

**GEORGE BENSON CHRISTIAN UNIVERSITY
COLLEGE**

GBCUC



STUDENT HANDBOOK

2022

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FOREWARD

This is your University Student Handbook. It provides general information and guidance you may need to help you to make the most of the opportunities on offer at George Benson Christian University. It also gives you formal notification and explanation of the University's policies, procedures and other pertinent information. Please take time to read it.

The Dean of Student Affairs and Academic Advisor are Senior Officers of the University who oversee student matters and ensure that the University's statutes and policies are followed, with particular interest in examinations, conduct and welfare. We are well aware of the needs and pressures of student life. If you have any concerns, or suggestions for improvement, they can be channelled through George Benson Christian University Students Union (GBCUSU). The Dean of Students office may also be contacted for assistance and advice.

You will find useful information throughout along with the relevant contact details and Web links to more detail, which you may need during your studies here.

We hope that your time as a student at George Benson Christian University is successful and enjoyable.

2. INTRODUCTION

2.1 About the University was established in August 2020 with relevant statutory body. It is an independent and self-governing institution, consisting of school, department and faculties, and the George Benson College of Education.

The University:

- Determines the content of courses.
- Organises lectures and seminar and other forms of teaching/instruction
- Provides a wide range of resources for teaching and learning including library, laboratories, museums and computing facilities.
- Admits and supervises undergraduate and post graduate students
- Examines, these, projects and sets and marks examinations
- Awards degrees

The vice-chancellor is the senior officer of the University. There is a deputy vice-chancellor who has specific functional responsibility, and in addition to acting in the position of Vice-chancellor when the substantive chancellor is away.

The Chancellor, who is usually an eminent public figure elected for five years, serves as the titular head of the University, presiding over all major ceremonies.

The Principal policy-making body is the Board of Directors of the University. The Board is responsible for appointing key management staff and strategic direction of the University, and operates through committees (some of which include student representation)

While day-to-day decision making in matters such as finance and planning is the responsibility of management who report to the Board of Directors. Matters of academic policy, examinations etc is the pressure of the senate.

2.2 Message from the Dean

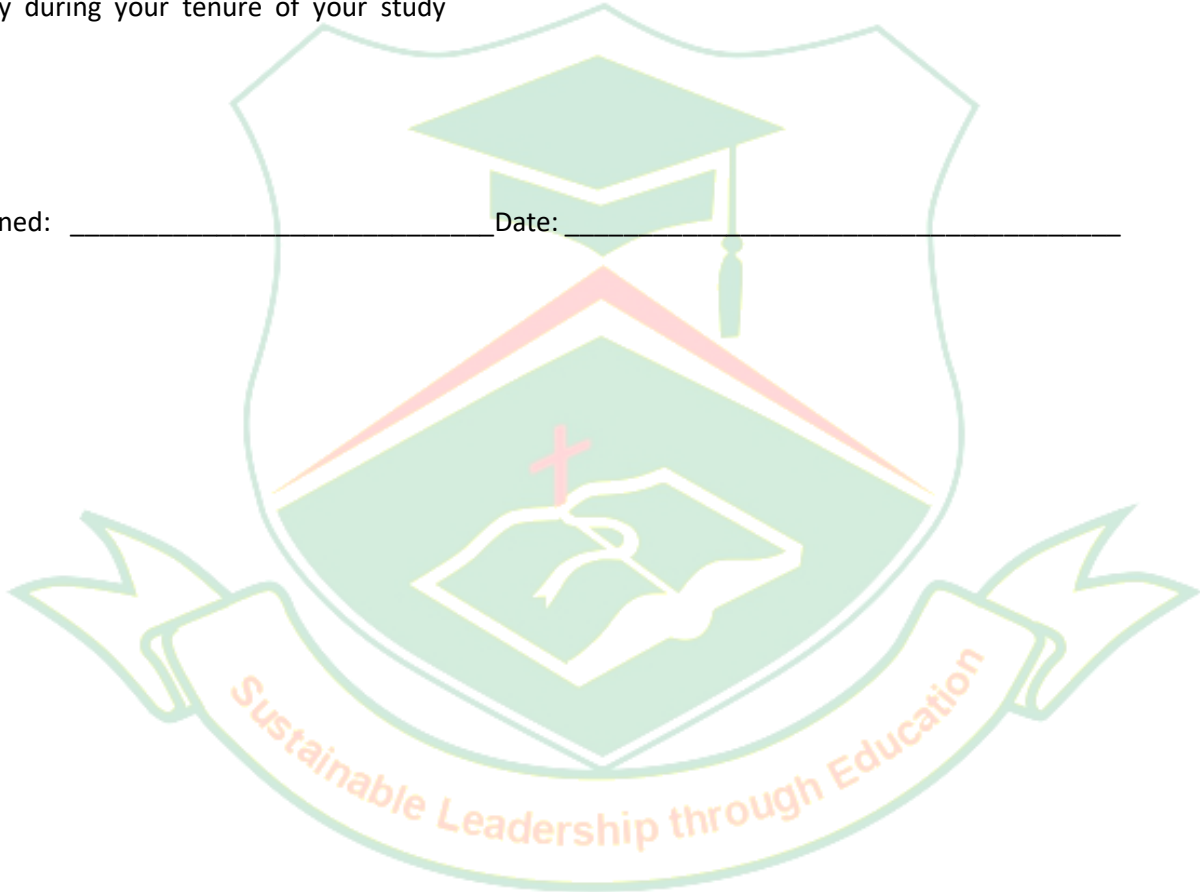
I have the pleasure to present to you this student hand book that has been specifically designed with all students in mind. The purpose of this hand book is to offer you utmost clarity on all information relating to your entry to study at GBCUC

