

LAKE MALAWI ANGLICAN UNIVERSITY (LAMAU)



University Students Handbook

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EXECUTIVE SUMMARY

The Lake Malawi Anglican University (LAMAU) Students Handbook is written by the University and issued through the Office of Dean of Students. It is the University's official notification of its policies, rules, regulations, and standards of conduct. The student is responsible for knowledge of these policies, rules, regulations, and standards of conduct; enrollment is considered as acceptance of all conditions specified in this handbook.

The provisions of this handbook are not to be regarded as a contract between any student and the University. The University reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be deemed necessary in the interest of the University. The University also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook.

The University may reproduce or modify this handbook, or parts of it, for distribution in other formats (for example, on a web page or in other forms for computer access, or in academic publications). As a result, students, applicants, and other users of this handbook should consult with appropriate University offices to verify the current text or status of the policies, procedures, or information contained herein and to determine whether information in this handbook or other publications has been superseded or changed.

This handbook contains general and specific University policies.

Professor Leonard Kamwanja
Vice Chancellor (LAMAU)

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1.0. GENERAL INFORMATION

1.1. Historical Background

The vision of the Lake Malawi Anglican University was part of the Strategic plan for the Diocese of Lake Malawi (2013-2017). The implementation of this activity was done by the College for Christian Ministries (CCM) Board who initially had wanted to apply for the registration of the College as an independent institution of higher education to the National Council for Higher Education (NCHE).

The idea changed abruptly as members of the Board in consultation with the Diocese felt that it was high time to establish a University for the Diocese. CCM was going to be the initial campus for the University. However, at the same time the Diocese was revamping St. Annies Nursing College giving the opportunity for this College to become part of the University. The idea was accepted by the Diocesan Standing Committee.

College for Christian Ministries was founded in 1996 through Sister Esther Miller who then was the commissary for the Anglican Diocese of Lake Malawi. The desire was to train lay people who have not had the opportunity for further education but with a “CALL” from God to train as Lay Leaders, Bible Study Leaders, Evangelists, Missionaries, Counselors and Ordinands who will be men and women of integrity.

In 1997 a committee headed by the Rt. Rev. Francis F. Kaulanda (current Bishop of the Diocese of Lake Malawi) the then Archdeacon of Lilongwe Archdeaconry was formed to acquire a Land Deed for the property in area 47 which was given by the Malawi Government to the Anglican Diocese of Lake Malawi in 1980. Unfortunately, a Land Deed was not acquired in 1980 and unknown to the Diocese of Lake Malawi, the land was given by the government to Malawi Housing Corporation in 1983.

In 1997 the Diocese was offered the dambo land to the North of the Bishop’s plot. It was rejected as not buildable because of the wetlands. In January 2000, Mr. Patrick Matundama and Sister Esther Miller again approached Malawi Housing Corporation to offer land to the South of the Bishop’s land and parallel to Mchinji Road.

On 12th February, 2001 the Diocese was offered Plot No. 47/2/350 at area 47 Sector 2 at MK1, 861,412.00 (US\$24,000.00) as development charge. Subsequently buildings were erected; the first two being a Chapel and a Semidetached house.

Later on 6th January 2013, CCM was opened with a capacity of 40 Students. Canon Eugene Horn was the first Dean and President of the College. Consecration of the building took place by Late Rt. Rev. Peter Nyanja on 18th January, 2003.

1.2. Authority and Responsibility

In furtherance of its responsibility to make known the rules and regulations concerning student conduct and ensure basic procedural protections to students charged with violations of the University's policies, the University has adopted a Student Conduct Policy. The Chancellor of the University confers upon the Vice Chancellor the responsibility of administering this policy. Any question of interpretation regarding it, shall be referred to the Dean of Students for final determination.

Students have the responsibility to be aware of, and abide by, the University's policies, rules, regulations, and standards of conduct. This Handbook is available on-line for all students and student organisations (hereafter: students) so they may become knowledgeable concerning the standards of conduct LAMAU requires of its students and, more generally, the policies by which all members of the University community must abide.

LAMAU also expects that every student abides by the laws of Malawi. LAMAU subscribes to the view that, where practical, it shall deal with matters of student misconduct internally. However, where student misconduct implicates state or local laws, the appropriate law enforcement officials may be contacted.

1.3. Statement of Philosophy and Purpose

LAMAU strives to be a leader in the higher education world and expects students' conduct to reflect the highest standards of global citizenship. Therefore, all students should conduct themselves responsibly and in a manner that reflects favorably upon themselves and the University. When students do not conduct themselves responsibly, fail to recognize or violate the rights and privileges of other individuals, or behave in a manner inconsistent with University policies, rules, regulations, or standards of conduct, formal disciplinary action may result.

The Student Conduct process at LAMAU reflects the University's concern that students maintain high standards and university's values. It provides procedural protections to any student charged with a violation of a University policy, rule, regulation, or standard of conduct. The Student Conduct process attempts to foster personal learning and growth, while

at the same time holding individuals and organisations accountable for unacceptable behavior.

1.4. Jurisdiction

Cases of alleged violations of University policies, rules, regulations, values, or standards of conduct are handled through the University conduct process for the following:

- Full-time or part-time students.
- All recognized student organisations.
- Behaviors occurring on and off campus.

In all cases, if a student withdraws from the University after engaging in conduct that may violate any of the University's policies, rules, regulations, values or standards of conduct, but before the alleged violation has been adjudicated through the conduct process, the student's record is placed on hold and the student shall not be permitted to return to the University until a final decision is made. If a previously enrolled student is not currently enrolled and engages in conduct that may violate any of the University's policies, rules, regulations, or standards of conduct, the University may place a hold on the student's record and require them to account for this conduct prior to allowing them to re-enroll.

In addition, if a prospective student has engaged in any conduct that may violate any of the University's policies, rules, regulations, values or standards of conduct, depending upon the nature of the alleged violation, the prospective student may not be permitted to enroll or re-enroll in the University until and unless conduct proceedings are conducted in his/her favor. A student will not be approved for graduation until all proceedings have been completed.

If a student engages in prohibited activity on behalf of their student organisation, both the student and the student organisation may be charged with a violation(s) of the code of conduct.

1.5. Prohibited Conduct

The University's policies, rules, regulations, and standards of conduct are set forth herein. It is incumbent upon every student to familiarise himself/herself with the standards of conduct that the University requires of all members of its community. All conduct that violates those policies, including any conduct that occurs off campus but which, in the University's sole judgment, has a direct and immediate effect on the discipline and general welfare of the

University and/or the pursuit of the University's mission, shall be subject to the University's conduct process.

1.5.1. Description of and Requirements during Emergency Situations

Students who find themselves in a situation that requires emergency care of another should contact the Dean of Students at the mobile number to be provided at registration, immediately to seek assistance and/or call 997 if away from campus vicinity.

1.5.2. Scope of Protection

The University will consider the positive impact of reporting an incident when determining the appropriate sanctions for policy violations. In such cases, any possible negative consequences for the reporter of the situation will be evaluated against the possible negative consequences for the student who needed assistance.

Students needing medical assistance for drug-related emergency may not automatically face disciplinary action for the mere possession/use of drugs. However, the Discipline Committee will seek a mutually agreeable resolution to the matter, upon meeting the same student to discuss the incident. This student may be required to participate in an appropriate mental rehabilitation program.

1.5.3. Other Requirements / Conditions

Even if there is no disciplinary action, the Office of Dean of Student will maintain a file of each case that may be used to establish a pattern of history should subsequent alcohol or other drug related violations occur. Conduct violations do not appear on the student's academic transcript.

1.5.4. Important Policy Limitations

Students should be aware that the Students' Protocol does not prevent action by local and state authorities when the situation warrants outside involvement.

1.6. Violations of the Law and University Policies

University disciplinary proceedings may be instituted against a student charged with a violation of the law that is also a violation of a University policy, rule, regulation, values or standard of conduct. Disciplinary action at the University may proceed without regard to

pending civil litigation or criminal arrest and prosecution. Such proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The University's disciplinary action will not be subject to challenge on the ground that external charges or litigation involving the same incident have been dismissed or reduced.

1.7. Disciplinary Files and Records

All student conduct records to be kept in the office of the University Principal. All student conduct files are private. However, this does not prevent access to the files and records by local and state authorities when the situation warrants outside involvement. Files may only be reviewed in the presence of the Principal or designee. Nothing may be removed, added, or copied.

The University will retain student conduct records for resolved cases for four years from the date of the incident. The University reserves the right to keep records for a longer period if unresolved or deemed necessary. In cases of expulsion, the University will retain records indefinitely. The University may disclose the final - of a student conduct proceeding against a student found in violation of a University policy, rule, values, regulation or standard of conduct involving violence or a non-forcible sex offense. In such cases, the University will only release the name of the student found in violation, the violation committed and any sanctions imposed on the student.

