



STUDENTS INFORMATION HANDBOOK

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1.0 BACKGROUND TO PENTECOSTAL LIFE UNIVERSITY Pentecostal Life

University (PLU) a subsidiary of Great Dominion Holdings Limited (GDHL) is a private Christian University in the City of Lilongwe, Malawi founded in 2013. It is a Christian institution of higher learning and is strictly governed by the principles of the Lord Jesus Christ designed for the intellectual, professional and personal developments of its students. The country currently faces very severe skill shortages and yet if the country is to be able to afford its people a reasonable standard of living, it will have to depend on institutions of higher education which produce and distribute knowledge.

From the foregoing it is envisaged that the PLU as a good citizen of Malawi will contribute towards economic and social growth of the country in a number of ways. First, it will contribute to local management positions both in private and public sector. Second, it will help to engage in such university education, consultancy services, research and analytical skills necessary to improve social-economic performance of our country. Lastly, it will help students to advance their careers and develop their professional involvement both in the public and private sectors.

2.0 INSTITUTIONAL INFORMATION

2.1 The Mandate, Vision, Mission, Core Values, philosophy and objectives

The University provides the following mandate, vision, mission, core values, philosophy and objectives:

2.1.1 Mandate

To engage in such university education, research and consultancy services as is responsible to the needs of Malawi and beyond

To provide facilities of higher education, for research and for the advancement of knowledge in such branches of learning and study

To award and confer Degrees and Diplomas and other academic distinctions, including

Honorary Degrees and distinctions

To advance the advancement and dissemination of learning and research

2.1.2 Our Vision

To be a Leading World Class Christian University committed to raising Global Leaders that will contribute significantly towards Human, Social and Economic Development of Malawi and the World.

2.1.3 Our Mission Statement

To be a Leading Christian Institution of Academic Excellence and engage in best practices of Academic Programmes, Research and Consultancy activities that will contribute to the social and economic development of Malawi and the world at large.

2.1.4 Core Values

The core values of the University that guide in fulfilling its mission are Integrity, Excellence and Professionalism, Good Governance, Corporate

Social Responsibility, Diversity and Corporate Growth.

2.1.5 Our Philosophy

The University's role in the society should be based on the principles on which it was founded and the philosophy of education the university professes. Such role should be evident in the academic and professional programmes the university implements. The Pentecostal Life University was founded on the principles of social justice, equal opportunity for all and respect for Christian values, ethics and high academic and professional achievement.

It was founded to address the needs and the aspirations of the people of Malawi and beyond; to inculcate in the people of Malawi and beyond and the values and the philosophy of education it professes, namely that the education is a common good, a human right and a factor for social cohesion and group conscious and that it leads people to discover true and useful knowledge and the source of true knowledge which is God.

The university seeks to provide the opportunity to students and society, for developing and discovering true knowledge, which is necessary and relevant for life. These are done and realized through the academic and professional programmes it implements which includes outreach and client driven courses and those targeting special groups such as managers, accountants, teachers, marketers and audit to name just a few. This is why the mode of implementing its programmes is multi – faceted: Day scholars,

Weekend and evening classes. The society in which the university operates will continue to benefit from it through those programmes but also through focused seminars, workshops, symposia and some occasional responsibility actions.

3.0 THE UNIVERSITY OBJECTIVES

The following Four Objectives drive Pentecostal Life University:

To develop the Spirit of Leadership in the Students through Leadership Theories, Principles and Concepts

To provide training in research and development so that solutions to problems are identified to fill the potential existing gaps

To help students gain more knowledge and skills for problem solving and decision making necessary to contribute towards the improvement of social – economic development of Malawi and the world

To enhance students with deeper understanding of key principles and concepts in major business related fields.

4.0 FUNCTIONS OF PENTECOSTAL LIFE UNIVERSITY

To engage in such university education, research and consultancy services as is responsible to the needs of Malawi and beyond

To provide facilities of higher education, for research and for the advancement of knowledge in such branches of learning and study

To award and confer Degrees and Diplomas and other academic distinctions, including Honorary Degrees and distinctions

To advance the advancement and dissemination of learning and research

5.0 WHY STUDY WITH PLU?

Earn specialized professional and internationally recognized degree while working

Improve your career prospects

Get a recognized degree with local and international focus Highly affordable degree programmes

Flexible payment arrangements

Distinguished, highly qualified and experienced lecturers, senior lectures and professors with earned Ph.D. degrees

High quality text books

No examination fees

6.0 REGISTRATION, ACCREDITATION AND RECOGNITION

PLU is duly registered with the Registrar of Companies under the Companies Act (No. 19 of 1984) with Registration No. 12420.

