



Ministry of Higher and Tertiary Education, Science and Technology Development

Kwekwe Polytechnic

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Please address all correspondence to
The Principal

STUDENT CODE OF CONDUCT AND SANCTION THERETO

This is just a summary of rights, responsibility and rules concerning students conduct at Kwekwe Polytechnic. All students are expected to sign for and abide by all these rules and regulations throughout their study at Kwekwe Polytechnic.

1.0 Fees payment and access to college services.

All students are expected to pay full fees for each term before the start of that term in order to have right to access college services e.g. catering, accommodation, WI-FI, tuition library, sports, medication, study trips, attachment visitations, access results and certificates.

NO ACCESS TO COLLEGE PRODUCTS AND SERVICES BEFORE FULL PAYMENT OF THAT TERM'S FEES.

2.0 COVID-19 Protocols and Expectations

Covid 19 is still with us so we must all follow strict Covid 19 prevention protocols i.e. social distancing, putting on mask covering both the nose and mouth as well as washing our hands frequently using running water and soap placed at the entrance to all college buildings and gates. Further guidance on this conduct Dean of students and College Nurse.

3.0 Student Health and wellness

All students are encouraged to be vaccinated against all illnesses with known vaccines including Covid 19 to reduce chances of getting sick whilst at college. The college provides a health facility that is accessible only by fully paid up students, at the college and Kwekwe General Hospital as well as PSMAS health facilities. No full payment of fees no health assistance from college.

4.0 Academic Misconduct

This is a violation of the college's standards of academic integrity knowingly. This may include but not limited to the following: Plagiarism on academic assignments,

unauthorized collaborations work, cheating of any kind in test and examinations, failure to submit work on the due date, failure to submit file as expected, failure to come for lectures on time, failure to achieve HEXCO minimum attendance. All these attract punishment or even discontinuation of your studies at Kwekwe Polytechnic. Culprits will be fined, deferred or expelled from college.

4.1 Registration

All bonafide students of Kwekwe Polytechnic must be properly registered. This means that you should pay a prescribed registration fee and be given a student number and Identity card from the Registry Department and be entered into the college electronic Pastel System at Accounts Departments.

5.0 Disorderly Conduct

Student at Kwekwe Polytechnic have the right to express their views, feelings, belief inside and outside the lecture room but this must be done following proper channels in an orderly manner without disrupting college operations in any way. You are not expected to engage in

- Excessive noise which interferes with classes, college offices, residence or other campus and community activities.
- Unauthorized entry into or occupation of a private work area or closed meeting
- Any conduct that inhibit staff or other employee to performing their duties
- Any conduct that disrupts college operations of any kind
- Any action that results in unreasonable interference with the learning / working environment or rights of others. This will result in you being taken for disciplinary hearing which may result in suspension, exclusion or expulsion depending of the gravity of the matter.

6.0 Sports

All students are expected to engage in any sport of their choice, for health and fitness as well as for competition. Wednesday afternoon is reserved for that. So bring with you appropriate attire. Only fully paid up students go for competitions funded by the college.

7.0 Fire Safety

No tempering, interference, misuse, causing damage and / or disfunction of fire safety

and fire prevention equipment. This is a violation of the law. Any student found guilty of the above is liable for expenses incurred, including fines, charge, or sanctions that may be applied for violating this policy. This calls for disciplinary hearing action against the culprit.

8.0 Accommodation and catering

Special rules and regulations will be given to you by the Dean of Students and Wardens responsible and be guided accordingly.

9.0 Library

All library rules and guidelines will be issued and explained by the Librarian and his/ her team during orientation so please be guided accordingly as well.

10.0 Student Representative Council (SRC)

Students at Kwekwe Polytechnic are expected to choose their representatives freely and fairly ensuring gender equality and distribution but guided by the provisions of the SRC constitution

NB: Whoever wishes to contest for any SRC office must be a fully paid up student.

11.0 Sexual Misconduct and Discrimination

The college endeavor to create an environment in which holistic academic potential of students' professional growth of its employees must be realized. An inclusive climate must be realized all the time. There must be no discrimination based on sex or gender, including sexual harassment, sexual assault or any other forms of sexual misconduct is not tolerated at Kwekwe Polytechnic from or by anyone. Refer to the College gender Policy from the Dean of Students for further details.

12.0 Theft, Vandalism, or Property Damage

Any of the above whether intentional or accidental damage to personal or college property is Prohibited, including possession of stolen property. The culprit will be asked to replace or compensate the affected as well as call for disciplinary action which may lead to exclusion or expulsion from the college.

