



# BLANTYRE INTERNATIONAL UNIVERSITY

## BIU CODE OF CONDUCT POLICY

---

January 2017

Private Bag 98, Blantyre, Malawi  
Tel: +265 1 831516 | Fax: +265 1 831514  
Email: [info@biu.ac.mw](mailto:info@biu.ac.mw)  
Website: [www.biu.ac.mw](http://www.biu.ac.mw)



## Contents

<b>STUDENTS CODE OF CONDUCT</b> .....	3
<b>PREAMBLE</b> .....	3
<b>PART I</b> .....	3
<b>1. INTERPRETATION</b> .....	3
<b>2. APPLICATION</b> .....	3
<b>PART II</b> .....	3
<b>3. GENERAL UNIVERSITY REGULATIONS:</b> .....	3
<b>4. USE OF OFFICES AND EMPLOYEES OF THE UNIVERSITY:</b> .....	4
<b>5. PAYMENT OF UNIVERSITY DUES</b> .....	4
<b>6. ACTIVITIES OUTSIDE THE UNIVERSITY</b> .....	4
<b>7. CORRESPONDENCE</b> .....	5
<b>8. DANCES AND OTHER SOCIAL FUNCTIONS:</b> .....	5
<b>9. HEALTH REGULATIONS</b> .....	5
<b>10. ATTENDANCE OF LECTURES, ASSEMBLIES AND OTHER FUNCTIONS</b> .....	5
<b>11. LEAVE OF ABSENCE:</b> .....	6
<b>12. LIBRARY USE</b> .....	6
<b>13. EXAMINATIONS</b> .....	6
<b>14. SPORTS AND PRACTICAL ACTIVITIES</b> .....	6
<b>15. NOTICE BOARD</b> .....	7
<b>16. IDENTITY CARDS</b> .....	7
<b>17. CHANGE OF NAMES</b> .....	7
<b>PART III</b> .....	7
<b>18. REGULATIONS ON DISCIPLINE</b> .....	7
<b>19. GENERAL CLEANLINESS</b> .....	8
<b>20. HANDLING AND CONSUMPTION OF ALCOHOL AND OTHER INTOXICATING DRUGS</b> .....	8
<b>21. INSUBORDINATION TO UNIVERSITY AUTHORITY:</b> .....	9
<b>22. DEMONSTRATIONS AND PROCESSION:</b> .....	9
<b>23. MECHANICALLY PROPELLED VEHICLES AND PEDAL CYCLES</b> .....	9
<b>24. CONDUCT LIKELY TO CAUSE A BREACH OF THE PEACE</b> .....	9
<b>25. RULES GOVERNING ACCOMMODATION</b> .....	10
<b>PART IV</b> .....	10
<b>26. MACHINERY AND PROCEDURE FOR IMPLEMENTATION OF STUDENTS REGULATIONS</b> .....	10
<b>27. STUDENTS' AFFAIRS COMMITTEE</b> .....	10
<b>28. POWER OF THE STUDENTS' AFFAIRS COMMITTEE</b> .....	11
<b>29. DISCIPLINARY COMMITTEE PROCEEDINGS</b> .....	11
<b>30. STUDENTS'/RIGHT OF APPEAL TO THE BOARD</b> .....	11
<b>31. VICE CHANCELLORS' POWERS</b> .....	12
<b>32. DISMISSAL</b> .....	12
<b>33. INSTITUTION OF SUIT(S) FOR OR BY THE UNIVERSITY AGAINST STUDENT/STUDENTS</b> .....	12
<b>34. AMENDMENT OF THE STUDENTS CODE OF CONDUCT</b> .....	13
<b>DECLARATION BY THE STUDENT</b> .....	13



## STUDENTS CODE OF CONDUCT

### PREAMBLE

These Students' Code of Conduct are principally the guidelines for the good of the students, in particular. As the title suggests, they are meant to guide the student and regulate his/her norms within the University community. They are in four parts for the purpose of clarity.

Part I deals with interpretation and introduction.

Part II deals with general University regulations.

Part III covers regulations on discipline.

Part IV deals with the machinery for implementation of the Code of Conduct.

The entire students' body is encouraged to read and internalize these Code of Conduct for the good of all the stakeholders.