PLU is Registered & Recognized by the Government of Malawi through the National Council of High Education (NCHE).

SECTION 1

1.1. REGISTRATION ADMINISTRATION

- 1.2. 7.1.1. The university is operating on a semester system. Here are two semesters in an academic year. All students must familiarize with the system.**

1.1.2. An orientation programme will take place in the first week of the first semester. It is obligatory for all new students to attend the orientation programme

1.1.3. All new students admitted into the university shall be registered subject to submission of satisfactory medical report, original copies of their academic certificates or transcripts, and to meeting any special academic requirements in the faculty of admission.

1.1.4. All continuing students shall register on the first day of each semester before attending any classes. In the case of new students, registration must take place immediately after orientation.

1.1.5 No one shall be registered as student of the university until all fees and other financial obligation are met.

1.1.6 Any student, who fails to register on the first day of the semester as in 1.1.4 above, can register and pay late registration fee per day from the official date of registration. Late registration will not be allowed after fourteen days.

1.2 THE UNIVERSITY ADMINISTRATION

1.2.1 The Vice Chancellor in consultation/collaboration with Group Chief Executive Office for (GDHL) is responsible to Pentecostal Life University council (herein refereed to council for maintaining and promoting the reputation, efficiency and good governance.

1.3 FINANCIAL OBLIGATION

1.3.1. Council may revise fees from time to time with or without notice.

1.3.2 Non-Malawian students will pay full economic fees.

7.3.3 The Chancellor also awards a few scholarships in special cases.

7.3.4. All fees once paid are not refundable

1.4 SECURITY

1.4.1. The security section of the university has rules and regulations which will be enforced together with the rules and regulations contained in the handbook.

1.4.2 In particular, students should be aware of the following;

(1) visitors will be controlled according to security procedures.

(ii) Entering and exiting the campus by any other route apart from the official access route is an offence.

1.5 CARE OF UNIVERSITY FACILITIES

1.5.1. Students are required to take care of the University property at all times. This includes sports equipment.

1.5.2 Unauthorized removal of furniture from any room is prohibited Where authority has been given to do so, the student is required to return it after use.

SECTION 2

2.1 ACADEMIC STRUCTURES

2.1.1. Senate is the highest academic body in the University. It is responsible for all programmes, courses, admission of students and award. It consists of the Chairman, Deputy Chairman, Deans of Faculty, Librarian and representatives of faculty. Senate reserves the

right to alter, amend, replace or cancel any of the Academic Regulations and shall be the final authority for the interpretation of these regulations.

2.1.2. A Dean who is head of a faculty, is responsible to the Senior Director of studies for the teaching, research, administration and other duties and responsibilities in the faculty

2.1.3. The University has started with five (5) faculties: the Faculty of Business (School and Management); Faculty of Media Studies (School of Media Studies);(School and Management); Faculty of Media Studies (School of Media Studies);

2.1.4 On one hand undergraduate. The faculties offer the programmes leading to the award of A in Accounting and finance, BA in Human Resource Management, BA in Social Science(economis), BA in Public Administration, BA in interprenuership BA. in journalism and Mass communication, BA in Banking and finance, BA, in procurement and supply chain Management, BA. in Ministry and Theology, BA in Christian Leadership and Management, BA in Development studies, Community Development, Business Management and Marketing.

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2.1.5. The faculty facilitates and co-ordinates all matters and activities relating to teaching and research. It also monitors the progress of students and makes recommendation to Senate for award of Degrees,

Diplomas Certificate and other qualifications depending on the programme the student was following.

2.1.6. The Faculties have the following four departments:

(I) Department of Commerce

(ii) Department of Journalism and Mass communication

(iii) Social Sciences

(iV) Department of Biblical Studies

2.1.7. Each Department has a head who is responsible to the Dean

2.1.8. The function of the department include:

Developing and reviewing courses of study and area of research within the department and making recommendation to the Faulty Board Making recommendation for courses in the Department registering students for courses.

Registering student for courses

Making arrangement for the examination of each course in the department, in consultation with the Dean of Faculty and the Registrar.

