



ZCAS UNIVERSITY

STUDENT HANDBOOK FOR 2025/2026

WELCOME MESSAGE

Welcome to the ZCAS University Family!

On behalf of the ZCAS University community, we are thrilled to welcome you! ZCAS University is committed to academic excellence, offering the highest quality education in state-of-the-art facilities.

Here at ZCAS University, you will be surrounded by exceptional students known for their academic achievements, creativity, and innovation. You will also have the opportunity to learn from our respected and dedicated faculty members, who are passionate about your education and success.

We foster a welcoming and inclusive environment that celebrates diversity and is free from intolerance and discrimination. Together, we create a respectful, supportive, and safe campus climate for every member of our community to flourish from.

This handbook is your guide to ZCAS University, and it outlines our policies, rules, and procedures. The Handbook further, provides important information about what to expect as a student and how the university operates. If you have any questions, please do not hesitate to consult with our academic or administrative staff.

We believe ZCAS University will feel like your second home. Welcome!

Prof. Edwin Bbenkele (PhD)

Acting Vice Chancellor

Table of Contents

WELCOME MESSAGE	2
1.0 INTRODUCTION	5
2.0 ABOUT ZCAS UNIVERSITY.....	6
2.1 Background	6
2.2 Vision	6
2.3 Mission.....	6
2.4 Values	7
2.5 Teaching Commitment and Philosophy	7
3.0 STUDENT SERVICES.....	8
3.1 Student Administration.....	8
3.2 Student Welfare	9
3.2.1 Student Welfare Office.....	9
3.2.2 Counselling and Placement Services	9
3.2.3 Sports and Recreation Services.....	10
3.2.4 Medical Services	10
3.2.5 Communicable and Non-Communicable diseases.....	11
3.3 Library/Resource Centre Services.....	11
3.4 ICT Support Services	12
3.5 Information Services	12
4.0 POLICIES, RULES AND REGULATIONS	13
4.1 Sexual Harassment Statement	13
4.2 Security and Safety.....	13
4.2.1 Security Cameras	14
4.2.2 Security Guards.....	14
4.2.3 Weapons on Campus	14
4.3 Withdraw with Permission	15
4.4 Student Scholarships	15
4.5 Research and Innovation Policy.....	15

4.6 Intellectual Property Policy	16
5.0 CODE OF CONDUCT AND DISCIPLINARY PROCEDURES	16
6.0 STUDENT ORGANISATIONS/ASSOCIATIONS AND ACTIVITIES	16
6.1 Formation and Recognition of Associations/Organisations	16
6.2 University Students' Union	17
6.3 Demonstrations, Meetings and Processions	17
6.4 Posting, Solicitation, Distribution of Materials and Use of Notice Boards	18
6.5 Collection of Money in the University.....	18
6.6 Use of University Transport	18
7.0 ACADEMIC STANDARDS AND INTEGRITY	19
8.0 HOSTEL RULES	19
9.0 COMPUTER LABORATORY RULES	19
10.0 OTHER RULES	19
10.1 Care of property	19
10.2 Movement of furniture	19
10.3 Business activities on Campus	19
10.4 Smoking	20
10.5 Lockout.....	20
10.7 Celebrations.....	21
10.8 Parking	21
10.9 Off-campus residence.....	21

1.0 INTRODUCTION

This Student Handbook is your essential guide to navigating your academic journey at ZCAS University. Whether you are a new student eager to explore campus or a returning student seeking clarity on university policies, you will find valuable insights within these pages.

This handbook aims to make your transition smooth and successful by providing you with practical and useful information about our university community. In this Handbook, you will find summarized details about ZCAS University, including its policies, regulations, and rules. Familiarizing yourself with this information will help you settle in comfortably and navigate your campus life effectively.

We strongly encourage you to read and understand this Handbook thoroughly. It serves as a valuable reference tool throughout your time at ZCAS University, guiding your conduct and ensuring a positive learning experience for all.

2.0 ABOUT ZCAS UNIVERSITY

2.1 Background

ZCAS University, incorporated in 2016 is a subsidiary of Zambia Centre for Accountancy Studies (ZCAS), is registered and regulated by the Higher Education Authority in accordance with the Higher Education Act No.4 of 2013. The broad mandate of the University is teaching, research and public service.