### PART I

#### 1. INTERPRETATION

In this Regulation:

'Board' means the supreme organ of the University established by the Charter of the University;

'University' means Blantyre International University;

'Student' means any person who has been registered for a course of study or Research at the University.

#### 2. APPLICATION

- a) These regulations shall apply to all students of the University;
- b) Nothing in this regulations shall exclude the enforcement of the laws of Malawi against any student and the application of existing Code of Conduct or such Code of Conduct as may be made from time to time, pertaining to the library, examinations or other Faculties, Institutes and Departments of the University for the guidance of Students in the respective places;
- c) Where conduct is not specifically governed by these or any other regulations, a student shall act at all times with courtesy and consideration to others and with regard to the good name of the University; and
- d) A student shall be required to sign a Certificate to the effect that she/he agrees to comply with the University Rules and Regulation.

### PART II

#### 3. GENERAL UNIVERSITY REGULATIONS:

- a) No student is allowed to smoke in lecture rooms, library, dinning room or any other places as may be prescribed in Departmental regulations;
- b) A student shall exercise the highest standard of caution in handling University property so as to avoid possible damage;



- c) No University furniture or property(ies) of any description shall be taken away from its place without the written consent of the head of Department concerned or the Registrar;
- d) Any student who damages or loses University property(ies) shall pay the cost or part of the cost of repair or replacement of the property as the circumstances of the case may be; and
- e) University property shall not be lent to a student/students except where authorized by the Dean of Students or Registrar.

#### **4. USE OF OFFICES AND EMPLOYEES OF THE UNIVERSITY:**

- a) No student shall enter into the kitchen, stores or make use of University offices and lecture rooms outside working hours without permission from the Head of Department concerned;
- b) No student shall use any room for meeting or any other function unless they have booked it in accordance with the established procedures;
- c) No student shall hire for pay or award any employee of the University during working hours;
- d) No student shall give or demand a bribe or attempt to or unduly influence an employee of the University for a favour or services related to his/her official work; and
- e) Any student who contravenes the above provisions of the regulation shall be liable to face disciplinary proceedings.

#### **5. PAYMENT OF UNIVERSITY DUES**

- a) All fees for example registration, examination, tuition and students union shall be paid on the first day of the semester in the Academic Year except where a student has obtained permission to pay later;
- b) A student who is a debtor to the University shall not be allowed to:-
  - (i) Sit his/her examination;
  - (ii) See his/her examination results;
  - (iii) Receive a University award; and
  - (iv) Obtain his/her academic transcripts or certificates.
- c) A student is a debtor to the University if he/she has not paid all fees for registration, Tuition, Examination or any other fees payable.

#### **6. ACTIVITIES OUTSIDE THE UNIVERSITY**

- a) No student shall undertake or participate in activities outside the University without permission from the Vice Chancellor.





## 7. CORRESPONDENCE

- a) All official correspondences concerning the University by students to Government or anywhere outside the University both within and outside Malawi shall be channelled through the Dean of Students;
- b) No student or group of students shall print, publish or otherwise circulate any false or fabricated information;
- c) No student shall print or issue any anonymous letter or circular or document; and
- d) Any student who prints or issues any anonymous letter or circular or document shall be liable to face disciplinary action.

## 8. DANCES AND OTHER SOCIAL FUNCTIONS:

- a) Dances, parties and other social functions shall not be held without clearance from the Dean of Students;
- b) All dances and other social functions held at the University on week days shall not go beyond 11.00 p.m.;
- c) The Vice-Chancellor may authorize a dance or social function to be held outside the hour stipulated in 8 (b) above;
- d) Private parties shall not go beyond 1200 midnight; and
- e) Any student or group of students who contravenes the above regulations shall be liable to face disciplinary action.

## 9. HEALTH REGULATIONS

- a) A Student who is perpetually sick shall be required to leave the University on the advice of the University's Doctor;
- b) A student who contracts a contagious disease may be requested to leave the University Community on the advice of the University's Doctor;
- c) Physical or Mental Handicapcy:- Where mental or physical handicaps prevent a student from participating in the normal life of the University he/she may be asked to leave the University on the recommendation of the University Doctor. Where possible, he/she may be recommended for transfer to any other University with the facilities that may suit the condition of the student; and
- d) Sickness of students in the hostels:- The roommates of any seriously sick student shall inform the Warden, Nurse on duty and the Dean of Students.