Monitoring the performance and conduct of the students of the Department and making regular reports to the Faculty.

2.1.9. Department also offer short courses, carry out research and consultancies and consultancies, and engage in outreach programmes.

2.10. Marketing and Resource Mobilization in responsible for 2.1.9 and in Management responsible to the Registrar.

2.2 STUDENTS ACADEMIC PERFORMANCE

2.2.1 All student are required to read widely, attend all scheduled lectures, tutorials and sessions in their registered course. The onus is on the students to acquaint himself or herself with the requirements of each department in which he or she is pursuing his or her studies.

2.2.2. In all the semester the students shall be supervised, monitored and assessed by the relevant academic departments. Students shall receive feedback on their performance during each semester.

2.2.3 No student shall be allowed to sit for end of semester examinations if she/he misses 12 hours or more of any registered course unless with senate's approval. Further, no student shall be allowed to sit for end of semester examination if she/he does not have the continuous assessment grade.

2.2.4 All departments shall inform the criteria for the computing continuous assessment grade and submit the same to the relevant Deans.

2.2.5 Both continuous assessment and end of semester examination shall asses' content that is Representative of content in a given course in a semester.

2.2.6 Students who fail courses at the end of semester will not automatically register for courses In the following semester.

2.2.7 Participation in extra – curriculum activities will not be accepted as an excuse for poor academic Performance.

2.2.8 End of semester grade in any course(s) shall comprise 50% final examination for Postgraduate programs and 40% course work 60% final Examination for Undergraduate programs

2.2.9 Research projects for end of program shall comprise 25% oral,75% written report.

2.2.10 A student who fails in his/her course shall be required to write supplementary examination or repeat or withdraw from the program as the case they may be.

2.2.11 A student who miss an examination without a valid reason shall be awarded a mark of '0' for that examination

2.3 PUBLICATION OF END SEMESTER EXAMINATION RESULTS

2.3.1 The University Registrar shall be responsible for the publication of he end of semester examination results as approved by the senate.

2.3.2 Lists of succfull candidates shall be posted on University notice board and the University Registrar Shall notify every candidate in writing.

2.3.3 The results obtained by a candidate in any examination shall not be published unless she/he has Paid all fees and other monies due to and payable to the University.

2.4 SECURITY PROCEDURE FOR ACADEMIC APPEALS

2.4.1 There shall be an academic appeals committee which shall hear and decide on appeals against the decision of senate.

2.4.2 Any complaint on academic grounds shall in the first place be directed to the respective Dean Who shall consider the complaint in consultation with the aggrieved students Head of Department, such a complaint shall be made within 21 days of the announcement of results.

2.4.3 where the complaint has been resolved, the respective Dean shall report the outcome direct to Senate. If the Student is dissatisfied with the Deans decision, the student, shall be advised to Direct his/her complaint to the Vice Chancellor. Who shall institute an appeals committee.

2.4.4 the appellant shall be heard on his or her appeal either orally or in writing and shall where Necessary bear the cost of his/her complaint to the Chancellor. Who shall institute an Appeals proceedings.

2.4.5 The appellant shall pay all necessary fees related to appeals as shall be determined by the Council.

2.4.5 The appellant shall pay all necessary fees related to appeals as shall be determined by the Council.

2.5 SUPPLEMENTARY EXAMINATIONS REPEATING OF COURSES AND WITHDRAW FROM UNIVERSITY

2.5.1 The following is the grading system for the end of semester academic assessments:

50 – 100	pass
39–49	fail (Supplementary)
0-34	fail (Unsupplementable)

- 2.5.2** At the end of the year on aggregate a student who scores an average of 80% and has no mark below 75% in any subject/course/unit will appear on the Chancellors list. A student who scores an average of 70% and has no mark below 65% in any subject/course/unit will appear on the Deans list.
- 2.5.3** A student who scores supplementable grades in not more than two subjects/courses/units per Semester shall write supplementary examinations in those subjects/course/units.
- 2.5.4** A student who fails scores or supplementable grades (s) shall repeat the course(s) in the Following year. In the event that the student chooses to repeat the course (s) in the following Semester. She/he may take special tutorial arrangement with the department. In the event that the department is not in position to offer tutoring, the student may opt for self –study.
- 2.5.5** A student who scores three or more unsupplementary grades shall be withdrawn.
- 2.5.6** A student who fails the supplementary examination shall repeat the subject/course/unit as long as he/she does not contravene section 2.5.4 and 2.5.5
- 2.5.7** A student shall be allowed to repeat once only. A student who fails after repeating shall be withdrawn.
- 2.5.8** A student writing supplementary examination, and/or repeating a subject/course/unit shall pay fees as determined by council.

