



# **CHRESO UNIVERSITY**

## **STUDENT HANDBOOK**

Meeting the Educational Needs of Today

*@2024 December Edition*

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## **1.0 ABOUT CHRESO UNIVERSITY**

### **1.1 Background**

The vision of Chreso University was implanted in the heart of Reverend Helmut Reuter many years ago. It was a vivid vision that was nurtured over the years. Through their lengthy service in Zambia, the Reuters with others founded Chreso Ministries. The organization has grown significantly embracing other projects in the areas of HIV and AIDS, orphanages and education. Chreso Ministries also birthed Chreso Vocational Training Centre.

The Vocational Training centre grew stronger and eventually led to further developments that led to the formation of many other humanitarian activities at the hands of Chreso Ministries. The organization was established with the assignment of providing quality health care services and educational intervention strategies to the needy people of Zambia. Due to the expanding nature of the needs of people in the education sector, Chreso Ministries in pursuant of its vision launched Chreso University.

Chreso University (CU) is a government approved and registered institution of Higher Education Authorized (HEA) to offer degree courses in Education Management/leadership, business, Nursing, Clinical medicine, public health and more. The overall objective of CU is to provide affordable quality education to the people of Zambia at both undergraduate and graduate levels.

Chreso University has set forth an aim to finance itself through student fees, donations from national and international organizations, churches, fundraising projects, and international partnerships. Chreso University has expanded and emerged from the history of being involved in accredited vocational training in Zambia from 1996 to the point of acquiring an attractive campus with excellent structures that even led to establishment of the university. Chreso University targets Zambian school leavers, working adults and clients beyond the borders of Zambia.

Chreso University has a strong management and administrative component that has competent staff to execute educational standards to both its sustenance and continuation of operations.

Chreso University offers immense educational and mentorship programs aimed at equipping the learners with requisite knowledge and skills that gives them a cutting edge in the current competitive job market and business environment.

### **1.1 Vision**

To provide quality affordable education to the needy people of Zambia and neighboring countries.

### **1.2 Mission**

To serve individuals and families in the Zambian communities with life changing programs in the area of education, public health and care all designed to bring about sustainable and self-reliant development.

### **1.3 Strategic Partnerships and Associations**

We are in partnership with Pittsburg University (Pennsylvania, USA), Heidelberg University (Germany), and Rush University (Chicago, USA). Chreso University is a member of Association of African Universities (AAU), Lagos Education. This collaboration is aimed at ensuring high quality educational standards and also to maintain international status and recognition.

### **1.2 Accreditation**

Chreso University is registered and its learning programmes accredited by the Higher Education Authority (HEA), with qualifications recognized by the Zambia Qualifications Authority (ZAQA). The nursing programmes offered by the university are approved by the General Nursing and Midwifery Council of Zambia (NMCZ) and the health programmes are approved by the Health Professions Council of Zambia (HPCZ). Chreso University is also a tuition provider for the Zambia Institute of Chartered Accountancy programmes at all levels.

## **2.0 WHY STUDY AT CHRESO UNIVERSITY**

The University offers over 30 study programmes, with a supportive atmosphere for a healthy social life and affordable fees and flexible modes of payment. We have flexible Study Sessions which include:

- Day
- Evening
- Weekend
- Long Distance
- Online

## **2.0 TEACHING METHODOLOGY**

We Pride ourselves of employing Qualified and Experienced Lecturers.

We employ a student Centered approach to teaching; students are actively involved in the learning process.

Students are exposed to Class Presentations, Research and Internship Opportunities.

## **3.0 EDUCATIONAL PROGRAMMES**

### **3.1 Programme Introduction**

Chreso University has three faculties that is: Faculty of Health Sciences, Faculty of Nursing and Faculty of Business Humanities and Education.

### **3.2 Faculty of Health Sciences**

Studying a health programme at Chreso University provides students with a solid foundation for gaining employment, professional development and/or further study in the area of health. The following are the programmes offered under the Faculty of Health Science:

- Diploma in Clinical Medicine
- Bachelor of Science in Public Health
- Bachelor of Pharmacy (BPHARM)
- Master of Public Health

### **3.3 Faculty of Nursing**

- Bachelor of Science in Nursing

- Diploma in Registered Nursing
- Diploma in Nursing- Abridged

### **3.4 Faculty of Business Humanities and Education**

This Faculty is a combination of Business studies, Humanities and Education. The faculty equips students to be competent professionals with knowledge and skills to succeed as managers, employees, and entrepreneurs. The following are the study programmes offered under the Business faculty:

- **Bachelor of Business Administration** – a four year degree programme offered at City campus on fulltime online and distance.
- **Bachelor of Business Administration - Human Resource**; Generic; a four year degree programme offered at City campus on fulltime online and distance.
- **Bachelor of Business Administration - Finance & Accounting**; a four year degree programme offered at City campus on fulltime online and distance.
- **Bachelor of Science in Psychology & Counseling**; a four year degree programme offered at City campus on fulltime online and distance.
- **Bachelor of Leadership and Theology**; a four year degree programme offered at City Campus on fulltime online and distance.
- **Bachelor of Human Resource Management**- a four year degree programme offered at City Campus on fulltime online and distance.
- **Bachelor of Science in Accountancy**- a four year degree programme offered at City Campus on fulltime online and distance.
- **Bachelor of Public Administration**- a four year degree programme offered at City Campus on fulltime online and distance.
- **Postgraduate Diploma in Leadership and Governance**: a Postgraduate Diploma offered at City Campus on fulltime online and distance.
- **Postgraduate Diploma in Teaching Methodology**- a Postgraduate Diploma offered at City Campus on fulltime online and distance.
- **Master of Business Administration**- a 2 year degree programme offered at City Campus on fulltime online and distance.



- **Master of Business Administration- Human Resource Management:** a 2 year degree programme offered at City Campus on fulltime online and distance.
- **Master of Business Administration- Finance and Accounting:** a 2 year degree programme offered at City Campus on fulltime online and distance.
- **Master of Business Administration- Project Management:** a 2 year degree programme offered at City Campus on fulltime online and distance.
- **Diploma Secondary Education;** a three year diploma study programme offered at City Campus.
- **Bachelor of Education- Primary;** a four year degree programme offered at City campus on fulltime and distance.
- **Bachelor of Arts Education - Civic Education & English;** a four year degree programme offered at City campus on fulltime and distance.
- **Bachelor of Arts Education- Religious Studies & English;** a four year degree programme offered at City campus on fulltime and distance.