1.8. Responsibilities of the Dean of Student or Designee

The Dean of Student or designee directs the efforts of students, faculty, and Discipline Committee members in matters involving student behavior.

Responsibilities include:

- Receiving and reviewing formal complaints.
- Advising parties of the conduct process.
- Supervising and advising the Discipline Committee members.
- Maintaining all student conduct records.
- Collecting and disseminating research and analysis concerning student conduct.
- Submitting quarterly statistical reports to the Principal of the number of cases referred to the office, the number of cases resulting in disciplinary action, and the range of sanctions imposed.

1.9. The Conduct Review Process

Members of the University community comprising the Principals, Registrars, Deans of Students shall meet on an annual basis. Together, this group shall make recommendations to the Vice Chancellor concerning improvements and revisions to the conduct process, standards of conduct, and sanctions.

2.0. CODE OF CONDUCT

What follows is a listing of the University policies, rules, and regulations that prescribe the standards of conduct the University requires of students and members of the University community. All members of the LAMAU community are required to become familiar with these policies and must comply with them. Violations of any of these policies will be dealt with in accordance with the appropriate University procedure.

2.1. Academic Integrity

Violations of the Academic Integrity policy include, but are not limited to:

1. Plagiarism,
2. Fabrication,
3. Cheating, and
4. Academic Misconduct.

The intent to violate this policy also represents a violation of this policy.

2.1.1. Plagiarism

Plagiarism is the inclusion of someone's previously documented words, ideas, or data in one's own new and original work. When a student submits work for credit that includes the words, ideas, or data of others, including one's own previously submitted work, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student must obtain permission from the current instructor, prior to submission, to use his or her previously submitted work in a new and original work.

Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source.
- Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words without acknowledgment of the source.

- Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.

Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism.

2.1.2. Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography not used in the academic exercise.
- Submission in an assignment paper, dissertation, thesis, practicum report, or other academic exercise of falsified, invented, or fictitious data or information, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information.
- Submitting as your own written work, printing, sculpture, etc. prepared totally or in part by another.

2.1.3. Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he/she has not mastered.

Examples include, but are not limited to:

- Copying from another student's test, examination, quiz, and/or assignment.
- Allowing another student to copy from a test, examination, quiz, and/or assignment.
- Unauthorized use of course textbook or other materials, such as a notebook to complete an examination or other assignment.

- Collaborating on an examination, quiz, or other project with any other person(s) without authorisation.
- Using or processing specifically prepared materials during an examination such as notes, formula lists, notes written on the students clothing or on the body, etc. that are not authorized.
- Taking an examination for someone else or permitting someone else to take examination for you.

2.1.4. Academic Misconduct

Academic misconduct includes other dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an administered or un-administered examination /assignment. Examples include, but are not limited to:

- Stealing, buying, or otherwise obtaining all or part of an administered or un-administered examination.
- Selling or giving away all or part of an administered or un-administered examination including questions and/or answers.
- Bribing any other person to obtain an administered or un-administered examination or any information about the examination.
- Any unauthorized action taken for the purpose of changing a grade in a grade book, on an examination, or on other works for which a grade is given.
- Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on an examination, a “change of grade” form, transcript, or other official academic records of the University that relate to grades.
- Continuing to work on an examination or project after the specified allotted time has elapsed.
- Any buying or otherwise acquiring any theme, report, examination paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work, and handing it in as your own to fulfill academic requirements.
- Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements, any theme, report, examination paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work.

2.2. Procedures – Academic Integrity Cases

In order to articulate fully its commitment to academic integrity and protect members of its community from the results of dishonest conduct, the University has adopted policies to deal with cases of academic dishonesty. These policies are intended not only to emphasize the imperative of integrity, but also to protect the rights of all members of the University community.

When a student is suspected of violating academic integrity standards, the faculty member will, as soon as reasonably possible, take the following actions:

1. Preserve all documentation and material relevant to the case
2. Consult with the department head or designee, or other if the reporter is the department head.
3. Notify the student of the suspected infraction and the faculty member's intention to submit a complaint and seek the student's explanation.
4. Undertake any further investigation the faculty member considers appropriate, and initially determine whether a violation of the Academic Integrity policy has occurred.
5. a.) If the student agrees a violation has occurred, the faculty member will inform the department head or designee, Dean of Faculty, or Head of Department offering the course of the alleged violation, and the infraction will be referred to the Principal with an appropriate sanction.

b.) If the student disagrees that a violation has occurred, the faculty member will require the student to meet with the department head who will make a final determination whether a violation of the Academic Integrity policy has occurred.
6. If, based on the information presented by the faculty member, the student, and with the results of any further investigation the department head may undertake, the department head agrees that an academic integrity infraction has occurred, the department head and faculty member will determine the appropriate sanctions and inform the student of their decision. The infraction will be referred to the Vice Principal with an appropriate sanction.

Any Academic Integrity violation beyond a first offense is subject to the sanctions determined by the academic department as well as to disciplinary sanctions that may be imposed through the University conduct process as administered through the Appointments

and Disciplinary Committee. These sanctions may include suspension or expulsion from the University and are subject to an appeal process described in this handbook.

All cases of academic dishonesty will be communicated to the Office of Principal. Interpretation of this information as it relates to alleged violations of the LAMAU Academic Integrity policy are left to the discretion of the faculty member, department head, dean of faculties. Students are strongly encouraged to request that the faculty member specify his/her individual expectations prior to the commencing of projects and/or assignments. Consultation and advice are available through the Vice Principal.

2.3. Sanction Guidelines for Violating the Academic Integrity Policy

First violation: If an act of academic dishonesty is determined to have occurred, one or more of the following sanctions will be imposed, depending on the severity of the offense:

- Reduction of a course grade
- An “F” for the assignment or examination
- Failure for the entire course
- Repeating the entire course
- Other action deemed appropriate by the faculty member
- Any of the above sanctions with the inability to withdraw.

Examples of other action deemed appropriate include, but are not limited to, requiring the student to re-take the exam, re-complete an assignment, or complete an assigned exercise. The decision of the faculty member and the department head shall be reported to the Dean of Students, who is responsible for maintaining student conduct records. The incident will result in an official conduct record for the student(s). Students may also be required to attend or complete an educational activity as determined by the University.

Second violation: Suspension or expulsion, in addition to any sanction issued from the list above.

A violation of the Academic Integrity policy discovered after the conferral of a degree is grounds for Withdrawal of (Rescind) Degree.

2.4. Acceptable Use Policy for IT

LAMAU's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff and authorized guests may use their assigned computer accounts, email services and the shared LAMAU network. The use of LAMAU's computer and network resources include the use of all electronic communication systems and is a revocable privilege. By using or accessing the LAMAU network, users agree to comply with this policy and other applicable LAMAU policies, as well as all state, local laws and regulations. Using and/or accessing the LAMAU network without proper authorisation is strictly prohibited.

This section is a synopsis and is meant for summary purposes only. Users are responsible for being aware of any changes to the AUP. The LAMAU network is provided to support LAMAU business and its mission of education, service and research. Any other uses that jeopardize the integrity of the LAMAU network, the privacy or safety of other users, or that are otherwise illegal are prohibited.

2.4.1. Procedures – Acceptable Use (Computer/Network) Cases

LAMAU takes a strong stand against unlawful distribution of copyrighted music, movies and software. While the University does not routinely monitor internet activity, if you are downloading or sharing copyrighted works over the internet your activity can be seen by the copyright owners. If the University receives notification of claimed infringement from a copyright owner or agent about your internet activity, state law requires that the University acts.

Students and staff members are responsible for the activities associated with their email addresses and accounts. The Department of Information Communication Technology (ICT) has comprehensive strategies to effectively and appropriately respond to notifications of claimed infringement. Every notice of claimed infringement will be reviewed by ICT to determine if it can be matched to a University account. When ICT is satisfied that it can identify the individual account associated with the claimed infringement, it will issue a notice of violation of the University's Acceptable Use Policy to the individual associated with the account, with a copy to the Principal.

Recipients are required to respond to such notices within five days. Failure to respond will result in an immediate loss of network privileges. Any violation of the Acceptable Use Policy beyond a first violation is subject to sanctions, including monetary fines and loss of network

privileges, which may be imposed by the Appointments and Disciplinary Committee in its sole discretion. Due to the nature of the violations and with respect to the match of an individual's account to a claim of infringement, the Principal will make a final determination of responsibility should any student contest a violation of this policy. The student will be notified of the outcome and/or sanction(s) in writing, and the sanction may only be appealed based on the Severity of Sanction.

The University reserves the right to update or revise the AUP or implement additional policies in the future. The user shares the responsibility of staying informed about University policies regarding the use of computer and network resources and complying with all applicable policies.

General guidelines for acceptable use of the LAMAU network are based on the following principles:

- Users are always expected to behave responsibly with respect to the LAMAU Network
- Users are expected to respect the integrity and the security of the LAMAU Network
- Users are expected to behave in a manner consistent with LAMAU's mission and comply with all applicable laws, regulations, and LAMAU policies
- Users are expected to be considerate of the needs of other users by making every reasonable effort not to impede the ability of others to use the LAMAU Network and show restraint in the consumption of shared resources
- Users are expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.