2.5.9 In a supplementary examination a student who scores a mark above 50% will have their mark Scaled down to 50%. A supplementary examination grade shall not include continuous assessment grades.

2.5.10 A student will normally sit a supplementary examination at the first opportunity made available the university.

2.6 DEFERRED EXAMINATIONS

2.6.1 Deferred examinations shall normally be administered concurrently with supplementary examinations.

2.6.2 A student, who is unable to write an examination, may apply for a deferred examination.

2.6.3 A student shall be eligible for deferred examination under the following circumstances.

- i. illness supported by valid medical evidence submitted to the University Registrar prior to examination date.
- ii. Bereavement due to loss of parents, guardians, children, spouse or sibling during the examination period.
- iii. incapacitation with evidence during examination period.

2.6.4 A student who fails a deferred examination shall normally write supplementary examinations two weeks after the results of examination

2.7 MISCONDUCT IN EXAMINATION

2.7.1 Misreading the examination timetable will not be accepted as an excuse for missing exams. Students should consult the examination timetable displayed before each examination session.

2.7.2 Students should arrive fifteen (15) minutes before the start of an examination and must have their identity card with them.

2.7.3. Any candidate found guilty of misconduct in an examination may be disqualified not only in that examinations, and the university may take further disciplinary action.

2.7.4 Cheating in any University Examination include:

The introduction, or attempt to introduce into any place where an examination is about to be administered or is being administered, any book, note, or any unauthorized material e.g. mobile phone.(on or off)

The removal or attempted removal from an examination room of any examination book or writing paper supplied by the University for answering an examination.

The use of false name or identity number in examinations, tests and forms of assessment conducted by the University.

The submission for examination as own work any written matter which has been copied, reproduced or extracted in part or whole from the been copied, reproduced or some other person.

Collaborating with another person to write as a plea for failure to present oneself during university examination.

Submission of fake or doctored medical reports as a plea failure to present oneself during university examination.

2.8 PLAGIARISM AND PENALTIES

2.8.1 Plagiarism is the acknowledged use of another person's intellectual material or ideas, and as such it is a serious academic offence.

2.8.2 Cases of plagiarism shall be handled as follows:

- i. First offence: To be handled by the concerned member of staff. The student shall be warned in writing and be given an opportunity to re-do and be given an opportunity to re-do and re-submit the work which will be awarded a maximum a score of 45%. A copy of the letter should be Sent to the Head of Department, and another copy to the University Registrar for the student' personal file.**
- ii. Second offence: To be handled by the Head of Department. The student shall get a warning in writing from the Department and be award a score of zero for the work. A copy of the letter should be sent to the University**
- iii. Third offence: The concerned member of staff shall award a score of zero and report the matter to the Head of Department who shall refer it to the Dean in writing, who will refer the Faculty Assessments Committee which may recommend suspension of the student pending decision of Senate.**

2.9 AWARDS

2.9.1 The University shall also offer award certificates, diplomas and post-graduate degrees as stipulated in the Statutes.

2.10. ACADEMIC TRANSCRIPT

2.10.1 On completion of a university programme, each student shall obtain an application to the University Registrar, one copy of a formal transcript of her/his complete academic record at no cost to her/him.

2.10.2 Additional copies of the transcript shall be at a fee to be determined by the University Council.

SECTION 3

3.1 REGULATION GOVERNING USE OF LIBRARY AND LEARNING RESOURCES CENTRE

3.1.1 These regulations are meant to ensure that optimal access to information resources is assured at all times, that the collection is protected against vandalism or destruction, and more importantly ensure that a conducive environment for study and research for everyone prevails.

3.2 MEMBERSHIP

3.2.1 Membership of the Library Resources Centre is open to All registered students of the University for the duration of their study period.

All Academic, Academic related and Administrative staff of the University.

Members of the University Council for the duration of their term of office.

Non-academic staff on the recommendation of their departmental or section head.