## 10. ATTENDANCE OF LECTURES, ASSEMBLIES AND OTHER FUNCTIONS

- a) A student shall attend all lectures as set by his/her timetables, tests and tutorials, practical, seminars and any other scheduled courses of instruction as well as assemblies and other University functions except when given leave of absence as stated in this regulation.



## 11. LEAVE OF ABSENCE:

- a) Individual leave of absence
  - i. Leave of absence from one or two lectures shall be obtained in writing; and permission of the lecturer(s) concerned shall be obtained in advance; and
  - ii. For absence from more than two lectures, leave shall be obtained in writing from the Head of Department through the Heads of subject, copied to the Registrar, the Academic Dean and Dean of Students.
- b) Leave for one to three days
  - i. Where a student has to be away from the University for more than one day, leave shall be sought from the Dean of Students and Head of Department; and
  - ii. A student may also write to the lecturer in course concerned informing him/her accordingly.
- c) Leave for more than 3 days
  - i. Where a student shall be away from the University for more than three days leave shall be sought from the Vice-Chancellor; and
  - ii. In the absence of the Vice-Chancellor, permission shall be sought from the Academic Dean or any other officer assigned by the Vice-Chancellor to take charge of his/her duties during his/her absence from the duty station.

## 12. LIBRARY USE

- a) A student shall follow all rules for use of the Library and shall not keep any book belonging to the Library except in accordance with the Library rules.

## 13. EXAMINATIONS

- a) A student shall observe all examination rules which shall be made known to students.

## 14. SPORTS AND PRACTICAL ACTIVITIES

- a) Sports Equipments and Facilities
  - i. Issue of sports equipments from the University sports stores on short or long term basis shall be in writing and its return shall also be recorded in writing;
  - ii. All sports equipment shall be handled with great care by a student and shall be returned to the store for safe custody. No equipment shall be left lying idle on the field after use;
  - iii. Damage or loss of sports Equipment(s); Uniform; and/or Facilities by students



shall be reported immediately to the Sports Store Assistant and the Games Tutor for necessary action.

- iv. No student shall attack any Games Official or fight any Student or otherwise interrupt any match; and
  - v. No student shall engage in or support any activity, which is hazardous for example throwing of sports equipment, risky use of facilities or use of equipment, which are unsafe.
- b) Any student who contravenes the above regulations shall be subjected to disciplinary action.

### **15. NOTICE BOARD**

- a) A student shall always look at the notice boards for information from the Administration, Registrar, Faculties, Dean of Students, the Students Union or any other source.

### **16. IDENTITY CARDS**

- a) A student shall have an identity card, obtainable from the Registrar's office; and
- b) A student who loses his/her identity card shall report immediately to the Registrar and to the Police before he/she is issued with a new identity card at the student's own cost.

### **17. CHANGE OF NAMES**

- a) No change of names by a student shall be accepted except on production of authentic evidence.

## **PART III**

### **18. REGULATIONS ON DISCIPLINE**

- a) A student commits a disciplinary offence if he/she
  - Conducts himself/herself in a manner prejudicial to the good image and reputation of the University for example by stealing, robbing, fighting, forgery and any other act contrary to the Laws of Malawi;
  - Issues a bouncing cheque;
  - Commits any act of dishonesty;
  - Breaches examination regulations;
  - Is insubordinate, rude or uncooperative to authority or any member of the University Community;
  - Neglects or fails to fulfil his/her University duties or responsibilities.



- Acts indecently as defined by the laws of Malawi, such as indecent assault, indecent practices, amongst others;
- Is convicted of a criminal offence in a court of law with competent jurisdiction;
- Divulges official information to an unauthorised person(s);
- Assaults anybody;
- Fails or neglects to attend to his/her personal appearance e.g. being shabby, having an un kept beard or hair;
- Fails or neglects to attend or observe punctuality at any official function for instances, games function, public meetings, and many others when organized by the University authority of students union;
- Absents himself/herself from the University without permission;
- Practices favouritism or is corrupt, whether for personal gain or any other person's again;
- Uses abusive language(s);
- Insults a fellow student or staff or any other person;
- Conducts him/herself unhonourably/unprofessionally;
- Smokes in public such as:
  - i. Lecture room;
  - ii. Assembly hall; and
  - iii. Places of worship at the University; and
  - Breaches any of the students' Code of Conduct.

