



**MALAWI COLLEGE OF ACCOUTANCY**

Student Handbook  
2019/20

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# **Part I**

## **INTRODUCTION**

### **1.1 Foreword**

Dear Student

Welcome to the Malawi College of Accountancy (the College). We are proud to have you with us and trust that the time you will be with the College will be both rewarding and exciting.

This Handbook is a comprehensive compilation of the information that details what the College expects from its students and what the College will be able to provide under normal circumstances.

The College's desire is to groom students into well-disciplined and hardworking individuals capable of bringing change not only to their organizations but also the wider community at large.

This Handbook is in five parts as follows:

- Part I - INTRODUCTION
- Part II - ADMINISTRATION
- Part III - ACADEMIC
- Part IV - LIBRARY & LEARNING RESOURCES CENTRE
- Part V - CODE OF CONDUCT

Please note that this Handbook, and as may be updated and amended from time to time, will serve as a reference point for all matters pertaining to regulatory and disciplinary issues during your studies with the College, and therefore, please ensure that you keep it safe as it will be necessary to refer to it from time to time.

Ignorance of the rules and information contained in this handbook is not an excuse.

## **1.2 Message from the Principal**

It is with pleasure that I present you with our Student Handbook, which contains all information that will guide you as a student of the College, such as admissions, registration, examinations, grading and awards, facilities and services available.

Choosing a career is a very difficult decision, as well as is choosing an institution where to study. To ensure that our students benefit as much as possible from their choice to study at Malawi College of Accountancy, it is important that they have and know the regulations that will guide them during their stay at the College. This handbook will serve this purpose, and I would like to urge all students to ensure that they know the contents of this document, and refer to it whenever necessary.

On behalf of MCA, I am delighted to welcome you as our student, and trust that apart from enjoying the time you will be with the College, you will excel in your studies. I am sure that you will also have the opportunity to establish relationships that will endure and be beneficial throughout your lifetime.

A N Phiri.  
PRINCIPAL



## 1.2 Vision

The Vision of the College is:

*"To be an institution of choice for business training, consultancy and research"*

## 1.3 Mission

We will achieve this Vision, through our Mission which is:

*"To provide the best training, research, and consultancy in accounting and business related fields in Malawi and Southern Africa through quality service and cooperation, contributing towards growth, accountability and good governance."*

## 1.4 Core Values

The College is guided by the following values:

*Excellence:* We strive for excellence in service delivery, innovation and research, to create value for our customers and other stakeholders, and having well qualified and competent staff.

*Integrity:* We believe in ethical behaviour, open communication, constructive criticism and accountability.

*Team work:* We believe in participative approach to work and having motivated staff.

*Equality:* We believe in creating equal opportunities for all our stakeholders irrespective of gender, culture, age, religion, and disability.

*Community:* We believe in being a good corporate citizen towards the community.

## 1.5 The Organization

### 1.5.1 Establishment of MCA

The Malawi College of Accountancy (MCA) is a statutory corporation created through a government order entitled “Malawi College of Accountancy (Board of Governors) order 1980” created by Government Notice number 164 as gazetted in November, 1980.

Its existence, however, dates back to 1979 when the first classes were offered following the signing of a Project Document known as “Development of Accountants (Project No. MN/77/016)” by the International Labour Organisation (ILO) and later the United Nations Development Programme (UNDP) in 1978.

MCA is controlled by a Board of Governors chaired by a professionally qualified accountant. The Management Team is headed by the Principal who acts as a Secretary to the board.

### 1.5.2 Campuses

The College operates three campuses, namely, Blantyre, Lilongwe and Mzuzu.

### 1.6 Acronyms

AR (Academic)	-	Assistant Registrar (Academic)
AR (HR)	-	Assistant Registrar (Human Resources & Administration)
BAA, AIS	-	Bachelor of Applied Accounting, Auditing and Information Systems
BBME	-	Bachelor of Business Management & Entrepreneurship
BMIS	-	Bachelor of Management Information Systems
BMPR	-	Bachelor of Marketing & Public Relations
HOP	-	Head of Programmes
MCA	-	Malawi College of Accountancy
RFID	-	Radio Frequency Identification

## **Part II ADMINISTRATION**

### **2 ADMINISTRATION**

#### **2.1 Admissions Regulations**

- 2.1.1 The College's general entry requirements are specified in terms of the standard current qualification operating in Malawi. Equivalent learning from other study or experience will also be considered.
- 2.1.2 In addition to the general entry requirements, individual programmes may specify particular subjects of study, areas of learning or experience or levels of performance in relation to admission. Programme specific requirements are determined by the Quality Assurance and Standards, recommended by the Academic Council and approved by the Senate.
- 2.1.3 All students must have sufficient competence in English language to successfully pursue any of our programmes. Competence may be demonstrated by qualification, accreditation of prior learning or separate College examination. Where an applicant's first/second language is not English they will be required to demonstrate evidence of spoken and written English or the equivalent of achievement in the International English Language Examination Scheme (IELTS).