I would like to urge you to have critical understanding of all aspects of your stay at GBCU, in consideration of matters of conduct and regulations during your tenure of study at our university. Your understanding will allow you not to get into conflict within the laid down student code of conduct of GBCUC.

I, therefore urge you to use this handbook as your reference manual and make it a habit to realize that this student hand book should always remind you of the ideals of GBCUC and take your time to consult the Deans- Student Affairs

Accept my congratulation for your successful admission to study at GBCUC and wish you a pleasant stay during your tenure of your study

Signed: _____ Date: _____



2.3 Student Membership

As a student of the University you become a member on completion of registration formalities. Membership is for life but this privilege can be formally terminated (e.g. by expulsion), you automatically also lose your university membership.

Some students do not matriculate but nevertheless study at the University, e.g. student reading for certain certificates or diplomas and certain Department for Continuing Education Courses, and visiting students not registered for a particular course or qualification. Although not formally University members, such students are expected to observe same rules and regulations as matriculated students.

As a resident of Kalomo, you are part of, and have responsibilities towards the wider local community.

2.4 Student Information

Student information is a service for students of the university, giving advice from a central contact point between 09:30hrs _ 16:00hrs, Monday-Friday.

The service can help with general administrative advice and support on all aspects of your student career, including queries about University registration, as well as information for international students on matters like visas, immigration and studentships.

2.5 Student Union

A student of the university automatically becomes a member of GBCU Students Union (GEBSU). GEBSU is an independent charity that promotes the academic, social and welfare interests of its members throughout the University.

You have the right to opt out of membership of GEBSU. Information about the right to opt out of GEBSU membership, and arrangements to supply student union services to student members who have exercised that right, is available from George Benson Christian University Students website or directly from GEBSU.

3.1 Health

The University provides comprehensive health care at its campus general hospital, and also has arrangements for help with the whole range of welfare issues. Serious ailments shall be referred to Livingstone Hospital using the Ministry of Health ambulance.

The University shall arrange for an optician for routine sight tests. And identified visual problem which requires specialized attention will be referred to the hospital eye services.

- **Sexual Health**

Various sources of advice and help about sexual health or pregnancy are available to you. If you are concerned about sexually transmitted diseases, HIV or AIDS, it is important to get advice and help quickly after presumed exposure. There are several contact points.

- Your University medical staff
- Any government hospital or clinic

- Counseling Services at campus based general hospital
- **Drugs and Alcohol**

Drug abuse and excessive alcohol intake can put your health and academic progress at risk, and could lead to disciplinary issues, if you are concerned about drugs and alcohol, speak to your university health personnel.

Further take notice that consumption of drugs and alcohol within the University Campus is prohibited.
- **Medical Examination**

All students at the university on admission should present to the administration results of medical tests undertaken at University approved medical institution.