#### 4.0 CREDIT HOURS

Credit hours represent prescribed notional periods of active student input in the learning process as described in the programme curriculum. Credits indicate a quantity of assessed learning and contribute to a cumulative indication of the modules or topics, which a student has completed as specified by relevant course regulations. At Chreso University, Degree students take an average of 4800 notional hours equivalent to 480 credit units while Masters Degree programmes take an average of 240 notional hours which make up 240 Credit units for the programme content to be successfully covered. A 3- year diploma programme has about 3600 notional hours equivalent to 360 credit units while a postgraduate diploma has about 120 notional hours making up 120 credits.

#### 5.0 RESEARCH PROJECTS

All students pursuing degree and higher qualifications are required to undertake a final project. Projects are usually research based unless, otherwise stated. The following are the guidelines on research projects:

- i. The faculties will assign Supervisors.
- ii. Students will develop their research topic with the help of their supervisors

- iii. Students will pay the research fee/Supervisor fee through the student portal
- iv. Supervisors and Students should make sure that the research project is completed within the semester and grades submitted with other grades.
- v. Students will be required to present their proposals, findings and final reports during the stipulated time according to the academic calendar
- vi. Once the students complete the Research, the Dean will make a request for payment for the Supervisor.

## **6.0 CHRESO MINISTRIES TEVET COLLEGE**

The following are the programmes offered under Chreso Tevet School on Certificate, Advanced Certificate and Diploma level:

- General Hospitality
- Food Production or Catering (Level I,II, & III)
- Front Office Operations
- Food and Beverage Service
- Event Management

## **7.0 POST GRADUATE PROGRAMMES**

- **Master of Business Administration- Generic;** a two year post-graduate study programme offered on distance mode.
- **Master of Business Administration- Human Resource Management;** a two year post-graduate study programme offered on distance mode.
- **Master of Business Administration- Finance;** a two year post-graduate study programme offered on distance mode.
- **Master of Public Health;** a two year post-graduate study programme offered on distance mode.
- **Master of Science in Project Management;** a two year post-graduate study programme offered on distance mode.
- **Master of Psychology & Counseling;** a two year post-graduate study programme offered on distance mode.
- **Postgraduate Diploma in Teaching Methodology;** a one year post-graduate study programme offered on full time, online and distance mode.

**Please take note of the following:**

1. The Masters programme should be completed within two years. Students who fail to complete within the two year period will have to pay the semester fees.
2. The maximum period for the study of Masters programme is four years. Failure to complete within the specified period will lead to discontinuation of studies.

## **8.0 DISTANCE LEARNING**

The purpose of Chreso University's Open and Distance Learning Department role is to provide students with opportunities to take courses from various locations while ensuring quality and integrity in the courses and in the services to students.

At the end of each semester, the Distance Learning students still take the same exams as the full time students, and obtain exactly the same qualification

### **8.1 ODL Mode of Delivery**

- Chreso University provides a variety of means through which a student may learn.
- The needs of students change, hence the diversity among students increase the need for alternative methods of delivery.
- Students are taught exclusively through online lessons.
- Students are expected to utilize the online platforms for correspondence as this is how the University will contact students with announcements and other information.
- We encourage the use of smart phones and computers for ease of communication.
- Students who do not have regularly access to online platforms may miss out on important notices critical to their continued success.

The main contact for ODL students is always the DL Coordinator

- Become familiar with the course materials including the textbook, during the week of residential classes. Knowing what to expect and how to navigate ancillary materials is critical to your success. Ask questions and get assistance as early in the course as possible.
- Become familiar with the University's website ([www.chresouniversity.edu.zm](http://www.chresouniversity.edu.zm)) so that you are able to navigate all pages, especially the distance learning pages that will soon be activated. Know the contact information for University personnel.

## **8.2 Guidance & Counselling**

Guidance and counseling services are available both online (using a phone or email) and physical (face-to-face meeting). Students are free to use any model of counseling as both platforms will offer the same care.

When it is in your best interest to communicate in ways other than these, Chreso university employee will contact you at the telephone number you have provided with so that there is no cost to you.

## **8.3 Assessment**

Assessment in distance education courses is often similar to the assessment of face-to-face courses.

It is the student's responsibility to ensure that all Continuous Assessments (CA) are received in good time.

Assessments or assignment should be sent through the portal. Always keep a record of all your submissions and feedback for your assessments.

## **9.0 EXAMINATIONS**

### **9.1 Time and Venue**

Examinations conducted by the University shall be held at the place and time specified in the examination time-table published under the authority of the Senate. Examinations shall be held at the end of each academic semester.

### **9.2 Qualification to Sit For an Examination**

- (a) For a student to qualify to sit for an examination, he/she should have attended at least 80 per cent of classes, tutorials, seminars, practical exercises or field work as may be prescribed by the University in consultation with the lecturer/examiner concerned.
- (b) In addition, a student should have written both components of his or her continuous assessment in a particular course; and must have obtained a minimum of twenty marks (20) out of forty (40) marks for continuous assessment in order to qualify to sit for his/her examination.
- (c) All full-time and part-time students shall write the mid-semester examination in the period allocated to such examinations. Failure to do so will make the student ineligible to

write the final examination. Make-up tests are strictly prohibited. This therefore, means, that no candidate may be examined in any paper, course or subject at any time other than that set for him/her by the Registrar's office.

- (d) A student who does not qualify to sit for an examination due to the above rules will be deemed to have failed that examination.
- (e) **Passing of the semester examination** requires the student to obtain 50 percent mark of the total examination Marks ( Passed Continuous Assessment + Summative Exam Mark).

### **9.3 Conduct of Examinations on the Examination Day**

9.3.1 Students should be assembled outside the exam room AT LEAST 30 MINUTES BEFORE THE STATED STARTING TIME for an examination.

9.3.2 Late students will not be admitted to an exam without express permission from the Examinations Coordinator. Students with unacceptable reasons for lateness will not be admitted.

#### **9.3.3 Identification of Students**

The Supervisor/ Invigilator will invite candidates to enter the room only when it is ready, and will indicate where each candidate should sit. The Candidates will follow the procedure below:

- Candidates must produce the approved identification document, before they can be allowed to sit for the examination.
- As students enter the examination room the invigilator/s must stand at the door and check the name slips while comparing each student who enters with a photo identification presented by the student.
- The primary method of photo-identification is the student ID document. An NRC is acceptable, providing that the student's name and photo appear on it. If a student card is presented on which the face of the student is not clear, one of the above proofs of identity may be asked for.