- 2.1.4 All prospective students will be required to apply through relevant application forms, after which if successful, will be offered a place to study by way of an admissions offer letter. This offer letter will be accompanied by terms and conditions of admission.
- 2.1.5 The College accepts the nationally recognised Malawi School Certificate of Education (MSCE) qualification or its equivalent for entry to higher education, and also recognises other academic and professional qualifications as a basis for admission to its programmes. The College may also take into consideration skills and expertise gained from work experience or vocational training.

The specific entry criteria for each programme are specified in the table below:

<b>Y R</b>	<b>PROGRAM</b>	<b>CRITERIA</b>
<b>1</b>	<b>BBME, BAAIS, BMPR, BMIS &amp; BBFS FULL TIME</b>	1. 6 Credits including English and Mathematics with a maximum of 30 aggregate points.
<b>2</b>	<b>BMIS Mature</b>	1. Full MSCE or equivalent with credits in Maths & English 2. 2 years work-related experience 3. Diploma in IMIS or equivalent depending on the submitted transcript

2	<b>BMPR Mature</b>	<ol style="list-style-type: none"> <li>1. Full MSCE or equivalent with credits in Maths &amp; English</li> <li>2. 2 years' work experience in related fields</li> <li>3. Diploma in Marketing (CIM) or equivalent</li> <li>4. Diploma in Journalism/Public Relations or equivalent</li> </ol>
		1.
	<b>BBFS Mature</b>	<ol style="list-style-type: none"> <li>1. Full MSCE or equivalent with credits in Maths &amp; English</li> <li>2. 2 years' work experience in related fields</li> <li>3. Diploma in Banking or equivalent</li> </ol>
2	<b>BBME mature</b>	<ol style="list-style-type: none"> <li>1. Full MSCE or equivalent with credits in Maths &amp; English</li> <li>2. 2 years work-related experience</li> <li>3. ABE Level 5 or equivalent . In addition, the following can be considered:</li> </ol>
		<ol style="list-style-type: none"> <li>a) Advanced Diploma (ABMA) Secretarial Certificates City &amp; Guilds should go to BBME year 2 but do FIN100, BLW100,</li> <li>b) Advanced Diploma in HRM Level 6 (ABE) should go to BBME year 2 but do FIN100, BLW100,</li> </ol>

		c) Level 3 Group Diploma in Marketing (LCCI) should go to BBME year 2 but do FIN100, BLW100,
		d) Postgraduate Diploma in Marketing (CIM) should go to BBME year 2 but do FIN100, BLW100,
		f) Higher Diploma (IMIS) should go to BBME Year 2 but do BLW100
		g) Advanced Diploma in Bus. Admin. (ABMA) should go to BBME Year 2

		h) Advanced Diploma Marketing Management (ABMA) should go to BBME Year 2 but do FIN100, BLW100
		i) Advanced Diploma (ABMA) Secretarial Certificates City & Guilds should go to BBME year 2 but do FIN100, BLW100,
		j) Diploma in Public Relations (ABMA), Professional Certificate Level 4 (CIM) should go to BBME year 2 but do FIN100, BLW100,
		k) Advanced Diploma in Business Administration (ABMA) should go to BBME year 2 but do FIN100, BLW100,
<b>2</b>	<b>BAA:AIS Mature</b>	<ol style="list-style-type: none"> <li>1. Full MSCE or equivalent with credits in Maths &amp; English</li> <li>2. 2 years work-related experience</li> <li>3. Foundations in Accountancy(FIA) or equivalent (will be exempted CA200, FIN200 and A200 for those who did FAU)</li> <li>4. ABE Level 6 (will be exempted FIN200, CA200, ECON200, MKT200 and ENTR200 for those who did Entrepreneurship &amp;</li> </ol>



		Business Development) 5. ABE Level 5 (will be exempted FIN200 and CA200 if they did Managerial Accounting)
<b>3</b>	<b>BAA: AIS Mature</b>	<ol style="list-style-type: none"> <li>1. Full MSCE or equivalent with credits in Maths &amp; English</li> <li>2. 2 years of work-related experience</li> <li>3. ICAM Diploma or ACCA Skills Level (up to F6)</li> <li>4. CAT/FIA with Skills Level 1 (i.e., from F1 to F6)</li> <li>5. Completion of ACCA professional stage</li> </ol>
<b>3</b>	<b>BBME mature</b>	<ol style="list-style-type: none"> <li>1. Full MSCE or equivalent with credits in Maths &amp; English</li> <li>2. 2 years work-related experience</li> <li>3. Graduate Diploma ABE (Level 6)</li> <li>4. ICAM Diploma but will do ENTR200, MKT200, MIS200, FIN200 (for those who did TC6 before December 2014)</li> <li>5. ACCA Affiliate but will do ENTR200, MKT200, MIS200, BS200, BIS200</li> </ol>
<b>3</b>	<b>BMIS Mature</b>	<ol style="list-style-type: none"> <li>1. Full MSCE or equivalent with credits in Maths &amp; English</li> <li>2. 2 years work-related experience</li> <li>3. Higher Diploma IMIS or equivalent</li> </ol>

