

The Graduate Student's Handbook 2008-2009

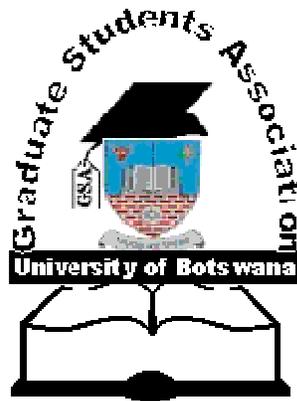
**THE
GRADUATE STUDENT'S
HANDBOOK
2008-2009**



PREPARED BY

**THE GRADUATE STUDENT ASSOCIATION
AND
THE SCHOOL OF GRADUATE STUDIES**

◆ SGS ◆ GSA ◆ SGS ◆ GSA ◆ SGS ◆ GSA ◆



The Graduate Student Association and the School of Graduate Studies, University of Botswana, have made every effort to ensure that the information in this booklet is accurate and up-to-date at the time of publication. However, the University reserves the right to changes in its policies and procedures.

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Foreword by the Vice-Chancellor

It is a pleasure to introduce this publication, *The Graduate Student's Handbook*, which has important information for all graduate students at the University of Botswana. Six years ago the Graduate Student Association produced the first Handbook for graduate students. This endeavor was so successful that last year it was expanded to include information from both the GSA and the School of Graduate Studies. This updated edition for the 2008-2009 academic year is comprehensive, and we expect it to be particularly valuable to each of you.

The Graduate Student Association (GSA) at the University of Botswana is now in its 11th year. Your GSA has an important role in the University. It serves as your voice on University issues affecting graduate students, and helps the graduate programmes and the students in them achieve recognition as important partners in the University community. I hope that each of you will support your GSA and help it to be an effective organization.

The life and obligations of a graduate student are quite different from those of undergraduate students. One of the key differences is in that we have greater expectations of you. Instead of merely attending lectures and taking notes, you are now expected to participate as equals in graduate level seminars. Instead of reading only from handouts and books, you are required to roam more widely in academic journals and on the World Wide Web. You should now think more independently critically, and also demonstrate your own initiative and self-reliance. Besides having a more peer-based relationship with your instructors, another key factor in the transformation from undergraduate to graduate studies is shown by an interactive and collegial relationship with your research Supervisor. The successful completion of your research and writing is ultimately your responsibility – the supervisor is there to guide and assist but cannot do your work for you. This Handbook describes the many avenues of academic and personal support available to graduate students. I encourage you to make full use of the Communication and Study Skills Centre, the Careers and Counselling Centre, the Statistical Support Unit, your departmental coordinator for your

graduate programme, the Department of Student Welfare and the Dean of the School of Graduate Studies. All doors at the University of Botswana are open to you: the University exists to provide a supportive educational environment for you. As graduate students you also contribute to the University of Botswana, and your research, it is anticipated, will either directly or indirectly be of benefit to the nation and the region.

This Handbook is designed to provide advice on how to survive and thrive during this important time in your life. I hope that your time as a graduate student at the University of Botswana will be challenging and will be an exciting period of growth and learning.

I extend to each of you my best wishes for the successful completion of your studies.

Bojosi Othogile
Vice Chancellor

Welcome from the DVC (Student Affairs)

To all new incoming students, I am delighted that you have chosen to join the University of Botswana for your graduate studies. I do not expect to be the first, nor the last, to welcome you, but we are all very glad you are here.

Graduate education has steadily grown to become an important part of the work of this University. Graduate study always brings with it new opportunities and challenges that require informed decisions. To this end, information is a critical input.

This Graduate Student's Handbook provides useful information on the services, resources and support available to graduate students. I hope you will refer to it as often as is necessary, as you begin your exploration of the University of Botswana for those of you who may not have been here before, and indeed throughout your stay here. It outlines many of the ways in which we invite you to become an active member of our community. As you investigate the various dimensions of what it means to be part of this University, I believe you will find it an environment designed to support your growth and encourage you to try new things. Along with other University documents, this handbook also details some of the expectations we have of each other in making our community a comforting and welcoming experience for everyone.

I invite you to take advantage of and enjoy the "inventions" your predecessors have created, and wish you well in your continued stay at the University of Botswana. Keep in mind that education and learning also occurs outside the classroom, the library and laboratory. Avail yourselves and participate in the various social, cultural, sporting and recreational activities that occur within the community. This will help to build on your own foundation for a rich and meaningful life.

Best wishes for the future.

Prof L. Nyati-Ramahobo
Deputy Vice Chancellor (Student Affairs)

From the Dean, School of Graduate Studies

I am pleased to welcome all graduate students – those of you who are new, and those who are returning for another academic year.

I hope that you will find your time at the University of Botswana to be rewarding. The staff of the School of Graduate Studies, your Programme Coordinators, the staff who teach your courses and those who supervise your research, all hope that you will find the campus atmosphere one in which you feel free to question established ideas and to develop new theories that can contribute to our better understanding of a topic in your field. The essence of graduate study is critical thinking. This is particularly exciting when those thoughts lead in an unexpected direction.

I look forward to getting to know each of you during the months ahead. Please feel free to stop by and introduce yourself, or to ask for help with any problems that arise.

Prof. U. Schmitt
Dean, School of Graduate Studies



Message from the Director of Student Welfare

The Department of Student Welfare has the pleasure to welcome graduate students to the 2008-2009 academic year. A very special welcome is extended to new students, who I congratulate for having gained admission to the University of Botswana. The new students, particularly those who were previously at the University of Botswana, should have noticed a quantum leap in infrastructural development. A similar development has also occurred

in other spheres of the University. New students will certainly acclimatize with time, but there are some support structures, which could expedite the process, notably the Graduate Student Association (GSA), the Student Representative Council (SRC), the Department of Student Welfare, the Counselling Centre, the Disability Support Service Center, and the Wardens. The Department of Student Welfare offices are located in Block 115. The International Student Office provides Immigration related services to international students of the University and also promotes their general welfare. The unit also assists international students to become integrated into various aspects of student life in the University.

Mr K. N. Sedisa
Director of Student Welfare



Welcome Note from the Warden

Welcome to the Graduate Village and a new academic year. I would like to extend my special welcome to you, especially the new students. As you will learn, life in the Graduate Village is somewhat different from life in the Undergraduate hostels. The kitchen and sitting area compels Villagers in any apartment to establish relationships that will ensure co-existence of Villagers from different backgrounds.

The Graduate Village is governed by the Graduate Student Association (GSA) Executive Committee in conjunction with the Student Welfare Office, through the Warden of the Village. The challenge of the GSA Committee and myself is to ensure that the Village provides an environment that is conducive to study. Whilst this remains our priority, we are however mindful of the other needs of students, such as entertainment, especially the playing of loud music. Villagers are allowed to play music, but must ensure that their needs or rights to entertainment do not encroach into other Villagers' need or right to study or rest. Any Villager or group of Villagers wishing to stage a loud music activity must seek permission from the GSA Executive Committee.

During the past year, reports of squatting and accommodating spouses and children have been of great concern. I believe you all are aware of your obligation to conform to all rules and regulations governing hostel accommodation on campus. The facilities in the graduate hostel are meant to cater for six people only. An increased number would therefore result in over-usage and inconvenience to other students.

I would also like to urge Villagers to ensure that their apartments are kept clean at all times. The University has employed Domestic Assistants to ensure the cleanliness of the Village. But their efforts will be futile if we as individual Villagers do not make an effort to keep our environs clean. You are also urged to cooperate with our domestic services staff to accomplish this goal of environmental cleanliness. Remember cleanliness is next to Godliness.

In the previous year, incidents of petty theft involving food and money have been reported and in some cases the suspects were graduate students. Therefore you are urged to exercise precautions and report suspicious characters to the Warden. If graduate students are involved, strict disciplinary action will be taken, which will most definitely include dismissal from the Village.

Lastly, I would like to take this opportunity to remind all Villagers about the HIV/AIDS situation on campus. Let us all individually take action that will reduce the spread of HIV/AIDS on campus.

IMPORTANT FACES AND PLACES

The School of Graduate Studies – Location and Staff

Offices of the School of Graduate Studies are located in Building 232, at the end of the building that is adjacent to the Library.

	<u>Room</u>	<u>Phone</u>
Dean U. Schmitt	205	2391
Ms. M Baitseng, Personal Assistant	207	2839
Ms. S.M. Mazebedi, Faculty Administrator	209	2862

The offices are open between 7:45 am and 4:30 pm weekdays (closed for lunch from 1 – 2 pm). Dean Schmitt is available by appointment. If you have a personal or academic emergency during the week, please ask for an immediate appointment. At other times, please ask your GSA Chairperson for contact information.

Graduate Programme Coordinators:

It is important that you know the staff member who is your Graduate Program Coordinator. This person has been designated by the head of Department to help you with your academic programme. He/She is familiar with the Departmental regulations and can help you understand what the programme expects of you. These individuals are listed here alphabetically by programme:

Adult Education: Dr Maruatona: (355 5186)
 African Languages and Literature: Dr Lukusa (355 2652)
 Biological Sciences: Dr Shushu (355 2608)
 Business Administration: Dr J. Pansiri (355 2229)
 Chemistry: Dr Yeboah (355 2496)
 Civil Engineering: Dr Hranova (355 4378)
 Computer Science: Dr Ojo (355 2264)
 Development Studies: Ms Alexander (355 2681)

Economics: Dr Tihalefang (355 2723)
Educational Foundations: Dr Dambe (355 2402)
Electrical Engineering: Dr Chuma (355 4367)
English: Dr Bagwasi (355 2194)
Environmental Sciences: Dr Toteng (355 2104)
History: Prof Parsons (355 2668)
Hydrogeology: Dr Alemaw (355 5123)
Language and Social Science Education: Dr Seretse (355 5129)
Law: Dr. Balule (355 2341)
Library and Information Studies: Dr Boadi (355 2637)
& Archives and Records Management
Mathematics: Dr Mothebe (355 2124)
Math and Science Education: Professor Taiwo (355 2162)
Mechanical Engineering: Prof. Oladiran (355 4365)
Nursing Science: Dr Sabone (355 5114)
Physical Education: Dr. Shehu (355 2945)
Physics: Professor Jain (355 2136)
Population Studies: Dr. Pitso (355 2713)
Politics and International Relations: Dr Obasi (2757)
Primary Education: Dr. Mapolelo (355 2251)
Project Management: Dr Ssegawa (355 4292)
Public Administration: Dr Obasi (355 2757)
Social Work: Dr Rankopo (355 2388)
Statistics: Dr Thaga (355 2696)
Theology and Religious Studies: Dr Ikpe (355 2633)



The Graduate Students' Village

The Graduate Student Village, or postgraduate hostels, was opened in August 1997. The village has eight blocks of hostels, designated 417 A-H. Blocks are organized into five apartments, with each apartment accommodating six students. Every block takes 30 students, giving a total accommodation capacity of 240 graduate students. There are six single bedrooms within one apartment, linked to shared ablutions with showers and a lounge with a fitted kitchen and dining table.

In each bedroom there is one built-in single bed, a study desk with a reading lamp, bookshelves, one overhead light and 4 electricity power points. The rooms also are wired for data and voice; each has a smoke detector (**do not smoke inside your room!**), a built-in electric space heater for winter, and a telephone set. There are two common rooms (Block **416A** and **416B**) with telephone booths and a television set at 416A. Beside 416A is the Warden's flat.

Some Dos and DON'Ts at the Graduate Village:

- √ **DO**
 - ◆ Obey all UB regulations.
 - ◆ Look out for regular Memos from the Warden, DSA or GSA; abide by their content.
 - ◆ Maintain the facilities the way you found them if not better.
 - ◆ Place any waste generated in the litterbins provided.
 - ◆ Always be considerate of other students.
 - ◆ Inform your colleagues of any prolonged absence from your room.
 - ◆ Report any ugly incidents to the Warden, GSA Office, DVC (SA) or Security Office.
 - ◆ Have a happy stay at the Village.

- × **DON'T**
 - ◆ Remove posters of any information pinned around for public consumption.
 - ◆ Play loud music to distract students who are studying
 - ◆ Misbehave.
 - ◆ Allow strangers into your room during your absence.
 - ◆ Litter the compound. Bins have been allocated and strategically located for your convenience.
 - ◆ Smoke in your room; the smoke detectors in the rooms are powerful and would activate.
 - ◆ Do not steal other people's food, money, or other possessions.
 - ◆ Do not park your vehicles in the Village.
 - ◆ Do not expose yourself to HIV/AIDS.

Or else – You risk expulsion from the Village!

Domestic Services at the Village

There are full-time housekeepers at the hostels who are responsible for cleaning the rooms and ablution facilities, as well as grounds-men for the compound. Please make sure that your room is provided with a broom, a dustpan and a feather duster. The housekeepers will provide you with toilet rolls on a regular basis.

