



LIVINGSTONE INSTITUTE OF BUSINESS AND ENGINEERING STUDIES

CODE OF CONDUCT AND DISCIPLINARY PROCEDURES FOR STUDENTS

1.0 INTRODUCTION

- 1.1 This Code of conduct immediately supersedes and replaces all old regulations and rules governing the Students at Livingstone Institute of Business and Engineering Studies (LIBES).
- 1.2 The purpose of the Code of Conduct and Disciplinary Procedures is basically to remind students of their obligations and responsibilities while pursuing their course of study at the Institute. It is not intended to restrict freedom.
- 1.3 It is the policy of LIBES Management Board to rely on the good sense and taste of students for maintaining sound moral standards for appropriate mode of behavior and dress.
- 1.4 All students are expected to take their study work seriously in order to become responsible citizens of Zambia. The National value and symbols should be respected. The National Anthem shall be sung at all organized functions and all students are expected to participate.
- 1.5 The Institute encourages courtesy and consideration for others. Joint projects of work and play in a training environment are encouraged and all constructive contributions are acceptable. In living and working together, staff and students share the responsibility of creating a sound Institutional atmosphere.
- 1.6 The privacy of the staff outside instructional hours should be respected and unnecessary visits to staff residential areas must be avoided.
- 1.7 Any student who fails to observe rules and regulations or fail to maintain a satisfactory standard of behaviour will be subject to disciplinary action. Students are therefore advised to read and observe Institutional rules and regulation very carefully.

2.0 PUNCTUALITY/ATTENDANCE

- 2.1 Punctuality is essential to establish good work habits, time tables should be adhered to.
- 2.2 Each term/semester will commence as stipulated in the Institutional Calendar. All students must report at the institution on the first day of each term/semester. Any student reporting late shall be liable for punishment and the degree of punishment will depend on the length of absence from the Institute.
- 2.3 Students are expected to clock 100 per cent attendance in course work each academic year. Any student with less than 85 per cent for no valid reasons will not be allowed to write final examinations.
- 2.4 An assembly may be called at any time the Principal deems fit. **Attendance is compulsory.**

3.0 REQUEST FOR ABSENCE

- 3.1 Absence from any time tabled activity requires approval of either the Lecturer concerned or Training and Consultancy Manager.
- 3.2 In case of hospital visits, a stamped hospital permission slip is required to verify such visits.

- 3.3 Permission to spend nights out of the campus may be granted by the Training & Consultancy Manager or Administrative Officer at 16:00 hours on Fridays The Hostel Attendant should have a record of all students granted permission.
- 4.0 **STUDENT BEHAVIOUR**
- 4.1 The Institution does not tolerate any acts of indiscipline such as stealing, fighting, use of abusive language, immorality, inciting riotous behaviour and insubordination to authority.
- 4.2 Smoking is forbidden in Classrooms, Workshops, Laboratories, Dining Hall, Clinic and other public areas.
- 4.3 Offences under the Laws of Zambia will be referred to the Law Enforcement Authorities.
- 4.4 When students are outside the Institute's premises they should bear in mind that misconduct anywhere reflects adversely on the good image of the Institute and will therefore remain subject to disciplinary control of the Institution.
- 5.0 **BOARDING**
- 5.1 Each hostel will be managed by a Hostel Warden whose responsibilities are; adherence to the Institute Regulations, facilitate medical attention to students, report on events at the hostels and any other assignments agreed with Management.
- 5.2 If a student wants to go out of campus, a pass must be collected from the Lecturer.
- 5.3 Students should provide their own bedding (pillows, bed sheets, blankets, etc.). The Institution will provide beds and mattresses.
- 5.4 Room keys are supplied when students take up residence in the Hostels. Keys must be surrendered to the Hostel Attendant when quarters are vacated. Any student who goes with keys during holidays will pay K5 per day for the period the keys are not with the Hostel Attendant.
- 5.5 Students are responsible for the cleanliness of their rooms. Rooms will be tidied up and beds made before students leave for classes.
- 5.6 No pictures are allowed to be pinned or pasted on Hostel walls, doors, cabinets, etc., except in areas provided for the purpose. Authorities will remove such items without notice and occupants shall supply paint for the affected surfaces.
- 5.7 It is an offence for a student to make illegal wiring of electricity. Unauthorized interference with electrical and communication circuits is strictly forbidden. Items connected to such circuits shall be confiscated.
- 5.8 Students will be expected to devote few hours every week to the maintenance their Hostel surroundings. The Hostel Warden will carry out inspections to ensure cleanliness standards are upheld.
- 5.9 Washrooms, lavatories and passageways will be kept clean. Students are expected to use these places in a proper manner and maintain high standards of hygiene and cleanliness.
- 5.10 Cooking is not allowed in the rooms. Cooking utensils and hotplates once found in the room will be confiscated.
- 5.11 Residents must respect the privacy and convenience of other residents, HIFI systems, radios and other musical instruments played to inconvenience other residents will be confiscated.