<b>3</b>	<b>BMPR Mature</b>	<ol style="list-style-type: none"> <li>1. Full MSCE or equivalent with credits in Maths &amp; English</li> <li>2. 2 years work-related experience</li> <li>3. Postgraduate Diploma in Marketing (CIM) or equivalent</li> </ol>
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2.1.6. For professional courses, the prospective students must have a relevant MSCE qualification or its equivalent. Other entry requirements are specified by relevant examining bodies.

## 2.2 Student Registration Process

2.2.1 All students are required to register for a valid programme of the College.

2.2.2 It is a student's responsibility through the enrolment process to register for the programme to which they have been admitted according to the administrative procedures and deadlines applicable at the time of enrolment.

2.2.3 All students will be required to register within a specified period before attending classes by paying not less than 50% of the applicable tuition fees and completing all the necessary documentation. No student will be allowed to attend classes before completing the registration process. For degree students, registration will be done online through the Students' Academic Record Information System (SARIS).

2.2.4 All professional students will be required, after completion of the registration process, to also register with the relevant professional examining bodies for their courses. Details of the registration process can be obtained from the relevant websites or offices.

- 2.2.5 Students are not allowed to register for more than one programme of study with the College.
- 2.2.6 The College reserves the right to change the composition of modules for its programmes, but will make adequate arrangements for students already studying to complete their studies, within a reasonable specified period.

### 2.3 Student Identification

- 2.3.1 After completion of registration **process**, every student will be issued with an identity card bearing his/her picture, name, student number and course of study. Every student must ensure that they have their student identity card at all times and that the card has the correct information.
- 2.3.2 It is the responsibility of every student to ensure that they have their identity card as soon as they have completed the registration process.

### 2.4 Student Records

- 2.4.1 The College strives to ensure that it has complete, accurate and up-to-date records for all its students. To achieve this, each and every student has a responsibility to submit all the required information, and to update it as soon as any changes take place.
- 2.4.2 Students records include registration **details**, fees payment, class attendance register, examination and any other general correspondence.

## **2.5 Class Attendance and Absenteeism**

- 2.5.1 Class attendance is not optional. As such, students are required to attend all prescribed classes. Any student who misses classes without proper reasons will be liable to appropriate disciplinary action.
- 2.5.2 Students are required to attend all timetabled and scheduled learning activities of courses and modules. All cases of illness or other circumstances necessitating absence must be made to the Campus Director. Exceptional requests for leave of absence must be made to the Principal. Unauthorised absence is not acceptable.
- 2.5.3 A student shall be required to attend at least seventy-five percent (75%) on aggregate of scheduled classes failing which the student will not be allowed to sit for examinations and will be required to repeat the module.
- 2.5.4 Students with continuous unauthorised absence of more than 8 module hours may be deemed to have withdrawn from the programme. The date of withdrawal will be recorded as the last day of attendance.
- 2.5.5 The College shall ensure that class timetables are produced and circulated timely to all students through the most appropriate means.

## **2.6 Financial Obligations**

- 2.6.1 The College expects every student to pay all the applicable semester fees when due without exceptions.
- 2.6.2 Except where indicated and approved, fees paid are not refundable or transferable to another student, or carried forward except when an application for admission has not been accepted or if the course for which a student has been accepted will not run due to

insufficient demand. Fees paid are not for classes attended only but are for the whole semester.

- 2.6.3 Any requests for refunds due to excess funds not intended for the College but paid or transferred through the College's bank account will be charged a 20% administration fee.
- 2.6.4 Students must clear all the applicable semester fees by 31<sup>st</sup> October for the July-December semester and 30<sup>th</sup> April for the January-June semester.
- 2.6.5 Students who fail to settle the fees by the indicated dates will not be allowed to proceed with their studies and will be withdrawn. They may be readmitted in subsequent semesters upon application and providing the College with evidence that they will be able to meet their financial obligations.
- 2.6.6 The College reserves the right to adjust tuition fees without notice, as may be deemed fit. However, for guidance purposes, fees will generally be adjusted at the beginning of each academic year. The revised fee structure will be made available through the College's official website and students notice boards at all campuses.
- 2.6.7 All fees payments must be done through the College's bank accounts. Students are required to submit copies of deposit slips or proof of payment to the College's Accounts Department as soon as they have done so to facilitate timely updating of their records.