#### 9.3.4 Announcements

The Supervisor/ Chief Invigilator must ensure complete silence before he/she makes any announcement. The following announcements may suffice:

*“Ladies and gentlemen, Make sure that you switch off and surrender all cell phones and similar electronic communication devices immediately and bring it to the front. Any attempt to use these devices will be regarded as an attempt to be dishonest and lead to measures against you. Please make sure that you have no books, notes, study material, or any bits of paper, ruler or any other items on which is written, on or under your table/desk, next to you, in your pockets or in your immediate vicinity.*

*Cases of dishonesty, or attempted dishonesty during the examinations, will be referred to the Disciplinary Committee of the University. Candidates found guilty will be suspended or expelled from the University. Read the examination instructions on the examination booklet and Make sure that you understand what you sign for.*

*If you are feeling ill and unable to write this examination, please leave now before the papers are handed out. Should you have any doubts, uncertainties or a problem, please consult me.*

As soon as all the books, question papers, etc. have been handed out, the Supervisor/ invigilator announces: *“Ladies and Gentlemen, is there anyone who did not receive a question paper?” If all candidates have everything they need: “You now have five minutes to read calmly through your paper. After this, your writing time begins as indicated on the question paper. You may not begin writing yet and I will announce when the writing time officially starts.” As soon as the five minutes have expired, the invigilator announces: “Ladies and gentlemen, writing time now officially begins.*

#### 9.3.5 Applicable Rules while in the Examinations

For the purpose of this Regulation, an examination offence includes, any breach of rules relating to the conduct of examination; and any dishonest practice occurring in the preparation or submission of any work (whether in the course of any examination or not) which counts towards the attainment of a pass in any course or subject or otherwise occurring in connection with any

examination. The Dean of Students/ Registrar shall notify the candidate concerned in writing of the complaint and he/she shall be invited to exculpate himself/herself in writing.

- (a) Examinees should NOT bring unauthorised material and equipment, such as, pieces of paper, notebooks, MP3 players, calculator's cases/instruction leaflets, laptops and bags to the examination room. Pencil or glasses cases should not be on desks.
- (b) Cell Phones Are Not Allowed In Examination Rooms.
- (c) Candidates should have their own calculators (if permitted for the exam), pen, pencil, eraser, ruler, T-sets and stencils. Calculators should be non-programmable and non-graphical.
- (d) Students should not turn over the examination paper until instructed to do so by the Chief Invigilator
- (e) During the examination, students are not allowed to communicate with anyone besides the invigilator, who should be notified by way of raising a hand. Anyone who acts otherwise will be disqualified from the examination.
- (f) No candidate will be allowed to leave the examination room within the first 30 minutes and the last 30 minutes of the examination.
- (g) No candidate will be allowed into the examination 30 minutes after the examination has started. Candidates who arrive late and are allowed into the examination room will not be given extra time.
- (h) Candidates who finish the examination within the stipulated period may raise their hand, and may only leave when the invigilator has collected their answer scripts.
- (i) Students shall only enter examination numbers and not their names onto their examination transcripts. Answer scripts bearing a student's name will not be marked.
- (j) Once in the examination room only one student will be allowed to go to the toilet at a time and such allowance shall be at the discretion of the invigilator.
- (k) No candidate shall be admitted to an examination after he/ she has left unless during the full period his/her absence has been under approved supervision.
- (l) It is the responsibility of the candidate to produce a script that is clearly legible. A candidate whose script is deemed by the examiner to be illegible will be disqualified.

(m) No candidate shall continue to write the examination after the Chief Invigilator has announced the expiration of the time allocated for the examination. The Chief Invigilator may seize the papers of candidates who fail to observe this requirement.

9.3.6 A complaint by an invigilator that a candidate has committed an examination offence shall immediately be reported in writing to the Dean of Students/Director of Examinations who will refer such complaint to the Examinations Committee of the Senate.

9.3.7 The Examinations Committee of the Senate shall hear and determine any complaint and shall have the powers to do any of the following things in the case of a candidate found guilty of an examination offence:

- (a) Disqualify the candidate from sitting for any examination for such a period as may be prescribed; and/or
- (b) Cancel any pass with which the candidate may have been credited in the course, subject or examination in respect of which an offence has occurred; and/or
- (c) Recommend to Senate such disciplinary action as the nature of the offence may require.

9.3.8 Any candidate disqualified under clause 9.3.7 (a) above shall have the right to appeal in writing to the Senate through the Registrar not later than twenty-one days after the official publication of the results. Any student found in breach of these rules will be disqualified from taking the examinations.

#### **9.4 Deferred Examinations**

Students are not permitted to defer examinations, provided they have complete continuous assessment as prescribed. The granting of deferred examinations remains the prerogative of the University Senate and therefore, any person who has missed an examination is not automatically deemed to qualify for a deferred examination. Deferred Examination will only be prepared for a candidate or candidates who are unable to attend scheduled Examinations due to extenuating circumstances such as illness or other reasonable cause. In this case a student should detail the circumstances and supply appropriate supporting documentations to the School concerned for consideration of his/her case with a view to being allowed to sit for a deferred examination. The students are to follow the procedure below:



- A. Such an application shall be forwarded immediately to the HOD/ Dean of the School before commencement of the said examination(s), and not later than the last day of the said Semester examinations session. It should be noted that any claim to have misread the time-table or pressure of work shall not be considered reasonable causes.
- B. The HoD/ Dean of the School concerned may, after consideration of an application, permit the applicant to present him/ herself at a deferred examination.
- C. The results of a deferred examination shall be treated in a similar manner as those obtained at the scheduled semester examination.
- D. Once a Deferred examination is allowed there will be a prescribed fee of K750.00. Deferred Examination fee are established by the University and are subject to change.
- E. A person who misses a deferred examination shall not be given another opportunity to write the examination, he/she will be deemed not to have been examined in the course.
- F. In such an event, the examination shall be written at the end of the semester examination

### **9.5 Supplementary examinations**

Supplementary examination will be scheduled after the publication of main examination results. A Supplementary Examination may be administered to a student who sat for the examination but failed to obtain a pass grade by either getting a D+ or D in a course (s) as guided on the grading system.

### **9.6 Rules of Progression**

- (a) To proceed to the next year of study or advance to the next course series, a candidate must pass all the courses taken during the preceding academic year.
- (b) The Senate may permit a candidate who has failed in more than one course to proceed and repeat the failed course along with the full load for the subsequent year, except where the failed course is a pre-requisite to a higher course in which case, the candidate shall not be allowed to take a higher course for that year.

#### **9.6.1 Repeat Semester**

The Examination Committee shall refer a student to repeat the semester without proceeding to the next semester in the following cases:

- Any student who has failed two courses out of the four assigned per semester; and three courses out of the five assigned per semester;
- A student who fails a repeat course(s) shall be allowed to repeat the course(s) failed;
- A final year student who fails a repeat course(s) shall be allowed to repeat the course(s) in the following year together with any final year course(s) failed if he/she is within the allowable maximum period of study.
- A student repeating the semester must pass all courses before being allowed to proceed to the next semester.