3.2 Welfare Support Services

Life and study at university is challenging. If you are experiencing personal, emotional, social or academic problems, it is important not to bottle them up but to do something to address them which may include discussing them with someone who can give support. It is often possible to resolve problems through the help of the course tutor, chaplain, doctor, nurses or other staff members.

Student Counseling Service

The professional clinical staff of the counseling service provides free, confidential therapeutic support to all students. The service is here to help you address personal or emotional problems that get in the way of having a good experience and realizing your full academic and personal potential. The service is available throughout the year except for limited periods at Christmas, New Year and Easter.

Please be aware that no email system is entirely confidential, and you should call the service if you prefer to discuss sensitive details.

3.3 Staff-student relationships

You are advised not to enter into any relationship with a member of University staff with any responsibility for you, as it may lead the staff member to compromise the integrity of their professional relationship. If such a relationship develops, and you are not sure that a member of staff has disclosed their relationship, you are encouraged to independently advise your Head of Department or Chair of the Faculty Board in confidence.

3.4 Financial hardship

If you face unforeseen financial difficulties you should consult the Dean of Student Affairs for assistance, especially if your difficulties could involve non-payments of fees, which could lead to suspension of studies if not appropriately managed.

The University has plans to establish a Hardship Fund which shall provide assistance to students experiencing unforeseen financial difficulties. Application Access to Learning Fund is based on approved guidelines.

3.5 Student parents

The University offers childcare services at discounted rates for all eligible student parents including two nurseries, to which students may apply.

3.6 Sport and recreation

George Benson Christian University has sport clubs, as well as University teams and recreational opportunities. The University has Football, Netball, Basketball Pitches and other facilities. It is also home to the running track.

3.7 FITNESS TO STUDY

The University has established a common framework across departments for cases where questions arise as to whether a student is fit to study or to return to study after a period of leave for medical, psychological, or emotional problems. Most such cases are dealt with under University Procedure but there is also fitness to Study Panel, to which serious and difficult fitness to study cases can be referred if all other normal procedures have been exhausted or are inappropriate.

- Fitness to Study “means an undergraduate or graduate student’s fitness;
- To commence a distinct course of academic study, or
- To continue with his/her current course of academic study or,
- To return to his/her current or another course of academic study and his/her ability to meet;
- The reasonable academic requirements of the course or program, and
- The reasonable social and behavioral requirements of a student member (whether resident or not) without his or her physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and welfare of the student and/or other students and/or University Staff.

The panel has power to consider medical and any other appropriate evidence, to take expert advice (the student may be asked to attend a consultation with a medical or other expert), and to consider submissions made by or on behalf of the student concerned.

At the end of the process, the Panel will decide (in the case of referrals by University authorities) or recommend whether or not the student is fit to study. The Panel can also make decisions and recommendations about matters such as continued access to University facilities and premises, with or without conditions.

If concerns about a student fitness to study have arisen and have led to a referral in the context of disciplinary proceedings, those proceedings will be suspended while the fitness issues are determined. In cases where a student’s condition or conduct gives rise to a need for immediate action, then recommendations shall be made to Vice Chancellor’s office to suspend that student from the University, for periods of up to 21 days, at a time, pending consideration by the Fitness to Study Panel.

3.8 RESIDENCE

The University has limited sleeping accommodation and this shall be offered on first come basis. However there is also University accredited housing units within the vicinity of the Campus. Details of private accommodation can be obtained from the Dean of Student Affairs.

3.9 Academic Dress

Students are required to wear academic dress for diploma and degree ceremonies. You should consult the academic officer as to appropriate gown to wear, together with a mortar board (or soft-cap) and sub fusc: ministers of religion may wear a gown over their clerical dress, and members of the armed forces may wear a gown over their service dress; service caps are removed when indoors.

3.10 INTELLECTUAL PROPERTY

The University in its statute claims ownership of certain forms of intellectual property that students create in the course of, or incidentally to, their studies, but generally does not claim ownership of copyright created by students.

There are arrangements in the University's regulations for protecting and exploiting intellectual property, and sharing the commercial exploitation revenues with the student's originators. By accepting a place at the University and signing the student contract with the University, you agree to be legally bound by these provisions.