## **2.7 College Facilities**

- 2.7.1 The College is committed to creating a conducive study environment at all its campuses. To ensure that this environment is sustained, each and every student has a responsibility to take care of the facilities they use at the College.

- 2.7.2 Any student who damages College property will be charged for the full cost of replacing or repairing the damaged property.
- 2.7.3 The College provides hostels at Blantyre Campus only. Provision of accommodation in the hostels is through application, and application forms are available from the College's website as well as at all campuses. Students who are provided with accommodation in the hostels will be required to pay 100% accommodation and tuition fees before having access to their rooms. Hostel rules and regulations will apply to all boarders and MUST be adhered to at all times. The College reserves the right to withdraw students from the hostels if they do not abide by the hostel rules.
- 2.7.4 Catering services are outsourced and students are responsible for the cost of meals. All students are expected to abide by the rules set by the service providers.
- 2.7.5 The College has endeavoured to ensure that its infrastructure is disability-friendly for easy movement of students with physical challenges.
- 2.7.6 The College also provides well-stocked libraries in all campuses. Use of the library is membership based.

## **2.8 Student Representation**

- 2.8.1 There shall always be a students' union at all the College's campuses and every student is therefore a member of the union. Each student will be required to pay a students' union fee that is subject to change from time to time by the College in collaboration with the students' union body. This fee will be charged to each student's account.
- 2.8.2 The students' union is the representative body for all students studying with the College. There shall be regular scheduled meetings between the College/Campus management

and the students' union. In addition, either party can call for a meeting outside the scheduled meetings if there is need.

- 2.8.3 It is the responsibility of the College/Campus management to ensure that meetings with students do take place as scheduled, and that minutes of meetings are timely produced to facilitate implementation and monitoring of resolutions made.
- 2.8.4 Operations of the students' union will be guided by the students' union constitution which shall be prepared by the students' body and agreed by the College/Campus management.
- 2.8.5 No student will be unduly penalised for engaging in lawful activities of the union.

## **2.8 Withdrawing from College**

- 2.8.1 Any student who wishes to withdraw from studies at the College for whatever reason must notify the College in writing within 5 days prior to withdraw, specifying the reasons and date of withdrawal. The whole semester fee is payable regardless of why and when in the semester the student withdraws.
- 2.8.2 A student shall also be withdrawn from a programme or College for poor academic performance. Withdrawal will be based on semester results. Students have the responsibility to voluntarily withdraw if they do not qualify to progress to the next semester/academic year.

## 2.9 Security

- 2.9.1 The College provides secure teaching and learning environment.
- 2.9.2 It is every student's responsibility to ensure that their property is properly looked after at all times, as the College shall not be liable for loss of any personal belongings and property of students at its campuses.
- 2.9.3 The College provides parking for motor-vehicles, motor-cycles and bicycles for its students and visitors. However, parking is at owner's risk.



## **Part III**

# **ACADEMIC**

### **3 ACADEMIC**

#### **3.1 Academic Structures**

- 3.1.1 The Senate is the highest academic decision making body in the College. It is responsible for all programmes, courses, admission of students and awards. It consists of the Principal, Campus Directors, Registrar, Finance Director, Heads of Programmes, Programme/Course Coordinators, and representatives of faculty. Senate reserves the right to alter, amend, replace or cancel any of the Academic Regulations and shall be the final authority for the interpretation of these regulations
- 3.1.2 The College has two faculties: (i) Faculty of Professional Studies and (ii) Faculty of Academic Studies.
- 3.1.3 The Head of Programmes, who is head of faculty at campus level, is responsible to the Campus Director for the teaching, research, administration and other duties/responsibilities in the faculty
- 3.1.4 The Faculties facilitate and co-ordinate all matters and activities relating to teaching and research. They also monitor the progress of students and make recommendations to Senate for the award of degrees and other qualifications.

- 3.1.5 Every program will have a curriculum and a syllabus, and every student enrolled at the College must ensure that they have a copy of the course outline and syllabus of the programme they are studying for.
- 3.1.6 Each course has a minimum number of credits which are supposed to be met by the end of the semester.
- 3.1.7 Each course has two official assignments, a mid-semester examination and an end of semester examination.
- 3.1.8 For a student to be awarded a degree, there will be need to earn a set minimum number of requirements specified in the curriculum.
- 3.1.9 The medium of instruction for all programs taught at the College is English.

