
- b) Promote training in ethics in research at Rusangu University.
- c) Provide assurance of the ethical conduct of research at Rusangu University, particularly that involving human and animal subjects.
- d) Maintain a Register of proposed and approved research proposals.
- e) Report to the University Council on the ethical conduct of research at the Rusangu University.
- f) Review prospectively all research protocols involving human subjects to ensure that they meet the required ethical and scientific standards, as well as those protocols with the potential to impact negatively on human groups that are not themselves the subjects of the research.
- g) Review prospectively all protocols involving experimental or invasive procedures on animals to ensure their humane treatment in accordance with Rusangu University guidelines, national legislation and international best practice.
- h) Review prospectively all protocols involving the use of endangered species, as well as those with potential for significant negative environmental impact.
- i) Monitor practices for recruiting individuals in research involving human participants to manage multiple enrolments and misuse of relational power in the recruitment process.
- j) Monitor those approved research projects which have the potential for significant risk of harm to research subjects, with the Committee being empowered to disallow unacceptable research to continue.
- k) Investigate on ethical problems related to the conduct of researchers.

Article 4. The Committee will meet every Quarter or when the need arises. The Chairman may act on behalf of the Committee between meetings, but at the next meeting will report to the Committee on any actions taken on its behalf.

APPENDIX 1

Information Requirements for Research Proposals in Applications for Ethical Approval

1. A Cover Page that includes:

The Title of the Research Project.

The Names of the Investigators and Collaborators, with affiliations.

An Abstract that summarises the Aims, Methodology, Location and Time Frame for the Study.

The Signature of the Principal Investigator

If the Investigator is a student, the Cover Page must also include the name of the student's Supervisor and the Supervisor's signature indicating support of the Project.

2. Background and Rationale for Study

3. Aims, Objectives and Hypotheses (if applicable)

4. Methodological and Financial Details of the Study

Overall Study Design

Location and Time Frame of Study

Participants or subjects (Study Population), inclusion and exclusion criteria and sample size

Data Collection Instruments (e.g. measurements, questionnaires)

Methods of Data Analysis

Materials and Procedures to be administered to participants or subjects (e.g. drugs, diet)

Treatments or beneficial procedures that may be withheld from participants.

Samples to be taken from participants or subjects, including methods of processing, discomfort, inconvenience, side effects and financial costs to participants

Benefits to participants, including payments or payments in kind

Impacts of the study on human groups that are not participants in the study (where applicable)

Impacts of the study on the environment (where applicable)

Funding Sources for the Project

5. Confidentiality

Methods for storing and securing study data

Methods for protecting participants' confidentiality

6. Expected Outcomes of the Project

How the results will be disseminated (reporting, publication)

How the results will be acted upon for both the participants and the community

7. Qualifications of the Principal Investigator and Collaborators.

All applications must be presented under the above headings. If a particular heading is not applicable, indicate with N/A. Submissions not in this format may be returned without review.

APPENDIX 2

Requirements for Research Proposals involving Invasive or Experimental work on Live Animals as well as work on Endangered Species

1. Provide the species, variety, conservation status, sex, age and source of the animals to be used (where available), and state the total number of each species needed for the project.
2. Justification of animal use: Explain why the proposed use of the animal (or endangered species) is required, what alternative approaches are available and how the numbers used will be minimized. Provide a justification of the numbers to be used, as well as their prior history (if applicable and available).
3. If applicable, state where the animals will be housed, who will care for them, how they will be maintained and who will carry out any anaesthesia, surgery or euthanasia required.
4. State the use of the Animals in the Research:
Animals to be treated under anaesthesia, (and/or) administered or deprived of materials, (and/or) subjected to unusual conditions. All animals expected to recover at termination of research.
Animals to be treated under anaesthesia and killed without regaining consciousness.
Animals to be killed for preparation of tissues.
Animals to be used for antisera production by standard techniques.
Any other uses.
5. Describe the anaesthesia or euthanasia procedures (if applicable). Give specific drugs, doses and routes of administration.
6. Describe the surgical procedures (if applicable). Give details for each type of operation.
7. Describe the provisions for post-research recovery and care (if applicable).
8. Indicate the fate of the animals following their recovery and the conclusion of the study.
9. In the case of endangered species, indicate the fate of the individuals on completion of the project.