In 2022, the Higher Education Authority classified ZCAS University as a Tier 1 university in Zambia, authorized to award qualifications up to doctorate degrees or Level 10 of the National Qualifications Framework. Thus, ZCAS University is a top ranked and leading university in Zambia.

The University has the following Schools:

1. School of Business (SoB);
2. School of Social Sciences (SoSS);
3. School of Computing, Technology and Applied Sciences (SoCTAS); and
4. School of Law (SoL).

The University offers its portfolio of learning programmes through multiple modes of study including full time, Part time and Open, Distance and E-Learning. The division of Research, Consultancy and Innovation provides which anchors research and consultancy services is an integral part of the mandate of ZCAS University.

The aspiration of ZCAS University is to be a model institution of higher learning known for the best characteristics of academic education achieved by resourcefully blending teaching, scholarship and practice.

2.2 Vision

“To be a premier, innovative and student-centred university of first choice in Zambia and beyond.”

2.3 Mission

“To produce world class graduates through effective development and delivery of industry-responsive learning programmes using highly skilled staff and cutting-edge technologies.”

2.4 Values

1. ***Integrity:*** The University is committed to being upright and transparent in the course of their work
2. ***Academic and professional excellence:*** The University delivers its services to the highest standard and continuously in pursuit of excellence.
3. ***Customer responsiveness:*** The University will produce and deliver products that are relevant to the success of customers and in the national interest.
4. ***Teamwork:*** The University will support and motivate each other in an effort to sustain productivity and high morale
5. ***Innovation:*** The University is committed to pursuing new inventions and creative ways of delivering its services through scholarship of enquiry and delivery of pedagogy
6. ***Accountability:*** The University is committed to prudent use of its resources and being accountable to the stakeholders

2.5 Teaching Commitment and Philosophy

ZCAS University is dedicated to its mission of creating exceptional graduates. Our teaching and learning policy reflects this commitment by providing high-quality experiences that will transform you into a world-class professional with sought-after skills.

We strive for excellence in everything we do. This means continuously improving the quality of our teaching, the qualifications and expertise of our staff, our assessment methods, the support we offer students, and the learning environments themselves.

At ZCAS University, we believe in offering unique and engaging experiences. Our student-centered approach places you at the heart of your learning journey. We focus on fostering holistic development, meaning we consider your academic success alongside your personal growth. This approach emphasizes academic excellence and academic integrity, preparing you for success beyond graduation.

Our teaching philosophy, inspired by ZCAS University's vision, is built on this student-centered approach. We move away from a traditional teacher-centric model, and instead, create a distributed learning environment. This means you will be actively involved in building your knowledge and taking ownership of your learning experience.

In the light of its mission, ZCAS University is committed to implementing a teaching and learning policy that delivers high quality teaching and student learning experiences which will transform its students into world class graduates with desirable competencies. The University seeks to achieve excellence in all aspects of teaching and learning by working to continuously enhance the quality of teaching, staff qualifications and expertise, assessments, learner support and the learning environments. It is the University's policy to offer unique teaching and learning experiences whilst promoting student-centredness, holistic development, academic excellence and academic integrity.

Drawing from its vision, the teaching philosophy of the University is based on student centredness, an approach requiring a move away from a focus on the teaching staff to a more distributed learning approach. In the student-centred approach, teaching activities facilitate knowledge-building and actively engage students in their own learning.

3.0 STUDENT SERVICES

The University provides several services to students that support their stay at the University.

3.1 Student Administration

3.1.1 Admission and Retention

ZCAS University is committed to providing fair access to all applicants who can demonstrate potential to meet the study entry criteria for undergraduate and postgraduate academic programmes. The individual applicants are considered for admission based on their merit, regardless of race, nationality, ethnicity, disability, age, gender, political beliefs, religious beliefs, or other distinction.

The Student Administration Office enables the University to implement its Student Admission and Retention Policy and Procedures.

Students should ensure they engage with the Student Administration Office for matters affecting their admission and retention.

Students who seek help in course selection or patterns of progress for entry to specialized areas of degree programmes of graduate studies are encouraged to see the Deans of Schools or Heads of Departments for advice.

For further details refer to Student Admission and Retention Policy and Procedures.