## **3.2 Student Performance and assessment**

For a student to complete a semester he/she is supposed to have met certain conditions which are required for the course. These include:

- 3.2.1 a student will be allowed to sit for the final examination if she/he has attended a minimum of 75% of the classes through lectures and tutorials;
- 3.2.2 a student who has had a medical situation of which the College was duly informed in writing and acknowledged, may be allowed to write the end of semester examination even if he/she has not attended the required minimum number of classes, only with the approval of the College;
- 3.2.3 a student will be allowed to proceed to the next class only if he/she has fulfilled the requirements for a particular course in the previous class;
- 3.2.4 the passing mark for all modules for the degree programme is 50%;

- 3.2.5 a student who obtains a grade between 0-34 will be required to repeat the course and one who obtains 35-49 will be required to write supplementary examination.
- 3.2.6 All students are required to read widely, attend all scheduled lectures and tutorials in their registered courses. The obligation is on the student to familiarize himself or herself with the requirements of each department in which he/she is pursuing his/her studies.
- 3.2.7 In all the semesters students shall be supervised, monitored and assessed by the relevant academic departments. Students shall receive feedback on their performance in the course of each semester.

### **3.3 Regulations**

#### **3.3.1 Academic Regulations**

##### *3.3.1.1 The College*

These Academic Regulations apply to all internally assessed courses and to students registered with the Malawi College of Accountancy hereinafter referred to as "the College" and subject to review from time to time as may be approved by the Senate and the Board.

##### *3.3.1.2 Powers of the College to Grant Awards*

The College is empowered to grant awards to students who complete courses of study and satisfy the assessment requirements. Awards which may be granted by the College include degrees, diplomas, and certificates.

The College, in accordance with the relevant provisions, determines:

- i. the courses of study;
- ii. the programmes of research;
- iii. the assessment appropriate for the grant of any award; and,
- iv. the terms and conditions on which the powers to grant awards are to be exercised.

#### *3.3.1.3 Approval of Courses and Awards by the Board of the College*

In fulfilling its responsibilities, the Board authorises its Education Committee to act in accordance with the guidance and provisions of the College and these Academic Regulations.

The College may agree to offer tuition leading to awards by external institutions. In such cases the Academic Regulations of the external institutions take precedence over College regulations in relation to the requirements for conferment of the award.

In extraordinary circumstances, caused by external factors beyond the control of the College, the Board will be responsible for approving special arrangements, if necessary, for the progression and determination of awards.

### 3.3.1.4 Awards of the College

#### 3.3.1.4.1 Principles

- a. All awards conferred by the College are defined by a series of benchmarks relating to the general level of knowledge and skills required to register for the programme, the highest level of study required to achieve the award and the standard time taken to complete the programme.
- b. All awards conferred by the College are benchmarked against the Framework for National Council for Higher Education and other relevant regulatory bodies. Individual disciplines/professions may also refer to relevant subject/professional bodies/associations benchmarks.
- c. Awards can only be gained by following and successfully completing a course of study leading to an approved award which has been validated by the College.
- d. Certificates and transcripts follow an approved style and format.  
The College may confer any of its awards **posthumously** provided there is evidence of work successfully completed.

#### 3.3.1.4.2 Title of Awards

a. Bachelor's Degrees

Bachelor's degree programmes will lead to the award of the following:

- i.* Bachelor of Business Management & Entrepreneurship (**BBME**)
- ii.* Bachelor of Applied Accounting, Auditing & Information Systems (**BAAAIS**)
- iii.* Bachelor of Marketing & Public Relations (**BMPR**)

- iv.* Bachelor of Management Information Systems (**BMIS**)
- v.* **Bachelor of Human Resources Management (BHRM)**
- vi.* **Bachelor of Banking and Financial Services (BBFS)**

b. Certificate in Financial Management

The Certificate in Financial Management is a finance qualification awarded to non-finance managers/students who have successfully completed a tailor-made finance course in Financial Management.

### *3.3.1.5 Modular Framework*

#### 3.3.1.5.1 Modular Framework

All taught programmes of the College are governed by the regulations that apply to the College's Modular Framework unless otherwise specified herein.

#### 3.3.1.5.2 Modules

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. Module descriptions will specify prerequisites and/or co-requisites where these apply. **All** modules must be passed to qualify.

#### 3.3.1.5.3

##### Module level

Each module will specify a level which indicates the intellectual standard required for successful completion of the module.

#### 3.3.1.5.4

##### Module size

A standard module is worth 3 credits. However, this is subject to computation of cumulative Grade Point Average (GPA).

#### 3.3.1.5.5

##### Mode of Study

The modular framework is flexibly designed to accommodate the convenience of students' attendance on full time, evening, week-end or block release. Changes to mode of study require prior approval from the Campus Director. A full-time student is defined as any student attending classes in the course of normal working time i.e. Monday to Friday, 07:30 – 17:00 hrs.

