

WOMEN'S UNIVERSITY IN AFRICA



Addressing Gender Disparity and Fostering Equity in University Education

HANDBOOK

*On Admission,
Registration and
Assessment*

TABLE OF CONTENTS

1. Introduction
2. Pre-Admission
3. Entry Requirements
4. Admissions
 - 4.1 Degree Courses
5. Registration
 - 5.1 Concurrent Registration
 - 5.2 Late Registration
 - 5.3 Exemptions
 - 5.4 Changing Programmes
6. Attendance Policy
7. Accreditation of Prior Learning
8. Withdrawals
 - 8.1 Termination of Studies by both parties
 - 8.2 Deceased Students
9. Fees
 - 9.1 Failure to pay fees
 - 9.2 Fees Refund
 - 9.3 Scholarships
10. Assessment
 - 10.1 Grading System
 - 10.2 Examination Results
 - 10.3 Appeals
 - 10.4 Examinations Malpractice and Dishonesty by Students
11. Student Services
12. International Students
13. Graduation Ceremony
14. Student Conduct

1. INTRODUCTION

Welcome to the Women’s University in Africa (WUA). We hope your studies with us will be exciting and stimulating and we wish you success in all your endeavours. This booklet contains basic information about the institution, admission, registration, assessment and examination processes.

The student information handbook is designed and published primarily to bring vital and relevant information to the doorstep of every student undergoing studies at WUA. At times students do not know ‘what’ to do and when to do the ‘what’. It is therefore hoped that information contained in the handbook will be helpful to students.

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

The Women’s University in Africa (WUA), herein referred to as “the University”, is a private university whose vision is to be the best in Africa in the promotion of gender equity and equal opportunities in higher and tertiary education.

This handbook provides guidelines on admission, registration and assessment processes and procedures. Other regulatory instruments of the University provide more information on guidelines pertaining to other issues.

2. PRE-ADMISSION

ADVERTISING

POLICY

The University shall admit students at the beginning of each semester for both undergraduate and postgraduate programmes. Advertising shall be done through the print or electronic media.

ADVERTISING SCHEDULE

Activity	Undergraduate, Postgraduate and Diploma Programmes
Advertisement for March intake	2 nd week of November
Deadline for receiving application forms	End of January
List of new students published	1 st Sunday of February
Advertisement for the August intake	3 rd week of March
Deadline for receiving application forms	Last week of May
List of new students published	1 st Sunday of July

Entry qualifications for each programme on offer shall be provided by the different departments through the Academic Registry Department.

3. ENTRY REQUIREMENTS

There shall be general and programme specific regulations.

The minimum entry requirements for undergraduate programmes are 5 'O' levels including English Language or through the Accreditation of Prior Learning. Specific subjects and qualifications shall be as per programme specifications. 2 'A' level passes shall be an added advantage.

The minimum entry requirements for postgraduate programmes shall be at least a 2.2 or better in a relevant first degree and any other relevant professional qualifications.

International students shall be required to undergo an oral and written communication skills test to assess their proficiency in English. English shall be the official language of instruction.

A relevant foundation course shall be offered for three months to assist students to get admission if required.

Application forms for admission are either purchased from the University Academic Registry or downloaded from the website www.wua.ac.zw

4. ADMISSION

POLICY

Admission at the University shall be at the following levels:

- Certificate
- Diploma
- Undergraduate
- Postgraduate

PROCEDURE

Application forms shall be submitted to the Admissions Office. The Admissions Office shall publish in the press and online lists of successful applicants to whom offer letters will be forwarded.

4.1 DIPLOMA AND DEGREE PROGRAMMES

The following diploma and degree programmes are available at WUA:

- Diploma in Social Work
- Executive Diploma in Management
- Diploma in Project Planning Management
- Diploma in Environmental Management
- Bachelor of Science (Honours) in Horticulture
- Bachelor of Science (Honours) in Animal Science
- Bachelor of Science (Honours) in Agribusiness Management
- Bachelor of Science (Honours) in Sociology and Gender Development Studies
- Bachelor of Science (Honours) in Psychology

- Bachelor of Science (Honours) in Information Systems
- Bachelor of Science (Honours) in Management and Entrepreneurial Development Studies
- Bachelor of Education (Primary)
- Bachelor of Education – Early Childhood Development (ECD)
- Masters in Business Administration (MBA)
- Masters in Development Studies (MDS)

5. REGISTRATION

POLICY

- An applicant shall only be a WUA student upon registration.
- A student shall be considered registered upon payment of the prescribed fees and signing completed registration forms.
- By signing registration forms, a student undertakes to comply with University regulations.
- Students shall register only in courses on offer for that semester.
- Students shall register during the registration period, failure of which will attract a penalty fee decided by the University from time to time.