Laundry can be done at the Laundry room behind Common Room 416A. Alternatively, you may use the laundry machines at the Laundry Department, Block 106. There are strict rules for operating these machines, as you will find out from the Laundry Supervisors there. You will be issued blankets, sheets, a bedspread, and a pillow at the time of registration. Your sheets and pillowcase can be changed every Thursday during work hours. Usually you will be asked to produce your UB Identity Card.



Maintenance

Any faults in your room or hostel must be reported to the Maintenance Department through the Warden. The Warden will also assist in the event that you loose your key and need a replacement.



Food

Although the graduate hostels have provisions for self-catering, some students choose to buy meals from the refectory. Refectory meal hours are:

Weekdays	Breakfast:	6:30 am - 8:00 am
	Lunch:	11:00 am - 1:30 pm
	Supper:	5:00 pm - 7:30 pm

Weekends	Breakfast:	8:00 am - 9:30 am
	Lunch	12:00 pm - 1:30 pm
	Supper:	5:00 pm - 7:30 pm

Another option is to indicate during registration that you are totally not for cooking your own meals. You may then be issued a meal voucher (coupons) for claiming meals at the refectory. Otherwise, the Bursar's department will pay out your meal allowance.

Meal rates at the refectory for the last year are shown below. They are expected to increase in 2008-2009 academic year.

Breakfast:	P 5.28
Lunch	P 15.00
Supper	P 15.00



Health

The Department is charged with providing health care services with a focus on preventive health. In addition to the normal health care services, the Clinic also provides confidential and voluntary HIV testing, health education, family planning, Isoniazid Preventive Therapy (EPT) and Mother to Child Transmission of HIV/AIDS (MTCT).

The Campus Clinic is open for students only during weekdays. Serious illnesses are referred to the Princess Marina Hospital. The doctor's timetable at the clinic is as below. However, the nurses are always available to attend to minor cases.

Monday	Dr. Cavric	7:45 am - 1:00 pm
Tuesday	Dr. Atta	2:30 pm - 4:30 pm
Wednesday	Dr. Cavric	7:45 am - 4:30 pm
Thursday	Dr. Cavric	2:30 pm - 4:30 pm
Friday	Dr. Atta	7:45 am - 4:30 pm

The AIDS epidemic is a very serious challenge at UB. Please assist in the fight against HIV/AIDS. Don't be careless!



Money

Financial requirements for registration

Sponsored students. 1st year sponsored students are required to bring a letter of sponsorship issued by your sponsor. Note that payment of fees before registration can be completed, *is mandatory*. **Continuing students:** You are not required to bring a letter of sponsorship unless the sponsorship specifically stipulates a period of sponsorship shorter than the entire duration of your programme. In that case, the University financial office requires a letter of extension.

Self-Sponsored students. It is University policy that fees must be paid in full before registration. It is imperative that if full fees are not paid, under no circumstances will you be allowed to register.

Tuition is determined by the number of credits you register for. After consulting your Programme Coordinator and deciding on the courses you will take during the first semester, multiply the number of credits by the appropriate fee per credit, which is shown below.

	Botswana Residents	Non-Resident students
Master's students:		
Science	P618	P927
MBA	P710	P1,066
All other Master's programmes	P491	P736
MPhil – Science	P618	P927
MPhil – All other programmes	P491	P736
PhD – Science & Engineering	P499	P748
PhD – All other programmes	P390	P584

Students living on campus in the Graduate Village are advised to pay the full 2-semester fee at registration in August (P3700). This will ensure that your room is available to you during the second semester.

Students who plan to stay in the Graduate Village during the designated University "holidays" are encouraged to pay the additional fee by 1 October and 1 April and also to register with the School of Graduate Studies the days you will be residing on campus. This should avoid misunderstandings about availability of your room. The per day fee for living on campus during "holidays" is: **P50.00**.

For more information about other University fees, please refer to the fee schedule published by the Office of Finance.

All allowances payable at the beginning of the academic year are only paid after registration. It is important for students to note that it is not possible to pay allowances during registration, and hence, you should expect to be paid a week following the registration deadline.

Normally the schedule for off-campus allowance payment is posted on the notice boards. All students must open accounts with Standard Chartered Bank to facilitate a smooth and efficient transfer of allowances.

Students who have other sponsors.

The conditions of sponsorship are not uniform among the various sponsors. You must become familiar with the conditions of your sponsorship.

Self-sponsored students: You are personally responsible for payment of all fees. As with all other students, all fees must be paid before registration. Please consult the University fee schedule for any details that are not included here.



Mail

The Graduate Student's Handbook 2008-2009

The University Post Office offers a full range of postal services, and is located at the Student Centre.

Opening hours: Weekdays 08:15 – 13:00 and 14:15 – 16:00
Saturday 08:30 – 11:30

Closed Sundays and Holidays

Postal Address for students who wish to receive mail at the School of Graduate Studies: [Your name, block and room number]
School of Graduate Studies
Private Bag 00706
Gaborone, Botswana.



The Ultimate Guide to SECURITY on Campus

- ◆ Beware of sneak-in-thieves.
- ◆ Lock the door when you leave your room or office, even when it is for a short while.
- ◆ Do not leave keys under the door mat.
- ◆ Take care of your money and valuables.
- ◆ Do not keep a large sum of money in your room, however carefully hidden; thieves are aware of the likely hiding places.
- ◆ Keep your purse/wallet with you at all times.
- ◆ Do not leave your valuables on your desk or table. If you cannot carry them with you, lock them in your safe or cabinet.
- ◆ Beware of thefts from washing lines; thefts are common. Keep an eye on your clothes at all times.
- ◆ Be security conscious and prevent crime on campus.
- ◆ Do not leave your car unlocked. Lock any valuables in the boot of your car.
- ◆ Do not allow anyone in unless you know who the person is.
- ◆ Use an ultraviolet pen to mark your property.
- ◆ Do not just accept that a stranger is authorized to be in any building just because she/he says so; ask him/her to produce a University of Botswana identity card.

- ◆ **ALWAYS CARRY YOUR ID CARD WITH YOU. IT IS AN ESSENTIAL COMMODITY ON AND OFF CAMPUS.**

The University of Botswana Security Office is located at the Student Centre, Block 104. It is open 24 hours throughout the year.

Your Graduate Student Association (GSA)



Your GSA: What is it?

The Graduate Student Association (GSA) was formed on the 28th January 1998, and seeks to protect, stimulate and enrich the academic and social interests of all graduate students at the University of Botswana. The GSA constitution was adopted at the first Annual General Meeting on the 15th April 1998, at which the Executive Committee was also elected. The Committee is comprised of the Chairperson, Vice Chairperson, Secretary, Treasurer, Welfare Officer, Publications Officer, and two Executive Members. All legislative powers of the Association are vested in the Graduate Student Council, which consists of GSA executive members as stated above, as well as one elected representative from each academic department having a graduate programme.

The GSA Objectives are:

- ◆ to draw into a formal association all graduate students at the University of Botswana with the aim of serving their interests and needs.
- ◆ to provide a medium through which the members opinions may be responsibly represented, to increase graduate student influence on decisions of relevance to them, both inside and outside the University; to act as advocate for individual and collective graduate student's concerns.
- ◆ to achieve and maintain a specific representation of graduate students on all official University bodies affecting graduate students

- ◆ to pursue equity and social justice by promoting respect, honesty and fairness in all matters relating to the work of the University.
- ◆ to carry out investigations relevant to educational and other needs of graduate students and to report such findings to the members of the Association.
- ◆ to ensure fair and equitable treatment of all members irrespective of gender, religious affiliation, race or any uniqueness of orientation.
- ◆ to organize professional and social functions for the community of graduate students and to solicit and organize services and facilities for the community.
- ◆ to foster and organize professional and social activities and events which will enhance the life of the University community at large.
- ◆ to establish, maintain and strengthen the spirit and morale of the members by supporting academic and socio-cultural activities.
- ◆ to establish and maintain links and cordial relationships with students of other universities, educational and voluntary institutions within and outside Botswana which share the ideals and aspirations of the University of Botswana and the Association.
- ◆ to facilitate the security, financial operations and policies of the graduate students as in matters pertaining to good health, academic environment and social life.

On its relationship with the SRC.....

The GSA expects to soon have the same status as accorded to the SRC by the University authorities. Statutes must be amended to reflect this.

By this it is not intended to give the impression that the GSA promotes the alienation of graduate students from the rest of the student community. We are guided by the principle that graduate students at this University, as else-

where, have a unique programme with aspirations and problems that are distinct from undergraduates. However, we still identify fully with the rest of the student body; hence, the GSA will seek to cooperate with the SRC, and actively participate in the pursuit of common goals.

GSA Officers for 2008-2009:

Chairperson:	Mr. Boniface Habana
Vice Chairperson:	Ms Riley Dillion
Secretary:	Mr. Galekgathe Bailey Balekang
Treasurer:	Ms Mpho Letima
Welfare Officer:	Mr. Phil Wani Lumago
Publications Officer:	Mr. Daniel Koketso
Additional Member:	Mr. Maeaea Mokhethi

**GSA Office: Common Room 416 B
Graduate Village**

Opening hours:

Monday through Friday:

09:30 – 12:30 and 14:30 – 16:30



Survival Tips

◆ Getting Around Campus

What is BLOCK and Where Is It? How to locate buildings: the numbers give general information

Administration and Services buildings usually are denoted in the 100 series. Academic buildings usually are denoted in the 200 series. Residential buildings usually are denoted in the 400 series.

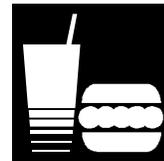
Guide to Some Campus Facilities:

104	Security	
104	Maintenance	
105	Laundry	
108	University Administration	
115	The Student Centre:	
	University Post Office	Bookstore
	Convenience Shop	Souvenir Shop
	Banking facilities	Shops
	Student Union Hall	Student Lounge
	Dean of Student Affairs	Telephones
120	UB Health Clinic	
121	Refectory	
224	Library	
230	Auditorium/Academic offices	
232	School of Graduate Studies	



◆ Parking on Campus

As is the case with most university campuses, there are more cars than parking spaces. The inconvenience that this causes has resulted in the need for a parking policy to be developed. You are required to have a parking permit sticker for your vehicle; the price is P30.00 for the students. Other charges are from P50.00-P75.00 for disobeying parking rules.



◆ On-Campus Refreshments

Refreshments can be bought at the UB Convenience Store (**Block 462**). There is also a kiosk in front of the library.

There is a Bar at Block 411; graduate students can be admitted to the UB Staff Lounge which is at the refectory.



Where To Get Advice

Advice is always available from your GSA and from other graduate students. For academic advice go to your Graduate programme Coordinator or your Supervisor.

The Dean and the staff of the School of Graduate Studies are available to

help with personal problems and regulations and procedures.

Legal advice can be sought from the UB Legal Clinic, Block 224, Room 016. It is run by law students and only assists lower income people. Therefore, students who are working or those whose net disposable income is lower than P500 per month are eligible.



◆ Banking

There are banking services available on campus, run by First National Bank, Botswana. Sponsored students are required to open an account at a designated branch of the First National Bank, at Block 210. Students who have an account can apply for an ATM card; there are two (2) FNB, ATM machines on campus, located at the Student Centre (Block 115). There is also a Barclays Bank ATM at the Kiosk near the Library.



◆ Phones

There are several coin and card operated public telephones around campus. Phone cards are available from the University Post Office.

The Botswana Telecommunications Corporations (BTC) has opened a "Phone Shop" at the Student Centre for your convenience. You can buy phone cards or arrange to phone from there.

Tip: Apply for a "Virtual Telephone" or "Echo Tel". This is a non-real time communication tool for people who do not have a telephone. It is very cheap (P20 per annum). You can find out more about this facility by visiting the BTC offices at the main mall or by calling their toll free number 0800 911 911.

Cell phone services also are available. Currently these are only Mascom and Orange. Get advice and buy a cell phone that best appeals to you. Air time cards can be purchased from the UB the convenience store.



◆ Study and Computer Areas

Each Faculty has its own computer lab, complete with internet services. Computers are not enough and therefore students are asked to work out ways of sharing these limited resources. These computers are for use by graduate students only; friends, relatives, and other students are not allowed to use them. Students who can afford to do so are encouraged to purchase their own computers to use in their rooms.



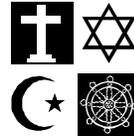
◆ Help for International Students

Mrs. C. Nkala-Castellon is available to assist international students. Her office is located in the Student Centre, Building 115, Room 039. She is available to provide assistance with visas, residence permits, and other problems that International students encounter. Your GSA can help you find the other students on campus who are from your country.



◆ Help for Families

Unfortunately, the Graduate Village does not cater for families. Families are welcome to visit, but space is limited and therefore families are allowed to stay student residence halls. Please refer to the message from the Warden!!



◆ Religious Services

There is freedom of religious assembly and worship in Botswana. The Christian Union is a students' movement; however, there are a number of other fellowship groups – watch for invitations.

All major religions have regular services in Gaborone. If you don't find the information you are looking for in the telephone book, ask your friends for details about a service you wish to attend.