### 3.3.2 Duration of Study

The standard duration of study for completing a programme is a minimum of two years, except for the Certificate in Financial Management which takes six months.

A student may seek authorisation from the Principal for an interruption/break in their programme of study. The period of authorised interruption shall normally be up to one year and exceptionally up to two years. Students who wish to interrupt their studies for longer than the period which can be authorised, or who fail to enrol

for an academic year without authorised interruption, must seek readmission if they wish to resume their studies.

### **3.3.3 Attendance and Absenteeism**

Student attendance at timetabled learning activities of courses and modules is required. Notification of short illness must be made to Head of Department or exceptional requests for leave of absence must be made to the Campus Director. Unauthorised absence is not acceptable.

A student shall be required to attend at least seventy-five percent (75%) on aggregate of scheduled classes failing which the student will not be allowed to sit for examinations. Students with continuous unauthorised absence may be deemed to have withdrawn from the programme. The date of withdrawal will be recorded as the last day of attendance. Individual modules may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module. Regardless of this, all fees payable remain due.



### **3.3.4 Periodic Review of Programmes**

#### *3.3.4.1 Programme Review*

Continued approval of the programme will be determined through the Periodic Programme Review process which shall be conducted every four years or earlier if deemed necessary.

The review process shall follow the guidelines as laid down in the Programme Review Policy document.

#### *3.3.4.2 Programme Discontinuance*

When a decision to discontinue a programme has been made, the College will ensure that adequate standards are maintained for any students remaining on the Programme.

### **3.3.5 Course Approval, Credit Recognition and Periodic Course Review of courses offered in collaboration with other institutions or other organisations.**

#### *3.3.5.1 Forms of relationship*

The College may form an alliance or partnership with other institutions within or outside Malawi to offer programmes jointly.

Whatever form the arrangement takes, the College will satisfy itself, through its Programme Approval and Periodic Programme Review procedures, that a learning programme complies with the Academic Regulations and that the related establishment provides a suitable learning environment for students on courses leading to awards of the College.

### *3.3.5.2 Formal Agreement*

All collaborative courses, including franchised courses, validated courses, credit recognition and articulation, will be covered by an agreed formal statement of the arrangements (normally in the form of an Institutional Agreement and memorandum of co-operation).

## **3.4 Examination Regulations**

### **3.4.1 Assessment**

#### *3.4.1.1 Principles of Assessment*

The purpose of assessment is to provide the opportunity for students to demonstrate that they have fulfilled the learning outcomes of the course and achieved the standard required for a particular award.

Assessment must reflect individual student achievement and relate it to a standard for each award which is recognised and maintained across institutions of higher learning in

Malawi.

### *3.4.1.2 Module Assessment and Feedback on Assessed Work*

All modules will be assessed. Students are expected to attempt all required assessments for each module for which they are registered. This will have to be done within the scheduled time.

Each module will specify an assessment strategy by which students can demonstrate the achievement of the learning outcomes for that module.

### *3.4.1.3 Assessment Criteria*

Pass Mark is 50%.

The assessment criterion is composed of:

- a. 40% will come from continuous assessment based on 1 Assignment and 1 Mid Semester Examination.
- b. 60% will come from the end-semester examination.
- c. Assessments – for degree programmes, assessments will be in three (3) parts with the following weightings:
  - Assignment – 10%
  - Mid-semester exam – 30%
  - End-semester exam – 60%

Students must attempt all the 3 required assessments. Missing one form of assessment for a particular module will mean automatic failure for that particular

module because it will not be graded. Students are therefore advised that if they miss any of the first two assessments they are not allowed to take the end semester exams.

#### *3.4.1.4 Warnings and withdrawal from studies*

In the first semester, if a student fails 50% to 80% of the total subjects, an ordinary warning will be issued. If the student fails more than 80% of the total subjects, a serious warning will be issued. If the student fails to get a 50% pass during mid semester, he or she will be issued with a warning to improve performance.

If by the second semester, a student has failed 50% to 80% of the total subjects, the student will not be allowed to progress to the higher year, pending clearance of all outstanding modules. If the student fails more than 80% of the total subjects, the student will be withdrawn from the College on academic grounds.

#### *3.4.1.5 Supplementary Examinations*

Students who will get a score of 35% – 49% will be offered a chance to write a supplementary paper which will be administered during the semester. If the student fails the supplementary paper, he/she will REPEAT the subject, as long as he has not taken that exam for not more than three (3) times already.

### *3.4.1.6 Deferring of Examinations*

Examinations will ONLY be deferred upon a production of a Medical Report or bereavement of a close relation (where close relation shall mean spouse, child, parent, sibling).