Activities specifically prohibited on the LAMAU network include the following:

- Use of the LAMAU Network for a private business
- Attempting to bypass network security systems
- Forging, altering, destroying or intercepting communications
- Attempting to disguise one's identity, the identity of an account or a computer
- Intentionally or negligently revealing the Network's password to unauthorized users
- Infringing upon the intellectual property rights of others.

LAMAU will not impose any restraints on, nor make any efforts to monitor, the content of communications except:

- When required to do so by applicable state and local laws, including those regarding the right to privacy and laws that prohibit defamatory material
- To maintain the security and integrity of the LAMAU Network, including the investigation of any AUP or other LAMAU policy infractions.

2.5. Sanction Guidelines for Violating the Acceptable Use (Computer/Network) Policy

The University considers the sanctions listed below to be guidelines when adjudicating violations of the Acceptable Use Policy. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed.

Penalties

First Violation: deferred Suspension. Acknowledgement of notice required from student or staff.

Second Violation: Malawi Kwacha equivalent to \$100.00 fine; Acknowledgement of notice required from student; Disciplinary probation, restricted access or loss of access to the LAMAU Network

Third Violation: Up to a Malawi Kwacha equivalent to \$500.00 fine; Acknowledgement of notice required from student; Student account disabled; Deferred Suspension, termination and/or expulsion from the University and in some cases, civil and/or criminal liability.

2.5.1.1. NOTE: Fines collected shall support the University's educational initiatives.

2.6. Aiding and Abetting

Attempting, encouraging, assisting, conspiring, hiring, or being an accessory to any behaviors prohibited herein shall be considered a violation of the University's policies, rules, and regulations and standards of conduct to the same extent as if a student had engaged in the prohibited conduct him/herself.

2.7. Bicycles/Motorcycles

This Policy was created to promote pedestrian safety and to prevent physical damage to exterior surfaces owned and maintained by LAMAU by bicycles and motorcycles.

2.7.1. Bicycles

A bicycle is a vehicle, and cyclists must obey all traffic laws. Anyone using a bicycle shall do so in a safe manner and always yield the right of way to pedestrians. Bicycles shall be operated at a reasonable, safe, and prudent speed at all times. Cyclists are required to use designated bike racks for parking. Bicycles may not be parked or stored blocking building entrances or exits, stairways or pedestrian walkways. Bicycles may not be parked or stored in hallways, stairways or public areas in the University buildings.

Bicycles may not be parked or stored inside any LAMAU building unless the area is specifically designated for such storage and/or approved by the *office of Fire & Life Safety*.

2.7.2. Motorcycles or Motorbikes

Motorcycles, motorbikes or scooters may not be operated on sidewalks or pedestrian pathways. Motorcycles or motorbikes must be parked in designated parking spaces and may not be stored or parked within the University buildings.

2.8. Camping or Shelter Construction

Constructing shelters, camping, or sleeping on LAMAU-owned or an operated property is prohibited at all times unless otherwise authorized by the University.

2.9. Destruction/Attempted Destruction of Property

No student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to or in the care of the University, a member of the University community, or a campus visitor. Acts of vandalism on and off-campus shall be considered a violation of this policy. Damage that is caused accidentally should be promptly reported to the most appropriate University official. Failure to report accidental damage will be considered a violation of this regulation.

2.10. Detrimental Behaviour

All members of the University community are expected to uphold standards that reflect credit to themselves and the institution and abide by all University policies, rules, regulations, and standards of conduct while on and off campus. Should the conduct or action of a student, or group of students, be detrimental to the general welfare of the University, regardless of whether such conduct is specifically prohibited by any University policy, rule, regulation, or

standard of conduct, such student or group of students shall be immediately subject to disciplinary action in accordance with the University's conduct process.

2.11. Discrimination

The University prohibits discrimination and harassment against individuals based on race, color, religion, gender (sex), pregnancy, national origin, age, disability, identity and expression, and veteran status. All complaints of student discrimination, harassment, and retaliation should be reported to the Office of Dean of Students who will work in conjunction with the Office of the Principal and Vice Chancellor. All complaints of non-student discrimination, harassment, and retaliation should be reported to the Office of the College registrar.

2.12. Dishonesty

Any student who furnishes false information to the University or to University officials or who is aware of false information being furnished by others with the intent to deceive (and does not correct that false information), or any student who withholds information pertinent to student misconduct, or who alters or misuses any official documents including, but not limited to, grade change forms, academic transcripts, course change forms, course withdraw forms, or evaluation forms may be in violation of this policy and separated from the University. Taking an examination for someone else or soliciting someone to take an examination for you is a violation of this policy. Lying to a University official is a violation of this policy (See also Academic Integrity and Falsification of Information).

2.12.1. Sanction Guidelines for Violating the Dishonesty Policy

Dishonesty related to disclosure in any suspension level case is grounds for suspension.

2.13. Disruption

Conduct that a reasonable person would view as substantially or repeatedly interfering with the normal functioning of a class, University setting or other setting is prohibited. Such conduct includes, but is not limited to, repeatedly leaving and entering a classroom without authorisation, making loud or distracting noises, persisting in speaking without being recognized, repeatedly dominating online discussion boards or forums, or resorting to physical threats or personal insults. Students are responsible to comply with a request from a lecturer, supervisor, or other official regarding appropriate behavior.

Additionally, conduct that interferes with, impairs, or obstructs the orderly conduct, processes and functions of the University or which may adversely and unreasonably impinge on the legitimate interest of others is prohibited. Such conduct includes, but is not limited to, excessive noise, public intoxication, loud or indecent conduct, interference with the ability of others to enter, use, or exit any University facility, service, or activity, intentionally interfering with the freedom of expression or movement of others, interfering with University activity such as teaching, research, recreation, meetings, and public events, physical violence, reasonable apprehension of harm, or threat of violence against oneself or any member or guest of the University community. This prohibition extends to conduct outside the University that, in the University's sole judgment, is detrimental to its mission and interests.

2.14. Drugs and Alcohol

2.14.1. Drugs

The possession and/or use of narcotics or drugs other than those medically prescribed, properly used, properly secured, and in the original container (hereafter: drugs), is prohibited. Providing a space for the use of drugs is prohibited. The distribution and/or sale of drugs is prohibited. Intentionally or recklessly inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc) that will alter a person's mental state is also prohibited.

Off-campus violations of this policy, including those that lead to behavior that in the University's sole judgment is destructive, abusive, or detrimental to the University's interests, are inconsistent with the University's goals and are therefore also prohibited.

Any and all types of drug paraphernalia including, but not limited to, scales, stems, pipes, grinders, or any items modified or adapted, that can be used to consume/distribute/handle/prepare/use drugs are not permitted on University property. Drugs and drug paraphernalia will be confiscated when found on University property.

2.14.1.1. Sanction Guidelines for Violating the Drug Policy

The University considers the sanctions listed below to be guidelines, and a starting point, when adjudicating drug policy violations. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed. The primary response for use or possession of drugs will be separation from the University.

2.14.2. Alcohol

LAMAU's policy regarding alcohol is consistent with the laws of the Republic of Malawi. The consumption, distribution, or service of alcoholic beverages must be in compliance with the Malawi Government liquor and crime codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. The consumption, distribution, or service of alcoholic beverages must also comply with University regulations and policies.

Violations of the University alcohol policy include, but are not limited to:

- Possession, use, or distribution of alcohol by underage persons.
- Disruptive conduct due all or in part to being under the influence of alcohol.
- Providing alcohol to underage persons or providing a space for the consumption of alcohol by underage persons.
- Possession of an open alcohol container within the University premises regardless of the individual's age.
- Possession or use of sachet liquor on campus including, but not limited to any other object that would promote binge drinking.

The University expects that all of its students, whether on or off campus, will abide by the University's regulations concerning alcohol and other drug use. When a student engages in conduct off-campus that violates the University's regulations concerning alcohol and drug use and such violation results in behavior which, in the University's sole judgment, is destructive, abusive, or detrimental to the University's interests, the University's conduct process shall apply and such matters will be processed accordingly.

2.14.2.1. Sanction Guidelines for Violating the Alcohol Policy

The University considers the sanctions listed below to be guidelines when adjudicating drugs and alcohol violations. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed.

Penalties: Suspension, Counseling, Disciplinary Probation (upon return), and possibility of Expulsion. If there is destruction of the University property a fine equivalent to the replacement value shall be charged.

2.14.2.2. SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES

(1) **IN GENERAL-** A student who has been convicted of any offense under any State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance:	Ineligibility period is:
First offense	1 year
Second offense	2 years
Third offense	Indefinite.
The sale of a controlled substance:	Ineligibility period is:
First offense	2 years
Second offense	Indefinite.