- That the University claims ownership of student- created intellectual property that is created with the aid of University facilities or commissioned by the University or comprises inventions, Designs, databases, software , firmware and courseware and related know how and information.
- That the University will not assert any claim to the ownership of copyright in: artistic works including (where not commissioned by the University) books, articles, plays, scores, lyrics and lectures, student theses and answers to tests and examinations (except where claimed as above)

3.11 EXAMINATIONS:

The Senate's responsibilities include ensuring that the University statutes and regulations are upheld by overseeing the conduct of University examinations, including;

- Formalities of the appointment of examiners.
- Establishing procedures for the staging of examinations.
- Approving alternative arrangements (via the Examinations Processes team)
- Resolving queries and complaints.

They liaise closely with the Student Administrative teams and with the various University Committees concerned with course content, examination and student progress, in participation, Education Committee.

Whether you are a taught-course or research student, it is your responsibility to be familiar with the general regulations and the specific regulations for your program of study, as set out in the current edition of the relevant Examination Regulations.

The Examination Regulations cover a wide variety of important topics. The following notes highlight some points, but they are not a substitute either for authoritative information that departments and faculties publish in accordance with the regulations (e.g. in examination conventions in course handbooks or on department websites), all of which you should read carefully.

3.11.1 Entering your examinations-taught courses.

Course Content

The Examination Regulations Provide a summary of the requirements of your course. Further information on your course is provided in your course handbook and examination conventions available from your department

3.11.2 Examination fees

Information about any fees payable, fees for late entry to examination, late change of options etc. is available on the examination entry webpage. If you need to re-sit examinations, including re-submission of written work for assessment, you may need to pay a re-examination fee.

3.11.3 Entering for Examinations

It is your responsibility to ensure that your examination entry details are correct using the Student Self Service. You should inform your department if there are any errors. Your individual timetable will be sent to you. The examination timetable for every subject is published online. You can take a University examination (including re-sits) only if you are regarded as being a “student member” of the University as defined. You cannot enter an examination as a “private” candidate.

3.11.4 Late alteration of options

If you want to change your chosen examination options, a request has to be made in writing through your department’s office, who will submit your request to the Academic Records office. It cannot be assumed that permission will not be given; request involving re-scheduling examinations will generally not be granted. Where permission is given, an extra fee will be charged.

3.11.5 Alternative examination arrangements.

It is critical that support needs and examination arrangements are dealt with as early as possible in your University Career. If you have a specific learning difficulty (such as dyslexia or dyspraxia) or suspect that you have one, please consult the Disability Advisory Service (DAS) or for research students your Director of Graduate Studies, as soon as possible to discuss your needs. All requests for alternative examination arrangements whether for disability-related reasons (e.g. use of a word-processor) or faith-based reasons (e.g. adjusting an examination schedule) – must be submitted via your department one month before commencement of examinations.

3.11.6 Taking water, sweets and medication into examination room

Information on permitted items is available on the examination guidance webpage.

3.11.7 Appeals Procedure for alternative examination arrangements.

If you have applied for alternative examination arrangements and are dissatisfied with the outcome, you have the right to appeal to the Chair of Education Committee. Such an appeal,

which can also be made by the department on the student's behalf, must be submitted in writing 14 days of receipt of the decision.

3.11.8 Missing your Examination

Illness-deferral of examinations; If you have suffered a prolonged period of illness, or been prevented by another urgent cause from carrying out your studies, you can request for an examination to be deferred instead of applying to enter it at the required time.

In the case of undergraduates, Finals can normally be taken after a delay of one year.

3.11.9 Non-Completion of an examination

If you do not complete the written paper in an examination (e.g. by not turning up), you will be deemed to have failed the whole examination unless the Examinations Committee are satisfied that there was an urgent cause such as illness, in which case the examiners may be asked to make an assessment on the basis of the work completed or, exceptionally, to examine the part missed on another occasion. In the case of illness, a medical certificate must be submitted to the examinations Committee through the appropriate department.

3.11.10 Withdrawal from examinations

In the same circumstances it may be appropriate to withdraw from an examination, either before attempting any papers or before the written part of the examination is complete, and apply to re-enter on a later occasion.