3.1.2 Registration

Students should register only for programmes to which they are admitted within the timeframes publicized on the academic calendar. Registration for courses shall be done through the Student Information Systems (SIS). A late registration fee applies to students registering after the deadline. For further information on registration, students can refer to Admission and Retention Policy and Procedure

3.2 Student Welfare

3.2.1 Student Welfare Office

The University, through the Student Welfare Office provide a range of student services that are designed to promote their physical and mental wellbeing. Some of the objectives of the Student Welfare Office include the following:

- i To assist students in all challenges arising from academic, personal, and social adjustments.
- ii To counsel students on special problems.
- iii To organize visits to places of employment so that students can observe the various organisations at work.
- iv To organize talks on health-related subjects.
- v To assist individual students in planning, obtaining, and deriving maximum educational and social benefits from their potentials and experiences.

Students who are registered on all modes of study are encouraged to access student welfare services either online or offline.

3.2.2 Counselling and Placement Services

The Counselling Office of the University provides therapy to students with the view to help them deal with problems associated with adjusting to University life, personal crisis, marriage and related social concerns. Further counselling aims to give students an opportunity to explore, discover and clarify ways of living more resourcefully and towards greater well-being. The services are available to all students and are confidential.

Our students are also provided with placement and internship services either as students or graduates. The Counselling Office offers several services to students and graduands including the following:

- i Provision of career guidance to students on opportunities for chosen careers in the University.
- ii Placement of students and graduates in different organizations for attachment, employment, and internship.
- iii Organizing career talks, lectures, and seminars on careers through which students can acquainted themselves with the requirements of various employing agencies.
- iv Arranging vacation training schemes including practical attachment to industries.
- v Visitation of placed students and graduates and keeping in close touch with them.
- vi Making publications and brochures of employing agencies to serve as an information center for students.

3.2.3 Sports and Recreation Services

ZCAS University recognizes the importance of a healthy lifestyle and offers a variety of sports and recreation activities to help you stay active and engaged. We encourage you to participate in intramural sports teams, attend fitness classes, or simply enjoy recreational activities with friends.

We offer a wide range of sports and recreation activities including:

- i. Team sports like football, netball, volleyball, and more.
- ii. Individual activities like tennis and chess.
- iii. Fitness classes and wellness programs.

No matter your skill level or interests, there's something for everyone at ZCAS University. Intramural sports provide a fun and competitive way to connect with classmates, while our fitness and wellness programs can help you reach your personal health goals.

For more information on our sports and recreation offerings, please visit the Department of Athletics and Recreation website or contact the department directly.

3.2.4 Medical Services

The University does not currently operate its own clinic/sick bay but maintains a Student Medical Scheme through which it facilitates delivery of medical services to students. The University Management appoints and contracts medical institutions that provide medical services to its students. All full-time students are automatically registered and invoiced for the ZCAS University Student Medical Scheme.

In case of emergencies, the University may organize transport or call an ambulance to take the sick student to the nearest designated Hospital while the Student Welfare Office will make every effort to inform the next of kin over the situation.

The Student Welfare Office will from time to time communicate with students the relevant information about available medical services and providers. Therefore, students are encouraged to visit or contact the Student Welfare Office for detailed information.

3.2.5 Communicable and Non-Communicable diseases

3.2.5.1 Communicable Diseases

ZCAS University prioritizes a safe and healthy campus. The University aims at protecting you from contagious diseases while respecting those who get infected. If you have a communicable disease, report it to the Student Welfare Office. They will provide you with information on the illness and how to prevent its spread. You can still attend classes if you can manage your illness and pose no health risk. If you need leave due to illness, a doctor's report is required upon return. ZCAS University will not dismiss you solely based on a communicable disease diagnosis. Report any concerns about disease spread to the Student Welfare Office.

3.2.5.2 Non Communicable Diseases

ZCAS University cares about your long term well-being and in case you have long-term health condition, the Student Wellness Office is there to help. You are encouraged to stay in class and participate in student life if you can manage your health and studies. The University will not dismiss you because of a non-communicable illness. For any health concerns, contact the Student Welfare Office for support.

3.3 Library/Resource Centre Services

The University offers Library and Resource Centre services both physically and online. A membership fee is required per semester for access.