#### 9.6.2 Repeat Course

- Subject to the regulations governing progression, all courses failed must be repeated.
- A student who has failed a course they are repeating for the first time shall be allowed to repeat the said failed course.
- A final year student who fails a repeat course shall be allowed to complete the said course, subject to the rule requiring a student to complete his/her programme of study within the prescribed maximum duration of study.

#### 9.6.3 Exclusion from the University

- A student who fails in three or more courses out of the prescribed four courses per semester may be excluded from the School in which he or she is registered, and may be permitted to apply to another school within the University.
- A student who has failed a repeat course(s) (twice) shall be excluded from the University.

- A student who, without prior permission of the Examinations Committee fails to sit for an examination in a semester may be allowed to repeat the course(s) missed.

### 9.7 Assessment Grades

- In assessing the performance of a candidate in a course, the examiners shall:
- Take into consideration the Continuous Assessment (CA) work done by the candidate during the semester along with the performance in the examination;
- Give due weight to a report on practical work done by the candidate, wherever these are required; and where oral work is required for a course or subject, unless otherwise provided, a pass shall be necessary but without grading.

### 9.7 Grading System

Chreso University grading system is based on the 5 point grading system and Grade Point Value or Average. The Table below presents the Chreso University Results Grading.

	Mark Range	Pass Letter of Grade	Grade Point Value/Average	Category
	Mark Range	Pass Letter of Grade	Grade Point Value/Average	Category
01	80 - 100	A	5	Distinction
02	70 - 79	B+	4	Merit
03	60 - 69	B	3	Credit
04	55 - 59	C+	2	Definitive Pass
05	50 - 54	C	1	Bare Pass
06	45 - 49	D+	0	Bare Fail
07	40 - 44	D	0	Fail
08	39 and Below	E	0	Ungraded
Temporal Grade				
09	IN	Incomplete Assessment		
10	NE	Not Examined		
11	DF	Deferred		
12	DQ	Disqualified		
13	WP	Withdrew with Permission		

### 9.3 Comment Codes

#### A. Clear Pass

- Recorded when a student has passed all the courses for which he/she registered in the semester. The student may continue under the same programme. The Comment is specific to the semester and made irrespective of pre-requisites or performance in previous semesters.

#### B. Repeat and Proceed

- The student has either not passed all the courses in the semester or there are some courses that are incomplete until the end of the year.

#### C. Exclude School

- This comment is recorded by the Board of Examiners when a student has failed to complete the School's requirements.

#### D. Repeat

- This comment is recorded when a student is required to repeat the 3 failed courses for the next semester or year.

#### E. Not Examined

- This comment is recorded when a student did not sit for the final examination in a particular course in that particular semester.

#### F. Not registered

- This comment is recorded when a student fails to register at the stipulated time of registration in a particular semester.

## 10.0 ADMISSION POLICY

### **Pre-entrance requirements**

Some programs require official pre-entrance examination results. Specific instructions are available in the respective schools.

### **Health care**

Operating under Chreso university health, the center for Health promotion's Students Health Service is committed to providing quality health care to the students within our University Community. Our physicians and staff are dedicated to promoting a lifestyle that encourages a balance of physical, spiritual, emotional, and social well-being.

For needs that arise while a student is enrolled at Chreso University, Students Health service is the primary source of care. Potential students should complete any routine medical and dental care and/or elective surgery needs prior to arriving on campus and a full medical report submitted to the University signed by a government recognized doctor.

### **Pre- entrance Health Requirements**

Prior to enrolling in classes, newly admitted students must fulfil specific health requirements as outlined on the Student Health Requirements page on our websites, requirements are listed in the Student Portal. Chreso University is committed to protecting the health of our students, the University community, and our patient population. These health requirements not only promote health, but also accustom new students to the responsibilities of a health-care professional. A complete pre-entrance health requirements form (available on the web at [www.chresouniversity.edu.zm](http://www.chresouniversity.edu.zm) ), with all necessary documentation, should be submitted at least 14 days prior to the beginning of registration in order to register or attend classes.

#### **10.1 Undergraduate Admission**

Applicants for admission to undergraduate higher education course will normally have achieved results acceptable to the University in one (1) or more of the following:

- Successful completion GCE level with 5 O'level credits ( or equivalent) at the required level approved for admission ( Grade 12 certificate)c- certified copies;
- Successful completion of a national qualification at Certificate level or higher – certified copies;
- Overseas secondary or tertiary qualifications considered equivalent to the above *Zambian Qualifications Authority ( stamped and certified copies)*;
- Attainment of a special O'levels score at the required level approved for admission;
- Submission of an acceptable personal competencies statement and /or employment experience, in exceptional circumstances only.

- For Health Science programmes, candidates must have five credits or better, four of which must be English Language, Mathematics, Biology or Agricultural Science and Science/Chemistry/Physics.

**“A” Level courses with a pass will be an added advantage**

**10.2 Graduate Entry or Postgraduate Admission requirements**

Entry requirements vary from course to course. Applicants for admission to a Graduate Entry Bachelor course or Postgraduate Coursework course will normally have achieved results acceptable to the University in one (1) or more of the following:

- A completed Bachelor Degree awarded by a Zambian University, or an appropriate educational qualification, deemed by the University to be equivalent;
- Completion of a postgraduate qualifications; or
- Completion of an approved professional qualification; and
- Full grade 12 5 o level credits or better
- Satisfies any course prerequisites or additional selection criteria prescribed for a particular course.

Admission may be approved on the basis of such criteria as professional qualifications with support evidence of significant accomplishment in exceptional circumstances and for specific courses only.

Applicants may also satisfy admission requirements by providing appropriate evidence of general and professional qualifications or vocational experience such as in business, industry or the professions or in the community that satisfies the University that the applicant possesses the capacity to pursue graduate studies.

**10.3 Procedure for Filling Applications**

- Application forms can be accessed from Admission Office, Marketing Office or from any Chreso University Marketing Agent. Applicants can also apply online using the official Chreso University website: <https://chresouniversity.edu.zm/application>
- Certified copies of the NRC (ID card) and certificates, two passport size photos, receipt or payment of application fee to accompany the application forms.

- Once a candidate successfully files in the application forms and meets the admission requirements, the University will issue an acceptance letter, through the Admission or Marketing Office to the client together with any other relevant documentation.

### **Advisement**

Upon admission into a degree program, each student is assigned an academic advisor who serves as the student's first line of communication in addressing professional and personal successes and potential challenges.

Academic advisors are prepared to discuss career opportunities, academic policies, academic problems, curricula, and personal circumstances.