PROCEDURE

Upon receipt of the offer letter and invoice, the new students deposit prescribed fees into the Women's University Bank Account, Stanbic, Menrva Branch, Account No. 0222098988702.

Registration forms shall be obtained upon producing receipts of payment to the Admissions Office. Students complete four copies

of registration forms after which they submit one to Academic Registry, one to accounts, one to the respective department and retain one.

5.1 CONCURRENT REGISTRATION

POLICY

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

5.2 LATE REGISTRATION

POLICY

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

5.3 EXEMPTIONS

POLICY

- 5.3.1 Candidates can formally apply for exemptions by virtue of having studied and passed the course(s) in another recognised institution in the relevant area of study.
- 5.3.2 Exemptions shall normally not be awarded for more than fifty percent of courses on offer per programme to be studied.
- 5.3.3 Only exemptions for first year courses shall be awarded.

PROCEDURE

The applicant submits a completed exemption form and attaches relevant certified documents from the awarding institution(s) and proof of payment for the exemption to the issuing office.

5.4 CHANGING PROGRAMMES

POLICY

No student shall be allowed to change from one programme to another two weeks after commencement of lectures.

6. ATTENDANCE

POLICY

For a student to qualify to write examinations, he/she should attend at least 80% of the lectures.

PROCEDURE

Students shall:

- a. attend at least 80% of the lectures and participate in all learning activities.
- b. communicate and give reasons for their absence in writing by completing the Notice of Absence forms obtained from the Deputy Registrar Academic's office number 425.

7. DEFERMENT OF STUDIES

POLICY

- a. A student may defer studies for one or two semesters if certain circumstances arise which may make it impossible to continue with studies.
- b. Notice should be given in writing by completing Deferment of Studies forms obtained from the Deputy Registrar Academic's office number 425.

PROCEDURE

The student shall complete Deferment of Studies forms stating the period of deferment and the reasons for the deferment of studies and submit to the Deputy Registrar Academic's office number 425.

8. ACCREDITATION OF PRIOR LEARNING: APL

POLICY

- a. A candidate may gain admission with credit into an appropriate programme on the basis of learning from past experience.
- b. A minimum of two thirds of the required courses must be completed with the Women's University in Africa.
- c. The prospective student must follow the normal admission procedure to gain access into a programme.
- d. Credit is not only awarded for experience; but also for learning.
- e. Transfer of academic credits is processed through the academic registry department.

Accreditation of Prior Learning can be used for:

- f. Entry into the university
- g. Direct entry into a second or subsequent year of study

To be eligible for a prior learning assessment, the prospective student,

- h. Must have at least five Ordinary level subjects or equivalent including English Language
- i. Must not have failed the examinations in the course for which credit is sought in the last six months

PROCEDURE

The student shall:

- a. collect the programme brochure from the Academic Registry
- b. buy the application form from Academic Registry for the courses to be studied
- c. indicate in the application form intention to enter the relevant programme through the Accreditation of Prior Learning route
- d. submit the completed application form to the Academic Registry and the assessment fee as stipulated by the University

The Accreditation of Prior Learning application form is obtained from academic registry. Students must produce dossiers as evidence, or write examinations. Academic registry shall notify the student about the result of the application.

9. WITHDRAWALS

POLICY

- a. The University reserves the right to terminate the contract with the student for reasons outlined under procedure below.
- b. Students who intend to withdraw must advise the University in writing
- c. Students who withdraw for a period of three years shall re-apply through the Accreditation of Prior Learning route

PROCEDURE

The University may terminate the contract with a student for the following reasons:

- (i) Gaining admission into the University based on fraudulent information
- (ii) Failure to meet academic and administration requirements specified in the course description
- (iii) Failure to pay fees
- (iv) Breach of terms and conditions of university regulations and any other behaviour deemed inappropriate by the University

9.1 TERMINATION OF STUDIES BY BOTH PARTIES

POLICY

Termination of studies shall be in writing

PROCEDURE

Termination should not prejudice the university or otherwise.
Respondent should acknowledge within one month, otherwise failure to do so shall be deemed as acceptance of withdrawal.

9.2 DECEASED STUDENTS

POLICY

The relatives of deceased student shall advise the office of the registrar of the death of the student.