10. In the case of endangered species, indicate the impact of the project on the conservation status of the species.

APPENDIX 3

Requirements to obtain Informed Consent and for Completion of the Informed Consent Form

Identification of Project:

Provide the Title of the project

Provide the names of the Investigators and other key personnel participating in the project, indicating qualifications

Explain the purpose of the research and how long it will take to complete the project

Indicate the invited person to participate and explain why they were selected

Explain what you expect the participant to do in the study

Indicate the need for parental or guardian's consent, if subject is under age of legal consent.

Describe the procedures to be followed and indicate which procedures are Investigational

Indicate the expected duration and frequency of the person's participation and where the activities will take place

Risks and Discomforts:
Inform the participants of any risks or discomforts that may result from their participation in the study and provide an estimate of their likelihood

Inform the participants of help or treatments that are available if any adverse reactions occur and how they may be obtained

Inform the participants of any potentially beneficial treatments or procedures that may be withheld for the purpose of the study

Benefits:

Components of this information may not be applicable for all types of proposals.

Describe the benefits to the participant and the wider society, including other patients in the future, that may reasonably be expected as a result of the study. State clearly if there is no direct benefit to the participant, but only societal benefit.

Alternatives:

For a study which involves more than minimal risk, indicate appropriate alternative procedures or courses of treatment that might be advantageous to the participant

Emphasise the participant's right to pursue the alternatives

Confidentiality:

Explain to the participant how confidentiality will be maintained, who will have access to the data, how the data will be reported in order to maintain the individual's confidentiality, and how and where the data will be published or reported.

Inform the participant if confidentiality will not be maintained.

Cost and Payments:

Explain the type of costs that might be expected and any compensation that can be provided.

Ensure that payment is not consequential and therefore seen to be an inducement .

Freedom to Withdraw:

Explain that participation is voluntary and that participants are free to withdraw at any time if any problems occur or if they simply change their minds. Participants will have the option to exclude from the study data obtained through their participation, should they decide to withdraw.

Explain that refusal to participate or withdrawal thereafter will not adversely affect the participant's relationship with the Investigator(s) or their right to any other treatment or services available to them at the Rusangu University.

Opportunity to ask Questions:

Explain that the participant has the right to ask questions and to have them answered before the start of the study.

List the names and telephone numbers of persons who can be contacted for answers to questions about the study (this list should include at least one member of the Rusangu University Research Ethics Committee).

CONSENT AND SIGNATURE

I confirm that the purpose of the research, the study procedures, and any possible risks or discomforts, as well as the possible benefits that I may receive by taking part in the study, have been explained to me. Alternatives to my taking part have also been discussed and all my questions have been answered. I further confirm that I have been provided with the telephone number(s) of the Principal Investigator for contact in the case of an emergency. I have read this Consent Form and my signature below confirms that I am willing to take part in this study.

Participant's Name (print) _____

Participant's Signature _____

Date _____

Name and Signature of Parent, Guardian or Legally Authorised Representative (if participant is below the age of legal consent; note that certain types of research may require that the requirement for parental consent be waived).

Date _____

INVESTIGATOR'S STATEMENT AND SIGNATURE

I have explained the purpose of the research, the study procedures, including those that are investigational, the possible risks and discomforts, and the potential benefits, and have answered all questions regarding the study to the best of my ability. In my opinion, the participant understands these issues and has voluntarily agreed to participate in the study.

Name and Signature of Investigator obtaining Informed Consent:

Date _____

A copy of the signed Informed Consent Form must be left with each participant.