Such withdrawals must be notified through the appropriate department.

A candidate who is deemed to have withdrawn from an examination is considered not to have sat the examination or any part of it; therefore he or she has not failed the examination, but nor are any marks valid (e.g. for essays etc. submitted before written papers) unless permission has been obtained from the department. You cannot withdraw from examinations after the last paper has been completed.

3.11.11 Viva's

Many taught courses provide for candidates to be examined viva voce (i.e. orally), either as a standing requirement or one that may be applied at the examiners discretion. Where viva's are a mandatory part of the assessment, non-attendance without permission will result in you being failed in the examination as a whole. The dates when you may be called for a viva are at the same time as the final examination timetable.

3.11.12 Dispension from the regulations.

The Education Committee has a general power to dispense individual examination candidates from the provisions of the regulations (e.g. take examinations in different format, to miss or defer taking written papers, to submit work late or to have additional re-sit opportunities)

Applications must be made via the department.

3.11.13 Submitting work for assessment

Essays, dissertations, these and other submissions that are assessed as part of public examinations have deadlines by which the work must be submitted. Make sure your work deadlines are published either in the Examination Regulations or in your course handbook. You may be asked to submit in hardcopy, or electronically, or both.

3.11.14 Late Submissions

Give yourself enough time to submit your work by the deadline. The lecturers will not accept as reasons for lateness delays in postage, reliance on third parties to deliver your work or printing problems. Similarly, if you are required to submit work electronically, they will not accept problems with emails or server speeds as an excuse if your computer breaks down or becomes infected with a virus, or your files are lost or stolen, the Lecturer will not be sympathetic; ensure that you keep adequate backups and store them separately and securely.

3.11.15 Extensions

You may become aware before a deadline that you will need to submit your work late, because of either illness or another urgent cause. If you do, you should apply for late submission to be excused in advance. You will need to provide evidence such as a letter from your doctor, and an extended deadline will be set. Extension requests should be for relatively short periods of time. If you think you will be unable to work for a very long time, you should speak to your Head of Department or Dean of the school about making other arrangements to delay your studies.

3.11.16 Missing Submissions

If you fail to submit work by the deadline, the Examinations and Assessment team will write to you to remind you that a deadline has passed. When a candidate fails to submit work, it is very serious; you will fail not only that paper, but all the papers you entered for at the same time (which might mean your whole finals, for example) if you discover that you have missed the deadline, you should do one of the following;

- If you have a good reason for both missing the deadline and for needing more time to complete the work before submitting it, then you should apply for an extension as described above immediately.
- Otherwise you should submit the work straight away and/or write with your reasons for late submission to Examinations and Assessment team through your course lecturer, who will decide whether to allow the work to be accepted.

3.11.17 Making changes after submission.

It is not possible to make changes to work after it has been submitted to the lecturer's permission which they will only give in very exceptional circumstances.

3.11.18 Receiving your results

Examination results

Once examiners have release the results, you are automatically notified by email and can then access your assessment results and the results for the year if applicable, in student self-service.

3.11.19 Failing examinations.

If you fail a university examination, it is important to obtain advice from your subject tutor or supervisor as soon as possible (for example, to find out whether you can repeat the course) the detailed provisions for any re-sit arrangements for each qualification are explained in Examination Regulations.

In general the regulations permit undergraduate students failing the first Public | Examination at the first attempt to re-enter some form of the examination, normally within a year.

3.11.20 Factors affecting performance

Information about any special circumstances (e.g. Ill health) that may have affected your performance before or during an examination can be provided to the examiners. You should, as soon as possible and before the papers are marked; apply to Examinations and Assessment team to have any such information, usually with a medical certificate, sent, in writing who will pass it to the relevant chair of examiners.

The examiner will decide at their final examination board meeting how to take the information into account when the determining the examination results. The examination board will only forward information on its decision to the examiners after that meeting in exceptional circumstances, where the candidate was prevented from making an earlier application, where his or her condition was only diagnosed after the results were known or where a serious procedural error delayed the application.

You, or anyone acting on your behalf, must follow the process set out above and not communicate directly with the examiners.

Appeals against the examination board decisions may be made to the chair of Education Committee, by the same process as for decisions about alternative arrangements.