Visiting lectures, research fellows and other bona fide visitors on production of a letter of introduction from Head of department or section to which such visitors are attached. Membership is valid for the duration of their attachment to the University.

Institution membership, through a formal written agreement between an educational or Research organization, NGO, etc and the Exploits University Library. All registered students and member of staff of the University are required to complete a registration form upon which they will be issued with identification Card for identifying themselves at the entrance and within the Library.

3.2. 3 Members of Council are required through the office of the Registrar to complete a registration form upon which they will be issued with an identification Card (ID) for borrowing.

3.2.4 Non - University may under special consideration by the Director of Library to be permitted to the library for reference only.

3.3. OPENING HOURS

A. During Semester

Monday - Friday	08:00 - 22:00 hours
Saturday	08:00 - 12:00 hours
Sunday	Closed

B. Vacation

Monday - Friday 08:00-12:00 hours

Saturday Closed

Sunday Closed

C. Public Holiday Closed

3.4. GUIDELINES FOR USE OF THE LIBRARY

3.4 All registered members shall be held responsible for loss or damage of the library material they borrow

3.4.2. Books marked for Reference Only are not to be taken out of the Library.

3.4.3 Journals are not to be taken out of the Library.

3.4.4. Audio-visual and multimedia materials, equipment and software are not to be taken out of the Library.

3.5. SHORT LOAN (RESERVE) COLLECTION

3.5. Items placed on Short Loan on Reserve are to be within the library on a two- hour loan period. Only on special request from the Librarian Permission may be granted to used the short Loan items outside the library before 21:00 hour

3.5. 2 Short Loan or Reserve item will be issues out for overnight used between 15:00 hour 17:00 hour. Items on short Loan /Reserve

barrowed for overnight reading must be returned to by 08:00 hours the following day.

3.2.3 No person shall take out Short Loan material without using a reader's pocket stamped Short Loan.

3.5.4. No person shall borrow more than one item in the Short Loan collection

3.5.5. No person shall use another person's pocket for borrowing items from the short Loan.

3.5.6. Keeping Short Loan items overdue for long than 24hours. Infringement of this clause attracts a time charge for every two hours from the book was due for return.

3.3.7. Cases of keeping Short Loan items overdue for long than 24 will be brought to the Student Disciplinary Committee.

3.6. MALAWIANA AND THESES

3.3.1. Malawian comprises written/electronic materials from Malawi and or by Malawians on any subject.

3.3.2. All Malawian there and dissertations are to be used within the library only.

3.7. BOOK ON OPEN SHELVES

3.7.1. The loan period for book on open shelves (i.e not those on Short Loan /Reserve shall be four weeks. Keeping such books overdue is not permitted.

3.7.2. A fine per day shall be imposed for late return of each item.

3.7.3 A higher fine per day shall be imposed for failure to return an over due item within 14 days from the date of sending him/her the first overdue reminder.

3.7.4. Disciplinary action will be taken against a borrower who fails to respond to overdue reminders 21 days from the date of sending him /her the first overdue reminder.

3.8 END OF SEMESTER RETURN OF LIBRARY MATERIALS

3.8. 1 All student are required to obtain a clearance certificate from the library at the end of each semester ascertaining that they have returned all library materials.

3.9. LIBRARY/COMPUTER LAB RULES AND REGULATIONS

3.9.1 A student who violates these rules and regulations may be denied the use of the library and Computer Lab.

3.9. 2 No library/ Computer Lab material may be taken out of the library / Computer Lab unless they have been properly borrowed and stamped

3.9.3 Items take in and out of the library are subject to security inspection/check.

3.9.4 Items taken in and out of the library, computer lab shall be returned on time and in good condition.

3.9.5 Noise and causing disturbance in the library is prohibited.

3.9.6 Briefcases, bags, hats/caps are not allowed in the library/ Computer Lab.

3.9.7 Smoking, eating and drinking in the library/Computer Lab are prohibited.

3.9.8 Cell phone and other gadgets which distract other library/ Computer Lab users are strictly forbidden in the library / Computer Lab.

3.9.9. All students are subject to fines as prescribed from time to time and such fines must be paid promptly.

3.9.10 Specific Rules for Internet Facility in the Library shall apply

3. 10 THEFT AND MUTILATION OF MATERIAL

3.10.1 Any person removing library material from the library without following prescribed procedures or any person found defacing or damaging library materials shall be subject to disciplinary action.