The physical Library, located in the Levy Mwanawasa Building, accommodates 130 clients and operates from 08:30 to 22:00 on weekdays and from 08:30 to 13:00 on Saturdays. Rules include borrowing limits, fines for overdue materials, and restrictions on food, beverages, and cell phones.

The E-Library provides access to electronic resources and databases globally through platforms like REMOTEX, with a significant book collection of around 35,595 volumes and can be accessed from: <https://zalico.remotexs.co>

3.4 ICT Support Services

At ZCAS University, we understand the importance of technology in your learning journey. That is why all students, regardless of their program, have access to a range of ICT resources to support their studies and access services.

These resources include:

- i. Student Information System (SIS): for your course registration, access to academic records, financial information, and University announcements.
- ii. Student Portal: A user-friendly online learning platform where you can access course materials, complete assignments, and interact with lecturers and classmates.
- iii. Koha: Our online library catalogue, allowing you to search for and borrow books, e-books, and other learning materials.
- iv. E-books and Databases: Gain access to a vast collection of electronic resources to support your research and learning.
- v. State of the art ICT laboratories.

3.5 Information Services

Avoid the runaround! Instead of searching for help from office to office, you can visit the Student Administration Office for all inquiries. We will be happy to direct you to the appropriate department for any matter, academic or otherwise.

Here are the many resources available to you at ZCAS University:

- i. Student Administration Office: Your one-stop shop for general inquiries and direction to specific departments.
- ii. Deans of Schools: For any academic concerns related to your specific program or school.
- iii. Assistant Deans, Heads of Departments, and Heads of Programs: These faculty members can provide specialized guidance within your field of study.

- iv. Academic Staff: Your lecturers are valuable resources for questions related to your coursework.
- v. Student Welfare Office: Your concerns regarding your general well-being on campus
- vi. Student Representatives: Your elected ZCAS University Student Union (ZUSU) will address your concerns regarding your academic and social life.
- vii. Students' Portal: This online resource provides a wealth of information and services.
- viii. Notice Boards around Campus: Stay informed about important announcements and events.

4.0 POLICIES, RULES AND REGULATIONS

4.1 Sexual Harassment Statement

The University strictly prohibits sexual harassment of students, faculty, or staff. Sexual harassment is defined as unwelcome sexual advances; requests for sexual favours; or other physical conduct, verbal, non-verbal, or written communication of a sexual nature when the conduct of such is sufficiently severe, persistent, or pervasive that it denies or limits a student's ability to participate in or benefit from the education program or that it creates a hostile or abusive educational environment.

Sexual harassment violates ZCAS University policy as well as the Zambian laws. Any incidents of sexual harassment should be reported to the Student Affair Office so that prompt and effective actions can be taken. Students may also contact the office by phone at +260 211 222 508.

Allegations of sexual harassment will be investigated thoroughly and expeditiously, and appropriate corrective actions will be taken, which may include discipline or dismissal of the harassing party. It is unlawful to retaliate or discriminate in any way against any person who has expressed concern or made any complaint regarding sexual harassment, and ZCAS University will not retaliate or discriminate against any person who expresses concern or files a complaint alleging sexual harassment or discrimination. All forms of sexual harassment shall be dealt with in accordance with the sexual harassment policy. ZCAS University has zero tolerance to sexual harassment.

4.2 Security and Safety

Student safety is of the utmost importance at ZCAS University and there is concerted effort to maintain a safe and secure campus community. Students should maintain awareness of campus safety, and immediately report issues and circumstances that may reduce safety and security for our students. Any person in immediate danger due to crime or emergency should contact the Student Welfare Office on +260 211 222508.

For non-emergency situations, any person who is a victim, witness, or has knowledge of any criminal activity or other emergency on campus should report it immediately to the Student Welfare Office where the incident occurred or to security personnel, if available. Persons reporting possible crimes, or other emergencies, or violations of the Student Code of Conduct may be asked to complete incident or witness statements, which may be distributed to other appropriate University officials as the situation warrants.

Acts of aggression or violence by a student towards other students, staff, and/or faculty will not be tolerated. If a Lecturer or staff member believes that a student is being disruptive, acting inappropriately or poses any threat to a classroom or campus, the Lecturer or staff member may request the student leave the classroom and/or campus. This may include threats to health or general welfare of the campus community.

