



## **Terms and Conditions of Academic Enrolment**

1. AJU is committed to pursuit of equality and quality education for all, and has a policy of non-discrimination.
2. Students are required to pledge respect for all students and staff, and for all people in campus, off campus and online.
3. All students and faculty must strive at all times and places towards the safeguarding and protection of minors and vulnerable adults. All suspected instances of possible violations must be reported to the Office of the Child and Vulnerable Adults Protection Officer.
4. Every student is responsible for his or her own health. All medical emergencies should be reported to the University Clinic. All students must fill out medical information for such emergencies.
5. Before students can be admitted to any class, all fees must have been paid in full. Payment plans are by arrangement and must be approved by the administration. All late payment of fees is subject to administrative charges. Fees are subject to review without notice.
6. Fees, once paid, are not refundable in part or in whole. Tuition fees do not include meals, accommodation, textbooks, cost of commodities used for practicals, projects, researches, excursions, technology, equipment, personal computers and such personal items. All outstanding fees must be paid before examinations and before registrations in a new semester.
7. Students are required to maintain 100% attendance and punctuality for all courses and all university events. See the Academic Regulation for all the details on attendance and absenteeism. International students issued Zimbabwe Student Permit through AJU must maintain full time degree status in order to obtain renewal of their permits through AJU. Any international student who does not maintain full degree status will be reported to the Zimbabwe Department of Immigration.
8. Students must be present in their respective lecture or seminar rooms before the lecture period, either in the physical classroom or online. They may leave the classroom only after the lecturer has authorized them to do so. In the event of power or internet disruption, for online courses, students must endeavor to reconnect with the lecture or use other internet means to inform the lecturer of their predicaments.
9. Industrial Attachments, Internships, teaching experiment, and work placements are the responsibility of each student concerned. However, students who require recommendations should obtain them from the Office of the Dean of their respective schools. The approval and supervision of such programmes are the responsibility of the schools and departments. Students pay 60% of tuition fees of each semester during their internships.
10. The University accepts no responsibility for the theft or loss of personal property on campus or online. All thefts will be reported and investigated by the University and relevant criminal investigation agencies. Thus, I hereby waive all claims against the University of any damages or loss suffered while I am, or as a consequence of my being, a student of the University and arising out of death, bodily injury, loss of health or illness suffered by me or any other person howsoever such damage or loss is caused, including but not limited through the negligence of the University or any official, employee or representative of the University. I or my estate hereby indemnifies the University against any claims by any person arising in any way as stated above in respect of my own negligent or willful acts or omissions.
11. All indiscipline, violent, verbal, bullying, threatening behavior, foul or abusive language, intimidation online or offline are forbidden and will not be tolerated (See Student Code of Conduct). The possession, supply or consumption of alcohol (except on designated events), illegal drugs or substances on campus or when engaged in University activities or events, gambling, thefts, acts of indecency and delinquency will be reported to the Zimbabwe Republic Police.

- 12 Academic delinquency will not be tolerated. Students and faculty shall not charge anyone fees to writing their assignments, presentations, projects and examinations for them, for sexual gratification or other such favors in exchange for academic work or for marks. All students are required to personally do all their assignments and examinations and shall not pay anyone in person or online to do their work for them. Every student must earn his education.
- 13 Plagiarism in all its forms shall not be tolerated. See the Academic Regulation for details.
- 14 The use of any mobile electronic computing devices, for recording of lectures, are strictly prohibited without prior permission from the University administration and the lecturer. Students are expected to bring their own personal computers for academic work.
- 15 The University expects cooperation of all students and faculty with all criminal investigations by the University authorities or law enforcement agencies.
- 16 In order to maintain a safe environment, the University may search Student's bags, electronic devices or personal possessions, carry out surveillance and monitoring without limiting the use of computing devices, the internet and the University network.
- 17 Should a student change his contact details, physical address, phone number or email, he or she must notify the Registrar of the University.
- 18 Students are required to adhere to reasonable dress code as it is expected of a mature, rational and free persons.
- 19 The University reserves the right to suspend or expel a student whosoever is found guilty of a behavior, which contravenes the regulations, policies and codes of conduct of the University.
- 20 No student is allowed to bring visitors into the University campus without obtaining the necessary Visitor's Pass at the main entrance, or tickets for events. Visitors are not allowed to use any university facilities without explicit permission of the administration.
- 21 All students must have their Student ID Cards to enter the campus; preferably, they must wear the ID on their necks for easy identification. No student is allowed into the examination halls without IDs.
- 22 As a student, you may be photographed or videoed in all university events and such images may be used for educational, archival, publicity and marketing purposes.
- 23 You are expected to sign this terms and conditions. By signing this, you accept all the Academic Regulations, Policies, Guidelines and Codes of Conduct of the University. Should you have any personal problems, please see the relevant authorities.
- 24 The University may amend these terms and conditions at any time by giving at least a semester notice by publication of such amendments on the University portals on campus and online, sending emails to all students and faculty members. Any amendments will apply as if originally embodied in these Terms and Conditions to all current and future students and faculty with effect from the date specified in the notice.

I ..... have read and understood the above University terms and conditions of enrolment and shall abide by them as amended from time to time.

Signature:..... Date:.....

School/ Department..... Academic Year:.....

<b>Office Use: Pro Vice-Chancellor Academics' Office</b>	
<b>Accepted .....</b>	<b>Not Accepted.....</b>
<b>Signature: .....</b>	<b>Date:.....</b>