(2) **REHABILITATION-** A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if—

- a) The student satisfactorily completes a drug rehabilitation program that complies with such criteria as the University shall prescribe in regulations for purposes of this paragraph; and
- b) The conviction is reversed, set aside, or otherwise rendered nugatory.

2.15. Explosives and weapons

The use and/or possession of firecrackers, smoke bombs, ammunition, dangerous chemicals, explosive or flammable fuels, bottle rockets, or explosives is prohibited throughout the University.

No student shall keep, use, possess, display, or transport any rifle, shotgun, handgun, or any other type of gun, dangerous knife, makeshift weapon, martial art weapon, decorative sword, or any other lethal or dangerous device capable of causing injury or casting a projectile by

air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus. Facsimiles of any of the above mentioned items are also prohibited.

Sanction Guidelines for Violating the Explosives and Weapons Policy

A violation of this policy is grounds for expulsion from the University.

2.16. Compliance

All students are expected to comply with any reasonable request, appropriate directive, or disciplinary decision. All students are expected to identify themselves, or show respect to security personnel, other University officials, or public authorities (e.g., police) acting in performance of their duties or with any disciplinary conditions imposed by an authorised University official or group.

2.17. Falsification of Information

All students shall not alter, or have in his/her possession an altered identification card of any form. All students shall not alter, or enter any false information on any official document including, but not limited to, grade change forms, academic transcripts, admissions applications, evaluations or course withdrawal forms. Counterfeiting, forgery, intentionally issuing a bad check/payment or other financial instrument in order to register for classes or receive an official transcript or diploma, or providing false information or failing to provide current information for the purpose of defrauding LAMAU or other parties is prohibited.

2.18. Fire Safety

All occupants must vacate a building whenever a fire alarm sounds. Intentionally, negligently, or accidentally setting a fire, tampering with fire safety equipment such as, but not limited to, fire extinguishers, fire hoses, alarm pull stations, smoke detectors, or sprinklers is prohibited. Making a false fire report, warning, or threat of fire by any means of communication is prohibited. A student found responsible for a violation of this policy may be held responsible for damages incurred to property of the University or others. Anyone caught setting fires or maliciously destroying fire protection equipment may be subject to prosecution by external authorities. Any improper use of a flame or lit object, including, but not limited to, smoking, candles, incense, etc. may be considered a violation of this policy.

2.18.1. Sanction Guidelines for Violating the Fire Safety Policy

The University considers the sanctions listed below to be guidelines when adjudicating fire safety policy violations. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed.

First Violation: Malawi Kwacha equivalent to the replacement value, possibility of Suspension/Expulsion, and/or higher fine/other sanction depending on the severity of the violation.

Second Violation: Malawi Kwacha equivalent to the replacement value, Suspension/Expulsion, and/or higher fine/other sanction depending on the severity of the violation.

2.18.2. NOTE: Fines collected shall support the University's educational initiatives.

2.19. Gambling

Students are expected to abide by the Malawi Government laws prohibiting illegal gambling. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to, betting, wagering on, or selling pools on any athletic event, possessing any card, book or other device for registering bets, knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling, knowingly receiving or delivering a letter, package or parcel related to illegal gambling, offering, soliciting or accepting a bribe to influence the outcome of an athletic event, and involvement in bookmaking or wagering pools with respect to sporting events.

2.20. Guest Policy

LAMAU students are responsible for the guests they invite, bring, or host to/on the campus. The behavior of guests on campus will be attributed to their LAMAU host regardless of location (classroom, academic building, general campus location, etc).

Guests are required to provide an acceptable form of identification with a photo (driver's license, university/college/school ID or passport) when requested by a University official.

No student is allowed to take his or guest to the hostel. All visitors or guests must be entertained at the lounge.

2.21. Discrimination and Harassment

The University prohibits discrimination and harassment against individuals based on race, color, religion, gender (sex), pregnancy, national origin, age, disability, identify and expression, and veteran status. All complaints of student discrimination, harassment, and retaliation should be reported to the Office of Dean of Students who will work in conjunction with the Office of the Principal and Vice Chancellor. All complaints of non-student discrimination, harassment, and retaliation should be reported to the Office of Dean of Students.

2.22. Hazing

Hazing activities in any form are prohibited. This Handbook defines hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organisation operating under the sanction of or recognized as an organisation by an institution of higher education.”

Additionally, LAMAU defines hazing as: “any action taken or situation created involving new or returning organisation/group members as a part of joining, maintaining membership or holding office in that organisation regardless of the individual’s willingness to participate, that meets any or all of the following: violates state law, humiliates or degrades an individual or group, and/or intentionally or unintentionally endangers an individual – mentally, physically or emotionally.”

Actions and situations that may constitute hazing include, but are not limited to, the following: Forced consumption of food, alcohol, or drugs, creation of unnecessary fatigue outside of standard expectations associated with athletic competition, personal servitude, physical and/or psychological shocks, wearing apparel which is conspicuous and not normally in good taste, degrading or humiliating games and activities, sleep or food deprivation, unreasonable exposure to the weather or unsafe environments, kidnapping or abandonment, lineups and/or berating, undue interference with academic pursuits, and/or expectation of participation in activities that are illegal, lewd or in violation of University policy. This list is not intended to be inclusive of all activities that could be considered hazing. This regulation applies to all members of the University community and behavior that

occurs on or off LAMAU property. The implied or expressed consent of a student to hazing is not a defense under this policy. Retaliating in any manner against any individual who reports hazing or who participates in an investigation of a hazing report is prohibited.

2.23. Interference with Student Conduct Procedures

Interfering with the University's student conduct procedures is prohibited. Such behavior includes, but is not limited to, falsification, distortion, or misrepresentation of information before a hearing officer, or the Discipline Committee; knowingly instituting a complaint without cause; harassment and/or intimidation of any witness, member of the Appointment and Disciplinary Committee, or University personnel before, during, or following the conclusion of the conduct proceeding; failing to comply with a summons to attend/appear at a hearing; and/or interference with the implementation of the results of any conduct proceeding or with the processing of any appeal.

2.24. Keys

The University prohibits the duplication of any University-owned or issued key. Any student found with an unauthorized master or building key may be subject to fines, which shall be determined by the University. If any student uses a master key to enter a room, office, or other facilities, they will be subject to disciplinary action and the penalties of the police and national statutes.

2.25. Littering

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by LAMAU except in receptacles provided for that purpose. No receptacle used for trash shall be overturned.

2.26. Off-Campus Regulations

Students are expected to conduct themselves in accordance with the law. Violations of national laws and ordinances are considered to be a violation of this policy and shall be subject to action by the Appointment and Disciplinary Committee.

Any conviction of a student will be reviewed by the Appointment and Disciplinary Committee and will be subject to the student conduct process. The University's student conduct process acts independently of any legal proceedings.

2.27. Pets/Animals

Students shall not bring any pet/animal (hereafter: animal), regardless of ownership, into any University-owned or operated building, or chain an animal outside any building where it may disrupt classroom activities through barking or other noise. All actions of any animal will be the responsibility of the owner and/or the guardian at the time of the incident. Service dogs are the only exception to this policy.

2.28. Policy Regulations

Violations of University policies described or referenced throughout this or any other official departmental Handbook or violations of any portion or provision of this or any other official departmental Handbook will be considered violations of the University's standards of conduct. Examples of other official departments include, but are not limited to, the Office of the Registrar, the Office of Sports Master/Mistress and offices of Deans of Faculties and Heads of Departments.

2.29. Posting

Fliers and posters may be hung throughout the campus on approved posting locations only. All materials for posting must be stamped prior to distribution. The "Approved for Posting" stamp is maintained at the Dean of Students Information Desk.

Advertising, both inside/outside of buildings, electronic/print, and on/off campus, for parties or events may not refer to or promote alcoholic beverages, drugs, or tobacco products. Any materials of an explicit sexual nature are prohibited as well as materials that may be viewed as demeaning or degrading to a person or group of persons.

Postings not approved by the appropriate University personnel will be removed immediately and the student or organisation that posted said flyers will be subject to disciplinary action. Fliers or posters should not exceed 11" x 18" in size.

Mounting flyers or posters on University signage, information showcases or other surfaces not intended for posting is prohibited. Using paint on University sidewalks, trees, benches, and other surfaces is prohibited. Posting of notices with adhesives such as duct tape, which may damage surfaces, is prohibited. The cost for removal of this type of publicity will automatically be charged to the group or individuals responsible for the posting.

Groups/individuals failing to adhere to the posting policy will be subject to disciplinary action.

2.30. Sexual Harassment and Misconduct

The University prohibits sexual harassment and misconduct. Sexual harassment and misconduct encompass a broad range of behavior involving unwelcome conduct of a sexual nature that is committed without consent, by force, intimidation, coercion or manipulation, or where a person is incapable of consent due to incapacitation. Under this policy, sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, stalking, retaliation and sexual offenses against minors as defined below.