Violations of the law and/or of the Students' Code of Conduct and Disciplinary Procedures by a student may be referred to outside law enforcement agencies and/or, when appropriate, to Student Welfare Office for disciplinary action.

4.2.1 Security Cameras

ZCAS University, in its discretion, may install security cameras on campus to provide increased security monitoring. Cameras will be placed in visible locations in publicly accessible areas and will not record audio signals. Viewing of footage recorded by security cameras is restricted to authorized ZCAS University personnel and outside law enforcement, as needed.

4.2.2 Security Guards

ZCAS University security guards play an important role in Campus security operations. ZCAS University guards help students, staff and faculty with safety and security on our Campus. Security guards check student and staff identification, patrol the Campus and grounds, and help report and document security incidents. Students are expected to cooperate with the Security Guards in their operations.

4.2.3 Weapons on Campus

Students may not control or possess any weapon or firearm on ZCAS University premises. A student who is a law enforcement Officer required to carry a weapon or firearm as part of his/her law enforcement duties may carry a weapon or firearm on ZCAS University premises only with prior notice to and approval of the Registrar and only if the student provides proof of his/her legitimate law enforcement position by presenting valid law enforcement credentials. Upon receiving such a request, and at the beginning of each subsequent academic semester in which the student is enrolled, the Student Welfare Office must verify these credentials with the student's agency/Employers and provide the Registrar with a list of students permitted to carry

weapons under this policy. Civilian-attired police officers who carry a weapon or firearm on ZCAS University premises pursuant to this exception must keep the weapon or firearm concealed so as not to alarm others.

4.3 Withdraw with Permission

Students who find themselves in difficult circumstances because of ill health or other personal reasons and wish to withdraw from their studies or suspend them may be permitted under the University's Academic Regulations. Students should complete the standard withdrawal forms available at www.zcasu.edu.zm, attach the relevant documents and send them to the Dean of School within the stipulated timeframes. Students who withdraw with permission from the University and wish to return to their studies should re-apply to the Dean of the School.

4.4 Student Scholarships

The University offers merit-based scholarships to deserving students regardless of their financial status. The scholarship programme is available to high performing students who are admitted to or enrolled in any undergraduate or master's degree programmes of the University.

The University also promotes externally funded scholarships which are merit and non-merit based and offers various awards in collaboration with its donors whenever available.

School Leavers, undergraduate and postgraduate students should apply for scholarships by completing the scholarship application form and send it with attachments of their relevant examination results/requirements to the Academic Affairs Manager within the publicized timelines. The University's Awards and Scholarship Policy and Procedures is available at the ZCAS University website's link www.zcasu.edu.zm.

4.5 Research and Innovation Policy

ZCAS University is committed to enhancing its reputation and competitiveness locally and internationally through distinguished scholarship, research and innovation in line with its Strategic Plan. The University has adopted a robust approach to build an organisational culture which encourages research and innovation among its Researchers to contribute to knowledge creation and advancement.

You are therefore expected to undertake research with integrity and contribute to both knowledge creation and dissemination. For further information you can access the University's Research and Innovation Policy available at www.zcasu.edu.zm.

4.6 Intellectual Property Policy

The development of creative and scholarly research, works and inventions is a key focus area for which the University has dedicated a clear policy. The Intellectual Property Policy has been developed to support and reward scientific research and scholarship at the University, and helps the University, employees, students and other stakeholders understand how IP involving the University is identified, owned, used, protected and administered.

Students are therefore expected to engage in research in adherence to the University's Intellectual Property Policy available at www.zcasu.edu.zm.

5.0 CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

5.1 Student Conduct

All students are expected to conduct themselves in adherence to provisions of the University's Students Code of Conduct and Disciplinary Procedures and all relevant rules and regulations. The Students Code of Conduct and Disciplinary Procedures is available at www.zcasu.edu.zm.

5.2 Disciplinary Procedure

The University's student disciplinary procedure shall be as provided in the Students Code of Conduct and Disciplinary Procedures.

5.3 Appeal Procedure

Students that may be aggrieved with the verdict emanating from the disciplinary procedure provided for in 5.2 have the right to appeal. The appeal process is provided for in the Students Code of Conduct and Disciplinary Procedures.