Religious organizations on campus:

UB Congregational
UB Catholic
Bahai Association
Celebrate Jesus
Scripture Union Society

Islamic Students Association
Christian Union
Campus Outreach Ministry
Seventh Day Adventist,
University Students



◆ Local Transport

There is reliable local transport for the commuter. The mini-buses (called combi) travel on fixed routes, and will pick and drop passengers at designated stops. Most combis operate frequently during the day, but become scarce after 7 pm. The combis operate from the main Bus Terminal next to the train station and charge a standard fare of P 2.50 per single trip. There is a mini terminal at the main mall.

If you stay on campus you will be taking mainly combis marked "Broadhurst Route 2", "Broadhurst Route 5" "Tlokweng Route 4" and "Tlokweng Route 5". These routes pass by the University campus.

You may choose to take "taxi" which also operates from both terminals. The minimum taxi rate is P3.00 per single trip, however can go up to P15.00.

One can also choose to take one of the "call-cabs" instead. They operate 24 hours and can conveniently be called to pick you up from wherever you are. A number of call-cab companies operate in Gaborone, and have placed their stickers at most of the public telephone booths, including those on campus. Some of these companies and their phone numbers are: A-to-B (302146); Le Bee Cars (563581); and Goody Goody (374522/306868). Contact Botswana Telephone Directory for more information on this.



◆ Shopping

The University has a souvenir shop, located at the Student Centre. It sells clothing and other items that have the University logo.

For elaborate shopping, there are several shopping malls in Gaborone that are accessible by public transport.



◆ Campus Clubs

There are a lot of social, cultural, sporting, and academic clubs on campus. Many of these are supervised by the SRC. Watch out for posted information about their meetings.

Academic Organizations:

AISEC Club
Economics Society
Geology Society
Business Society
Debate Club
Town Planning Society

Debate Club
Law Society
Archaeology Club
History Society
Graduate Student Association

Performing Arts:

UB Choir
Lu Tosh Production
UB Art Club
Popular Theatre

Ngwao Boswa
House of Poets
Diphala Traditional Dance
Troupe

Service Organizations:

Dikgang Tsa Mmadikolo
Video Production
Wildlife Society
IASTEC
UB Student Empowerment

UB Human Rights
Work-Camp Association
Cisiyankulu Youth Branch
Environmental Conservation
Society

Cultural Organisations:

Chobe Student Association
Boteti Student Association
UB Tavic Supporters
Kamanakao Association
Basotho Student Association
Ras Tafari House (UB)

Society for the Promotion of the Ikalanga Language (SPIL)
Zebra National Team Supporters
Herero-Babanderu Student Association

Other Organisations:

Objectivist Club
LeoClub
UB Meditation Society



◆ **Campus Sports**

The Olympic-size swimming pool is very popular. Life guards are on stand-by, but everyone swims at his or her own risk. The campus gym has equipment for weight-lifting, boxing, karate, net ball, soft ball, table tennis, and other activities. There are outdoor basketball and tennis courts.

Campus sports clubs:

Shotokan Karate Club
Shukokai Karate Club
Shito-Ryu Karate Club
Volleyball
Aerobics Club
Athletics Club
Hockey Association
UB Tennis Club
UB Kicks Ladies
UB Hawks Football Team
Iron Den Club
Dance Sport Society
Boxing Club
Table Tennis club
Ladies Basketball Club
Bridge Club
Men's Basketball Club
Darts Club
UB Kicks Football Club
Chess Club



◆ Information about Gaborone

The city derives its name from *Kgosi* (chief) Gaborone of the Batlokwa tribe. Built between 1964 and 1965, Gaborone became Botswana's capital upon independence in 1966. Chosen as the site for the country's capital due to its proximity to the railway line, the availability of water and ample government land, it was declared a city in 1986 and by 2000 had a population of 213 017 inhabitants. Since then it has continued to be a rapidly growing city.

Points of interest include:

Cinemas: the Village cinema, the Capitol cinema at Riverwalk Mall (4 cinemas), and the Stardust at the Grand Palm.

The National Sports Stadium, located by the North gate to the University. National and international competitions in football are held here.

Night life: ask your friends to recommend the good night clubs.



◆ Outings Around the City

Places of interest that are less than an hour's drive include:

Mokolodi Game Reserve. Phone in advance for reservations (391 1414)

Gaborone Game Reserve

Lion Park

Kolobeng – the site of Dr. Livingstone's house and church

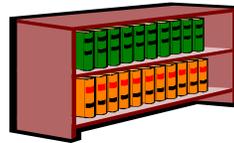
Matsieng footprints – footprints on the rock near the village of Rasesa, north of Morwa

Mochudi Museum

Oodi weavers at Oodi village

Pottery and glass workshops at Thamaga village

YOUR SCHOOL OF GRADUATE STUDIES



A Little History

The University of Botswana has offered graduate level programmes of study since 1983. The early programs were coordinated by a University Graduate Studies Committee. On the basis of the positive experiences of the graduate students and the participating academic staff, a recommendation for reorganization was adopted. This resulted in the creation of a School of Graduate Studies in 1996.

The School of Graduate Studies is one of the seven Faculties of the University. However, it differs from the other Faculties in that it has no teaching staff. Instead, the School of Graduate Studies facilitates and coordinates the graduate programmes offered by the various academic departments of the University. The School answers inquiries, processes admissions, records grades, arranges for Thesis and Dissertation Examiners, and prepares the final list of students who will graduate each year. Also, along with the Graduate Student Association, it attends to matters concerning student welfare.

The Graduate School has a continuing interest in the academic progress of students, from the first to the last day that each student is on campus. In order to promote early recognition of successes as well as academic problems, each student is asked to complete a Progress Report periodically. When you receive a request to provide a Progress Report, please complete and return the forms to the School of Graduate Studies promptly.



Programmes of Study

BUSINESS

MBA: Master of Business Administration
(Accounting, Business, Finance, Marketing, Management)

EDUCATION

MEd, MPhil, PhD in Adult Education
MEd, MPhil, PhD in Educational Foundations
MEd, MPhil, PhD: Counselling and Human Services,
Curriculum and Instruction, Educational Management,
Gender, Research and Evaluation
MEd in Languages & Social Science (and Religious) Education
MEd, MPhil, PhD in Mathematics Education
MEd, MPhil, PhD in Science Education
MNSc: Master of Nursing Science (Adult, Mental, or Community
Health; Parent and Child; Family Nurse Practice)
MEd in Primary Education
MEd in Physical Education

ENGINEERING

MSc in Civil Engineering
MSc in Electrical/Electronic Engineering
MSc in Mechanical Engineering
MSc in Project Management

HUMANITIES

MA in African Languages and Literatures
Master of Archives and Records Management
MA, MPhil, PhD in English (Language, Linguistics, African Literature,
English Literature, Theatre)
MA, MPhil, PhD in History
MLIS, MPhil, PhD in Library and Information Studies
MA in Theology and Religious Studies

SCIENCE

- MSc, MPhil, PhD in Biological Science (Applied Microbiology, Ecology)
- MSc, MPhil, PhD in Chemistry (Analytical, Natural Products, Organic, Inorganic, Physical Chemistry)
- MSc in Computer Science
- MSc in Geology (Hydrogeology)
- MSc, MPhil, PhD in Environmental Science
- MSc, MPhil, PhD in Mathematics
- MSc, MPhil, PhD in Physics

SOCIAL SCIENCE

- MA in Development Studies (Sociology)
- MA in Economics, Applied Economics
- LLM in Law
- MA in Population Studies (Demography, Health and Social Policy)
- MPA: Master's in Public Administration
- MA in Politics and International Relations
- MSW: Master's in Social Work (Policy and Administration, Advanced Clinical Social Work, Youth and Community Practice)
- PGD, MA-Stats in Statistics



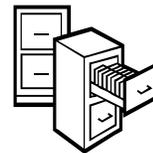
Guiding Principles

The underlying goal of graduate study is to increase knowledge. This goal can be achieved when students are dedicated both to learning more about their chosen field of study and to the creative thought that expands the base of knowledge in that field. If you compare the information found in a textbook that was printed 25 years ago with the information contained in a current textbook, you will see many differences. These differences have come about because during that time the amount of knowledge in the field has expanded. This new knowledge may consist of facts, of new principles, or sometimes of still disputed theories. However, whatever the new information consists of, it represents the outcome of creative thought, often that of university students and staff.

Throughout the world, universities offer the opportunity for students to develop their minds through advanced courses, research opportunities under the supervision of experienced staff, and continuous informal mechanisms for the free exchange of ideas. The University of Botswana, its School of Graduate Studies, and its academic staff is committed to providing an environment which promotes academic excellence, freedom of thought, and the advancement of knowledge.

Each graduate student of the University is in the unique and enviable position of being recognized as a future colleague of his or her teachers. In this relationship, it is important that students, teachers, and research Supervisors interact in a manner, which shows respect for the current level of knowledge, the new ideas, and the cultural differences of each other.

Completion of a graduate degree programme opens the door to professional employment and daily interaction with others who share similar academic interests. As junior colleagues, graduate students are expected to show exemplary personal and professional behavior and to show dedication to the highest standards and creative thought.



University Policies and Procedures

The general University Regulations are applicable to all students, including graduate students. You will find these regulations in the 2007-2008 University Calendar. Please read these regulations so that you understand the general policies of the University.

In the University Regulations, please note the policy on Sexual Harassment. This policy defines sexual harassment and describes University procedures for handling complaints. In this policy the definition of sexual harassment starts as follows:

“Sexual Harassment refers to any unwanted, unsolicited and/or repeated verbal or sexual advances, sexually derogatory statements or sexually discriminatory remarks made by a member of the University co-

community in respect of another member of the University community, whether in or outside the University, which are offensive or objectionable to the recipient, or which cause the recipient discomfort or humiliation or which the recipient believes interfere with the performance of his/her job or study, undermine job security or prospects or create a threatening or intimidating work or study environment.”

Please read this policy carefully and do not hesitate to seek advice if you feel you are being sexually harassed

Other University Policies:

- ✓ **Student Rights and Responsibilities**
- ✓ **Code of Student Conduct**
- ✓ **Academic Honesty policy for students**

These policies are in the Appendix. Please refer look there for further information.



**School of Graduate Studies
Policies and Procedures**

◆ General Regulations

The General Regulations of the School of Graduate Studies can be found in the 2008-2009 University Calendar. These regulations were recently revised, so be sure you consult the current regulations. The document has three sections: regulations applicable to all graduate programmes, regulations for Master's programmes, and regulations applicable to MPhil and PhD programmes. Please note that the various academic departments and programmes may have additional regulations that you should be aware of.

◆ **Registration**

Students must be registered at all times from the start of a programme until all work has been completed. Dates for first and second semester registration are available from the School of Graduate Studies office. It is the responsibility of every student to register according to the instructions provided. Students who have been approved for an extension of study to complete Dissertation work, must register in order to be eligible to graduate, but no fee is charged.

Registration forms are available from the School of Graduate Studies office, and must be signed by your Programme Coordinator before being returned to that office.

◆ **Academic Supervision**

The relationship between a graduate student and his/her Supervisor is an important one. Some suggestions about how to ensure a productive relationship are provided in the section "FORMalities" under the heading "The Supervisory Agreement".

◆ **Progress Reports**

The Graduate School has a continuing interest in the academic progress of students, from the first to the last day that each student is on campus. In order to promote early recognition of successes as well as academic problems, each student is asked to complete a Progress Report periodically. When you receive a request to provide a Progress Report, please complete and return the forms to the School of Graduate Studies promptly. A copy of the Progress Report form can be found in the section "FORMalities" of this Handbook.

◆ **Procedure for Withdrawal**

If, for unexpected reasons it becomes necessary to withdraw from study, you must write to your Programme Coordinator requesting permission to withdraw. The request should indicate whether this is a permanent with-

withdrawal or whether you expect to be able to resume study. Withdrawal may be for a maximum period of four semesters; after that time it will be necessary to apply for readmission.

After the Programme Coordinator has approved your withdrawal, approval of the Dean of the School of Graduate Studies also is required. Fees will not be refunded for withdrawals that are approved after the last date designated to add or drop courses for a semester.

◆ **Research Policies**

Graduate students are expected to conduct their research in accordance with University research policies. Among other things, these policies affect the use of human research subjects, animals, and hazardous materials, and require University review of the research to ensure adherence to accepted international standards. These policies, which also address the issue of intellectual property, can be found on the Office of Research and Development website.

Any student who feels the need for clarification about a matter concerning the conduct of research or related matters, such as authorship on publications, should consult the School of Graduate Studies Dean.



◆ **Instructions for Preparing a Dissertation or Thesis**

Language. The Thesis or Dissertation shall be written in English. Any Thesis or Dissertation submitted in a language other than English must be accompanied by a comprehensive summary in English. Please refer to the School of Graduate Studies regulations for information about exceptions to this policy.

Format. The Thesis or Dissertation shall be typed, double-spaced on single sides of good quality A4 paper. Normally margins are: 40 mm on the left hand

side, to allow for binding, 10 mm on the right-hand side, and to 20 mm on the top and bottom.