3.10.2 Lost material must be list paid for ain full' under normal circumstances there will be no refund for lost material subsequently.

3.10.3 Fines shall be imposed on all unreturned materials.

3.10.4 The Director of Libraries has the authority to search students and their rooms for missing library materials, in conjunction with security services of the university.

3.11 OFFENCES AND PENALTIES

The list of offences and penalties below is no means exhaustive. The Student Disciplinary Committee has discretional power to impose additional penalties.

Powers to impose additional penalties.

Offence	Penalty
3.11.1 Prove case of theft	Suspension from University for whole academic year plus cost of material (s) and file.
3.11.2 Mutilation or defacing library material(s)	Suspension from use of the library for one semester plus cost of replacement of materials (s)
3.11.3 Noise making and causing disturbance in the	Suspension from use of the library for four weeks plus fine.
3.11. 4 Eating, Drink and smoking in the library	Suspension from use of library for one week plus a fine
3.11.5 Disruption of filling s sequence of the library	Suspension from use of library for one week plus fine
3,11.6 Moving of equipment or any library property	Suspension from used of the library fro two weeks plus cost of repairing any breakage caused.
3.11.7 Infringement of internal rules	Suspension from used of internet and possibly the library as well for 4 weeks during University session. if the period includes the University holiday, the student shall also be barred from using the library during the holiday.

3.12 COPYRIGHT

3.12 Photocopying or reproduction of published works held in the University will be subject to copyright laws.

SECTION 4

STUDENTS WELFARE

4.1 SERVICES, GUIDELINES AND REGULATIONS

4.1.1 This section outlines the services, guidelines and regulations, which the University has put in place To promote and protect the general welfare of students.

4.1.2 The student body of the university is an organized through the Pentecostal Life University Students Union (PLUSU) whose function is to represent student's opinion and to provide official channels of Communication between students and the University administration, PLUSU shall elect Representatives. PLUSU shall also initiate, organize and coordinate social and cultural activities.

4.2 REGISTRATION OF SOCIETIES AND CLUBS

4.2.1 All societies and clubs in the University shall be registered with the office of the Vice Chancellor through Pentecostal Life University Students Union (PLUSU) provided the application is accompanied by the Following :

- i** The constitution of the club.
- ii.** Name and signatures of at least 10 interested registered students.
- iii.** PLUSU affiliation fee.
- iv.** A name and signature of a patron who shall be a member of staff.

4.2.2 Within three weeks from the date of registration of the Society or club, the secretary shall submit Names of persons holding office in the society or Club to the Vice Chancellor.

4.2.3. Where an Academic department has initiated the club, the Head of Department concerned shall Submit the application to the Vice Chancellor.

4.2.4 The Chancellor has the power to deny or cancel the registration of any club whose activities are not in the best interest of the University.

4.3 PUBLICATIONS

4.3.1 Any student magazine, newsletter and or/occasional publication whether produced in print or by electronic means shall be registered with the office of the Vice Chancellor and such publications shall indicate their registration number and name on their front page. the Vice Chancellors office for arbitration and reconciliation. In the event

4.3.2. All published materials will be cleared by the editorial board under the auspices of the Vice Chancellor.

4.3.3. The printing and publication Act requires that any published item be registered with the National Archives of Malawi.

4.3.4 A copy of each issue shall be lodged with the Vice Chancellor and Director of Libraries before its circulation.

4.3.5. Any member of the University community who feels grieved by the material appearing in student publications, may refer the matter to of failure in reconciliation ,the matter shall be treated as a discipline case.

4.4. USE OF NOTICE BOARDS AND BOARDS

4.4.1 Notices shall be posted in authorized places. The notices should be signed by the author(s) and should be cleared by the Administrative officer. Any student found posting notices and /or Posters within the University campus without permission shall be disciplined.

4.4.2 Offensive writing on White boards, lecture theatre rooms and other places is prohibited.

4.4.3. White boards shall be cleaned after use.

4.5 REQUESTS TO THE UNIVERSITY TRANSPORT

4.5.1. University transport may be used for approved trips by the organizers of any student body through the Registrar.

4.5.2 University transport will be available at a charge. Rates for using transport may change from time to time.

4.5.3. Requests for transport should include the following:

The destination and purpose of journey.

The date and time when transport will be required. Expected time of return.