6.0 STUDENT ORGANISATIONS/ASSOCIATIONS AND ACTIVITIES

6.1 Formation and Recognition of Associations/Organisations

Students have the right to form associations/organisations, belong to associations/organisations of their choice and conduct their activities in accordance with their constitutional rights, national laws, and the regulations of the University. For a group to be recognized by ZCAS University Management, the leadership must apply and attach the organization's constitution to the Student Welfare Office. The organization shall not operate before obtaining written approval from the Student Welfare Office. Once approved, the permit to operate at ZCAS University is valid for a period of one year and thereafter, the Chairperson can request

for renewal. Student Welfare Office reserves the right to approve or disapprove an application without giving any reason.

6.2 University Students' Union

Students are encouraged to participate in the affairs of the University through the recognized union in accordance with the Higher Education Act, 2013. Further, students are required to pay a mandatory student union fee.

6.3 Demonstrations, Meetings and Processions

Any student or students wishing to organize processions or demonstrations in the University shall notify and obtain permission in writing from the Student Welfare Office on the following terms:

- i Such notice shall be given to the Student Welfare Office at least 48 hours before the procession or demonstration is due to begin.
- ii The notification shall state the purpose of the meeting, procession or demonstration and the name(s) of the organizer(s)
- iii Processions, meetings and demonstrations shall be held only between 06:00 and 18:00 hours.
- iv The procession or demonstration shall follow a route approved by the Student Welfare Office and keep as close to the right side of the road as to facilitate free passage of vehicular traffic; it shall do nothing to obstruct traffic.
- v During the procession or demonstration, nothing shall be done or said that might encourage violence or cause a breach of peace.
- vi The organizer(s) of the procession or demonstration may be held responsible for any acts of violence and/or breach of University regulations and rules that may occur during the procession or demonstration, provided that where damage has been caused by the activities of persons other than the demonstrators the latter may be held responsible.
- vii The Student welfare Office may prescribe any special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- viii If in the opinion of the Student Welfare Office, the procession or demonstration will be likely to lead to a breach of peace or cause serious interference with the work of the University, Permission may be denied. The fact that a procession or demonstration is not prohibited in no way implies that the University had either approved of or is in sympathy with its objects.

6.4 Posting, Solicitation, Distribution of Materials and Use of Notice Boards

Posting of printed materials to the University community by students or non-students must comply with established University procedures as to location, time limits, distribution procedures, and removal requirements.

- i. Normally, permission to post or distribute an item should be sought from the Student Administration Office.
 - ii. Materials printed in a foreign language should be translated into English prior to approving them.
- Failure to adhere to the guidelines will lead to a loss of posting or distribution privileges. The University reserves the right to restrict, remove, or prohibit posted or distributed materials.

6.5 Collection of Money in the University

Students who intend to collect money in the University for any cause other than club subscriptions should follow the rules of the University. Application for permission to make a general collection of money must be made to the Student Welfare Office. The collectors will be required to publish a donation list except where the donor has requested to remain anonymous. They will also be required to submit to the Student Welfare Office a statement of monies received and show how these funds have been expended. Any student making a collection shall on request by intending subscribers show the permit authorizing him to make a collection.

6.6 Use of University Transport

University transport may be requested for approved journeys by the organizer(s) of any student party through the Students' Union except sports which will be done by an officer in the Student Welfare Office. When a charge is made for transport, it will be at established rates. All requests for use of transport must be made in writing to the Human Resource Manager through the Student Welfare Office at least 4 days before the date of the journey. And each requisition must contain the following:

- i. The destination and purpose of the journey.
- ii. The date and time when the transport will be required.
- iii. The details of students who wish to travel.
- iv. The signature(s) of the organizer(s) of the party who will be responsible for payments to the Chief Financial Officer before transport is provided.

7.0 ACADEMIC STANDARDS AND INTEGRITY

The University is an academic community and expects its students to manifest a commitment to academic integrity through firm observance of standards for academic honesty. The University can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld. Academic standards and expectations of the University are provided for in the Academic Regulations.

8.0 HOSTEL RULES

The Student Rules regarding residence are provided by Zambia Centre for Accountancy Studies (ZCAS), the providers of the residence facilities on ZCAS University Campus. You are required to familiarize yourself with the rules on residence.