Initial pages. The first page shall be a title page which contains the following information: (1) title of the thesis or Dissertation, (2) student's name, (3) supervisor's name, (4) the degree, (5) date of submission, and (6) name of the department and University. A sample title page is provided in the "FORMalities" section. (Resubmission shall be where a major revision had been required or where a thesis or dissertation had not been accepted.) the title sheet shall reflect whether the thesis/dissertation is in partial fulfillment or in fulfillment of the requirements for the degree, depending on whether or not coursework has been involved.

There shall be an Abstract of not more than 500 words, and a Table of Contents. Pages shall be numbered such that the title page, Table of Contents, and Abstract are in Roman numerals and the main text of the Thesis or Dissertation is in Arabic page numbers.

Diagrams, charts, etc. These must be included where possible within the text; otherwise they may be included as an appendix, or if too bulky, should be folded in a pocket sewn inside of the back cover.

Signatures and Acknowledgments. The thesis or dissertation shall include a signed copy of the following statement: "The work contained in this thesis/dissertation was completed by the author at the University of Botswana betweenand..... It is original work except where due reference is made and neither has been nor will be submitted for the award of any other University." Any part of the thesis or dissertation that relates to work previously done in connection with another qualification or award shall be declared. The candidate shall state the extent to which he/she has availed himself/herself of the work or others.

Submission. At the time of submission, the thesis or dissertation need not be bound. The examination copies shall be clipped into loose leaf folders with hard covers, but not perforated or punched. The clear copies shall be submitted.

Binding and Distribution. Students are to submit at least six copies of the final, corrected Dissertation or Thesis to the School of Graduate Studies, which will arrange to have them bound; students pay for the binding.

Distribution of the bound copies is: two copies for deposit in the Library, one copy for the student's Department, one copy for the student's Supervisor, and two copies for the student. Additional copies may be required by students' sponsors or other agencies.

Copyright and Publication. Students will complete a form giving or refusing permission to members of the public to copy or reproduce the work for study and research purposes in whole or in part. Copyright of the Thesis or Dissertation will be vested in the author and reproductions may not be made without his/her consent as defined in the form. The author may, with the agreement of his/her supervisor, restrict circulation of the Thesis or Dissertation for a minimum period of five years from the date of acceptance. When published in any form, acknowledgement is to be made that the material is drawn from a Thesis or Dissertation published in any form, acknowledgement is to be made that the material is drawn from a Thesis or Dissertation.

◆ **Appeals Procedure.** A student has the right to appeal academic actions taken under the rules and regulations of the University and the School of Graduate studies. An appeal should be presented in writing to the Dean of the School of Graduate Studies. The Dean will investigate the problem and with assistance from the School of Graduate Studies Board, render a decision about the appeal. The student will be informed in writing of that decision. If the student is dissatisfied with the decision, he/she has the right to appeal to Senate. An appeal to Senate must be received no longer than 30 days after the date of the written decision of the Dean of the School of Graduate Studies.

UNIVERSITY SERVICES



The University Library

Library services are open to all full-time and part-time students. New graduate students, as everyone else, are required to register with the library. Once registered, students are entered into an automated system for borrowing and returning items.

Graduate students may borrow up to 15 items at any one time, for one month. Loans are renewable unless booked by another reader, and there is a charge for overdue items. Overdue books and pamphlets accumulate fines at the rate of 50 thebe per day, while overdue bound periodicals and reserve materials accumulate fines at the rate of P1.00 per hour or part thereof from 9:00 am on the due date. Fines for recalled material accumulate at the rate of 50 thebe per day effective one week from the date of recall. Bound periodicals may be borrowed overnight or over the weekend.

Library Hours:

Term Time	
Monday through Thursday	07:45 – 23:00 hrs
Friday	07:45 – 17:00 hrs
Saturday	10:00 – 17:45 hrs
Sunday	10:00 – 22:00 hrs
Vacation (Normally)	
Monday through Friday	07:45 – 17:00 hrs
Saturday	10:00 – 17:45 hrs
Sunday	Closed
Public Holidays	Normally closed

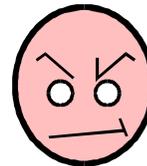
Useful Tips:

Identify the Reference Librarian at the Enquiries Desk and make use of him/her. There is a team of Subject Librarians who can help you locate information in your area or discipline quickly. Get to know your Subject Librarian and make use of him/her.

Be sure to attend a scheduled library orientation so you can become familiar with the location of the various Library resources.

Important Library Rules:

- ◆ Do not eat or drink in the library.
- ◆ Personal property is left at the user's own risk.
- ◆ All items taken into or out of the library are subject to a security check.
- ◆ Reading tables may not be reserved.
- ◆ When making photocopies:
 - Do not make 2-sided copies; this saves the toner in the copy machine
 - Always close the copy machine cover, to protect your eyes.
 - Do not insert a CANON photocopying card into an ABSEC machine.
- ◆ Consider others in the library: work quietly.
- ◆ Always check to see if any of your library books are overdue.
- ◆ Return overdue books immediately and pay the fine.
- ◆ Cell phones must be switched off upon entering the library.



The Careers and Counseling Centre

A wide range of services are offered to students by the Careers and Counseling Center. The staff of the Centre can help their clients acquire and

develop attitudes, insights and understanding about themselves and their environment which are necessary for optimal growth and development in a University community.

All client information is strictly confidential and will not be divulged without the consent of the client. As the Centre operates in an institution, exception to this strict rule of confidentiality will be in the form of shared confidentiality among those who may need to take decisions that will affect the client or when there is threat of imminent danger to the client or others.

Services Available from the Centre

Academic Support Services:

- ◆ Academic Study Skills
- ◆ Writing and Reading Skills
- ◆ Communication Skills
- ◆ Test-Taking Skills
- ◆ Test Anxiety Management
- ◆ Time Management
- ◆ Overcoming procrastination

Career Information Services:

Students have access to career information comprising brochures, leaflets, books and career video tapes in the Career Room in the following areas

- ◆ Courses available at UB and at institutions in Southern Africa, Commonwealth Universities and institutions in the United States of America
- ◆ Occupations in various disciplines
- ◆ Companies in various sectors of the Botswana economy
- ◆ Career opportunities in Botswana

Career Development Services:

- ◆ Career exploration
- ◆ Career decision-making tasks
- ◆ Writing of curriculum vitae
- ◆ Job interviewing techniques

- ◆ Job search strategies
- ◆ Coping with transition from graduation to employment
- ◆ How to maintain a job when it is secured

Counseling Services for Students:

The Centre provides counseling services to assist students overcome current and specific personal or educational problems, through

- ◆ Individual Counseling – to meet specific needs and on-going problems.
- ◆ Group Counseling—to meet the needs of a group of four to eight students with a focus on specific issues of concern to the group or on a variety of concerns to the group, such as relationships with the opposite sex, acquisition of life skills, or stress management.

Appraisal Services:

The Testing Services provide data on each client during counseling or on request, to enable the client to understand himself/herself so that he/she can make meaningful decisions in various situations, such as:

- ◆ Changing from one university programme to another
- ◆ Making social and psychological decisions
- ◆ Identifying defective or poor study habits
- ◆ Awareness of career interests or motivation for a career preference

Location: Block 244/H (Near UB South Gate)

Consulting Hours: 8:30 – 13:00 and 14:00 – 16:00; assistance after these hours is available on request

Phone: (267) 351151 Reception, ext 2290, 2291
Counseling rooms, ext 2292, 2312, 2315, 2317



The Writing Clinic Of the Communication and Study Skills Unit (CSSU)

The CSSU is part of the Centre for Academic Development. It provides individual consultation to graduate students.

Services offered to Graduate Students:

Dissertation writing	Citing sources
Research proposal writing	Referencing
Hypothesis formulation	Seminar presentation
Development of the thesis	Defense of a dissertation
Editing and proof reading	Writing an academic paper
Overcoming plagiarism	Preparing graphics
Interview skills	Developing interpersonal Communication skills

To use these services you should first determine what help you need. Consult your Supervisor or Programme Coordinator for advice.

Graduate students can submit a written draft to the language advisor, who reads it and then arranges a meeting during which the two parties discuss the written document. It is through working on a one-to-one basis that the language advisor and the student are better placed to identify the strengths and weaknesses of the student who is being assisted. Please note that the CSSU assist students to develop writing skills but does not deal with the content of the written material.

The CSSU is in **Block 229, room 116 and 117**. Come and register with the Writing Clinic. While registering you will discuss with the coordinator what sort of help you need. You can register at any time, but it's best to do this before you need help.

FORMalities



Student Grades

At the end of each semester, student grades are available after they have been approved by the Departmental Boards. These grades are posted at convenient locations within each Faculty. Recommendations for repeating courses, for continuing to the next year of study, and for graduation are reviewed by the School of Graduate Studies Board and approved by Senate. Students can collect individual information about their results in all courses from the School of Graduate Studies at a date announced by the University.

It is the responsibility of each student to acquaint himself/herself with the posted information in a timely manner. Any questions concerning the accuracy of the posted information should be brought to the attention of the School of Graduate Studies Administrator promptly.



The Supervisory Agreement

Original research is an important part of a graduate student's programme. Research is an exploration of the unknown, and as a result there is uncertainty about what will be discovered, where it will be found, and how long it will take to make a significant discovery. These uncertainties can create problems between a student and his/her research Supervisor. Therefore it is recommended that at the beginning of the research project each student and Supervisor meet and agree on the way in which they will proceed. Questions about which they should have a clear understanding and agreement include the following:

◆ SGS ◆ GSA ◆ SGS ◆ GSA ◆ SGS ◆ GSA ◆

1. Getting the research started:

- ◆ What is the role of the student in developing a proposal? What is the role of the Supervisor, Co-supervisor and committee members? To what extent do they expect the student to develop a proposal independently, and without advice?
- ◆ Where is the literature that should be read in order to identify a good research idea and develop a proposal? If important sources are not available at UB, how are they obtained? Is there a cost for obtaining them? If so, who pays the bill?
- ◆ How long should it take to develop a research proposal? How often do the student and Supervisor expect to meet to discuss progress?
- ◆ Are the resources available to carry out the research that is proposed? If not, can the proposal be accepted? Is the student responsible for paying for the costs of research?
- ◆ Does the research require approval from University committees because it will use human subjects, animals, or toxic chemicals? If so, whose responsibility is it to secure these approvals?

2. During the research:

- ◆ How often should there be meetings between the student, the Supervisor, the Co-Supervisor, and the committee? Whose responsibility is it to request and schedule these meetings?
- ◆ What procedure should be followed if a meeting must be rescheduled?
- ◆ How long should each phase of the research take? Who initiates discussions when research progress is unusually slow? What are the Departmental procedures for monitoring a student's supervision?
- ◆ What work space does the student have? Is this adequate for the project?
- ◆ Does the student have access to photocopying facilities in the department and to inter-library loan of research materials? Who pays for these expenses?
- ◆ If the project involves field work, what are the expected expenses, and how will they be paid?
- ◆ Does the Department have additional expectations of the student, such as presentation of periodic Seminars?
- ◆ What should a student do if personal problems interfere with his/her ability to make expected progress on the research?

◆ Who has the right to publish the results of the research? Should the student's name appear first on all publications, since it was his/her project?

3. University requirements regarding research and its assessment

- ◆ What are the University policies and where can they be found?
- ◆ How is a Dissertation or Thesis assessed? Who selects the External Examiner?
- ◆ How can a student request an extension? How long a time is allowed?
- ◆ What process is available if conflict arises between a student and his/her Supervisor, Co-Supervisor, or Committee members?

Students and Supervisors are encouraged to discuss the questions raised in the three categories above, and to ensure their mutual agreement on critical matters. Forms that can be used for a written agreement are available in the School of Graduate Studies office. The form has this appearance:

**AGREEMENT BETWEEN A GRADUATE STUDENT
AND THE STUDENT'S SUPERVISORS**

Student's name (please print): _____

ID Number: _____ Candidate for the degree: _____

Supervisor's name (please print): _____

Co-Supervisor's name (please print): _____

Committee Member (please print): _____

Responsibilities of both the student and the Supervisor:

Responsibilities of the student:

Responsibilities of the Supervisor:

Signature and date:

Student: _____

Supervisor: _____

Co-Supervisor: _____

Committee Member: _____

The Progress Report:

Dear Graduate Student,

As you know, the School of Graduate Studies takes a close interest in the progress of all graduate students. Therefore, we ask that you complete and return the attached Progress Report. This annual report will allow you to describe your achievements over the past academic year. If you have encountered any problems that hindered your progress, please comment on them also.

The instructions for completing this Report are as follows:

1. Complete Section A of the Report and sign it.
2. Discuss this portion of the Report with your Supervisor and have your Supervisor sign it also.
3. Complete Section B of the Report if you wish to comment on the supervision you have had during the past year. If you complete this section, your comments will not be discussed with your Supervisor without your permission.
4. Sign this section of your Report.
5. Take your completed Report to your Coordinator of Graduate Studies or Head of Department. After discussing your Report, it will be signed by the Coordinator or Head of Department.
6. If you have any confidential comments, attach these to your Report.
7. Submit your Report to the School of Graduate Studies. .