2.30.1. Sanction Guidelines for Violating the Sexual Assault Policy

The University considers the sanctions listed below to be guidelines when adjudicating Sexual Harassment and Misconduct policy violations. Each incident is reviewed on an individual basis depending on the specifics of the incident, more or less severe sanctions may be imposed.

Penalties: Suspension, Counseling, possibility of Expulsion.

2.31. Smoke-Free University

This policy was established to maintain a smoke-free environment for students, faculty, staff, contractors and visitors. Consistent with a smoke-free University, the sale and smoking of all tobacco products is prohibited on all University properties.

All University sponsored activities taking place at facilities not owned or operated by the University will be smoke-free in those areas under the University's control.

2.32. Solicitation and Sales

Solicitations and sales are not permitted except by written authorisation from the Registrar or designee in conjunction with the Office of the Dean of Students. Such authorisation will be made only for items that are of express service to the community and only after a written request has been submitted and reviewed.

Students may not act as agents for business that entails solicitations or receiving of business offers or goods on University property. University telephones may not be used for selling or

offers to sell merchandise, services, or the like. This includes going door to door and distributing anything under the University doors. University buildings or classrooms may not be used for business purposes of any nature.

2.33. Sound Amplification Equipment

Various outdoor student activity programmes may require the use of sound amplification equipment. The University reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from the Registrar or designee.

2.34. Theft

No student shall take, attempt to take, or assist in the taking of money, property, services, identity, or any item of value not belonging to him or her.

No student will attempt to use property or services without proper authorisation. Students must not take as their own or use property of another person without permission, even if it is intended to be returned. Knowledge, possession, retention or disposal of any stolen property is prohibited. Failure to fulfill a contractual agreement for which a student was paid may be a violation of this policy.

2.34.1. Sanction Guidelines for Violating the Theft Policy

The University considers the sanctions listed below to be guidelines when adjudicating Theft Policy violations. Each incident is reviewed on an individual basis depending on the specifics of the incident, more or less severe sanctions may be imposed.

Penalties: Suspension; Restitution; possibility of Expulsion.

2.35. Unauthorized Entry

No student shall enter, attempt to enter, or remain in a private room, office, or restricted area under control of another student, faculty/staff member, and/or University official except by permission or invitation of the student or the appropriate University official. No student shall permit access to private or restricted space to another person who does not have permission or authorisation to be in that space.

Penalties

First Violation: Verbal warning,

Second Violation: Warning letter

Third Violation: Suspension from the University

2.36. Unauthorized Use of University Property or Documents

No student shall use, possess, lend, or sell any ID card or official University documents or property issued by the University to or for another individual. Lending ID cards is prohibited, and cards may be confiscated.

Examples of prohibited behavior include, but are not limited to, the following:

- Use, possession, or sale of a University ID card to obtain entry or services to which a person is not entitled. Examples include, but are not limited to, using another person's University ID for entry to the Library, and other ID-required buildings/facilities.
- Use, possession, or sale of a University Library Card that was not specifically issued to and paid for by the student holding the decal.
- Use of official University documents or identifying information by a student not authorized to do so.
- Use of official University property or services for personal use or for use other than originally intended.

Penalties

First Violation: Warning Letter,

Second Violation: Suspension or Expulsion from the University

2.37. Violence

No student shall engage in any form of physically aggressive behavior directed toward another person or group of people so as to cause injury or harm. Responding to violence with violence is also a violation of this policy.

Penalties

First Violation: Warning Letter,

Second Violation: Suspension or Expulsion from the University

2.38. Windows/Balconies/Rooftops

The University prohibits access to windows, roofs, balconies, railings, and fire escapes of all University-owned or operated buildings except in cases of repair by the proper University authority or dire emergency.

Penalties

First Violation: Verbal warning,

Second Violation: Warning letter

Third Violation: Suspension from the University

3.0. VICTIM'S RIGHTS

In a case involving acts of violence, including sexual misconduct/assault, the rights of the victim(s) include:

- The right to have an advisor of his/her choice from the University community to accompany him/her throughout the entire conduct- process.
- The right to be present throughout the entire Appointment and Disciplinary Committee Conduct Hearing.
- The right to have past unrelated behavior excluded from the hearing process.
- The right to question the accused.
- The right to be provided during the hearing, whenever practical, a waiting area that does not require the victim to be in close proximity to the accused or such person's family, friends or witnesses.
- The right to be informed of the outcome of the proceedings in a timely manner.
- The right to provide a written victim's impact statement for submission to the Appointments and Disciplinary Committee or Hearing Officer, which shall be available for later use should the accused be found or plead in violation of this policy and which shall describe the harm the victim sustained as a result of the alleged misconduct. This statement will be reviewed prior to the imposition of sanctions.
- All rights afforded to any student involved including the right of the victim/complainant to appeal the outcome and/or the sanctions issued in a case.

4.0. STUDENT CONDUCT PROCEDURES

4.1. Conduct Procedures

4.1.1.1. Filing a Formal Complaint

Any person may file a formal complaint against any student, student organisation or any member of staff for alleged violation(s) of a University policy, rule, regulation, or standard of conduct. Such complaints, which must be signed by the complainant, shall be forwarded to the Office of the Registrar.

Non-academic complaints should be sent, with appropriate attachments, to:

Email: registrar@lamau.edu.mw

Campus Mail: The Registrar, LAMAU, Box 30606, Lilongwe, Malawi.

Persons seeking to report complaints by other methods should call the Registrar for instructions.

The person(s) making the complaint shall provide in writing the following information:

1. The name and address of the student(s), student organisation or staff(s) involved or a sufficient description of the student or the staff and premises involved in order to identifying the individual.
2. Date, time, and location (if applicable) of incident.
3. The nature of the alleged violation.
4. A detailed statement of the circumstances.
5. Witness if applicable

4.2. General Procedures

Having received a formal complaint against the alleged violator, the Office of the Registrar will conduct a preliminary review of the complaint in order to determine whether the circumstances detailed in the formal complaint are sufficient to cause a formal charge to be made. It is in the Office of the Registrar's sole judgment to proceed with a complaint. If the Office of the Registrar concludes that the complaint is sufficiently complete and involves a violation of a University policy, rule, regulation, or standard of conduct, the person(s) making

the complaint will be expected to appear before the Appointments and Disciplinary Committee unless the accused violator agrees that a violation has taken place and waives the right to a hearing. In certain cases when the accuser decides not to file or pursue a formal complaint, the University reserves the right to continue to process the matter.

The accused violator shall be informed of the charge(s) via their assigned LAMAU e-mail address, by mail, or by signed receipt.

The notice of charge shall state:

- The nature of the alleged offense, stating the place of the occurrence (if applicable) and name of the individual(s) and/or department(s) filing the formal complaint.
- A request to schedule a Pre-hearing Meeting by the date designated in the letter.

If a student, or previously enrolled student, fails to comply with scheduling or attending a Pre-hearing Meeting within the specified period of time, the facts may be reviewed by the Dean of Students or designee, and a decision will be rendered in the student's absence. An appeal in this case may only be made based on Severity of Sanction.

Students are responsible for ensuring that the University has an updated mailing address (both local and permanent). The University is not responsible for communications not received due to an improper address listed in the LAMAU Information System. Students are responsible for checking their assigned LAMAU e-mail account.

At the Pre-hearing Conference, the student will:

- Have the conduct process for the University explained.
- Have the charges explained.
- Be given the opportunity to respond to the charge(s).

The respondent may choose not to contest the charge(s) and give up the right to a hearing by pleading "In Violation" and verifying this decision with their signature. The Vice Principal shall consult with the Registrar and the Appointments and Disciplinary Committee concerning sanctions. The respondent will be notified of the sanction(s) in writing, and this sanction decision may only be appealed based on Severity of Sanction.

If the respondent contests the charges, it is the right of that student to have a formal hearing before the Appointments and Disciplinary Committee. The respondent and complainant will

be notified in writing as to the time, date and location of the hearing. If the respondent and/or complainant fails to attend the hearing or fails to arrive at the scheduled time after notification has been given, the Appointments and Disciplinary Committee may consider all presented information and a decision will be rendered.

Sessions of the Appointments and Disciplinary Committee are not open to the public. The complainant(s) and the respondent(s) may be present throughout the Appointments and Disciplinary Committee hearing. Those who invoke the conduct process will be required to maintain its confidentiality except as required by lawful subpoena, neither the content of the hearings nor their outcome shall be disclosed to any third party.

There will be a single verbatim audio recording of all hearings before the Appointments and Disciplinary Committee which will be the sole property of the Vice Chancellor. This recording will be maintained only until the appeal process has concluded or until the time of appeal has lapsed.