9.0 COMPUTER LABORATORY RULES

It is the University's commitment to invest in ICT and to enable students exploit them in ways that are profitable to their academic needs. Thus, students are expected to use the computer laboratories, internet and ICT facilities for academic purposes only. The rules regarding the use of the ICT computer laboratories are available in the laboratory premises.

10.0 OTHER RULES

10.1 Care of property

Students shall treat University property, equipment and other materials and the property of others with care and respect.

10.2 Movement of furniture

The transfer of furniture from classrooms to the Halls of Residence is prohibited. Any student found with classroom furniture in his/her hostel room is liable to suspension from the Halls of Residence.

10.3 Business activities on Campus

ZCAS University prioritizes a learning environment free from commercial distractions. To maintain this focus, business activities on campus are prohibited. This means students cannot engage in selling goods,

promoting services, or soliciting for commercial purposes. The university aims to ensure a space dedicated to academic pursuits and student development, free from unauthorized commercial ventures.

10.4 Smoking

Smoking or use of Tobacco in any form (including electronic cigarettes, vaping devices, and hookah) is strictly prohibited in the hostels and indeed in any part of the ZCAS University premises. Students will be charged for any related maintenance or cleaning as the result of smoking.

10.5 Lockout

When locked out, a resident should report / notify the housekeeper that access will be needed.

- i. Students will be allowed to sign out a spare key to allow access to their assigned room. Spare room keys should be returned to the front desk immediately after use. Spare keys can be checked out for a maximum of 24 hours.
- ii. If the initial room occupancy key is not located, the lock core will be changed, and the student will be charged a fee per affected lock.
- iii. Students are not allowed to borrow the spare room key for a room other than their assigned room. Student who abuse this policy will be subject to disciplinary action.
- iv. Keys must be returned in person and will not be accepted by mail.
- v. Residence hall rooms are designed for sleeping and studying on the part of the occupants. Guests are welcome to visit students in campus during designated visiting hours when the University is in session.
- vi. No guests/visitors are allowed in any room after 20:00 hours from Monday to Friday and after 22:00 hours on Saturdays to Sundays. Under no circumstances are guests/visitors allowed to spend a night in the rooms.
- vii. If visitors are found beyond the allowed times, a prescribed penalty fee will be charged. Further, accommodating visitors in hostels beyond the stipulated time is an offense and disciplinary measures shall be taken against the host.
- viii. Guests under the age of sixteen (16) are not allowed in the residence halls. Limited exceptions may be made with advance notice to the Estate Officer or professional staff that oversees the residential facility.
- ix. Student hosts are responsible for the conduct of their guests on campus and will be held accountable for any violation of the student code of conduct or other rules of the College committed by a guest.

10.7 Celebrations

Celebrations in any form (including birthday celebrations) are prohibited. Throwing colours, lighting firecrackers, etc., are not allowed.

10.8 Parking

Parking facilities are available to students on non-reserved parking slots on campus. The University is not responsible for any loss of, or damage to property at its location. Students are expected to comply with security staff in regard to parking arrangements while they are on campus.

10.9 Off-campus residence

The University does not inspect or supervise any off-campus student residences. The University does expect, however, that students living off campus will conduct themselves in a manner that will reflect credit on themselves and the University, which includes observing all local and state, as well as all rules and regulations contained in this handbook.

11.0 OUR CONTACT DETAILS

For any information that may have not been captured in this Student Handbook, please visit <https://zcasu.edu.zm> or the Student Administration Office in Room 042, Ground Floor, Levy Mwanawasa Building, ZCAS/ ZCAS University.

The Student Welfare Office,

Dedan Kimathi Road,

P.O. Box 50497 RW,

Tel: +260 211 222 508

Lusaka.

12.0 REVIEW

The Handbook shall be reviewed every two years (2) or as soon as practicable should there be a material change in any of its provisions.

13.0 RELATED POLICIES AND REGULATIONS

- i. Academic Regulations
- ii. Student Code of Conduct and Disciplinary Procedures

- iii. Scholarship Policy and Procedures
- iv. Placement Policy and Procedures
- v. Students Anti-Harassment Policy
- vi. Student Complaints Policy and Procedures
- vii. Extenuating Circumstances and Procedures
- viii. Student Exchange Guidelines
- ix. Student Credit Transfer and Course Exemptions Procedures and Guidelines
- x. Students Admission Policy and Procedures