



# **KABWE INSTITUTE OF TECHNOLOGY**

## **STUDENT RULES AND REGULATIONS**

The regulations listed here are intended to improve the living and studying conditions for all students on all campuses and must be adhered to at the times by all students by all students. The principal reserves the right to suspend and /or expel any students for serious breaches of these regulations as he/she deems necessary for the wellbeing of the college.

### **1. HOSTELS**

- a) You are fully responsible for the cleanliness of your compartment.
- b) You shall make your bed before classes every morning.
- c) You must keep the Campus and Rooms clean. Defacing walls, equipment, furniture etc. is strictly prohibited.
- d) All members of a hostel are collectively responsible for the cleanliness of the passage, stairways, toilet, etc. of their hostel and the surroundings.
- e) You are not allowed to use electric stoves, heaters etc. in the rooms except in designated places.
- f) You are required to behave orderly at all times in the hostel.
- g) You are responsible for the safety of your personal belongings in the hostels
- h) You are not allowed to use concrete blocks in your hostels as suspension blocks or your beds.
- i) You are not allowed to accommodate another student. This constitutes a serious offense. This offense results in a surcharge of a boarding fee plus removal from hostels or training for both, the accommodate and accommodated.
- j) Strict silence shall be observed in hostels from 23:00 hours to 05:30 hours. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the rooms.
- k) You are expected to be within the Campus by 22:00 hours.
- l) Failure on your part to adhere to the above regulations shall result in the following;
  - a. Suspension or expulsion from boarding.

- b. Suspension or expulsion from training.

## **2. INSPECTION**

- a) Hostels will be inspected by members of staff at any time without notice.

## **3. LAUNDRY**

- a) You are responsible for keeping your personal belongings clean.
- b) Clothes and other belongings must be neatly arranged.

## **4. VISITORS/VISITATION AMONG STUDENTS**

- a) Visitors among students in their hostel rooms will only be from 10:00 hours to 18:00 hours.
- b) Outside visitors are only allowed to visit during weekends from 08:00 to 18:00 hours.

## **5. DRINKING**

- a) Under no circumstances should alcohol in any form be taken by you within the campus.
- b) Excessive noise at any time in the hostels made by you when you are intoxicated with alcohol is not tolerated.
- c) Failure to adhere to the above regulations shall attract suspension or dismissal from boarding or training.

## **6. COLLEGE PROPERTY**

- a) You are not permitted to remove property belonging to the college from one department to another (or from classroom) without permission.
- b) If you lose or damage college property you shall be made to replace those items immediately, and also be suspended from training.
- c) You are not allowed to remove furniture from classrooms to hostels and if found you will be surcharged K300.00 and be dismissed from boarding.

## **7. ATTENDANCE**

- a) You are here primarily to study and therefore devote your time to your studies;
- b) Members of staff are here to help you and must be respected at all times;
- c) Attendance at all classes is compulsory;
- d) You must obtain a sick pass before going to the clinic or hospital from the head of Department.
- e) Absence from classes for sickness will only be excused upon production of a note from the clinic/hospital.
- f) You are expected to be prompt for all classes. Late comers shall be excluded from classes and when late coming persists, you shall be suspended from training.
- g) Persistent absenteeism from class shall result in dismissal from training.

## **8. DRESS CODE**

- a) Students should wear clean decent clothes at all times, no see through, tights will be allowed;
- b) Caps, sun – glasses, torn trousers, unbuttoned shirts, untucked shorts, vests etc. are not permitted during teaching hours on the campus. Students are supposed to wear recommended uniforms in their various fields. (Boiler suits, safety boots, PE attire etc.)

## **9. LEAVE OF ABSENCE**

- A) You are not allowed to leave campus during the term without permission; if you wish to do so please obtain information on this from your Course Lecturers within the Department.
- B) If you leave college without permission, you may be suspended or dismissed from Training.
- C) If you had obtained permission and you come late, you will not be allowed into class unless you produce a satisfactory letter supporting your cause of delay.

## **10. SECURITY**

- a) You are advised to look after your valuables. The college authorities cannot be held responsible for any article which may be lost or stolen from you and the college accepts no such liability, if you have valuable property or money, you should deposit /it with the college authorities.
- b) Stealing of college property or other people's property is a serious offence and if you are caught in this act you shall be dismissed from the institute forthwith and then handed over to the police.
- c) You are not allowed to sit on the wall fence, climb the wall fence and if caught you shall either be suspended or expelled from the Institute.

## **11. MOSLESTING OTHER STUDENTS**

Molesting (or abusing) a defenseless student is a serious offence which will results in summary dismissal and be handed over to the police.

## **12. SMOKING AND DRUG TAKING/TRAFFICKING**

You are not allowed to take drugs or traffic in drugs of any shape and form. If you are caught in this act you shall be summarily dismissed from training and then reported to the appropriate Government Agency.

## **13. AUTHORITIES**

You are expected to respect and obey all college staff and follow all regulations. Failure to respect and obey all college staff may result in suspension and/ or dismissal from training.

**14. FIGHTING**

As a higher Institute of learning differences or misunderstandings must be sorted out through reasonable dialogue. If you are involved in fighting you will be summarily dismissed from training automatically and handed over to the law enforcing agency.

**15. STEALING**

All property which is not yours shall remain not yours. If you are caught in the act or intention to steal you shall be summarily dismissed from college and where necessary handed over to the law enforcing agency.

**16. COLLEGE MAGAZINE/NEWS MEDIA/ASSEMBLY**

- a) Use of insulting and or/abusive language in articles, speeches or questions is prohibited.
- b) All articles or speeches/questions must be based on facts
- c) Failure to adhere to the above may result in suspension or dismissal from training.

**17. ACADEMIC PERFORMANCE**

- a) You are required to perform to the set academic standards of the Institute.

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**STUDENT DECLARATION FORM**

I ..... have read and fully understood the Institute rules and regulations. I do therefore declare that I will abide by the given rules and regulations. In the event of my failure to abide by the set rules and regulations, I will accept the penalties that will be passed on me.

I do hereby declare that I shall not take part in any action that may lead to the disruption of the Institute curricular such as class boycott, rioting, insulting and fighting or in any other disturbances of any nature.

I do further re-affirm that my studentship shall be summarily terminated if involved in any of the above actions of misconduct and that such terminations shall not be open to question.

Sign\_\_\_\_\_Date:\_\_\_\_\_