5.0. APPOINTMENTS AND DISCIPLINARY COMMITTEE HEARING FORMAT

5.1. The University Appointments and Disciplinary Committee

The University shall have an Appointments and Disciplinary Committee. In addition to this, each College within the University shall have its own College appointments and disciplinary committee established to provide a fair hearing and appeal process. In cases in which a student is found responsible for a violation of a University policy, rule, regulation, or standard of conduct, the College Appointments and Disciplinary Committee will sit to hear the matter.

The College Appointments and Disciplinary Committee is comprised of the following members:

- Deputy Principal (chairperson)
- Registrar (secretary)
- Dean of Students
- Dean (s) of Faculty (s) (one from the accused and the other from defendant Faculty)
- Head (s) of Department (s) (one from accused and the other from defendant Departments of the University)
- At least three students (one of who shall be the President of the Students' Union or his/her representative and the other two chairpersons of the student's organisation).

Members who serve on the Appointment and Disciplinary Committee will not be eligible to serve on the Appeals Committee for the same case.

Appointment and Disciplinary Committee Hearings shall proceed to the extent possible according to the following form:

- The Chair shall open the proceedings by reading the statement of charges.
- The accuser shall then present his or her case against the accused student. This shall be completed by the submission of written, physical, and testimonial information.
- Witnesses will be asked to affirm that the accuser's testimony is truthful and may be subject to charges of dishonesty.
- The accused student and the committee members shall have the right to conduct reasonable questioning of the accuser and the accuser's witnesses.

- At the conclusion of the accuser's presentation, the accused student shall present a response to the charges. This shall be done by the submission of written, physical, and testimonial information.
- The accuser and the committee members shall have the right to conduct reasonable questioning of the accused student and the accused student's witnesses. Witnesses may only speak of the specific incident in question; character witnesses are not permitted.
- After both cases have been presented, the Chair may allow a presentation of rebuttal information.
- At the close of the hearing, the Chair may allow closing arguments by the parties.
- The Appointments and Disciplinary Committee may call witnesses or request additional documentation. Failure to comply with a summons may result in disciplinary action.
- After deliberations have been completed, the registrar shall provide previous conduct and academic record of both parties to assist in decision making.
- The Appointments and Disciplinary Committee will then pass judgment on the issue
- Appointments and Disciplinary Committee shall then recommend to the Principal the appropriate sanction.

6.0. SANCTIONS FOR STUDENTS AND STUDENT ORGANISATIONS

Individuals or student organisation found to have violated University policies, rules, regulations, values, or standards of conduct shall be subject to a range of disciplinary actions, as imposed by the Appointments and Disciplinary Committee. There may be situations in which a student organisation or an individual is in violation of the established minimum standards as well as other University policies or regulations. In such cases, the Appointments and Disciplinary Committee may impose sanctions in addition to or more severe than any discipline imposed by the University.

More than one sanction may be imposed for any single violation. Note that after a sanction has been determined, should information come to light that changes the disposition of a case, the University has the right to re-open the case and to change the prior sanction.

LAMAU has the right to withhold the issuance of a degree should a student conduct matter either be unresolved or should the sanctions for a case be incomplete.

Penalties and sanctions that may be imposed include, but are not limited to, the following:

6.1. Expulsion

Expulsion is a permanent disaffiliation between the student and the University. An expelled student shall not be permitted on University property. Tuition and general University fee refunds will be made for the current Semester as determined in accordance with the University refund policy as approved by the University Council. In the case of a student organisation, the group will lose its official recognition and all other privileges.

6.2. Withdrawal (Rescind) of Degree

Withdrawal of degree is a permanent disaffiliation between the student and the University evidenced specifically by the University's decision to rescind a degree already conferred. Tuition and general University fees will not be refunded. This sanction would be imposed at the recommendation of the Vice Chancellor and in response to a student being in violation of the Academic Integrity Policy.

6.3. Withholding of a Degree

A student's degree can be withheld and not immediately issued after degree completion if it is determined that withholding the degree is the most appropriate course of action in lieu of suspension or other comparable action.

6.4. Suspension

Suspension is a separation of the student from the University for a specified period of time. A suspended student will be withdrawn from all courses and may not attend classes, take exams, receive grades, maintain a position as a co-op student, hold a leadership position, or be on University premises without the authorisation of the Principal or designee throughout the entire duration of the suspension period. A suspended student must surrender his/her University-issued identification card to the Office of the Registrar for the duration of the suspension. In the case of a student organisation, suspension will result in the loss of privileges including, but not limited to, the use of campus facilities, and participation in University activities.

6.5. Deferred Suspension

Deferred Suspension serves as a final warning to a student that if he/she is again found in violation of any University policy, the University is obligated to consider suspension as a primary response.

6.6. Disciplinary Probation

Disciplinary Probation is a specific period of time during which the University provides the student or organisation with the opportunity to prove that he/she/it will contribute in a positive manner to the University community. Should a student or organisation violate University policies while on Disciplinary Probation, more severe sanctions shall be imposed. Disciplinary Probation will specify any restrictions with which the individual must comply, such as not representing the University in any extra-curricular activity or holding an office in any student group or organisation.

6.7. Assignment of a Constructive/ Educational Task

A student is required to complete a task that benefits the individual, campus, or community. Examples include, but are not limited to, performing compensatory service, writing reaction

or research papers, attending programs or lectures, or other educational sanctions deemed appropriate by the Appointment and Disciplinary Committee.

6.8. Hold on Records

The enforcement of university policies may necessitate a hold on transcripts, grades, certificates, or other official records pending the resolution of cases.

6.9. Notification of Parent or Legal Guardian

The University will inform a student's parent(s) or legal guardian(s) that the student has been found in violation of University rules and policies.

6.10. Fine

The student or student organisation is required to make a punitive monetary payment. Fines collected shall support the University's educational initiatives.

6.11. Restitution

The student or student organisation is required to make monetary reimbursement for repair/replacement of property or service rendered to the University or to other persons, groups, or organisations for specified damages by a date designated by the Appointment and Disciplinary Committee. These charges may not be in excess of the damage or loss incurred.

6.12. Disciplinary Reprimand

The student or student organisation is informed that their actions were inappropriate and that better judgment is to be used in the future.

6.13. Interim Suspension

In certain circumstances, the Chair of the Appointment and Disciplinary Committee may impose a University suspension prior to a hearing before the Appointment and Disciplinary Committee. Likewise, the Appointment and Disciplinary Committee may impose a University suspension prior to a hearing before the Chair of the Appointment and Disciplinary Committee.

Interim Suspension may be imposed:

- a. To ensure the safety and well-being of members of the University community or preservation of University property.
- b. To ensure the student's own physical or emotional safety and well-being.
- c. If the student poses a definite threat of disruption or interference with the normal operations of the University.
- d. If the Appointment and Disciplinary Committee or the Chair of the Appointment and Disciplinary Committee determines that, the interim suspension is in the best interests of the University community.

During the Interim Suspension, students shall be denied access to activities or privileges for which the student might otherwise be eligible, as the Appointment and Disciplinary Committee or Chair of the Appointment and Disciplinary Committee may determine to be appropriate.

In the case of a student organisation, the organisation's activities and participation in University events may be limited as specified by the Appointment and Disciplinary Committee or Chair of the Appointment and Disciplinary Committee. If appropriate, Interim Suspension may include the cessation of all, pending the final outcome of the proceedings.

A hearing will be conducted before the Appointment and Disciplinary Committee as soon as possible to determine the outcome of the case.

A student suspended on an interim basis has the right to request an opportunity to appear personally before the Appointment and Disciplinary Committee within five business days from the effective date of the Interim Suspension to discuss the suspension. This request should be made to the Office of the Dean of Students in writing. The decision of the Appointment and Disciplinary Committee or Chair of the Appointment and Disciplinary Committee as to whether or not to impose an Interim Suspension will hold as final.

7.0. APPEALS

7.1. The Appeals Committee / Appellate Board

The University Appointments and Disciplinary Committee shall act as an appeals Committee established to provide a fair hearing and appeal process for those challenging sanctions passed.

The Appeals Committee shall consist of up to five members; The Deputy Vice Chancellor, University Registrar, the Principal, Dean from other Faculties and President of Students Union. A quorum of three, including the Deputy Vice Chancellor, the University Registrar and the President of the Students Union, must be present to hold the appeal.

The University Registrar shall serve as the Secretary and spokesperson of the Appeals Committee.

7.2. Procedures for Appeal

A violator may appeal a decision made by the College Appointments and Disciplinary Committee to the Appellate Committee. The only basis for this is to provide a fair hearing of Sanctions. The appeal must be submitted in writing to the Appellate Committee within seven business days from the date of the written documentation informing the student of the decision of the College's Appointments and Disciplinary Committee hearing and the sanction(s) imposed.

If the Appellate Committee does not receive written notification for an appeal within the seven business day period, the sanction(s) shall be implemented. In cases where the appeal is granted, the College Appointments Disciplinary Committee will not implement the sanctions until the appeal is heard.