The names of students who will travel.

The signature of the organizer of the trip who will be responsible for payments to the Finance Officer before the trip is made.

Name and signature of the patron.

4.5.4 All requests for use of transport must be submitted in writing to the Transport Officer Through the Registrar at least 48 hours before the date of traveling.

4.6 COMMUNICATION WITH OUTSIDE INSTITUTIONS

4.6.1 Students communicating with outside institutions and the press do so in their own private capacity in communications.

4.7 HEALTH SERVICE

4.7.1 The University will be serviced for all its health requirements at Dominion Clinic available at PLU Campus and in referral cases by Kamuzu Central Hospital. The University shall not be responsible for cost of health services incurred by students from private or personal medical practitioners.

4.8 GUIDELINES ON PREGNANCY

4.8.1. In her interest, a student who becomes pregnant in the course of her studies, should report her condition to the Dean of students.

4.8.2. A student who becomes pregnant shall be allowed to continue with her studies provided she is in good health.

4.8.3. A student should plan her withdrawal from university in line with recommendations she receives from the clinic nurse based on the medical check ups.

4.8.4 If the student opts to use other medical services for checkups, she should keep the university nurse informed.

4.8.5 Readmission shall normally be effected at a beginning of a semester provided the student provides a satisfactory medical report from a qualified medical practitioner.

4.8.6. The student should make necessary arrangements concerning the welfare of the baby. These arrangements must be to the satisfaction of the University authorities.

4.8.7. Where there is a miscarriage or the baby is still born, a student will be allowed to return to her Studies as soon as her health is certified as satisfactory in a medical report.

4.8.8. Any student who withdrew on grounds of pregnancy and is readmitted should be aware that;

Missing more than 12 hours of classes within a course disallows her from sitting examination in that course.

There could be financial implication associated with repeating a semester.

She can not use withdrawal as grounds for an appeal on her academic performance.

4.9 CARE OF PERSONAL PROPERTY

4.9.1. Students are requested to take care of their personal property.

4.10 TRAVEL

4.10.1. Travel to and from the University is at students expense.

4.10.2. A student shall inform the University about his/her travel outside Malawi during holiday.

SECTION 5

GENERAL RULES AND DISCIPLINARY

PROCEDURES 5.1 RULES AND REGULATIONS

5.1.1. Every student is subject to these rules and regulations.

5.1.2. Rules and regulations in the handbook shall be used to guide the general conduct of students within and outside the University campus.

5.1.3. The University Council shall review rules and regulations from time to time.

5.1.4. Individual's freedoms, opinions, conscience shall be respected as enshrined in the constitution of the Republic of Malawi provided such do not support violence or violate the dignity, privacy and rights of others.

5.2 MISCONDUCT

5.2.1 In the context of these rules and regulations, misconduct shall comprise behavior within or without the precincts of the University, without just excuse. Which includes but is not limited to; Conduct which constitutes breach of any statute, regulation or rule of the University.

Engaging in conduct that discredits the good name or is prejudicial to the peace, good order and Good governance of the University.

Drunkenness or any act resulting from drunkenness whether during the University semester or during vacation while engaged in a University activity.

Interference with the governance and proper administration of the university or interferes with the condition necessary for teaching, learning and research.

**Damage to and /or loss of University property
unauthorized use of or interferences with any mechanical, electrical or other University services or installation.**

Theft committed within or outside the University

Unauthorized possession of keys to University property and /or forced entry therein.

Failure to identify oneself when called upon to do so by an official of the university or giving false information about oneself or wearing a disguise.

Use of abusive language by a student any person including fellow student, employee of the University, and member of the public.

Conduct that unreasonably obstruct the satisfactory performance of the administrative work of the University.

Failure to obey lawful orders from any official or section of the University.

Unlawful possession of, or discharge of, or pointing at any person with a firearm or lethal weapon or harm or threaten to harm any other person.

ringing, possessing, using or supplying on any premises owned or controlled by the University and dependence producing drug as may be prescribed by the Laws of Malawi.

Failure to attend a meeting of the Student Disciplinary Committee when requested to do so in writing by the Secretary of the Committee.

Withholding the information that would assist in the disciplinary proceeding of the Student Disciplinary Committee.

Willful obstruction of the work or proceedings of the Student Disciplinary Committee or interference with witness and evidence.