It is the student's responsibility to consult with his/her advisor in planning the program of study. Thereafter, advisees should schedule counseling sessions with their advisors to monitor progress and assure completion of degree requirements, students should always refer first to their program curriculum outlines. Next, they may seek counsel from their academic advisor. Questions arising after discussion with the advisor should be referred to the Department Head or the Academic Dean.

Orientation and advisement sessions are scheduled for all new students. These sessions provide general guidance regarding student services, health care, Library resources, safety and security, registration procedures, and academic policies.

### **10.4 International Students**

International applicants (non-Zambian Citizens and non-Zambian permanent residents) must meet all admissions requirements for the chosen program before an offer of acceptance can be issued. This includes all official post secondary transcripts (or mark sheets) and degree certificates, official evaluations of non-Zambians course work, English proficiency, and admission examination requirements, as detailed below.

After acceptance into the chosen program, the Registrar's office will contact international applicants and guide them through the appropriate procedures for obtaining student VISA's if need be, which include providing evidence of their financial ability to meet estimated living expenses and all financial obligations to the University that will occur during their programs.

## **English Language Admission Requirements**

International applicants are required to demonstrate the minimum English language proficiency requirements for their chosen course of study. These entry requirements will normally be specified in the form of a minimum International English language Testing System (IELTS) score

Where applicable, international applicants must also satisfy the Department of Immigration and Boarder Protection (DIBP) English language proficiency (ELP) requirements for student visa applications.

## **Deferred Admission**

The University may grant deferred admission to domestic applicants for some undergraduate and postgraduate coursework course for either one (1) year or one (1) semester, from the time the offer is applicable. Where a course is not available for deferment, this will be clearly advised at the time of application for admission and on the offer letter.

Applicants are accepted for a specified entering term. If the applicant does not enter the course at the time stated for admission, the application will become inactive unless the school receives a written request to defer the application. Not all courses permit an applicant to defer an application; however, for those courses for which this is permitted, an application may not be deferred for more than one year. After one year, a new application must be submitted. Accepted applicants who wish to reactivate their acceptances at a later date must apply to the school for reactivation at a fee. Previous acceptance does not guarantee acceptance at a later time.

Applicants must meet admission and graduation requirements that are in effect for the University year during which they first register.

## **Discretion to Refuse Admission**

In its absolute discretion, the University may refuse admission to an applicant to any course where it believes that:

- The applicant has previously been excluded from the University for any reason;
- The applicant is currently indebted to the University;



- The applicant has been excluded or had their enrolment cancelled at any other Zambian University;
- The applicant is under fifteen (15) years of age ( VTC) students may be 14);
- The applicant is deemed a non-genuine temporary entrant;
- The applicant or the presence of the applicant poses a risk to the students and/or staff of the University or the wider university community;
- The applicant may prejudice the reputation, management, good governance or discipline of the university;
- The applicant has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to the University or any other tertiary education institution;
- The applicant would not be able to lawfully enter University premises for all or part of the duration of the course by reason of a court order; and/or
- The applicant would be unable to meet the requirements of a course, including but not limited to attendance or group participation requirements.

The applicant will be notified in writing within fourteen (14) days of any decision to refuse admission under this cause. Applicant dissatisfied with a decision to refuse admission may lodge a complaint with the Registrar Office/Admission within ten (10) business days of receipt of the notification.

### **Course Duration**

The University will normally offer each course in line with the Course information given at the time of admission, including course duration. The University reserves the right not to offer additional unit availabilities in order to enable students to complete a course in less than the minimum full-time duration, although where this is possible, students may be able to do so.

### **11.0 STUDENT FEES**

Rules concerning student fees will be prescribed and advised to students and any other interested parties by the start of an Academic Year. The level of tuition fees for individual courses may vary according to the nature of the course and the circumstances of the students.

The following fees apply in the situation described:

<b>Fee Name</b>	<b>Description</b>
Tuition Fees	Fees learners pay for participating in the class activities.
Adjusted Fee	Fees meant for slight increment in fees (has been embedded in the Tuition fees)
Attachments Fees	Fees paid by learners for clinical placements.
Examination Fees	Fees students pay for participating in Chreso university Examinations.
Deferred Exam Fees	Fees for a Deferred Exam (following the illness or substantial reason by learners)
ECHOS Exam Fees	Examination fees paid to Affiliation and Examination Unit of Health Sciences (AEUHS)
ECZ Fee	Fees Paid to Examination Council of Zambia (ECZ) for verification of learners grade twelve results.
Ethical Clearance Fees	Fees Paid to “ethics committee” by the learners to proceed with their research.
Evaluation Manual Fee	Fees Learners (Clinical medicine and Nursing) to acquire a manual book for use during clinical placements.
Project Fee	Once off Fees learners pay Towards Chreso University Projects.
Technology Fee	Fees learners pay for using the student’s management system.
Medical Fee	Fees learners for Ambulance services and Medical Supplies.
GNC Indexing Fee	Fees learners pay for External Examination conducted by Nursing and Midwifery Council of Zambia (NMCZ).
Exemption Fee	Fees charged to learners for the courses that have already been done from another qualification
HPCZ Fee	Fees learners pay for External Examination conducted by Health Professional Council of Zambia (HPCZ).
Practical Fees General Hospitality	Fees General Hospitality learners pay for their practicals in the final year.
Supplementary Exam Fee	Fees learners pay to write supplementary exams

Teveta Exams	Fees Learners pay for External examination conducted by Teveta in General Hospitality and Food Production program.
Supervision Fee	Fees learners pay for supervision of their dissertations
Student ID	Fees learners pay to acquire an ID
Student Congress fee	Fees learners pay to the student union
Balance carried down	The balance carried forward to the next semester learners owe the institution.
Late Registration fee	Registration after second week (week three) will require a student to pay the fee
Refund deduction	Twenty (20) percent deduction after one month from registration
Balance Brought Forward	Outstanding balance arising from previous semester

### 11.1 Payment Of Fees

Fees will be payable to the University through the Accounts Office or other means as guided by the office of the Bursar. There are some costs that do not apply to all students, which cannot be included in the tuition fees as not all students have to pay them. The following are the fees for the year 2021:

**The following costs only apply in the situation described**

<b>FEE TYPE</b>	<b>AMOUNT</b>	<b>PER SEMESTER (YEAR) / ONCE OFF</b>
Student ID ( <i>Lusaka Students</i> )	K 50.00	<i>Once Off</i>
Medical Fees ( <i>Ambulance services &amp; Basic Medical Supplies</i> )	K 200.00	<i>Per Year</i>
Student Congress ( <i>All Campuses, City/Ndola/Makeni</i> )	K 50.00	<i>Per Semester</i>
Accommodation ( <i>Ndola Campus / Makeni &amp; City Campus</i> )	K 3,000.00	<i>Per Semester</i>
Examination Fee ( <i>All Campuses, City/Ndola/Makeni</i> )	K 350.00	<i>Per Semester</i>
Project Fee ( <i>All Campuses, City/Ndola/Makeni</i> )	K 700.00	<i>Once Off</i>
Technology Fee ( <i>All Campuses, City/Ndola/Makeni</i> )	K 70.00	<i>Per Year</i>
Evaluation Manual ( <i>All Health Courses</i> )	K 300.00	<i>Once Off</i>
Master's Programme	K 2000 per course	<i>for repeat course &amp; stand-alone</i>

Degree Programme ( <i>City/Ndola Campuses</i> )	K 1500 per course	<i>courses</i>
Diploma Programme ( <i>Ndola/Makeni Campuses</i> )	K 750 per course	
Certificate Programme ( <i>City Campuses</i> )	K 150 per course	

NB: They University may revise from time to time and will be communicated to the students on time

**The following fees are compulsory for some students**

	<b>Diploma</b>	<b>Bachelors</b>	<b>Masters</b>	<b>PHD</b>
<b>Ethical Clearance Fees</b>	Not Applicable	K250.00	K500.00	K1000.00
<b>Exemption Fees</b>	K 300.00	K 300.00	K 300.00	K 300.00
<b>Practicum Fee per Year</b> (Compulsory only for Certain Health Students )	Not Applicable	K 1,000.00		
<b>Supervision Fee</b>	Not Applicable	K 1,000.00	K 3,000.00	K 8,000.00

<b>Dissertation Fee</b> (Compulsory only for students in their graduation year and completing a dissertation)	Not Applicable	K 1000	K 3000	K 5000
<b>Teaching Practice Fee</b> (Compulsory only for students studying Education attending practical)	Not Applicable			
<b>Charge Fees</b> (Applicable if caught Cheating in any form e.g. changing of results, forging of receipts)	K 1000.00	K 1000.00	K 1000.00	K 1000.00
<b>Refunds</b> 1. Within a month 20% of the total refunds will be deducted as administrative cost. 2. After One Month of opening Semester-No refund	Applicable	Applicable	Applicable	Applicable
<b>General Nursing Council of Zambia ( G.N.C) &amp; Health Professions Council</b>	K 364	K 364	Not Applicable	Not Applicable

of Zambia ( H.P.C.Z)				
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NB: The fees may be revised from time to time and the University will communicate on time to the students

## **11.2 Payment process and non-payment of fees**

### **17.1. Payment Process:**

Once you make the bank deposit, for persons who are physically on campus, please bring the original deposit slip (make a copy for your records) and present it at the Accounts office. You will be issued with a receipt which you must retain for your records. Alternatively, you can scan and submit your bank deposit slip via the official email from the Accounts Office.

### **17.2. Non Payment of Fees:**

Students will not be allowed to attend class without prior payment of fees. Additionally, no person shall be conferred an award upon successful completion of a course of study unless he/she has paid in full all prescribed fees and any other sums of money due to the University.

## **12.0 WITHDRAWAL FROM PROGRAMME OR COURSE AND RESUMPTION OF STUDIES**

A student who upon having completed registration, would like to withdraw from the programme or course of study, should apply to the Registrar's office upon the fulfilling the conditions 1 or 2 below of the regulation for leave to add, substitute or withdraw from any programme or course:

1. All applications to add, substitute a course or change programme of study shall require permission from the Registrar within the first two weeks of registration.
2. A student who would like to terminate his or her studies shall apply to the registrar after counselling by the school Dean or HOD.
3. Any student who was granted permission by the Registrar to withdraw from the programme should apply for readmission.
4. When a student withdraws within the first two weeks of admission or registration, he or she shall be regarded as a new student.
5. A student who wishes to interrupt her or his studies shall obtain leave of absence.

6. A student who withdraws within the first one month of registration shall incur a 20% discount on the fees and may be refunded.

7. A student who withdraws after one month of registration, and wants a refund will not be refunded.

### **13.0 CREDIT TRANSFER**

Chreso University (CU) recognizes that there are many valid reasons for students to transfer from one institution to another. In response to this the University welcomes transfer students from other accredited universities. CU has established this policy to create a transfer process designed to treat continuing and transfer students in a fair and consistent manner while maintaining the academic integrity of its programmes.

#### **All students requesting a transfer to CU are required to:**

1. Submit a letter to the Registrar specifying the following:
  - (a) Reason(s) for requesting transfer.
  - (b) Desired date of transfer.
  - (c) Class and semester of the curriculum into which the transfer is requested.
2. Provide CU with an official transcript from the transferring institution showing the name and address of the institution, the name of the student, the name and number of courses done and the semester in which the course was completed and grades obtained. In addition, brief course descriptions of the courses done will be required in order to enable the University College to determine course content. Academic accomplishments will be evaluated using all grades provided.
3. State the institution where the courses have been taken and provide information regarding the system of course credits and study hours that the institution uses, in order to assist the University determine the weight of the work done.
4. Provide a letter of academic reference from the Registrar of the institution where the student wants to transfer from.
5. Provide a letter of reference on personal character from any of the former lecturers/instructors who are members of the faculty of the University from which the student desires the transfer.
6. In case of doubt, the reliability of the information provided by the student and institution has to be checked with reliable external sources (e.g., the HEA or ZAQA).

**The following additional factors will be included in the evaluation process:**

- a) Existence of appropriate vacancy.
- b) Curricular requirements having been satisfied.
- c) Student's reason(s) for requesting transfer.
- d) Letters of reference.
- e) Student eligibility to obtain study permit where applicable.
- f) Student ability to pay fees or written proof of sponsorship.

### **Transfer Window**

CU will enroll the transfer student at the start of a new academic year. However, when the developed transfer program contains a number of pre-requisites study courses, the student may be permitted to enroll during the course of the academic year and start work on the pre-requisite courses. This matter will be decided by the Deans of Faculty on a case-to-case basis.

### **Approval of Transfer**

The transfer program developed by the Dean of Studies to facilitate the transfer of the student would be brought to the Register for approval. The Senate shall give the final approval and its decision would be final.

## **14.0 SCHOLARSHIP POLICY**

The Helmut Reutter Scholarship is for orphans and vulnerable children in society wanting to study at Chreso University.

### **Selection Policy**

The Scholarships Committee of Chreso University will administer the Helmut Reutter to eligible applicants who are citizens of Zambia.