All documents related to the appealed case shall be provided to the committee for one or more of the following purposes:

- **Severity of sanctions**: To determine whether the sanction(s) imposed was appropriate for the violation of the Code of Conduct the student has taken responsibility for committing or of which the student was found in violation.
- **Insufficient information**: To determine whether the decision reached regarding the accused student was based on a preponderance of the information, that is, whether the

facts in the case were sufficient to establish that “it is more likely than not” that a violation of the Code of Conduct occurred. In making such a determination, the Appellate Committee shall not substitute its judgment for the judgment of the Appointments and Disciplinary Committee, but instead will review the Appointments and Disciplinary Committee’s determination only to see whether there was information sufficient enough to support the result reached.

- **Improper procedure**: To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- **New information** that has become available, but was not available at the time of the hearing: To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

Final decision of the Appellate Board shall be by majority voice vote by the members present and voting unless any member of the board requests a written secret vote of the members present and voting.

8.0. COMMUNITY NORMS AND POLICIES

8.1. Worship

Regular attendance in chapel for Morning Prayer and Evensong is part of the Lake Malawi University tradition, and is required of all resident students of the University from Monday through Friday. Attendance is also expected on certain previously announced occasions. Students training for the Church ministry are expected to fulfill their Sunday placement obligation by participation in the life of a parish church to which they are assigned. The morning and evening prayers are conducted at the University on Saturdays as usual and attendance is encouraged. The rule of attendance, however, is relaxed to permit attention to personal and family or any other needs.

Students, especially those training for the Church ministry take part in public worship of the community by serving as readers, cantors, and servers whenever there is Mass, by officiating at offices, and by preaching. Students are scheduled to serve as officiants at daily offices, and are required to rehearse in advance with the Director of Worship. A schedule of chapel services and student responsibilities is prepared by Chapel Steward and is posted without failure in the Halls of Residence and Chapel notice board.

8.2. A Policy on Communal Self-Help

For resident students of the University it is expected of them that they shall perform duties in their dormitories. Approximately one hour each week on Saturdays is set aside for work crew, for the performance of the duties.

Out of these shared tasks grow the sense of a shared life, which is one of the features often remarked upon by those who visit the University.

8.3. Matriculation Oath and Certain Norms of Christian Conduct

By this handbook, matriculation shall mean declaration of allegiance to rules and regulations of the University by the students and signing of the following oath of obedience:

STUDENT DECLARATION

“I, have read and understood the provisions in this handbook. I hereby promise on my conscience and honor to obey during the term of my schooling the Rules and Regulations of Lake Malawi Anglican University as provided in this handbook; to submit myself respectfully to its authorities, and in general, to conduct myself in such manners acceptable by the University policies, rules, regulations, values or standard of conduct. I promise that I will abide by the provisions of this handbook and that necessary disciplinary will be taken against me if I violet any requirement of this handbook.”

SIGNED: _____

DATE: _____

All students matriculate, normally during the orientation week. Matriculating students take and sign the Matriculation Oath (see above). Upon completion of their studies or upon honorable withdrawal from the University, matriculated students are considered alumni.

8.4. Honour Code

Though the Matriculation Oath is phrased in general terms and does not spell out precisely what it means to conduct oneself in such manners acceptable by the University policy, rules, regulations, values or standard of conduct, it certainly has a bearing upon the student’s approach to academic work. The University expects all students to pursue their studies with academic integrity and to observe an honor code that is consistent with those of most institutions of higher education.

Students shall not falsely present another person’s work as their own, either in whole or in part. Students shall not resubmit work prepared for one course in fulfillment of an assignment in another course without advanced specific consent of the current instructor. Students shall endeavor to give credit to another author or source for all quotations, including Internet and electronic sources, whether direct or indirect, and shall not make use of another student’s work during an examination, or employ personal notes or other resources during an examination unless specifically invited to do so by the instructor. Cheating and plagiarism will be viewed by the University as violations of the oath of matriculation, and confirmed instances of either will be dealt with in the most serious way, and will involve a penalty which could include suspension or dismissal. Details on these issues are already explained in the above sections.

8.5. Types of Students and Status

Students are classified as follows:

- a. **Full-Time:** Students who register for all required courses per semester and are staying at the campus or are commuting from home are regarded as full-time.
 - b. **Part-Time:** Students who register for fewer courses per semester are classified as part-time.
 - c. **Resident:** Resident students are those who live in the Halls of Residence of the University. Resident students are required to attend daily chapel and normally take breakfast, lunch and supper in the cafeteria of the University.
 - d. **Non-resident:** Non-resident students are those who live off campus but attend all classes just as residential students and covenant on admission to participate in chapel on regular basis and may eat in the University cafeteria on a contract or per meal basis.
 - e. **Active or Inactive:** an active student is one who is registered for courses in the current semester and is actively involved in all academic matters for example, attending classes, writing assignments, taking part in group discussions; otherwise, a student is classified as inactive.
2. **Loss of Student Status.** Student status may be lost by prolonged inactivity, suspension, dismissal or withdrawal.
- a. **Inactivity.** A student who does not register for any course for a term in which courses are offered in his or her program will be considered to be on inactivity status.

A student who remains on inactive status for two years will be considered withdrawn from the program, after notice has been sent to the student that this action is about to take place. If the student wishes to regain student status, and if the student had a GPA of 2.0 or higher, he or she must petition the University Registrar for readmission. If the student wishes to regain student status, and if the student had a GPA of less than 2.0, he or she must undergo the entire admission procedure.

- b. **Suspension** results in temporary loss of status. Reinstatement is conditional upon performance of prerequisites specified to the student either in this Handbook or in writing by the Principal. Failure to perform such prerequisites may result in dismissal. Suspension may be effected by the Principal but notice must be sent to

the Senate of the University. A student suspended three times due to failure of any course will be dismissed automatically and will not be considered for readmission.

- c. **Dismissal** is unconditional termination of student status for conduct inconsistent with this Handbook, or by failure to observe other rules of conduct issued by the University. Dismissal may be imposed with or without prejudice against re-admission. Dismissal may be imposed by the Senate.
- d. **Withdrawal** is the voluntary unconditional termination of student status effected by a student. Written notice stating the date of withdrawal must be signed by the student and submitted to the Registrar.

9.0. ACADEMIC PROGRAMMES

The Lake Malawi Anglican University at its commencement will offer the following programs to be offered at CCM, its main campus:

- a. Theology, and
- b. Commence,

9.1. Method of Assessment and Grading System

- i. Students on regular or full-time system are required to submit two (2) assignments for each course attempted during a semester.
- ii. Assigned book reading and review is mandatory for second and third year students and it will constitute part of Continuous Assessment (CA).
- iii. Candidates will be required to sit for a three (3) hour examination for each semester course attempted and they will attempt to answer four (4) questions.
- iv. Class Examinations will be written at the end of each semester and shall be invigilated by assigned invigilators from the College for Christian Ministries in accordance with the approved rules and regulations guiding examinations.
- v. To be accepted to sit for an examination, candidates should have submitted all required course work assignments. They should also have met all registration requirements of the College for Christian Ministries.
- vi. Final overall assessment of a course Grade is weighed/measured on:
 - Course work- 40%
 - Final Examination- 60%
- vii. Student performance for each semester attended shall be assessed on the basis of grade points for each semester credit from which shall be computed a Grade Point Average (GPA). Decision to award a pass, marginal and undoubted failure in a course is based on letter grades interpreted from the percentage mark ranges as shown below:

9.1.1. Assessment Criteria for Individual Courses

Range of Marks	Letter Grade for Course	Grade Points for Course	Qualitative value of a Grade	Academic Decision
85-100	A+	4.00	Excellent	Undoubted Distinction
74-84	A	3.75	Excellent	Distinction
70-74	B+	2.50	Above Average	High Credit
65-69	B	3.00	Above Average	Credit
60-64	C+	2.75	Average	High Pass
55-59	C	2.50	Average	Satisfactory Pass
50-54	C-	2.00	Average	Bare Pass
45-49	D	1.50	Below average	Marginal Failure
40-44	E	1.00	Fail	Failure
0-39	F	0.00	Fail	Undoubted Failure

9.1.2. End of Year Assessment

i. Pass and Proceed Cases

A Student who has a GPA of at least 2.00 and has no failing letter grade (F) in the courses taken for that year is deemed to have passed in that year and will proceed to the next year.

ii. Light warning cases

Students who get grades of D in one course or C- in two or more courses shall receive a light warning.

iii. Serious warning cases

Students whose grades for a course is an E or below or have two or more courses with grades below C- shall receive a Serious Warning.

iv. Referrals/Supplementary Examinations

Students with at least one grade of D, provided they are not withdrawn, shall write a supplementary examination in the failed course if the cumulative GPA is at least 2.00 at the end of the year. The maximum pass grade achieved after a supplementary examination will be equivalent to Grade C-.

v. Deferred Examinations

Students who fail to seat for end of semester examinations due to reasons beyond their control, as long as prior arrangements were made with Universities appropriate authorities and such reasons not being on academic grounds, shall be allowed to seat for deferred examinations at a time as may be arranged by the Head of Department in consultation with the Senate. The pass grade achieved after a deferred examination will be equivalent to any Grade.

vi. Repeats

- a. Students whose accumulative GPA at the end of the year is between 1.5 and 2.00 provided they have not been seriously warned at least once, must repeat that year if they have not done so.
- b. A Student who has failed a 'required course' may not be allowed to proceed to the next Semester where such a course is a requirement for taking subsequent courses.
- c. At the beginning of a program, Students will be informed which courses in that program are required.