## **19. GENERAL CLEANLINESS**

- a) A student shall dress, in a neat and descent manner;
- b) All University premises and lecture rooms/lecture halls shall be kept clean; and
- c) Any student who fails to maintain cleanliness of the University premises may be subjected to disciplinary action.

## **20. HANDLING AND CONSUMPTION OF ALCOHOL AND OTHER INTOXICATING DRUGS**

- a) Any student who gets drunk within the University class and library premises by voluntary consumption of alcohol and/or drugs commits a disciplinary offence;



- b) No alcohol shall be consumed at any party organised in University premises without the prior permission of the Dean of Students;
- c) No student shall consume any intoxicating drug unless such consumption has been prescribed by a recognized Medical Doctor;
- d) No student shall consume or deal in any way in prohibited drugs; and
- e) Any student who commits the above acts shall be liable to face disciplinary action.

#### **21. INSUBORDINATION TO UNIVERSITY AUTHORITY:**

- a) No Student shall disobey or obstruct or interfere with any University Officer in the performance of his/her University duties.

#### **22. DEMONSTRATIONS AND PROCESSION:**

- a) Processions or demonstrations at or outside the University shall be held only in accordance with the laws of Malawi, but the Vice-Chancellor shall be given prior notice within twenty four hours and permission of the Police shall be sought in advance;
- b) No student or group of students shall mount road block(s) on any part of the University or stop motorists or any other person(s) from using the University or Public roads; and
- c) Any student or group of students who mounts road block(s) on any part of the University or stop motorists or any other person(s) from using the University or Public road shall be liable to face disciplinary actions.

#### **23. MECHANICALLY PROPELLED VEHICLES AND PEDAL CYCLES**

- a) No student shall keep and maintain a motor vehicle (including scooter and motor cycles) at the University in a place other than those designated for the purpose;
- b) No student shall park the motor vehicle or motor cycle on the grass within University compound;
- c) Every vehicle or motorcycle shall be driven/ridden at not more than 30 KPH;
- d) A student shall park his/her motor vehicle or motorcycle at his own risk within the University premises; and
- e) Any person who drives more than 30 KPH within the University shall be subjected to disciplinary action.

#### **24. CONDUCT LIKELY TO CAUSE A BREACH OF THE PEACE**

No student may indulge in any behaviour towards any member of the University or the public in a manner likely to cause a breach of the peace; and

Any student who indulges in any behaviour towards any member of the University or the public in a manner likely to cause a breach of the peace shall be liable to face disciplinary measures.



## **25. RULES GOVERNING ACCOMMODATION**

- a) The University shall not provide accommodation to any student whether Government or Privately sponsored;
- b) The University shall assist in identifying hotels, hostels and houses suitable to accommodate students;
- c) A student shall abide by the Code of Conduct governing his/her accommodation/residence.
- d) Any student who contravenes the provisions of the rules and regulation at the hostel of residence may be subjected to disciplinary action by:
  - (i) the Dean of Students;
  - (ii) Students Affairs Committee; or
  - (iii) Board.

## **PART IV**

### **26. MACHINERY AND PROCEDURE FOR IMPLEMENTATION OF STUDENTS REGULATIONS**

- a) Matters of indiscipline, breach of students' regulations may be handled by the Students Affairs Committee which shall make recommendation to the Board.

### **27. STUDENTS' AFFAIRS COMMITTEE**

- a) The Students' Affairs Committee shall be the Students' Disciplinary Committee of Board and shall consist of thirteen members. The Quorum of the Disciplinary Committee shall be four of the full members.

#### **(1) Membership:**

- (i) The Vice Chancellor;
- (ii) The Academic Dean;
- (iii) The Dean of Students who shall be the Minute Secretary;
- (iv) The Registrar;
- (viii) The Students Union President;
- (ix) The Vice Union President; and
- (xi) One Representative of the Senate.

#### **(2) Co-opted Members**

- b) The students Affairs Committee may co-opt an Individual or individuals with specialized knowledge and/or skills in the subjects under discussion.