### **Conditions for awarding the Scholarships to students:**

1. Proof of acceptance in the programme of study,
2. Proof of end of semester results with a clear pass,
3. Proof of financial clearance on any outstanding tuition fees,

4. Proof of social vulnerability, with supporting documentation from a local Church, Traditional Leader, or any recognizable Government or Non-Governmental institution.
5. Proof of social vulnerability with, support from GRZ Social Welfare Office.

### **Renewal of Scholarship**

1. Students are expected to renew their scholarship after one year (January-December).
2. Students should maintain the minimum GPA in order to remain on scholarship.
3. A student who fails a course or more loses his or her scholarship.
4. The student should be in good standing with the University.

## **15.0 GENERAL POLICY GUIDELINES**

### **15.1 Dress Code**

Chreso University Student Uniform and Dress Code aims to present a recognizable, tidy and professional image of students during training. To ensure that students are appropriately dressed for their duties and practices in accordance with the National Policies and Procedures. The following are some of the University Dress Code guidelines from the policy:

- All students are expected to dress in tidy, decent and clean attires approved by the University.
- Student studying Nursing, Clinical and Public Health should not socialize outside the school or undertake social activities while wearing a Chreso University Uniform.
- The consumption of alcohol or illicit drugs while in uniform is strictly prohibited.
- Being in dangling and bright jewelry whilst in class or clinical areas constitutes an offence.
- Being in exaggerated makeup or sagging-up clothing while in class or clinical areas constitutes an offence.
- Any student who fails to comply with this policy may be sent home to change. Frequent breaches of this policy may result in disciplinary action.



## **15.2 Health and Safety**

### **1. Students**

All students shall: -

(a) Take reasonable care for their own health, safety and wellbeing, and that of others who may be affected by their actions or omissions whilst at studying at the university.

(b) Cooperate with the university on matters of health and safety to assist the university in fulfilling its statutory and common law duties of care;

(c) Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and welfare;

(d) Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their own or any other person's health, safety or wellbeing; and

(e) Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided to them.

### **Health and safety information, instruction, training and awareness**

(a) Members of staff, researchers and students will receive the necessary levels of health and safety information, instruction, training and awareness to enable competency in carrying out their work, research and study-related activities.

(b) Local mechanisms will ensure any new members of staff are identified so that they receive a health and safety induction within two weeks of commencing employment and key information (e.g. emergency procedures) is conveyed on their first day.

(c) New researchers and students will receive suitable and sufficient health and safety inductions at the earliest opportunities on commencement of their studies.

(d) The university's electronic records and document management system will be used for the retention of health and safety training-related documentation (e.g. attendance lists, session content) where such training has been self-organised or delivered.

### **Incident reporting and investigation**

- (a) All within individual schools and support services will be aware of: -
  - (i) The importance of reporting incidents, irrespective of circumstances or outcomes; and
  - (ii) How to report incidents through the university's web-based system.
- (b) Local arrangements will ensure roles and responsibilities are assigned to ensure as soon as is reasonably possible: -
  - (i) Receiving and appropriate distribution of individual reports submitted through the web-based system;
  - (ii) Follow up investigations and the implementation of any actions arising; and
  - (iii) Coordination of the resultant information to bring local closure to individual reports.
- (c) Actions arising from incident investigations will be monitored, as appropriate, to ensure implementation and continued effectiveness.

## **16.0 STUDENTS' CODE OF CONDUCT**

### **16.1 Disciplinary Offences and penalties**

<b>SN #</b>	<b>OFFENCE</b>	<b>PENALTY</b>
1	Masquerading as a student or enjoying the privileges of a student when you are actually not a registered student for the current semester.	<b>Warning may lead to suspension from the University</b>

2	Failure to follow procedure of the University	
3	Non adherence to health and safety guidelines.	<b>Warning and if you are second offender to pay a fine of K150</b>
4	Examination Malpractices that involves having in possession of cell phone, foreign piece of paper, cheating in examinations.	<b>Refer to examination infringement and penalties table.</b>
5	Plagiarism including using another person's work, use of artificial intelligence in an assignment or exam or any form of plagiarism is an academic crime.	<b>Disqualification of the work involved in</b>
6	Theft or any form of pilfering from a student or anybody else.	<b>Suspended from the University</b>
7	Cheating, giving false information or being dishonest in any way.	<b>Warning and may lead to suspension from the University</b>
8	Impersonation, pretending to be another person. Forgery of documents for registration, receipts, exam dockets or any other documents.	<b>Expulsion from the University</b>
9	Soliciting a bribe, receiving a bribe or offering a bribes to a fellow student or a member of staff	<b>Expulsion from the University</b>
10	Fighting, use of abusive language, threatening others, bullying, beating or exhibiting violence behaviour	<b>Suspended from the University</b>
11	Harassment, including emotional, mental, physical, verbal or written.	<b>Warning and if repeated suspension from the University</b>
12	Sexual harassment, rape or sexual misconduct inside the University or during practical attachments and teaching practice.	<b>Suspended from the University</b>
13	Opening a social media group on any Chreso University related subject without due written authorization by the University administration.	<b>Warning and if repeated suspension from the University</b>
14	Forming an association without permission or establishing unauthorized students' groups that are	<b>Warning and if repeated suspension from the University.</b>

	likely to cause disunity or disorder at the University.	
15	Unauthorized holding of meetings on campus be it general meetings, political meetings, religious meeting or any other unauthorised gathering.	<b>Suspended from the University</b>
16	Issuing unauthorized press statement, communicating to the press or any media house or posting on social media without following laid down procedures.	<b>Suspended from the University</b>
17	Inciting students to boycott classes, protest or cause a demonstration or taking part in such activities in any way.	<b>Suspended from the University</b>
18	Being in Possession of alcohol or drugs or being under the influence of alcohol or drugs inside the university.	<b>Expulsion from the University</b>
19	Self-prescription of drugs, prescribing or issuing drugs to fellow students or other people when you are not licensed to do so.	<b>Expulsion from the University</b>
20	Unauthorised cooking in the University hostels.	<b>Suspended from the University</b>
21	Being found with students of the opposite sex in the hostels after 22:00 hours.	<b>Suspended from the University</b>
22	Vandalism of any University property including furniture or any other University property.	<b>Replacing the damaged property</b>
23	Failure to hand over University property to the University.	<b>Results withheld and compelled to handover or replace any lost property</b>
24	Use of cell phone or earpiece while being attended to by a member of staff.	<b>Warning and may lead to other disciplinary measures decided by the committee</b>
25	Leaking of confidential information which you are entrusted with as a student or student leader.	<b>Suspended from the University</b>
26	Negligence or lack of common sense to show responsibility when you are required to.	<b>Warning and may lead to other disciplinary measures decided by the</b>