If you have questions or would like additional information, please contact the Faculty Administrator in the School of Graduate Studies by phone at 355-2682, by fax at 585-100 or by e-mail at sogras@mopipi.ub.bw.

The Progress Report document is shown on the next two pages:

UNIVERSITY OF BOTSWANA School of Graduate Studies

Monitoring of the Progress of Graduate Students: Self-Assessment
to be completed by all Master's students in March and all MPhil and
PhD students in June of each year

Name: _____ Date: _____

ID Number: _____

Supervisor: _____

Degree programme: _____ Status: FT PT

Year commenced studies: _____

Section A To be completed by Graduate Students

- (i) Summary Report: Please complete below a report of around 100 words on your overall progress towards your degree during last period. Please also comment on the level of contact which you have had with your supervisor (that is the number of hours per month or year) during this time. If you wish to comment further on the quality of supervision, in confidence, you may do so in section B of this form.
- (ii) Achievements: Please provide brief details of any particular achievements you wish to report, such as conference attended, papers, publications and presentations, and participation in workshops, seminars and reading groups.
- (iii) Skills: Please indicate any skills you have acquired during the course of the academic year which you consider to represent an addition to your academic and professional development. Your view on the training and facilities available to support the development of such skills would also be appreciated.

- (iv) Awards: Please list any awards, scholarships or bursaries you have obtained during the last year.
- (v) Future Progress: Please provide an estimate of the likely submission date for your Dissertation/Thesis. Any circumstances affecting your progress – should be indicated.

Use this space for your report:

[Note: approximately 2/3 page of space is available]

Signed: _____

Print Name: _____ Date: _____

To be completed by supervisors

Please sign below to confirm that you are satisfied with the student's annual self-assessment report. Any specific comments you would wish to add should be attached as a separate sheet and returned to the student for forwarding to the Graduate Office.

Signed: _____

Print Name: _____ Date: _____

Section B (optional)

If you wish to comment on the supervision you have received please use the space provided below, giving details if any supervisory problems have emerged over this period.

[Note: about 1/2 page of space is available]

Signed: _____

Print Name: _____ Date: _____

Section C: To be completed by Coordinators of Graduate Studies/Heads of Departments

Please sign below to confirm that the Department considers the reports in Sections A and B to be accurate. Any aspect of the reports you wish to be highlighted to the Dean of the Graduate School should be indicated in the space below. If there are problems with the student's progress or supervision, the Coordinator of Graduate Studies or the Head of Department should investigate and comment in the space provided below. Please note that Section B has been completed on the understanding that permission of the student will be sought before it is shown to the supervisor.

Signed: _____

Print Name: _____ Date: _____

GUIDELINES FOR THE APPOINTMENT OF GRADUATE EXTERNAL EXAMINERS

Graduate External Examiners are used to review the Dissertations and Theses of students who are candidates for a Master's, Master of Philosophy, or Doctor of Philosophy degree. The Dissertation or Thesis is mailed to the Examiner for review.

Graduate External Examiners are nominated by the Departmental Board and must be approved by the Dean of the School of Graduate Studies and the Deputy Vice Chancellor (Academic Affairs). The request for approval must be accompanied by a brief statement of support for the nomination and current Curriculum Vitae of the nominee. Nominations should be forwarded to the School of Graduate Studies no later than January 15 each academic year. Appointments are for a 12-month period.

Graduate External Examiners must hold the rank at least of Senior Lecturer; a higher staff rank is desirable. An Examiner should have had experience in teaching and supervising graduate students and should have expertise in the research area of the Dissertation or Thesis. An individual with special expertise who is not currently a university lecturer is eligible for appointment as an External Examiner, if he/she has held an academic position previously.

External Examiners who review a Dissertation or Thesis are asked to submit comments under six headings, then answer two questions and make a recommendation:

Areas for comment:

1. Summary observations
2. Technical presentation
3. Structure of the Dissertation or Thesis
4. Methodology of the study
5. Academic argument and content
6. Additional comments

Questions:

1. Does the work of the candidate constitute a distinct contribution to the particular branch of knowledge by the discovery of new facts or the exercise of independent critical power?

2. Are the results worthy of consideration for publication (although not necessarily in their present form)?

Possible recommendations:

- ◆ Accepted
- ◆ Referred for minor amendments (amendments to be certified by the Internal Examiner)
- ◆ Referred for major amendments (amendments to be certified by both the External and Internal Examiners)
- ◆ Rejected (If so, indicate whether permission should be given for re-submission).



Graduation and Beyond

Graduation is a long-anticipated event. It is a milestone that separates a previously student-oriented life from the type of life experienced by the rest of adult society. You should expect this new life to have more structure and more money.

The structure imposed by having a job will require a different form of dress, more rigid working hours, and perhaps even a different manner of speech. For some students, particularly those who enjoy irregular hours and setting their own priorities, this structure imposed by the working environment is irritating and disturbing. For others, it provides comfort because the work to be accomplished each day is clearly defined and takes place within a specific time period.

In either case, there is a period of adjustment for the new graduate and his/her friends and family. A transition period can be difficult for everyone, and requires patience and understanding while an adjustment is being made.

In order to enter this new life smoothly, you should start preparing many months in advance. There are several important new skills that you need to acquire during this time:

- ◆ How to prepare your *Résumé* or *Curriculum Vitae* in a professional manner.
- ◆ How to give the best possible impression during a job interview.

- ◆ How to understand the goals of your future employer, and how to evaluate whether you would enjoy that particular working environment.

The Résumé or Curriculum Vitae provides a concise description of your background, experience, job interests, and employment goals. An attractive layout that is easy to read, is nearly as important as your background and qualifications: no potential employer will be impressed by a messy document because that suggests sloppy work habits. However, an attempt to be “artsy” and cute by using computer graphics and several different types of fonts creates just as bad an impression. There is no single correct format to use for a Résumé or Curriculum Vitae, but in general information should be provided under these headings:

- ◆ Personal Information: name, address, phone numbers, e-mail address.
- ◆ Education: names of secondary schools and universities attended, dates of attendance, degree awarded & date. Include your field of study and the title of any Research Essay, Dissertation or Thesis.
- ◆ Experience: list, in chronological order, any relevant jobs, with the name and address of the employer/business, dates of employment, and most important duties. If you used any technical equipment or acquired specific skills, identify them here.
- ◆ Awards or Honors: if you have been sponsored during your university studies, name the sponsor, what the sponsorship covered, and the duration of the sponsorship.
- ◆ Community activities: if you have participated in community or church activities, describe them here. Provide the name of the group or agency, the dates of your participation, and what your role was.

⊗ **Stop at this point.** Do not list your hobbies, name your pets, or provide other personal information that is unrelated to your ability to do a job.

A sample Curriculum Vitae/Résumé is shown on the next two pages.

Jomo K. Mothusi

Personal Details:

Address: University of Botswana, Private Bag 00706, Gaborone
Phone: 123 1234
e-mail: jkmothusi@hotmail.net
Nationality: Botswana

Education:

1990-1994 Gaborone Secondary School. Graduated 1994
1995-1999 University of Botswana. BA degree 1999
Major field of study: Astronomy
2000-2003 University of Botswana. Degree requirements completed for the MA in Astronomy; will graduate 2003
Dissertation title: "Effect of gravitational fields on the intensity of sunlight" Research Supervisor: Dr. M.M. Maya

Work Experience:

1993 Clerk, SPAR grocery
1999-2000 Research Assistant, Department of Astronomy, University of Northern Africa. Responsibilities: Assist Prof Langmuir with data collection and analysis. Special skills used: operation of the National Astronomy telescope, use of computer programmes for analysis of complex data.

Honors and Awards:

2000-2003 Sponsorship for graduate study by TUMAR
2002 Certificate of recognition from the Botswana Association of Churches

(continued on the next page)

Community Service:

1998- Member, Junior Coalition for Protection of the Environment
2001 Treasurer, Middle School building campaign

Presentations and Publications:

JK Mothusi and MM Maya: Effect of the gravitational field of Europa on sunlight intensity on the surface of Jupiter. International Astronomy Conference, Cape Town, South Africa, June 12-15 2001.

JK Mothusi and MM Maya: Effect of the gravitational field of the moon on the intensity of sunlight in Botswana. International Journal of Astronomy 12, 123-139, 2002.

The job interview. A job interview can be a stressful experience, so it's wise to prepare carefully. Only a few applicants will be invited for an interview, so you should feel that the job can be yours if you are effective during the interview. Here are some tips:

- ◆ Dress carefully, according to the usual dress of employees in that setting.
- ◆ Before you go to the interview, collect as much information as possible about the potential employer and the position you are applying for: nature and goals of the business, size of the business, where your position would fit into the organizational structure.
- ◆ Take a copy of your Resumé and any other documents you would like to tell the interviewer about.
- ◆ Behave professionally during the interview: do not chew gum, make jokes, or attempt to discuss anything that is irrelevant to the interview. The interviewer may ask you some personal questions in the beginning, to make you feel at ease; if so, answer them politely and concisely.
- ◆ Be prepared to explain why you are qualified for the position and to discuss any specific skills you have that would make you a valuable employee.
- ◆ Be prepared to discuss your career goals realistically. It won't help if you say you want to be president of the company; instead, discuss a reasonable approach for advancing up the ladder. The interviewer's assessment of you as a person who would be cooperative and pleasant to work with is important.

The academic interview. If you are applying for to a degree programme, for sponsorship, or for an academic or governmental position, the same principles apply as do for an interview in the business world. The main difference between the two types of interview is that interviews for academic and governmental positions are based on your knowledge of a specific field. You should be prepared to discuss the relevant courses you have had and what you have learned so far in the relevant field. Before the interview, take time to define your career goals; be able to explain them clearly to the interviewer.

Assessing the potential working environment. During an interview you have the opportunity to evaluate your surroundings and the interviewer. Some questions you should be thinking about are:

- ◆ Is the location easily accessible? If you have difficulty getting to work each day, you will be unhappy, and unhappiness leads to poor work performance.

- ◆ Are the facilities clean and comfortable?
- ◆ Does the office appear to be well organized?
- ◆ Is the necessary equipment available for your use?
- ◆ Are the people polite? Would you enjoy being with them many hours each week?
- ◆ Are there special facilities you would like to have, such as a lunch room or a gym near-by?
- ◆ What are the benefits of employment? Is there medical insurance? How much holiday or sick time is allowed?

Keep in touch!

You will be gone from UB, but we want to know what you are doing and how your life is progressing. We may call and ask you to advise another student, or ask if you would like to come back for a special programme. When you move, think of UB, and send us your new address and phone number.



RIGHTS AND RESPONSIBILITIES OF STUDENTS

Introduction:

In the pursuit of the fundamental human rights of students, the University of Botswana shall accord students the rights enumerated in this document. Similarly, students will be expected to demonstrate certain responsibilities that would make the University environment conducive to learning and supportive of student personal development and adjustment.

RIGHTS:

- 1) Academic Assessment:
Students shall have all their academic work assessed fairly and objectively and be returned to them in good time to be of benefit in their continued learning in the course.
- 2) Association and Assembly:
Students shall have the right of association and assembly
- 3) Expression:
Students shall have freedom of expression
- 4) Discipline:
Every student shall be given a fair hearing on disciplinary issues.
- 5) Confidentiality:
The University shall respect the students right to confidentiality.
- 6) Religious freedom:
The University shall guarantee the right of each student to practice his/her religious faith.
- 7) Freedom from Harassment:
Students shall have the right to be free from any form of harassment.
- 8) Non Discrimination:
No University policy shall discriminate against any students on the basis of race , colour, creed, religion, sex or disability.

- 9) Appeal:
Students shall be entitled to appeal any decision following the laid down procedures as relevant.

RESPONSIBILITIES

- 1) Academic Conduct:
- 1.1 Every student shall ensure that he/she attends lectures and shall inform appropriate authority in case of absence due to unavoidable circumstances for valid reasons.
 - 1.2 Every student shall inform themselves of and abide by rules and regulations governing examinations, tests or assignments.
- 2) Use of Facilities:
It is the responsibility of each student to utilize University facilities appropriately and in line with the applicable procedures, rules and regulations. Failure to do so may result in disciplinary action taken against them.
- 3) Membership in Clubs/Organizations:
Every student who is a member student club and organizations must act in a responsible manner and.
- 4) Disability:
Students with disabilities are expected to inform the University as regards any disability they have when applying for admission or within a four weeks of the occurrence of the disability.
- 5) Sexual Harassment Precaution:
- 5.1 Students are advised not walk alone at night or during the early morning hours.
 - 5.2 Students are advised to report suspicious individuals or incidents to the appropriate authority
 - 5.3 Students are expected to familiarize themselves with the

programmes and measures that the University has provided for their safety and well-being.