## **28. POWER OF THE STUDENTS' AFFAIRS COMMITTEE**

- a) The Students Affairs Committee is a committee with powers to consider and make decisions on all cases referred to it as well as appeals. Such powers are as follows:
- Uphold the decision of the Disciplinary Committee;
  - Set a side or review the decision of the Disciplinary Committee
  - Dismiss a case filed before it;
  - Hear appeal; Warn a student/students;
  - Reprimand a student/students;
  - Demand an apology from a student/students;
  - Require a student to move out of the University Hostel;
  - Require a student to pay for the cost of or part of the cost of damage, stolen or lost property as may be appropriate;
  - Suspend a student for a specified period;
  - Suspend the student pending the decision of Board;
  - Recommend to Board on a student for appropriate action to be taken;
  - Impose any other punishment that the committee considers appropriate;
  - Review its decision; and
  - Take any other decision as is appropriate.

## **29. DISCIPLINARY COMMITTEE PROCEEDINGS**

When the Dean of Students considers it necessary to institute disciplinary proceedings, against a student for breach of these regulations/misconduct/discipline he/she shall after such preliminary investigations that he considers necessary, inform the student of the charge(s) against him/her at least seven days before the date on which the student is to be heard;

- (2) The Dean of Students shall then forward the case to the Students' Affairs Committee;
- (3) The Dean of Students shall inform the student/students of the date of the meeting of the Committee; and
- (4) The recommendation of the Committee shall be communicated to the student by the Registrar.

## **30. STUDENTS'/RIGHT OF APPEAL TO THE BOARD**

- a) A student who is dissatisfied with the decision of the Students' Affairs Committee may appeal to the board within fourteen (14) days from the date of communication of the decision of the Students Affairs Committee.





- b) Board may after considering the appeal:-
- i. Dismiss the appeal;
  - ii. Allow the appeal wholly or in part;
  - iii. Set aside the decision of the Students' Affairs Committee and substitute it with another decision;
  - iv. Vary the decision of the Committee; and
  - v. Give any other punishment as it may dim fit.

### **31. VICE CHANCELLORS' POWERS**

- a) If in the opinion of the Vice-Chancellor, it is in the interest of the University, he may suspend a student-
- i. Accused of misconduct; and
  - ii. Convicted of a criminal offence in a court of law, with competent jurisdiction and shall report back to Board at its next Sitting; and
- b) Any student suspended by the Vice-Chancellor, if discontented with the decision, may appeal to the Board.

### **32. DISMISSAL**

- a) The Board may dismiss a Student:
- i. Who is proved to have been involved in examination malpractice;
  - ii. Who drinks intoxicating substances e.g. alcohol, excessively and persistently;
  - iii. Who consumes or in anyway deals in prohibited drugs;
  - iv. Who is convicted of an offence by a court of law with competent jurisdiction; and
  - v. For serious misconduct that contravenes University regulations thus soiling the image of the University.
- b) Any student dismissed by the Board, if dissatisfied with the decision, may appeal to the high court.

### **33. INSTITUTION OF SUIT(S) FOR OR BY THE UNIVERSITY AGAINST STUDENT/ STUDENTS**

- a) All suits for or by the University against a student/ students shall be filed in the name of the University/Board;



- b) All suits shall for or by the University shall be signed by the Registrar;
- c) All suits shall be file before the courts of law with competent jurisdiction by the University Lawyer;
- d) All summons for or against the University shall be served on the Registrar; and
- e) A suit may be instituted against student/students who:
  - i. Issues bouncing cheques when settling his! her school dues;
  - ii. Issues unanimous letter(s), circular(s) in the press, public that reduces the image of the University in the eyes of an average man in the society;
  - iii. Causes destruction of University assets through riots; and
  - iv. Any other commission of crime against the University which is triable by the court of law is committed against the University.

#### **34. AMENDMENT OF THE STUDENTS CODE OF CONDUCT**

The Students Rules and Regulation may be subjected to amendments at a given period of time with the approval of the Board.

---

#### **DECLARATION BY THE STUDENT.**

**I HEREBY DECLARE THAT I HAVE READ THE ABOVE MENTIONED RULES THOROUGHLY AND HAVE ACCEPTED THE SAME.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_