3.11.21 Research Students

Research students are responsible for finding out the deadlines for the submission of work throughout their period of study, including those for transfer and confirmation of status, as well as the final examination. Research students should consult their supervisors to ensure that the necessary administrative processes are complete well in advance of these deadlines.

Research students are notified in writing of the outcome of the examination of their theses, after the examiner's report has been considered by or on behalf of the responsible academic body.

Students who are unsuccessful when their theses are examined will be advised individually via Divisional Graduate Studies Office about any conditions under which they may revise and resubmit their work.

3.11.22 Complaints and academic appeals

If you have a concern about procedures not being correctly followed during an examination or you have reason to believe that your examination was not conducted fairly, or that your examiners did not take into account of previously notified factors affecting your performance, you should consult urgently the Head of Departments or Dean of the School (or your supervisor in the case of research students). Queries and complaints must not be raised directly with the examiners. You will be advised how to go about making a formal complaint.

3.11.23 Advise and help

If you have any difficulty in interpreting the examination regulations, or finding out about subject options, dates, deadlines etc. ask for advice from academic office, your subject tutor/Lecturer or your supervisor.

3.11.24 Library and IT facilities

No University member shall intentionally or recklessly commit a breach of any of the regulations relating to the use of the libraries or the information and communications technology facilities of the University.

Infringement of copyright through the University IT network, including using peer-to-peer software and file-sharing to download and distribute copyright material, can result in a fine or exclusion from the network. IT security is taken very seriously.

3.11.25 Marches and Processions

The Public Order Act requires the organizer of a procession to give at least seven days' notice in advance of the date of the event to the police. In practice it is advisable to give the police as much notice as possible; at least four weeks minimum, in the interest of avoiding clashes between your event and another on the same day. Events intended to take place on University and or property must be referred to the Dean of Students.

3.11.26 Newspapers, Magazines and Websites.

You are reminded that, whether or not a publication is formally registered with the University, the individuals involved in its production and distribution are legally responsible for all the material. Any one intending to set up or take over a publication is strongly advised to consult the Dean of Students office at an early stage.

3.11.27 Criminal Investigation and Offences

If a student is subject of criminal proceedings concurring an alleged offence of such seriousness that an immediate term of may be imposed if he or she has been convicted of a serious offence (whether or not a prison sentence was in fact imposed), the students required to inform the Dean of students will then consider whether any consequential action needs to be taken within the University.

3.11.28 Policies and Codes

You must also comply with the University's formal policies and other codes.

- Academic integrity in Research
- Bribery and Fraud Policy
- Conflict of Interest
- Equality Policy
- Health and Safety: statement of Health and safety policy.
- Information security policy
- Information Technology: Regulations relating to the use of information Technology Facilities.
- Intellectual Property; Administration of the T/P Policy
- No smoking Policy
- Public Interest Disclosure
- Research activities involving Human Participants
- Student Union Code of practice
- University Policy and Procedure on Harassment

3.11.29 OTHER RULES

Those responsible for managing University buildings, or operating University services and facilities, are empowered to draw up and publish local rules, for example as displayed on notice boards in or at the entrance to buildings or property or on the service website.

Action threatening or causing damage to property or on inconvenience to other users may lead to exclusion.

3.11.30 Disciplinary Procedures and Rights

i. Disciplinary Committee's powers

The disciplinary committee shall ensure that disciplinary regulations are enforced. Doing so includes taking steps to

- Enforce, and prevent any breach
- Investigate any complaint that a University member has committed a breach
- Identify the person responsible for any such breach.

ii. Investigation

Where an offence of misconduct is alleged, two members of the disciplinary committee will investigate and decide whether there is a case for the student or students concerned to answer. For alleged offences involving clubs or publications, the committee may hold all or some of the relevant officials, responsible.

The disciplinary committee has powers to summon it to assist with their enquiries.

The process of investigation and evidence-gathering may involve interviewing suspects and witnesses. A student under investigation has the right to be informed what breach of regulations he or she is suspected of having committed.

iii. Disciplinary Committee Hearing:

Unless an alleged breach of regulations involves serious injury to person, serious damage to property or significant element of dishonesty, the Committee can offer the student concerned the option of having the matter dealt with at the Disciplinary Committee hearing.