6) Environment

Students are expected to contribute to a safe and clean University environment in the academic premises or in the hostels.

CODE OF STUDENT CONDUCT

Section 1 Introduction

1.1 The University of Botswana has an obligation to conduct its affairs in an orderly, civil and efficient manner. To this end individuals or groups are expected to act ethically and responsibly and desist from taking any action that interferes with orderly functions or threaten the health or safety of the University Community.

1.2 This Code serves to promote the spirit of tolerance and respect for others and to educate students as to their civic and social responsibilities as members of the University Community. The Code also sets out behaviour that is not acceptable and constitutes misconduct and how such misconduct shall be dealt with in the interest of good order and government of the University.

1.3 This Code applies to all registered full-time and part-time students of the University.

1.4 The handling of acts of misconduct under this code does not preclude civil or criminal prosecution.

1.5 Nothing in this Code shall be construed to deny students their legally and/or constitutionally protected rights.

Section 2 Definitions

In this Code, any reference to the singular shall include the plural and vice-versa and the following words and expressions shall carry the meanings respectively ascribed to them as follows:

- 2.1 "Act" means the University of Botswana Act (Cap.57:01).
- 2.2 "Complainant" means any member of the University Community who files a case against a student in terms of Section 10 of this Code.
- 2.3 "Disciplinary Authority" means University officers with authority to impose sanctions as provided for in Section 8.
- 2.4 "Members of the University community" means employees and students of the University.
- 2.5 "Misconduct" means any conduct falling under Section 5 of this code.
- 2.6 "Sanction" means disciplinary penalties set out in section 7.1 which are taken against a student who is found guilty of an act of misconduct.
- 2.7 "Statutes means The University of Botswana Statutes.
- 2.8 "Student" means any person currently registered for receipt of instruction in the University.
- 2.9 "Student Organisation" means any student group, organisation, body or society that is recognised by the University and/or the Student Representative Council (SRC) in terms of Article 24.2 of the Student Representative Council constitution.
- 2.10 "University" means the University of Botswana.
- 2.11 "University Student Disciplinary Committee" means the committee established under section 9 of this Code.
- 2.12 "Vice Chancellor" means the Chief Executive Officer of the University appointed pursuant to section 7.1 of the Act.
- 2.13 "Working day" means Monday to Friday excluding public holidays and days when the University is officially closed for normal operations.

Section 3 Delegation of Student Discipline Power, Duties and Functions

The Vice Chancellor is as per section 7.2 of the Act, the chief disciplinary

officer of the University and has, as provided by Statute 37, delegated student discipline in terms of this code, to be administered by the Deputy Vice Chancellor, Student Affairs and the Director, Student Welfare.

Section 4 Statement of Student Rights and Responsibilities

The University recognises that students have rights that have to be protected. Students also have responsibilities that they must undertake to make the University environment conducive to learning and supportive of student personal development and adjustment.

4.1 Rights:

The University recognises students' rights as regards the following;

4.2 Freedom of Expression:

Expression of views provided such views do not incite violence or infringe on the dignity and fundamental rights of other members of the University community and the general public.

4.3 Academic Assessment:

Fair and objective assessment of academic work with results returned in good time to be of benefit for continued learning.

4.4 Association and Assembly:

Freedom of association and assembly subject to the policies, guidelines, rules and regulations of the University.

4.5 Fair Disciplinary Process:

Due process and fair hearing on disciplinary action, which includes, but not limited to notice of charges and the opportunity to be heard.

4.6 Confidentiality and Privacy:

Respect of students' right to confidentiality and privacy.

4.7 Religious Freedom:

Freedom to practice one's religion while recognising that the University is a secular institution.

4.8 Non Discrimination:

The University is committed to non-discrimination and has policies

which aim to ensure that no applicant or student is discriminated on the basis of race, sex, colour, creed, religion, sex, gender, national or ethnic or tribal origin, age, marital status, disability, views or opinions in the administration of admissions and education policies, and the operation of all University programmes, activities and services.

4.9 Appeal:

Entitlement to appeal's following the laid down procedures as relevant.

4.10 Protection Against Disclosure:

The treating as confidential, of information about student's views, beliefs and legal political associations which staff members acquire in the course of their work as instructors, advisors, service providers and counsellors. Judgment of ability and character may however be provided as necessary under appropriate circumstances, preferably with the knowledge and consent of the students.

4.11 Responsibilities:

Students have responsibilities, which include but are not limited to the following.

4.12 Honesty and Integrity:

To uphold the highest standards of honesty and integrity at all times.

4.13 Ethical and Responsible Behaviour:

To act ethically and responsibly within and outside the University premises.

4.14 Knowledge of University, guidelines rules and regulations:

To know of and abide by the guidelines, rules and regulations governing academic programmes and student life.

4.15 Use of University Resources and Facilities:

Use of University resources and facilities appropriately in line with the applicable procedures, rules and regulations.

4.16 Disclosure of Disability:

Informing the University as regarding any disability that may affect ability to attend or learn from educational activities. The University does not

discriminate on the basis of disability, but has limited facilities to accommodate disabilities. Disclosure of information may be made to the University Disability Support Services Unit or the physician at the University Clinic who will advise the appropriate service and academic units about the implications of the disability for successful completion of the academic programme.

4.17 Protection of Environment

Conduct, behaviour and actions that contribute to a safe and clean University environment.

Section 5 Acts of Misconduct

Non-Academic Misconduct:

Behaviour that is unacceptable and subject to disciplinary action under this Code includes violations of National and local Law, conduct that threatens the safety or well-being of the University community, and any other behaviour that adversely affects the University and its educational activity. Examples of behaviour that will be subject to disciplinary action include:

5.1 Irresponsible Use of Alcohol:

(i) Consumption of any alcoholic beverages within the right-of-way of corridors, streets, alleys and sidewalks, and in buildings or other property owned by the University without authorisation.

(ii) The manufacture and/or unauthorised sale of alcoholic beverages within University premises.

(iii) Drunkenness or disorderly behaviour induced by alcohol intoxication.

5.2 Contempt:

(i) Failure to appear before any University legislative, or regulatory body as summoned without excuse or justification.

(ii) Failure to comply with a decision or order issued by a University official or body, without excuse or justification.

(iii) Any willful disobedience or disrespect to any University staff member,

student, University body or staff of companies contracted by the University.

(iv) Failure to comply with the directives of University officials, including, but not limited to, Security Officers, Life-guards, Wardens, Academic Staff, Fire Officers, Department of Student Welfare staff, and other Support Staff acting in the performance of their duties.

(v) Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.

5.3 Disorderly Conduct:

(i) Acting in a manner that unreasonably disturbs the peace and tranquility of the University, on or off University premises.

(ii) Intentionally and substantially interfering with the freedom of expression of others on University premises or at University-sponsored activities outside the University premises.

(iii) Intentionally or recklessly interfering with normal University or University-sponsored activities held anywhere.

(iv) Disrupting learning and teaching.

5.4 Failure to Submit Identification:

Failure to submit identification upon request from duly authorized and properly identified University officials.

5.5 False Alarm:

Intentionally initiating or causing to be initiated any false report, warning or threat of; fire, rape, explosion or other emergency on University premises.

5.6 Harassment:

Any unwanted act that interferes or infringes on the dignity and fundamental rights of other members of the University Community. This includes the following;

(i) Unwelcome sexual advances, requests for sexual favours, or other verbal

or physical conduct of a sexual nature as well as other acts as outlined in the Sexual Harassment Policy and Procedures.

(ii) Verbal, physical or any other behaviour that stigmatises or victimizes an individual on the basis of race or ethnicity.

(iii) Any act that degrades or disgraces a person(s) (hazing).

5.7 Infliction or Threat of Bodily Harm:

(i) Intentionally or recklessly causing physical harm to a person while on University premises or at University sponsored activities held outside the premises.

(ii) Intentionally or recklessly causing other persons on University property or at sponsored activities held outside the premises to believe that there is intent to harm them.

5.8 Misuse of Fire or Safety Equipment:

Reckless use or intentional misuse or damage of fire safety equipment.

5.9 Possession, Distribution, or Sale of Controlled Substances:

Possession, use, sale or manufacture of any substance declared illegal by Botswana laws.

5.10 Providing False Information:

(i) Intentionally furnishing oral or written false information to the University.

(ii) Forgery, or deliberate misrepresentation or unauthorized alteration of any document, or unauthorized use of any University document or instrument of identification including but not limited to, Photo Identification, medical record/report, registration forms, graduation forms, etc.

5.11 Receipt and/or Possession of Stolen Property:

Receiving and/or possessing by any means property one knows or has reason to believe is stolen.

5.12 Sale or Exchange of Stolen Property:

Sale or transfer by any means of property one knows or has reason to believe is stolen.

5.13 Theft:

Unlawful taking or use of University or other person's property.

5.14 Trespass:

Forcible or unauthorized entry into any part of the University premises.

5.15 Vandalism or Defacement of Property:

Any act that intentionally or recklessly destroys, damages or defaces University property or the property of any person on University premises.

5.16 Violations of University Statutes, Regulations or Policies:

Any act that contravenes the guidelines, rules and regulations of the University including, University Statutes and Regulations, the Halls of Residence Rules and Regulations; Guidelines and Procedures for Resolution of Student Concerns; Student Body Meetings; Maintenance of Peace, Good Order and Good Governance of the University; Sexual Harassment Policy; Student Employment Policy; Rules and Regulations for the use of Sports Facilities; Regulations Governing the Use of the Library, Auditorium and other facilities.

5.17 Weapons:

Unauthorized use, possession or storage of any weapon on University premises or at any University sponsored activities. The term weapon includes but is not limited to: gun, rifle, pistol, tree branches, stones, bow, dynamite cartridge, bomb, grenade, mine, machete, steel rod, dagger, sword, num-chucks, sling shot, leaded cane, switch-blade knife, metallic knuckles, knife with a blade 12 cm in length and chemicals such as "pepper spray" (if used in an illegal manner).

5.18 Conviction in a Court of Law:

Conviction in any court of law for an offence.

5.19 Discrediting the Good Name of the University:

Engaging in conduct (on or off the premises of the University) which discredits the good name or is prejudicial to the peace, good order and good governance of the University.

5.20 Mutilation and Theft of Library Materials:

Removal of Library materials from the Library without following the prescribed procedures or defacement/damage of any kind, of Library material.

5.21 Unauthorised Possession of University Keys:

Unauthorised possession or duplication of keys and access cards to University property.

Section 6 Misconduct by Student Groups/Clubs and Organisations:

6.1 Student groups and organisations may be charged with misconduct under this code without regard to whether members of such groups or organisations are individually charged.

6.2 A position of leadership in a student group/club or organisation entails responsibility. Student leaders who knowingly permit, condone or acquiesce in the carrying out of misconduct outlined in Section 5 will be subject to disciplinary action.

6.3 Student groups/clubs or organisations and their members may be held collectively or individually responsible for any acts of misconduct outlined in Section 5 by the group/club or organisation.

Section 7 Disciplinary Sanctions:

7.1 Sanctions for acts of misconduct:

7.1.1 Warning:

Verbal notice that the conduct is unacceptable and that continuation or repetition of the conduct may be cause for additional disciplinary action.

7.1.2 Censure:

A written reprimand for the conduct which shall include a warning that continuation or repetition of the conduct may be cause for additional disciplinary action.

7.1.3 Restitution:

Reimbursement for damage to, or destruction of, University property or property of any person.

7.1.4 Restriction of Privileges:

Restriction of privilege for periods not exceeding one semester, to attend sports and cultural events and use of sports facilities, examples of which include

- (i) Use of sports facilities
- (ii) Visitation of Residence hall(s)
- (iii) Participation in University sports teams or cultural groups.
- (iv) Attendance of University cultural events.

7.1.5 Disciplinary Eviction from Halls of Residence:

Eviction from University halls of residence for a specified period of time or permanently.

7.1.6 Eviction from Class/Library/Laboratory:

Exclusion from class/library/laboratory where a student is disorderly or disruptive for periods not more than two (2) weeks.

7.1.7 Denial of Use of Library:

Denial of access and use of the Library for periods which shall not exceed eight (8) weeks.

7.1.8 Suspension:

Exclusion from participating in any University activity for a specified period of time, which may include being barred from University premises.

7.1.9 Expulsion:

Deregistration of the student from the University for a specified period of time. The University reserves the sole discretion to re-admit a student upon re-application any time after the period has elapsed.

7.1.10 Dismissal:

Permanent separation of the student from the University with no possibility of re-admission.

7.1.11 Student Organisation Suspension:

Loss of privileges including University recognition of a student organisation for a specific period of time.

7.1.11 Student Organisation Suspension:

Loss of privileges including University recognition of a student organisation for a specific period of time.

7.1.12 Student Organisation Termination:

Permanent loss of University recognition of a student organisation.

7.2 Circumstances Affecting Sanctions:

7.2.1 Acts of misconduct that involve drugs, theft or fraud, burglary, serious physical damage to property and injury to persons, or actions that create a substantial risk of bodily harm will result in suspension, expulsion or dismissal from the University unless significant mitigating factors are present.