PROCEDURE

A copy of the death certificate should be submitted to the university with notification.

10. FEES

POLICY

- a. The university shall charge competitive fees as approved by council.
- b. Fees should be paid in full by the end of the stipulated period.
- c. Fees may be reviewed if deemed necessary

PRESCRIBED FEES

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

- d. Tuition
- e. Registration

- f. Examination
- g. Dissertation/Project
- h. Computer
- i. Practical
- j. Accreditation of Prior Learning
- k. Laboratory
- l. Caution
- m. Appeal
- n. Field Trips
- o. Graduation
- p. Library
- q. Desk
- r. Sports
- s. Attachment
- t. Exemptions

PROCEDURES FOR PAYMENT OF FEES

Payments shall only be made by deposits at any ZB Bank Branch in Zimbabwe indicating the Women's University Stanbic, Menrva Branch, Account No. 0222098988702.

The international students may pay using telegraphic transfer.

10.1 FAILURE TO PAY FEES

POLICY

- a. A student is only registered for the semester upon full payment of fees.
- b. Where a student has not paid the fees in full within the registration period he/she shall not be allowed to write exams until full payment has been made
- c. Where the university is owed money or otherwise by a student, the university shall take legal action.
- d. No university service shall be offered to unregistered students.

10.2 FEES REFUND

POLICY

Fees are not refundable

10.3 SCHOLARSHIPS

Some students might qualify for scholarships when available. Under normal circumstances, students shall source funds on their own.

POLICY

The university may award sponsorship to deserving students as guided by the sponsors' criteria.

PROCEDURE

- a. The university shall advertise and students shall respond.
- b. The Scholarship Committee shall make its recommendations and award the scholarships

10. ASSESSMENT

POLICY

- a. Assessment is through work related learning, course work and examinations.
- b. Coursework shall constitute 30% of the final mark and the examination shall constitute 70% in that course.
- c. Each course weighting shall be according to General and Programme Regulations.
- d. All coursework shall be submitted by/on due date
- e. Failure to meet the coursework deadline requires documentary proof for a waiver e.g. a doctor's report
- f. Students must be given feedback on their coursework before examinations.
- g. All coursework marks shall be submitted to the Academic Registry through the respective Faculties.
- h. No students shall write examinations without satisfying coursework requirements.
- i. All coursework shall be submitted through the faculty office.
- j. Late submission of coursework shall attract a penalty of 5% off total marks.

PROCEDURE

Students shall submit all coursework to the faculty office/departmental office which shall keep records thereof

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

- i) Title of course
- ii) Course code

- iii) Student name
- iv) Registration number
- v) Assignment number
- vi) Name of lecturer concerned and
- vii) Due date

The faculty/departmental office shall record all coursework by the markers. The markers shall submit the coursework marks to the faculty office by due date. Markers shall complete and hand in to the faculty office all coursework marks by due date. The faculty office shall keep a record of the student's coursework marks

11.1 Grading System

The current grading system is as follows;

Mark (%)	Grade	Remark
75 - 100	1	First Class Division
66 - 74	2.1	Upper Second Division
60 - 65	2.2	Lower Second Division
50 - 59	3	Pass
0 - 49	Fail	Repeat

The proposed grading system is as follows: GPA

ADVANTAGES OF THE GPA SYSTEM

1. Encourages students

Weighted GPAs encourage higher academic standards as they encourage students to take more challenging academic classes. If an A grade is equal to an A grade regardless of the class and the

circumstances in which it was earned, students may have less incentive to take a more academically rigorous course. They might as well take all easy courses to keep their GPAs high. But with the practice of the weighted GPA, students are more likely to take a chance on signing up for a more challenging course.

2. Rewards Students

Students who work hard in honors or advanced placement classes are rewarded with higher GPAs than their counterparts who decided to take non-advanced classes. In cases where they may have received a lower grade than if they had taken a non-advanced class, the practice of weighting GPAs rewards them for the hard work and compensates them for the risk and willingness of taking a more academically rigorous course.