Any deferred examination will be charged a fee which will be determined by the College.

### *3.4.1.7 Late Submissions of Assignments*

The College requires students to adhere to submission deadlines for any form of assessment. If a student submits any form of assessment late, a penalty of fifty percent of the marks obtained will be applied.

### *3.4.1.8 Students with Disabilities and/or Learning Difficulties*

Special arrangement for the assessment of students with disabilities and/or learning difficulties will be made where valid supporting evidence has been made available.

### *3.4.1.9 Assessment Practice*

The College is committed to the principle of maintaining academic standards through the processes of verification and moderation.

The first marker on the student's work or performance will be available to any moderator for all assessments other than projects/dissertations.

The College requires examination scripts to be anonymised.

#### *3.4.1.10 Unfair Means to Enhance Performance*

- a. The College regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic and/or disciplinary offence.
- b. Unfair means include all forms of cheating, plagiarism, collusion and re-presentation. Students are required to sign a declaration indicating that individual work submitted for assessment is their own.
- c. All instances or allegations of the use of unfair means will be investigated. If the allegation is substantiated, the Campus Director (or nominee) acting on behalf of the Appeals and Disciplinary Committee will implement the appropriate academic penalty in the module and report it to the Assessment Committee for their action.
- d. An Assessment Committee will not come to a decision on a candidate's result where an instance or allegation of the use of unfair means has not been resolved. Where evidence of plagiarism or cheating becomes available subsequent to the recommendation of the Assessment Committee, the matter will be re-opened at a subsequent meeting and the original recommendation may be set aside if appropriate.
- e. Any appeal against the decision of the Assessment Committee will be handled by the Appeals Committee after completing an appeals form. An appeal will only be valid if it is based on the following grounds:

- i. that there has been administrative error at a stage of the examining process, or that some irregularities have occurred;
- ii. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.

#### *3.4.1.11 Compensation*

- a. Compensation describes the process by which a student who fails to satisfy some element of assessment is nevertheless recommended for progression/award on the grounds that the failure is marginal.
- b. Assessment Committee may, at its discretion, compensate marginal failure in a module where, in its considered academic judgement, the compensation is fair and reasonable in relation to the learning outcomes of the course and the standard of the student's performance as a whole.

#### *3.4.1.12 Module Attempts/Repeating a Module*

Repeating a module – a student will be allowed to take an examination for a subject for a maximum of three times, as follows:

Scenario	1	2	3
First attempt	Normal exam	Normal exam	Normal exam
Second attempt	Supplementary	Repeat	Repeat
Third (final) attempt	Repeat	Repeat	Supplementary

Year 2 to Year 3 – no student will be allowed to proceed from year 2 to year 3 if they have an un-cleared module.

However, from year 1 to year 2, and year 3 to year 4, students can still proceed even if they have un-cleared modules. However, year 4 semester 2 students will not be allowed to do a dissertation if they have not cleared outstanding modules. This will not apply if a student fails more than 80% of the modules, in which case it will mean an automatic withdrawal on academic grounds.

Students must take all the repeat modules that are available in that semester. Students can take up to a maximum of seven modules per semester, that is the semester's module and two repeat module. If a student has more than two repeat modules, the student must repeat the semester.

There are limits as to how many times a student can repeat an academic year or take examinations for a module. Students joining year 1 are allowed to repeat an academic year twice while those joining at year 2 and year 3 can repeat a module only once.



Students who intend to register to repeat a module MUST do so at the beginning of the semester. Failure to declare a repeat subject will result in the student not being allowed to write end-semester exams even if they pay the repeat fees.

Students are reminded that repeating means attending classes and attempting all required forms of assessment. Lecturers have the right not to receive, mark and grade any form of assessment if it is proved that the student has not been attending their classes.

#### *3.4.1.13 Withdrawal from the College*

Where it is clear that a student will not meet the academic or other programme specific progression requirements, the Assessment Committee may recommend that the student be withdrawn from the College.

*Withdrawing from College or Reserving a Place* – degree students who would want to withdraw from College or reserve a place for whatever reason must communicate by filling a Student Withdraw Form and submit it to the College through their Campus Directors immediately that decision is made. This will assist the College to help you appropriately should you decide to come back later.

## **3.5 Examinations and Awards**

- 3.5.1 An examination is defined as a formal, timed assessment of any duration which is subject to continuous invigilation. The College has a Code of Conduct in relation to the behaviour of examination candidates.
- 3.5.2 Awards are approved by the Board, with recommendations from the Senate.
- 3.5.3 Assessment Committee will make recommendations to the Senate for awards through the application of the academic and relevant course regulations using academic judgement to operate discretion within the limits defined in these regulations.
- 3.5.4 No student will be denied an award to which he/she is entitled following application of the regulations, except that results, certificates and formal transcripts may be withheld where a student is indebted to the College, or where the College feels it has to investigate some issues pertaining to the assessment process which may have come to light after all the other due processes.
- 3.5.5 Students are assessed for the registered award on satisfactory completion of the appropriate module minimal requirements.