7.2.2 Factors to be considered in mitigation shall be the present demeanour and past disciplinary record of the offender, as well as the nature of the offence and the severity of any damage, injury or harm resulting from it.

7.2.3 Repeated or aggravated acts of misconduct may also result in expulsion, suspension, and dismissal or in the imposition of such stiffer penalties as may be appropriate.

Section 8 Disciplinary Authority:

The Disciplinary authority to impose sanctions is as follows;

(i) Academic Staff, Director Library Services and Laboratory Supervisors have authority to impose sanction 7.1.6.

(ii) The Director of Student Welfare (hereinafter referred to as "the Director"), has authority to impose sanctions 7.1.1 to 7.1.5.

(iii) The Deputy Vice Chancellor, Student Affairs (hereinafter referred to as "the Deputy Vice Chancellor"), has authority to impose sanctions 7.1.1 to 7.1.12.

Section 9 University Student Disciplinary Committee:

9.1 There shall be a University Student Disciplinary Committee to hear cases of misconduct by students referred to it by the Deputy Vice Chancellor.

9.2 The Committee shall comprise of four (4) people; a Chairperson who shall be any member of staff, one member each drawn from the academic and support staff and one student.

9.3 The committee members shall be appointed by the Deputy Vice

Chancellor for periods of two to three years and shall be re-appointable at the end of their term.

9.4 Secretarial services shall be provided by the Department of Legal Services.

9.5 The quorum for the Committee shall be three of the members.

9.6 The Deputy Vice Chancellor may remove any member from the Committee if in his/or her judgment such a member has failed or refused to serve and perform the duties and functions of the Committee.

9.7 The Committee shall hold hearings on cases referred to it as outlined below.

Section 10 Disciplinary Procedures and Imposition of Sanctions

10.1 Reporting of Cases:

10.1.1 Any member of the University Community may file charges against a student or student organisation (hereinafter referred to as "the alleged offender"). Complaints shall be prepared in writing and submitted within fourteen (14) days after the alleged event to the Director or the Security Office, which shall forward the same to the Director.

10.1.2 Unless there are other aggravating circumstances present, a person who files a charge is normally expected to serve as the complainant and to present relevant evidence as and when required.

10.1.3 Complainant(s) wishing to withdraw charges against an alleged offender must do so in writing; however, the University reserves the right to pursue those charges that may impact the health, safety, orderliness, welfare and good governance of the University community.

10.2 Charge:

10.2.1 Upon receiving a complaint, the Director shall within 14 days, conduct preliminary investigations to ascertain the validity of such a complaint.

10.2.2 If at the end of the preliminary investigations, the Director concludes that there is no case to answer, he/she shall in writing, inform the complainant and the alleged offender accordingly and close the case.

10.2.3 If at the end of the preliminary investigation, the Director concludes that there is a case to answer, he or she shall in writing, formally charge the alleged offender with misconduct.

10.2.4 Charges are to be filed within 14 days of receipt of the complaint.

10.2.5 The letter through which the charge is laid against the alleged offender shall outline;

- (i) The charge, and
- (ii) The date and time when the alleged offender is to meet the Director.
- (iii) Whether the informal or formal approach as outlined in sections 10.3 and 10.4 will be followed in handling the case.

10.3 Informal Approach:

10.3.1 Informal approach may apply only in cases where the Director, after preliminary investigations of the case, decides that none of the sanctions outlined in section 7 are appropriate.

10.3.2 The alleged offender shall meet the Director on the date and time set out in the charge letter. The Director shall present the facts of the offence and

inquire from the alleged offender if he or she does or does not dispute the facts of the offence as presented and interrogate as appropriate.

10.3.3 The Director shall obtain any relevant evidence, either oral, written or visual for use in reviewing the case.

10.3.4 If the alleged offender does not dispute the facts of the offence as presented and after review, the Director still finds that none of the sanctions in section 7 are appropriate then, he/she may counsel or caution and/or refer the student to another member of the University Community for counselling.

10.3.5 If the alleged offender disputes the facts of the offence as presented, the Director shall terminate the informal approach and proceed to handle the case in accordance with the formal approach.

10.4 Formal Approach

10.4.1 Formal Approach shall apply in cases where;

- (i) The alleged offender rejects the Informal Approach, or
- (ii) The Director after preliminary investigation of the facts of the case decides that one of the sanctions in section 4 is a possible sanction.

10.4.2 The alleged offender who has been charged shall meet the Director on the date and time set out in the charge letter. The Director shall present the facts of the offence and inquire from the alleged offender if he or she does or does not dispute the facts of the offence as presented and interrogate as appropriate.

10.4.3 The Director shall as necessary obtain any relevant oral, written or visual evidence for use in reviewing the case.

10.4.4 After reviewing the facts of the case the Director shall;

- (i) Dismiss the case, or
- (ii) Impose one of the sanctions 7.1.1 to 7.1.5 of this code as deemed appropriate, or

(iii) Forward the case to the Deputy Vice Chancellor where the Director's assessment is that one of sanctions 7.1.7 to 7.1.12 is a possible sanction for the case.

10.4.5 Where the case is referred to the Deputy Vice Chancellor and after obtaining evidence as necessary and reviewing the case, the Deputy Vice Chancellor shall proceed as follows;

- (i) Dismiss the case with the decision being final, or
- (ii) Impose one of the sanctions 7.1.1. to 7.1.6 of this code as deemed appropriate, or
- (ii) Impose one of the sanctions 7.1.1. to 7.1.6 of this code as deemed appropriate, or
- (iii) Refer the case to the University Student Disciplinary Committee.

10.4.6 The following shall apply where the case is referred to the University Student Disciplinary Committee;

- (i) The alleged offender shall be furnished with copies of all documents relevant to the case at least three (3) working days before the hearing.
- (ii) If the alleged offender fails to appear, the hearing may proceed without him/her.
- (iii) Prospective witnesses, other than the complainant and the alleged offender may be excluded from the hearing during testimony of other witnesses.
- (iv) The standard of proof for the Committee shall be by preponderance of the evidence.
- (v) The Chairperson shall determine what evidence is admissible and formal rules of evidence shall not apply.
- (vi) The alleged offender or complainant shall be granted the leave to question any or all witnesses if they so desire.

(vii) The alleged offender may speak on their own behalf but will not be forced to testify. Silence shall not be used to one's detriment.

(viii) The alleged offender may be not seek legal representation but may be accompanied by a representative of his or her own choice, being a member of the University Community who may speak on his or her behalf.

(ix) The Committee may require an alleged offender to be evaluated by a psychiatrist if the alleged offender wishes to introduce relevant evidence of any mental disorder, or if there is reason to believe the alleged offender may be a danger to herself/himself or others.

(x) Alleged offenders referred for evaluation shall be so informed in writing, either by personal delivery or by registered mail. The evaluation must be completed within 14 working days from the date of the referral letter, unless an extension is sort and granted in writing. Failure to complete the evaluation may result in suspension on an interim basis, pending conclusion of the disciplinary proceedings.

(xi) Decisions of the Committee shall be by majority vote and made on the basis of whether it is more likely than not that the alleged offender indeed engaged in the conduct in question. In the event of a tie, the Chairperson shall have a casting vote.

(xii) Within seven (14) working days after the conclusion of the hearing, the Committee shall make a recommendation to the Deputy Vice Chancellor. A report of the proceedings of the Committee shall be submitted to the Deputy Vice Chancellor, with copies to the Director and Director, Legal Services. The report shall provide a summary of the evidence and outline the reasons for the disciplinary sanction imposed.

(xiii) Except as set out in this section, the Committee shall regulate its own procedure.

(xiv) After reviewing the report and the Committee's recommendation the Deputy Vice Chancellor shall within fourteen (14) days of receipt of the report, dismiss the case or impose one of the sanctions 7.1.1 to 7.1.12.

Section 11 Suspension Pending Disciplinary Proceedings:

11.1 The Deputy Vice Chancellor may suspend an alleged offender for an interim period pending disciplinary proceedings. Such suspension shall apply where at his or her sole discretion; the Deputy Vice Chancellor determines that the continued presence of the alleged offender on the University campus is not in the best interest of the University.

11.2 Suspension by the Deputy Vice Chancellor for periods up to one semester pending disciplinary proceedings shall not be subject to appeal.

Section 12 Appeals:

12.1 Sanctions may be appealed as follows;

- (i) To the Deputy Vice Chancellor for those imposed by the Director, and
- (ii) The Vice Chancellor for those imposed by the Deputy Vice Chancellor.

12.2 Such appeals shall be in writing and delivered to the relevant authority as outlined in Section 12.1 within fourteen (14) days of such decisions being delivered.

12.3 The decision of the Vice Chancellor shall be final.

12.4 The processing of an appeal shall be limited to review of the record of the initial assessment or hearing and supporting documents to determine;

- (i) Whether the initial assessment or hearing was conducted fairly in light of the charge(s) and evidence presented, and in conformity with prescribed procedures,
- (ii) Whether the decision reached was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that it was more likely than not that the alleged misconduct did take place, and/or,
- (iii) Whether the sanction(s) imposed were appropriate.

12.5 The following shall apply for appeals to the Deputy Vice Chancellor;

12.5.1 The Deputy Vice Chancellor shall acknowledge receipt within ten (10) days of receiving the appeal.

12.5.2 The Deputy Vice Chancellor shall consider all the relevant material including inputs from the alleged offender, the Director and any other member of staff or student who in the view of the Deputy Vice Chancellor has pertinent information. After reviewing, the Deputy Vice Chancellor shall set aside the sanction (wholly or in part) or confirm the findings and disciplinary sanction(s) imposed by the Director and communicate in writing to the alleged offender and the Director.

12.5.3 The following shall apply for appeals to the Vice Chancellor;

12.5.4 Within fourteen (14) working days from the date of receipt of such appeal, the Vice Chancellor shall appoint an ad-hoc University Student Disciplinary Appeals Committee ("the Appeals Committee"). The Appeals Committee shall comprise three (3) members and shall include a person who is a lawyer. The Vice Chancellor shall designate a chairperson from amongst the three (3) members and also appoint a secretary who shall not be a

member of the Appeals Committee. Two thirds (2/3) of the members of the Appeals Committee shall form a quorum. A vacancy in the Appeals Committee during ongoing proceedings will not affect the proceedings.

12.5.5 The Appeals Committee shall hear appeals referred to it by the Vice Chancellor and make recommendations to the Vice Chancellor as to whether the decisions of the Deputy Vice Chancellor should or should not be upheld.

12.5.6 Except as set out below, the Appeals Committee shall regulate its own procedure.

12.5.7 In conducting the appeal, the Appeals Committee shall not be bound by the strict rules of evidence, but shall afford the alleged offender an opportunity:

ii) to be heard in person or to be accompanied by a representative of his or her own choice, being a member of the University Community who may speak on his or her behalf, provided that legal representation shall not be allowed;

(iii) to have access to the record of the proceedings of the University Student Disciplinary Committee.

12.5.8 The Appeals Committee shall have power to require any student or any other member of the University community to:-

(i) Furnish in writing, or otherwise, such particulars in relation to the matter as may be specified;

(ii) Appear before the Appeals Committee and to make oral or written statements on oath or otherwise; and

(iii) Produce any document relevant to the appeal, as the Appeals Committee shall determine.

12.5.9 A detailed record of the proceedings shall be kept by the secretary of the Appeals Committee.

12.5.10 Upon the completion of its investigation, the Appeals Committee shall, within a period of fourteen (14) working days after the hearing, submit to the Vice Chancellor a report detailing its findings and recommendations as to the appropriateness of the disciplinary sanction imposed.

12.5.11 On receipt of the Appeals Committee's report and recommendation, the Vice Chancellor shall decide whether to confirm, overturn or amend the decision of the Deputy Vice Chancellor. The Vice Chancellor shall thereafter, within a period of fourteen (14) working days, communicate in writing the decision to such an alleged offender as well as provide the report of the Appeals Committee to the Deputy Vice Chancellor.

Section 13 Recording of Sanctions

All sanctions shall be recorded in the student's file.

Academic Honesty Policy for Students

1. Principles

This policy is based on the following principles:

- 1.1 Through this policy UB seeks to promote the highest standards of academic honesty and integrity for all students and to enforce these standards by means of fair, objective and expeditious procedures.
- 1.2 UB desires that cases be resolved at the lowest level and appeal to higher levels be on occasions when cases cannot be resolved within the Department. The traditional relationship between student and course lecturer is considered the primary means of resolving complaints that may arise.
- 1.3 Referral levels have been kept to the minimum to ensure effective and efficient decision-making.
- 1.4 Time limits given under the procedures are for purposes of expediting processing of appeals. Time limits may be extended if necessary at the chairperson's discretion. They are goals and not statutory, and so no action taken shall be invalidated unless there has been undue delay and procedural irregularity.
- 1.5 Penalties should be appropriate to the severity of the dishonest act.
- 1.6 Evidence can be any observation, admission, statement, or document that would either directly or circumstantially indicate that academic dishonesty has occurred.
- 1.7 The term 'academic work' includes all work submitted to the University by a student.
- 1.8 This policy is subject to the existing University Disciplinary Regulations and accommodates the existing University Examination Regulations. It will be reviewed once the Disciplinary Regulations and Examination Regulations change.