<u>Percentage</u>	<u>Letter Grade</u>	<u>Weighted Points</u>
85 – 100	A	4.0
80 – 84	A-	3.8
75 – 79	B+	3.5
70 – 74	B	3.2
65 – 69	B-	2.9
60 – 64	C+	2.6
55 – 59	C	2.3
50 – 54	C-	2.0

<u>Percentage</u>	<u>Letter Grade</u>	<u>Weighted Points</u>
40 – 49	D	1.0
0 – 39	F Fail & No Supplementary	0.0
	I Incomplete	0.0
	S Satisfactory	0.0
	U Unsatisfactory	0.0
	W Withdrawal	0.0
	WF Withdrawal Failing	0.0
	X Course in progress	0.0
	Q Audit	0.0

Notes:

- i) A student who obtains CGPA below 2.00 will be asked to clear failed courses before proceeding into the next semester.
- ii) A student who obtains CGPA below 2.0 but falls within Probation category in any semester may be allowed to write supplementary examination in the courses that she/he obtained D grades in order to raise her/his CGPA. A grade obtained after supplementary shall be no more than a C and shall be indicated with an asterisk in the grade report and the transcript. (But failures are within supplementary range.)
- iii) For a repeat course, the grade shall be accompanied by “**” in the transcript.
- iv) The procedure for calculating the Grade Point Average (GPA) appears in the Appendix A.
- v) In the case of the Faculty of Education, D in Teaching Practice represents a Fail grade.

*Only for students on Probation

Computing the Grading Point Average (GPA) System (EXAMPLE)

Course Credit Hours	Letter Grade	Grade Points	Weighted Points	GP
5	C	2.3	5x2.3	11.5
4	B-	2.9	4x2.9	11.6
3	C+	2.6	3x2.6	7.8
2	A	3.8	2x3.8	7.6
3	D	1.0	3x1.0	3
Total 17			TOTAL	41.5

$$\text{GPA} = \text{Total GP} / \text{Total Credit Hours} = 41.5/17 = 2.4$$

NB: Grading points are obtained from the marks scored by the student in an examination and weighted against the percentage score.

11.1.2.2 Grade Definitions

- (a) Incomplete grade (I) is given when full amount of work is not completed by the end of the semester due to reasons of illness or other circumstances directly related to the student’s well being for which proof is available and approved by the Faculty. If an ‘I’ grade is awarded, an Incomplete Grade Form must be completed and candidate allowed to sit as first attempt..
- (b) Satisfactory (S) or Unsatisfactory (U) Grade may be awarded for work for which the Faculty has designated as non-credit. Eg Field Work.

- (c) A Withdrawal (W) Grade is awarded when a student has officially withdrawn from a course provided such withdrawal is effected within the first five weeks of the Semester. The candidate will not be allowed to proceed without clearing the withdrawn courses.
- (d) A Withdrawal Failing (WF) grade may be awarded when a student has officially withdrawn after the midpoint with a failing grade.
- (e) An Audit Grade (Q) may be awarded to a student who is not taking a course for credit. Optional courses not contributing to the final degree.
- (f) A Course in Progress grade (X) is awarded when a grade for a course is not available at the time of compiling results. When the course has been completed, the “X” grade will be changed to a letter grade indicating the quality of performance and will be replaced by the new grade.

10.2 EXAMINATION RESULTS

POLICY

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

PROCEDURE

- a. Examinations results shall be accessed online through the University Website’s Student Portals Section.
- b. Each student is entitled to a result slip each semester

- c. Any queries on examination results should be channelled to the Examinations office through the faculty office.

10.3 APPEALS

POLICY

- a. All appeals shall be lodged within a fortnight of the release of results.
- b. Candidates who appeal shall be required to pay prescribed fees.
- c. The University shall process the appeal within a period not exceeding one (1) month

PROCEDURE

Appeals with proof of payment of prescribed appeal fees shall be channelled from the student to the faculty through the examinations/academic registry department and feedback shall be transmitted to the student through the faculty.

10.4 EXAMINATIONS MALPRACTICE AND DISHONESTY BY STUDENTS

POLICY

- a. Any students suspected of malpractices and dishonesty shall be brought before the student disciplinary committee for disciplinary action.
- b. A written report of the decisions of the disciplinary committee shall be relayed to the relevant department, faculty, academic registry, and the student.

PROCEDURE

On discovery of any malpractice a candidate will be barred from continuing to write the examination. If found guilty, the student shall fill and sign an admission of guilt form.

In the event that a candidate refuses to sign an admission of guilty form the case shall be referred to senate.

Figure 2 refers to the offences and penalties for students found guilty of malpractice and dishonesty during examinations.