Conditions imposed on Students who are repeating the Year

- a. Throughout this section the word "repeat" shall refer to repeating on academic grounds only.
- b. Students may repeat only once during their studies in the University.
- c. Any student repeating a year on academic grounds in on probation during that year. The repetition of a year is equivalent to a serious warning, and a student can be withdrawn without further warning at any time if his or her work is unsatisfactory.
- d. Posted examination results during the repeat year shall be the actual grades obtained in each course examined during that year but will carry a letter "R" in brackets to the right side of the grade to indicate "grade from repeated courses."

9.2. Withdrawal

- a. Students whose cumulative GPA at the end of the year is less than 2.00 shall be withdrawn provided that they have been seriously warned at least once by the College during the course of the year.
- b. Students who have already repeated the year and subsequently obtained a grade of “D” or “F” and a less than 2.00 cumulative GPA at the end of the year shall be withdrawn.
- c. Students who are referred in one or more courses should regard their initial failure as a serious warning and therefore will be withdrawn after writing their supplementary examinations if they satisfy withdrawal criteria.
- d. Students whose cumulative GPA at the end of the year is less than 1.50 shall be withdrawn.

9.2.1. Voluntary Withdrawal from a Programme of Study

- a. Students may withdraw temporarily or permanently from a program of study by a written application to the Registrar and by approval from the Senate within two weeks of commencement of semester of study. A student who discontinues attendance in a program of study without official withdrawal receives grade of “F” in the courses he or she registered.
- b. In all cases, a student shall be allowed to withdraw for a maximum period of one academic year and only once in their program of study. Below are acceptable reasons for a student to withdraw, unless, the Council deems fit to allow other reasons:
 - i. Withdrawal on Financial grounds;
 - ii. Withdrawal on health grounds, (however, special consideration may be given in cases of serious illness, which has been certified by a certified doctor, and in such cases, the student may be allowed to withdraw for a maximum of two academic years.
 - iii. Withdraw on pregnancy.
 - iv. Withdraw on compassionate grounds.
- c. A student cannot use any two of the above cases to withdraw from more than one academic year unless approval has been given by a responsible committee

constituted in accordance with the provisions of the University's Constitution and/or any other approved official documents of the University.

9.3. Final Award

- a. End of program Assessment is done in the final year of the Diploma program using the Letter Grades and the GPA. The system is based on the cumulative GPA for the entire program of study.
- b. Final awards are designated as follows:
 - i. Diploma/Certificate: Pass, Credit, Distinction.
- c. Students who for academic reasons have repeated one of the last two years, are not eligible for an award of Distinction, but will be awarded a Credit if their work is at least of Credit standing. Find below award designations of Diploma:

9.3.1. Award of Pass, Credit, and Distinction:

GPA Range	Letter Grade	Decision
3.75-4.00	A	Distinction Diploma
3.00-2.50	B	Credit Diploma
2.00-2.75	C	Pass Diploma
<2.00	F	Fail

Notes to the table above:

- a. **PASS** is awarded to students who have obtained a cumulative GPA in the range of 2.00 to 2.75 in the final year.
- b. **CREDIT** is awarded to students who have obtained a cumulative GPA in the range of 3.00 to 2.50 in the final year.
- c. **DISTINCTION** is awarded to students who have obtained a cumulative GPA in the range of 3.75 to 4.00 in the final year.

10.0. COURSE FEES

- a. Students shall be required to pay Semester fees in full or half down on the day of registration. Students without fees will not be allowed to register for that particular semester.
- b. Those who make part-payment shall be required to complete their fees two months before end of semester examinations.
- c. Fees can be paid in cash or bank certified checks or can also be deposited direct into the University's account. The student must remember to give a deposit slip to the accounts office.
- d. Students should ensure that they have collected a valid receipt of the University upon payment of fees.
- e. Fees once paid, is not refundable.
- f. Fees shall include, but not limited to, tuition, boarding, registration for new students, dissertation for fourth years and examination (payable every semester).
- g. A student who has been registered for the semester will be provided with the following:
 - Confirmation of registration
 - bed space (as applicable)
 - cafeteria coupons (as applicable)
- h. Fees are subject to review from time to time.
- i. Any student who defaults the payment of school fees shall not be allowed to sit for end of semester examinations

11.0. REWARDS AND PRAISE

Students showing outstanding performance during their training may be rewarded by being presented with prizes such as books, trophies or shields, tokens and, where available, cash.

11.1. Dean's List

This list includes all students who have earned a grade point average of 4.0 during any one semester.

11.2. Honor Roll

Include all students who have earned a grade point average of 3.5 or above.

12.0. MEDICAL ATTENTION

1. Students who fall ill should report to the Dean of Students as soon as possible for first aid treatment and/or will be taken to the nearest Government hospital if necessary for further treatment.
2. Where a student has been admitted to hospital, the University will inform the next of kin.

13.0. DEATH OF A STUDENT

When a student dies whilst in University, the University in liaison with the parents shall make funeral arrangements.

14.0. THE ROLE AND RESPONSIBILITIES OF THE UNIVERSITY AND ITS STUDENTS

As students transition into the world of higher education, you are presented with many challenges. Issues of freedom, choice, rights, and responsibilities are paramount during this stage. Because of this and current national events, increasing attention has been devoted to clarifying the role and duties of an institution of higher education regarding its students. While LAMAU strives to offer an excellent educational experience to our students, everyone needs to be very aware of the limitations the law and reality impose on the manner in which we operate as an institution of higher education. We have become even more mindful of the need to clearly define our obligations regarding the scope of care we are able to deliver within this environment while respecting and protecting your rights and responsibilities to manage your own affairs.

14.1. LAMAU Does Not Have, and Will Not Assume, Parental Rights Or Duties For Its Students

Because LAMAU is an institution of higher education, you should know that it is not subject to all of the laws and regulations that apply to students in elementary, primary and secondary schools. For example, those schools are generally responsible for the welfare of the students entrusted to their care, and are typically obligated to provide services and plans that address their students' medical needs.

That matrix of rights and responsibilities does not exist in a University, where the students are considered adults with their own rights of privacy and autonomy, are legally responsible for their own actions, and where individuality and differences are respected and encouraged. The principles of “in loco parentis” (“in the place of the parents”) do not apply in the university environment and LAMAU does not assume parental responsibilities, rights or control over its students. Instead, the obligations LAMAU honors are those that apply to adults in general and those that are otherwise required by law.

This difference between secondary or high school and college is easy to see in many respects. Universities are not generally obligated to provide medical care or medical assistance to students with specific medical conditions, although such services may be offered. Universities are not obligated to create an Individual Education Plan for students with learning disabilities, and there are no statutorily-created appellate rights by which to challenge whether an education is “appropriate”. Parents no longer have the same right to

access the educational or medical records of their children. Students have academic advisors, and each degree program has its own requirements; but it is each student's individual responsibility to exercise his or her own initiative to meet with the academic advisor, choose the courses, seek needed academic services, and satisfy the degree requirements.

So it is with the health and disability services that LAMAU offers. We are in the process of establishing a student sickbay on LAMAU's University Campus, which has limited hours of operation and provides limited services in the realm of first-aid. Several excellent clinics and hospitals where students needing more intensive care can quickly be seen are in the immediate vicinity of campus. For those services, each student needs to make his or her own arrangements, and it is the student's responsibility and decision as to whether or not he or she will follow the advice and recommendations of the health care providers. The sickbay personnel will avail themselves always to help the students to locate some of these health care providers.

Our program of education are accessible to students with disabilities. The campus has disability friendly movement paths. Some of our students operate within the campus while other commute from other places.

The medical information the student shares with his or her health care provider is confidential and protected by state privacy laws and counsellor ethics. With limited exceptions, such information is not generally known to the University. Other counsellor ethics may also restrict the University from sharing information about a student with parents, spouses or significant others. Students can grant others access to that information by signing the appropriate form.

In higher education, students are treated as adults. At LAMAU, vast opportunities and great challenges await our students. The life of our students takes place in a fast-paced and rigorous academic environment, and students are expected to balance the many academic, employment, cultural and social opportunities available to them to get the most out of their college experience. We are delighted that you are interested in coming to LAMAU and want you to succeed in accomplishing your goals as a LAMAU student. Your success will depend upon how well you assume your responsibility to get the most out of your higher education experience.