2. Expectations
 - 2.1 The University's basic goal is to foster a learning environment that helps students to grow personally and professionally, and to attain academic excellence. UB maintains high ethical standards in instruction, research and service. Academic honesty and integrity are essential components in maintaining such standards. UB expects all its students to uphold the highest personal and academic standards of honesty and integrity. Students are expected to maintain conduct that contributes to the reputation of UB and its graduates.
 - 2.2 Because academic dishonesty defeats the central purposes of UB and is universally abhorred, it shall not be tolerated in any form. Academic dishonesty compromises the integrity of the University and of the qualifications it awards.
 - 2.3 The University expects as a basic and minimum standard of academic conduct that students be honest and that they submit academic work based only on their own ideas and effort. Students shall refrain from any and all forms of dishonest and unethical conduct related to their academic work. The University will reject all dishonest academic work, will not condone dishonest acts under any circumstances, and will impose appropriate academic and/or disciplinary sanctions.
 - 2.4 All forms of academic dishonesty are considered serious offences within the University community. A student who is found guilty of committing any act(s) of academic dishonesty will be subject to academic penalty and/or disciplinary action which may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree, diploma or certificate. In addition to academic penalties and disciplinary action imposed by the University, the University reserves the right to take legal action in a court of law where a student refuses to comply with academic or disciplinary sanctions.
 - 2.5 Lack of knowledge of acceptable standards of academic conduct as defined by UB is not an acceptable excuse for any act of academic dishonesty.

- 2.6 Students are expected to show self-discipline and maturity. Students are expected to maintain academic honesty and integrity, and to prevent academic dishonesty. As expected of all members of the University community - students, academic staff, and support staff - students are expected to report incidents of academic dishonesty to appropriate authorities. Students are expected to discuss with course lecturers and personal tutors the expectations concerning course requirements and standards of conduct. They are encouraged to make effective use of available support services such as personal and academic counselling, academic advising, academic skills training for help and guidance.
- 2.7.1 Students expect academic staff to promote a teaching and learning environment that fosters academic integrity and to exemplify the highest standards of academic honesty at all times. Therefore, all course outlines shall refer to the academic dishonesty policy. Academic staff shall discuss plagiarism and cheating with the students at the start of the course; use teaching and assessment methods that promote academic integrity; apply effective means to prevent and detect academic dishonesty of students; deal appropriately with every instance of academic dishonesty, and initiate the process for disciplinary action if necessary.

3. Definitions and Examples of Academic Dishonesty

- 3.1 The following definitions and examples include common types of academic dishonesty. The list should be considered as a guide. It is in no way an exhaustive or comprehensive list of all the types of academic dishonesty.
- 3.2 Cheating: using or attempting to use unauthorised materials, information, or study aids in any academic work. Examples include obtaining test, assignment and examination questions by any means; having in one's possession or using any unauthorised material in assessments or examinations; copying or attempting to copy from the work of another student; submitting the same piece of work in more than one course; submitting a 'take home' piece of academic work that has been written in full or in part by someone else.

- 3.3 Falsification and Fabrication: falsifying/fabricating or inventing data or any information or citation, either verbal or written, in one's academic work. Examples include fabricating or altering research data and information in experiments, research or field studies, dissertations, theses, and other presentations; submitting or claiming as one's own data that is generated by another person; recycling essays; false or misleading citation of sources.
- 3.4.1 Collusion: helping or attempting to help another student commit any act of academic dishonesty including cheating, plagiarism and/or falsification of data and information. Examples include communicating in any manner with another student during a test or examination; impersonation; copying someone else's work or allowing someone else to copy one's work; discussing specifics of the content of a test or examination the student has taken with another student who has not yet taken that test or examination; selling one's work; buying work and submitting it as one's own work; facilitating another student's efforts to commit an act of academic dishonesty; influencing an evaluator or other official to affect a grade or result.
- 3.5 Plagiarism: representing the words, ideas and information of another person as one's own in any academic work. Work must be the student's original work and in the student's own words, except for quotations from published and unpublished sources that should be clearly indicated and acknowledged as such. Examples include submitting work produced in full or in part by someone else; paraphrasing and/or quoting material without acknowledgement or proper citation; omitting acknowledgement of the source of paraphrases and summaries; submitting the same piece of work in more than one course; using materials from the web as one's; borrowing, purchasing, selling, lending, or stealing work and submitting it as one's own; failure to comply with attribution standards of the discipline concerned in the preparation of academic, professional or research work.
- 3.6 Academic Fraud: falsifying any personal and academic record or using a falsified record. Examples include forging, altering or misusing official documents and academic records which give

eligibility for admission, course enrolment, exemptions, good academic standing, graduation, honours or awards; misrepresenting one's credentials.

4. Procedures for Handling Cases of Academic Dishonesty

In the event that academic dishonesty is suspected, the following procedure shall be followed:

- 4.1 Cheating in Examinations:
Existing Examinations Regulations shall apply
- 4.2 Academic Dishonesty in other Academic Work:
 - 4.2.1 Reporting a Case of Academic Dishonesty
 - 4.2.2 Any member of the University community may report a suspected act of academic dishonesty.

An act of suspected academic dishonesty may be reported to the Course Lecturer, head of the Department offering the course, Programme Coordinator, Dean or Deputy Dean of the Faculty in which the Department/Programme is based or Dean of a School. The report shall be submitted to the Course Lecturer (if incident reported by someone else) who shall initiate action.

- 4.3 Action by the Course Lecturer
 - 4.3.1 The Course Lecturer shall initiate action against the student by completing an Academic Dishonesty Form and notifying the student of the charge.
 - 4.3.2 For cases within the Academic Discipline Committee jurisdiction, the course lecturer in consultation with the Department Head shall refer the case to the Academic Disciplinary Committee.
 - 4.3.3 The Course Lecturer may in consultation with Department Head contact the Director, Legal Services where s/he wishes to request that disciplinary action be taken.

- 4.3.4 Within five (5) working days after receipt of the case, the Course Lecturer shall meet and confer with the student before making a decision and, if necessary, determining a penalty. They will discuss the academic dishonesty charge and the evidence, and the student shall examine the evidence and may challenge it or present his/her own evidence. The meeting shall be conducted in a manner that protects the rights and confidentiality of the student. Follow-up meetings may be held if necessary to resolve the case.
- 4.3.5 If necessary, the Course Instructor may involve the Department Head in meeting the student, determining and imposing the penalty.
- 4.3.6 Within five (5) working days of the meeting, the Course Lecturer shall make a decision on the case.
- 4.3.7 If the Course Lecturer finds insufficient evidence or clears the student of the charge, s/he will drop the charge and shall so notify the student.
- 4.3.8 If the Course Lecturer concludes that evidence exists to support the academic dishonesty charge, s/he shall determine and impose a penalty (in consultation with the Department Head if necessary).
- 4.3.9 The Course Lecturer shall complete the remaining sections of the Academic Honesty Violation Form and provide a copy to the student. S/he shall also send copies of the completed Form to the Department Head, Deputy Dean, and Director, Legal Services.
- 4.3.10 If the student accepts the academic penalty imposed or no appeal is received by the appeal deadline, the academic penalty imposed shall be considered final.
- 4.3.11 The Departmental office shall retain as evidence the original material (not a photocopy).
- 4.4 Action by Student
 - 4.4.1 If the student is found guilty, the student may appeal the findings and penalty imposed by the Course Lecturer, if the student can show that

- 4.4.2 the findings or penalty was arbitrarily imposed or not properly considered.
- 4.4.3 The student shall within five (5) working days of receipt of the penalty submit a written appeal against the finding and/or academic penalty if s/he has grounds for appeal.
- 4.4.3 The appeal shall be addressed to the Head of the Department.
- 4.4.4 The student shall be permitted to continue in the course pending a decision in the case. The student shall not be permitted to drop or withdraw from that course unless the case is resolved in the student's favor. If the course ends before the case is resolved, an appropriate symbol shall be recorded.
- 4.5 Action by Head of Department
 - 4.5.1 Within five (5) working days of receipt of the appeal, s/he shall review the appeal and material on the case (facts, decision, and penalty) from the Course Lecturer with a view to mediation.
 - 4.5.2 If necessary, the Department Head may request the course lecturer to review the case and/or meet the student.
 - 4.5.3 Otherwise, s/he will convene and chair a mediation meeting with both the Course Lecturer and the student present. An additional person such as the student's personal tutor, a counsellor, academic staff member may be invited.
 - 4.5.4 The mediation meeting affords the opportunity to review the proceedings.
 - 4.5.5 If the charge is substantiated (and the student agrees to both the charge and the penalty) the Department Head shall complete the Form, provide copies of the completed form to student and Course Lecturer, and retain one copy for Departmental files.
 - 4.5.6 The student may appeal further within five (5) working days after the mediation meeting to the Chairperson of the Academic Disciplinary Committee and shall send a copy of the appeal to the Head of the Department.

- 4.5.7 An appeal to this Committee shall be based on procedural error or error in interpreting evidence presented at Course Lecturer and departmental levels. No new evidence will be permitted.
- 4.6 Action by the Academic Disciplinary Committee (ADC)
 - 4.6.1 ADC shall be a standing committee appointed by the DVCAA and shall consist of a chairperson, 4 members of the academic staff, one of whom shall be a department head and the other 2 professors appointed annually. Each of the members shall have an alternate member. The Secretary shall be appointed by the DVCAA.
 - 4.6.2 The Committee shall meet within ten (10) working days after receiving the appeal or case. The Committee shall notify the student and the course lecturer of the date, time and place of the hearing. Copies of the appeal, charge(s), evidence and penalty shall be provided to the student at least 2 working days in advance of the hearing.
 - 4.6.3 At the hearing, the student and the course lecturer shall be allowed to present views, call witnesses, and present documents and other evidence. The student may be accompanied by an advisor of his/her choice from among the students, academic staff or support staff of the University. The student advisor may advise the student but may not participate in the hearing's proceedings.
 - 4.6.4 The Committee shall consider the documents, testimony, or other evidence presented to it by the student and the Course Lecturer. The Committee shall not hold hearings or consider documents or other evidence not presented at the lower levels. The appellant shall therefore present all information s/he wishes to be taken into account by the Committee.
 - 4.6.5 All the hearings shall be closed and not open to observers.
 - 4.6.6 Within two (2) working days after the hearing, the Committee shall make a decision.
 - 4.6.7 In all cases, the Committee shall notify all appropriate parties of its decision.

- 4.6.8 The decision of the Committee shall be final.
- 4.6.9 The Committee shall have the following powers:
- (i) Reject the appeal;
 - (ii) Accept the appeal;
 - (iii) Uphold the penalty imposed by the Course Lecturer;
 - (iv) Overturn the penalty imposed by the course lecturer or Head of Department and direct that the penalty be dropped;
 - (v) Suspend a penalty in full or in part and impose other appropriate sanctions;
 - (vi) Impose an appropriate penalty;
 - (vii) Recommend disciplinary action to the Vice-Chancellor.

5. Penalties

Penalties imposed for acts of academic dishonesty are classified as 'academic' or 'disciplinary'. Penalties should be appropriate to the severity of the offence.

- 5.1 Academic penalties:
An appropriate academic penalty may include (but is not limited to) any one or more of the following:

5.1.1 Penalties imposed by Course Lecturer

- (i) Verbal warning
- (ii) Written reprimand
- (iii) A reduced mark than the student would otherwise have received or a zero mark (0) for the work concerned;
- (iv) Repeating the component or resubmitting the work or completing a new piece of work.

5.1.2 Penalties imposed by the Academic Disciplinary Committee

- (i) In appeals, uphold or overturn or vary a penalty imposed by the Course Lecturer;
- (ii) A record of the offence on the student's transcript of academic record;

- (iii) A mark of zero or loss of credit for the course;
- (iv) Loss of eligibility to receive or to maintain scholarships, prizes or bursaries etc., awards awarded by UB;
- (v) Loss of credits for the semester or academic year;
- (vi) Recommendation to Senate for revocation of degrees, diplomas or certificates;
- (vii) Recommendation to the Vice-Chancellor for the suspension or expulsion of a student.

5.1.3 Disciplinary penalties imposed by the Vice-Chancellor

Disciplinary action may be requested by the Academic Disciplinary Committee on the basis of one or a combination of the present act(s) of academic dishonesty, the student's previous record of misconduct, subsequent reports of misconduct or previous disciplinary action imposed.

Disciplinary penalties may be imposed by the Vice-Chancellor in accordance with the University Disciplinary Regulations. Disciplinary penalties may be imposed in addition to academic penalties and include, but are not limited to, the following

- (i) Suspension for an academic semester or year (to a maximum suspension of two (2) academic years).
- (ii) Expulsion from the University.