Fig 2

Offence	Penalty
Bringing unauthorised materials into the examination room which are likely to give the candidate an unfair advantage over others	Results for the cheated examination shall be nullified
Copying from other students	
Access to examination material before examination date	Student will be stopped from sitting the examination and suspended from taking any courses at the University for two (2) years. They can only rejoin in the same programme after five (5) years. The University reserves the right to prosecute such students in a court of law
Soliciting of examination material that the student or his/her relative, friend or colleague intends to write	
Conspiring to destroy the integrity of the examination process	
Disruptive behaviour during examinations	
Impersonation	Students will be reprimanded, suspended or expelled from the university on the gravity of the offence
Plagiarism	

12 STUDENT SERVICES

The university shall establish a Student Affairs Unit whose function is to look at student welfare.

13 INTERNATIONAL STUDENTS

POLICY

- a. The university shall accept students from any country provided they meet the general entry programme requirements as stated in the respective Faculty regulations.
- b. International students are those students who are non Zimbabwean citizens
- c. All international students (non-Zimbabwean citizens) shall pay their tuition fees in US\$ as determined by the university from time to time.

14 GRADUATION CEREMONY

POLICY

The university shall hold a graduation ceremony for students who have successfully completed their programmes

15 STUDENT CONDUCT

- 15.1 No student of the university shall;

- 15.1.1 Use the university premises contrary to university regulations or departmental rules or do any act reasonably likely to cause such misuse.
- 15.1.2 Damage or deface any property of the university or do any act reasonably likely to cause damage or defacement thereto.
- 15.1.3 Disrupt teaching, study, research or administrative work, or prevent any member of the university or its staff from carrying out any study or work, or do any act reasonably likely to cause disruption or prevention.
- 15.1.4 Engage in drug or alcohol abuse and sexual harassment
- 15.1.5 Engage in any conduct whether on or off the campus which is reasonably likely to be harmful to the interests of the university members
- 15.2 The University shall regard the following as instances of breaches of the rule contained in 15.1 above;
 - 15.2.1 Display violence by word or act towards any member of the University, whether academic or administrative staff or students, or guest of the University, or any other visitor to the University or in any way intimidating or obstructing the free movement of such a member, guest or visitor.
 - 15.2.2 Disrupting or seeking to disrupt any proper function, council meeting, senate meeting, faculty or committee meeting, lecture, teaching session, the function or any University society or day to day administrative activity.
 - 15.2.3 Seeking to prevent a speaker invited by any section of the university community from lawfully expressing his/her views
- 15.3 Students are informed that;
 - 15.3.1 If a group forms a common intention to commit certain acts and to assist each other in their commission, and in due course a breach of these rules is committed by one or some of the group, then members of the group may be held to have committed that breach of rules, who foresaw that the breach would occur or who must in the view of the Student Disciplinary Committee, have foreseen that it would occur. A member of such a group can avoid this happening to him/her by taking unequivocal steps before such a breach is committed to show that he/she dissociates himself/herself from the acts of the group with whom he/she has so far been associating
 - 15.3.2 Where a number of students have committed a breach of these rules and only one or more of these students can be identified, the university will not hesitate to take disciplinary action against those students who can be identified and against whom there is sufficient evidence to warrant investigation.
 - 15.3.2 Where a student commits an act which is both an offence according to the laws of the country such a student

notwithstanding that he/she is prosecuted or punished by the courts of the country.

DECLARATION BY THE STUDENT

15.4 A student shall obey the university rules made from time to time by the Management and Council and shall further obey all instruction given by the Vice Chancellor, Dean of Studies and all those persons whom Management have charged to assist in the maintenance of discipline, and in this regard;

15.4.1 Any Dean, Chairperson of Department, Librarian or member of the senior administrative staff may order any member of a gathering of students which is committing, or whose activities are likely to lead to a breach of rules above, to disperse, and may further order any such member to furnish her full name or to accompany the member of staff to be interviewed by Management of Council, or give both such orders.

15.4.2 If a student misbehaves in a lecture or teaching session or interferes with the conduct of a lecture or teaching session, the member of staff conducting such lecture or teaching session may order the student to leave or cease such interference.

15.4.3 Failing to comply with any order given as above constitutes a serious offence.

I have read, understood and will abide by the set regulations in the Student Handbook.

STUDENT'S NAME.....

STUDENT NUMBER.....

PROGRAMME.....

INTAKE.....

SIGNATURE.....

DATE.....

DECLARATION BY THE STUDENT

I have read, understood and will abide by the set regulations in the Student Handbook.

STUDENT'S NAME.....

STUDENT NUMBER.....

PROGRAMME.....

INTAKE.....

SIGNATURE.....

DATE.....