13.0 Unauthorized Use of College Facilities or Services

Unauthorised use of college property, like college buildings, spaces and grounds, college documents and records, or college furniture, equipment and materials violates this college policy and calls for disciplinary action against the perpetrator. Always seek authority via Dean of Students , Head of Department, Head of Division, or Vice Principal and Principal. Taking furniture outside is an act of misconduct and will be treated as such.

14.0 Events and Parties

All the above must be arranged with the authority of the Dean of Students and arranged by SRC member representatives responsible for that office. Clearance must be sort from the Principal through the Dean's Offices. Timelines agreed upon must be adhered to.

15.0 Alcohol and Other Drugs

No possession, Use, Purchase or distribution of alcohol or any other drugs on college property or grounds as part of any college activity, including misuse of prescriptions drugs. Violation of the above in relation to Alcohol and other drugs call for disciplinary action against the culprits, that may lead to exclusion or expulsion .

16.0 Fights or Infliction of Physical Harm

No assault or any other act of violence or use of physical force against any member of

Kwekwe Polytechnic community is tolerated. Taking part in the above will lead to serious disciplinary action being taken against the culprit.

17. Student Identification Card

Kwekwe Polytechnic Identification card is valid when you are enrolled in the classes at Kwekwe Polytechnic .This card must be carried on person all the time when on college around your neck without failure. This card is not transferable. Failure to carry this card as expected is an act of misconduct and the holder is subject to disciplinary action. This card gives you authority to access college facilities, services and activities eg Library, Sports, Dining etc, where identification is required. Replacement of ID card is US\$5-00. Any lost card must be reported to the Dean of Students immediately without fail.

18. Vehicle parking

Every student with or owns or operates a vehicle must be registered with the Dean of Students and must operate it and park it as per the license given. Any abuse of the privilege will lead to cancellation of the license and disciplinary action taken based and depending on the nature of the abuse. No taxis and kombis are allowed beyond the college main gate.

19. Smoking

No smoking in all indoor spaces throughout the college. Any violation may result in disciplinary action being taken against the culprit which may lead to expulsion from campus accommodation.

20. Weapons and Fireworks

No student is allowed to possess or use firearms at Kwekwe Polytechnic. Any form of fire arm is not allowed. Use of fireworks, dangerous devices or chemicals, including explosives is prohibited. Use or possession of knives viewed as a weapon are not allowed. Anyone found guilty on any of the above faces disciplinary action that leads to expulsion or exclusion.

21. Dressing at Kwekwe Polytechnic

All students are encouraged to dress decently for lectures and other academic activities. Avoid track suits and any other type of dressing fit for non-academic activities. Anyone found to be abusing others through failure to uphold the above may be referred to the college counselor.

22. Litter on grounds, buildings and vehicles

Kwekwe Polytechnic students are to place all litter in trash bins dotted around the college. Anyone found dropping litter anyhow will be fined US\$5-00 and repeaters are suspended.

23. Climbing over perimeter wall /fence or buildings

This not allowed and anyone found guilty on the above will face disciplinary action which may result in exclusion or expulsion. Please use the official entry points into /out of the college during permissible times.

24. Proper use of Utilities eg electricity, water and internet facilities

Kwekwe polytechnic students are expected to use electricity properly eg switching off lights when leaving buildings no illegal connection, close all taps not being used. Use internet facilities for education purposes. Abuse of these may be taken as a serious act of misconduct that may lead one to exclusion or expulsion from college.

25. Graffiti, posters and notices

No writing or printing on wall of college buildings including putting posters or notices. This is a serious act of misconduct .Posters and notices must be cleared by the Dean of Students and put on Notice Boards Only. Anyone found guilty on the above will be excluded or expelled from college.

The above are just some but not all restrictions and previledges but just a guideline, detailed Department and Divisional Policies must be read together with these for a complete package of guidance to Kwekwe Polytechnic students.



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"Beyond the Information Given"

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ACKNOWLEDGEMENT OF THE POLYTECHNIC STUDENT CODE OF CONDUCT AND SANCTIONS THERETO

I.....(names in full), National
ID.....doing.....
..... (course & level) have read and understood
the provisions of the student guide at Kwekwe Polytechnic and I will be bound by it. I
agree to follow it as long as I am a student at this college.

Signature..... Date.....

Witness:

Head of Department

Name..... Surname.....

Signature..... Date.....