		<b>committee</b>
27	Discrimination towards other students as a result of nationality, culture, race, gender, religious affiliation etc.	<b>Expulsion from the University</b>
28	Being found guilty of infamous conduct or being imprisoned by the court of law.	<b>Expulsion from the University</b>
29	Harbouring of friends to study in the University premises, classes and library.	<b>Warning and may lead to other disciplinary measures decided by the committee</b>

## 16.2 Examination Infringements and Penalties

The candidate (s) who commits the following examination malpractice or irregularity shall have the penalty meted against them as tabulated in the table below;

SNO	Offence	Immediate action by the invigilator	Penalty
1.	Student without an identity card and examination slip/clearance form	Warning by the Invigilator. Candidate may be asked to produce other ID/or be identified by any one staff and allowed to write.	First time, Warning. If repeats the offence during the same exam period, disqualify for that exam and may write deferred exam
2.	Reporting late for the examination	I. Less than 30min & first time, Warning by the Invigilator and record on clearance paper. II. Second time late, detain by the invigilator for 30min and release to write exam within remaining time. III. If more than 30min, disqualify from writing that paper and refer to exam disciplinary committee	≥30min, Disqualified & Write deferred Exam

3.	Student found with pre - written answers	Expel from exam hall immediately by Invigilator after collecting the exam materials and completing the charge form.	Expulsion from the university. May consider re - admission after a period of 1yr
4.	Found with written materials on paper or other surfaces related to the exam in question	Expel from exam hall immediately by the Invigilator after collecting the exam materials and completing the charge form.	Disqualify that exam or cancel mark awarded. To repeat that course and write the next semester exam. If found NOT guilty, write deferred exam
5.	Student aiding or attempting to obtain aid or communicating with another student	Expel from exam hall immediately by the Invigilator after collecting the exam materials and completing the charge form.	Disqualify that exam or cancel mark awarded. To repeat that course and write the next semester exam. If found NOT guilty, write deferred exam
6.	Student continuing to write after expiry of time is announced by the chief invigilator	Record on exam script "writing after expire time" by the invigilator and complete charge form. Send for marking	Warning, if repeated Disqualify exam.
7.	Writing names on answer books when not required	Warning by Invigilator, if discovered at marking, "Mark" the paper.	Warning first time offence. Second time, disqualify the paper
8.	Tearing off any part of the answer book or attempts to remove from the examination room a written answer book, blank answer book or any part thereof	Warning by Invigilator if first time. Second time to attempt smuggling exam paper/answer booklet, refer to Disciplinary committee	Second time – Disqualify from all exams and Repeat semester
9.	Being found in possession of a	Expel from exam hall	Disqualify that exam

	phone/calculator not authorized by the invigilator or course coordinator	immediately by Invigilator after collecting the exam materials and completing the charge form.	or cancel mark awarded. To repeat that course and write next semester exam. If found NOT guilty, write deferred exam
10	Student causing disorderly conduct likely to disturb other candidates	Expel from exam hall immediately by the Invigilator after collecting the exam materials and completing the charge form.	Disqualify from all exams. If found guilty, suspend from university for one semester and sit for all exams upon re-admission. If found NOT guilty, write deferred exams
11	Impersonating by writing/or attempt to write exam for another candidate	Expel from exam hall immediately by the Invigilator after collecting the exam materials and completing the charge form.	Expulsion from the university. May consider re - admission after a period of 1yr
12	Disobeying exam instructions from invigilator (s) eg fail to stop writing	Expel from exam hall immediately by the Invigilator after collecting the exam materials and completing the charge form.	Disqualify that exam or cancel mark awarded. To repeat that course and write next semester exam. If found NOT guilty, write deferred exam
13	Selling Exam Paper/Questions		<p>I. Expulsion from the university. May consider re - admission after a period of 2yrs.</p> <p>II. Nullify exam paper and prepare NEW exam paper to write</p>

14	Appears for exam in Drunken state and disorderly/attracts destructive attention	Stop from entering exam hall by the invigilator and complete charge form. If inside and calm, isolate to write alone/or other room. Disorderly refer to disciplinary committee	Disqualify and suspend from the university for one semester
15	Forging exam clearance materials for exam purpose- slips	Stop from entering exam hall by the invigilator and complete charge form. If inside, expel from exam and collect the exam paper and complete the charge form	Disqualify exam and suspend from the university for one semester
16	Plagiarism - > 20% a. Research or Project b. Continuous Assessment Assignment	Examiner formerly reports the case to the relevant authorities HOD/DEAN/DOE	a. Disqualify Research/project report and Re do the work or new topic b. Disqualify CA mark and mark as 0.

NB: all other exam related infringements and are not listed may be handled by the Disciplinary committee

## 16.2 Examination Eligibility Rules Students

- 1 To be eligible to sit for end of Semester Exams, the candidate must have:
  - (a) Paid the Chreso University Tuition Fees required; and
  - (b) Passed the Continuous Assessment by at least 50%.
2. Obtain the Examination Time Table one week before Exams start. Report any Course Exams taking place at the same time immediately to the Head of Department and Director of Examinations.
3. You are not allowed to write two or more Exams during One Exam Session. One Exam will be disqualified.
4. You will not be allowed to enter Examination if you are late for 30 minutes or more.



5. You are not allowed to have written materials related to the Exam or Phone during Examinations. Your Exam will be disqualified if found wanting and the disciplinary course will be applied.
6. Exam results will be communicated to you through your Student Portal at the prescribed time.
7. Result **Queries or Missing Result** should be reported to the Director of Examination within 45 days from date RESULTS are Published. Failure to report within the stated period, grants the University to uphold the status quo of the result and as such the existing progression guidelines will be effected.
8. For other Exam Infringements and Penalties refer to the table in the handbook.

## **17.0 LIBRARY**

The library operates both as a physical and virtual library, this means that the library comprises of both hard and soft copy materials. Our library is well stocked with internet for research purposes, with soft copy past examination papers and E-books.

### **17.1 Membership:**

Library membership is open to staff, students and researchers from outside community.

23.2. Operating hours: The library operates from Monday to Friday only under the following hours:

0800 hours to 1300 hours

1400 hours to 2000 hours

The library remains closed on weekends and public holidays.

### **Renewals;**

General shelves- Renewals

- 2 days for students
- 5 days for staff

**Overdue Charge-K5.00 per day per book**

**Lose of Book- Market price plus 5% administration cost**

**Failure to pay fines- Debited to students account**

## **18.0 GRADUATION**

- i. The University convenes the graduation ceremony annually in line with the Graduation Policy. It is mandatory for all students who completes their training to participate and obligatory payments shall be communicated to the granduands on time before the graduation date.
- ii. Non - participation does not exclude the graduate from paying the **obligatory graduation fees**