- 5.12 Students will be responsible for the safe keeping of their money and other valuables. The Institute will not be responsible for any loss of students' property.
- 6.0 **GENERAL**
- 6.1 Students are not permitted to remove furniture from any room or carry out any repairs without prior authority.
- 6.2 All breakages and losses to the Institute's property will be replaced by the student(s) responsible. Where the offender(s) is/are not known, the community using that facility will share the cost of replacement without fail or risk exclusion from boarding.
- 6.3 Consumption and storage of intoxicating liquor/drugs are not permitted anywhere on the Institutional premises. If students take these drinks elsewhere they will be subjected to discipline when their conduct becomes disorderly and creates a nuisance at the Hostels or anywhere within the Institute's parameters.
- 6.4 Students found in possession of drugs will be expelled immediately and reported to relevant law enforcement authorities.
- 6.5 Any student whose conduct interferes with the holding of a lecture, workshop or any instructional activities by a member of the academic staff or other invited persons, will be required to withdraw from attendance and suspended until the case is heard by Disciplinary Committee.
- 6.6 Under no circumstances shall students communicate any information pertaining to Institutional affairs, to any outside organization, including the Media, without the express approval of the Principal.
- 6.7 Any student wishing to organize meetings, processions or demonstrations in the Institute, shall notify and obtain permission in writing from the Business Promotions Officer and the Principal at least seven (7) days before such meeting, procession or demonstration is due.
- 6.8 The Principal may approve the draft of any student publication. Copy of each issue shall be lodged with the Principal and the Business Promotions Officer, at least two (2) days prior to circulation.
- 6.9 Notices by students may be posted in authorized places and must be duly signed and approved by the Business Promotions Officer or Administrative Officer.
- 6.10 It is an offence for a student to give false information of oneself and to fail to furnish identity, information about himself/herself when called upon to do so by a member of staff or any other officer in authority.
- 6.11 Some courses by their nature require protective clothing in accordance with the standards laid down by the authorities or professional bodies. In all cases it is the responsibility of students to provide and properly maintain such items and so use them as and when required. It is compulsory for every student to put on uniform especially those under Mechanical and Civil engineering. Also all students under Business Studies are required to be decently dressed in the class rooms at all times.
- 6.12 Students shall be required to participate in extra curricular activities of the Institute as may be arranged with the approval of the Principal. Some of these activities may be arranged to take place within or outside the normal working (class) hours and within or outside the campus.
- 6.13 Students who do not show improvement despite warnings for consistent poor academic performance shall be withdrawn from their course of study after Term-1 results and shall be required to pursue his/her second choice programme where again he/she must exhibit some degree of academic excellence in performance before finally being discontinued from the Institute's programmes.

6.14 Students should switch off cell phones during lessons.

PREGNANCY

7.1 Any student who becomes pregnant will inform the Training and Consultancy Manager/Lecturer as soon as possible but may continue with the programme until such time she feels she can no longer continue then she shall withdraw from the programme.

7.2 Such withdrawn student shall be re-admitted when she is ready but within a period of eighteen (18) months.

7.3 Any student guilty of abortion will be expelled immediately, upon medical examination.

8.0 VISITORS

8.1 Visitors are **NOT** allowed in students' study bedrooms at any time.

8.2 Students are **NOT** permitted to visit other students of opposite sex in their study bedrooms at any time.

9.0 LIBRARY

9.1 Membership to the Library is open to all registered students and upon payment of tuition fees. Access to the Library is by **valid** Student Identity Card issued by Registry Office.

9.2 Any student who mutilates or defaces a book or any Library materials commits a serious offence. The student should replace the book.

10.0 STUDENT UNION

10.1 The Student Union plays a significant role in the life of the Institute and all students are automatically members and must play a full role in helping and supporting its activities. All clubs and societies in the Campus will be affiliated to the Students Union.

11.0 SUBSCRIPTIONS

11.1 All students are required to subscribe funds annually towards Students' Union activities. The amounts shall be determined on annual basis.

12.0 DISCIPLINARY ACTION

12.1 The Disciplinary Committee (for students) in the Institute will deliberate on all matters of disciplinary nature and shall recommend to the Principal the disciplinary measure to be taken and the Principal's decision shall be binding.

13.0 CLEARANCE CERTIFICATE

13.1 On leaving the Institute at the end of each term/semester, every student must hand in to the Registry Officer a Clearance Certificate.

13.2 Students who do not complete and submit such certificates will not receive any report, notification or examination results or certificate. The returning students may not be re-admitted unless they produce a Clearance Certificate.

14.0 FEES

14.1 All student fees must be paid in full at the beginning of each term/semester. Defaulters shall be removed from their programmes pending settlement of the outstanding balances.

15.0 **FEES REFUND**

15.1 Students withdrawing from any programme on their own will not be refunded their monies. Only authorized withdrawals properly communicated to Management in writing by parents may be considered after payment of 20% towards administrative Costs.