Failure to abide by the ruling, decision, and penalty made or imposed by the Student Disciplinary Committee or any other Committee of Senate.

Character defamation.

Disciplinary racist, ethnic or sexist behaviour.

5.2.2. Notwithstanding the above:

- a. Where a group of students forms a common intention to commit acts and or assist each other in their plot to breach the rules and regulations by one or more of their number, each member shall be held to have committed an offence. Where there is adequate evidence against the group, it will be disciplined collectively.**
- b. Where a student commits an offence and is convicted by a court of law, the University shall take disciplinary action against him/her notwithstanding that she/he has been punished by the State.**

5.3 STUDENT DISCIPLINARY COMMITTEE

5.3.1 Student Disciplinary Committee is a Committee of the Vice Chancellor, cases of misconduct shall be referred to the Chairperson of the Student Disciplinary Committee.

5.3.2 The Student Disciplinary Committee shall consist of the following:

- i. Faculty Dean appointed by the Vice Chancellor- Chairperson**
- ii. The University Register or her/his representative-Secretary.**
- iii. Two student representatives appointed by PLUSU.**
- iv. One head of department and**
- v. One co-opted member on an ad hoc basis.**

5.3.3 The committee may invite witnesses.

5.4 PROCEDURE OF STUDENT DISCIPLINARY COMMITTEE

5.4.1 Two thirds of the member shall form a quorum at any meeting. In the absence of the Chairperson, the Vice Chancellor shall appoint an other person to act.

5.4.2 The Committee shall make such procedural regulations for the running of its meetings as it deems fit, as they are in accordance with the University Act and Statutes.

5.4.3 The Committee shall promptly make a decision and the outcome made known to the Vice Chancellor.

5.5 RULES AND PROCEDURE IN DISCIPLINARY PROCEEDINGS

5.5.1 The chairperson of the Disciplinary Committee shall regulate proceedings in a manner as simple and formal as possible and at all material times in accordance with principles of natural justice. More especially a student charged with breach of these rules and regulations shall be

Informed in advance of the changes she/he has to answer.

Furnished with a full and fair opportunity to meet such allegations as are made against her/him.

Permitted to present any relevant or call any witness capable of giving testimony relevant to the matter.

Permitted to be present at all meetings except when the Committee is deliberating on its decision on the matter.

Advised on the Committee's decision and the reasons for arriving at it as soon as practicable.

5.5.2 A written summons shall be written to student informing her/him of: The place at which she/he is to attend the meeting. The date and time provided the date shall be not less than 2 days from the date of such notice unless in the opinion of the Chairperson the matter required urgency and expediency to be dealt with. Particulars of the offence she/he has to answer.

Her / his right to call witnesses to attend and give any relevant testimony on her/his behalf before the Committee.

5.5.3 The Chairperson of the Student Disciplinary Committee may recommend to the Vice Chancellor to suspend any student whose case is before the Student Disciplinary Committee pending settlement of the matter.

5.5.4 No legal litigation shall be entered into matters of the Student Disciplinary Committee.

- 55.5 A member of the Committee who is an interested party shall make a declaration and refrain from the deliberations.**
- 55.6 The Committee shall find a student to have breached the rules and regulations either on the student's own submission or at the conclusion of the hearing when it is beyond any reasonable doubt that the student has committed such a breach.**
- 5.5.7 In deciding on the disciplinary action the Student Disciplinary Committee shall among other relevant factors, take into account past case of misconduct by that student.**
- 5.5.8 The decision of the Student Disciplinary Committee on any matter before it shall be communicated to the student concerned an offence for the second time, the decision shall also be published on official Notice Board of the University.**

5.6 DISCIPLINARY MEASURES

- 5.6.1 Disciplinary measures may include, but shall not shall not limited, to one or a combination of the following:**

Warning

Warning

Fine

Community service

Replacement or cost of damaged

property Suspension from the University.

Suspension from the University.

Dismissal from the University

5.6.2 The student Disciplinary Committee may recommend any other disciplinary measures commensurate with the offence

5.7 DISCIPLINARY APPEALS

57.1 A student not satisfied with the Vice decision of the Student Disciplinary Committee may appeal to the Chancellor within a week from the date of the decision.

57.2 The Vice Chancellor shall appoint a Student Disciplinary Appeals Committee to review the case.

Pentecostal Life University wishes you a Happy and Profitable Time.