### 3.5.6 Grading

Marks will be awarded out of 100 percent. The marks obtained from different assessment components will be graded as follows:

<b>Serial Number</b>	<b>Score Range</b>	<b>Grade</b>	<b>Definition</b>
1	85-100	A	Distinction
2	70-84	B+	Marginal Distinction
3	60-69	B	Credit
4	50-59	C	Pass
5	35-49	D	Marginal fail
6	0-34	F	Fail

An award shall be given to a student who satisfies the following conditions:

- a) The student must have successfully completed and passed all modules for which the award is to be granted; and
- b) The student has achieved the minimum cumulative grade point average (GPA) equivalent to pass.

### 3.5.7 Classification of Awards

Grades for different score ranges are assigned points as follows:

A:	5	C:	2
B+:	4	D:	1
B:	3	F:	0

The Grade Point Average (GPA) shall be computed from the credits and grade weights and classified as shown below:

<b>CLASS AWARD</b>	<b>CUMULATIVE GPA</b>
First Class	4.4 - 5.0
Upper Second	3.5 - 4.3
Lower Second Class	2.7 - 3.4
Pass	2.0 - 2.6

### 3.5.8 Bachelor's Degrees

A cumulative grade point average (GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the modules passed.

$$\text{Cumulative GPA} = \sum \frac{PN}{N} \text{ or } \frac{\sum PN}{\sum N}$$

Where P represents a grade point assigned to a letter grade scored by the candidate in a module and N represents the number of credits associated with the module.

The grade point Average (GPA) shall be computed and rounded to single decimal point.

## **3.6 Appeals against Assessment Committee Decision**

### **3.6.1 Academic Decisions**

Academic judgement refers to decisions about a student's assessment or progression that must be made by an academic expert. Marks, classifications, the contents of assessment are all examples of academic judgement; and a student cannot appeal on the basis of a disagreement on the merits of another individual piece of work or overall performance.

### **3.6.2 Grounds for Appeal against Assessment Committee decisions**

A request for an appeal against an Assessment Committee decision shall be valid only if it is based on one or more of the following grounds:

- i. that an Assessment Committee has given insufficient weight to extenuating circumstances;
- ii. that the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Committee;
- iii. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
- iv. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.

### **3.6.3 The powers of an Appeals Committee**

- 3.6.3.1 To determine the validity of the grounds for the appeal. The appeal will not proceed if the panel does not deem the grounds to be valid;
- 3.6.3.2 To uphold the appeal based on the evidence presented and to refer the matter back to the Assessment Committee;
- 3.6.3.3 To turn down the appeal and to uphold the original decision of the Assessment Committee.
- 3.6.3.4 Where an appeal has been turned down and the decision of the Assessment Committee has been upheld, the student has no further right of appeal.

### 3.6.4 Disciplinary Procedures

#### 3.6.4.1 *College Policies*

The College's policies, rules, regulations and standards of conduct are set forth herein. It is incumbent upon every student to familiarize himself/herself with the standards of conduct that the College requires of all its students. All conduct that violates those policies, including any conduct that occurs off campus but which, in the College's sole judgement, has a direct and immediate effect on the discipline and general welfare of the College, reputation and/or the pursuit of the College's mission, shall be subject to the College's conduct process.

#### 3.6.4.2 *Violations of the Law and College's Policies*

- a. College disciplinary proceedings may be instituted against a student charged with a violation of the law that is also a violation of a College's policy, rule, regulation or standard of conduct.
- b. Disciplinary action at the College 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 College'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.

### 3.6.5 Academic Integrity

#### 3.6.5.1 Academic Misconduct

Academic misconduct includes any 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:

- a. Stealing, buying, or otherwise obtaining all or part of an administered or un-administered examination
- b. Selling or giving away all or part of an administered or un-administered examination including questions and/or answers
- c. Bribing any other person to obtain an administered or un-administered examination or any information about the examination
- d. Any unauthorized action taken for the purpose of changing a grade or grade record
- e. Changing, altering, or being an accessory to the changing and/or altering of a grade, on an examination, a "change of grade" form, or other official academic record of the College that relates to grades
- f. Continuing to work on an examination or project after the specified allotted time has elapsed
- g. Buying or otherwise acquiring a theme, report, term paper, essay, computer software, other written work, or drawing and submitting it as the student's own to fulfil academic requirements



- h. Selling, distributing, or otherwise supplying in any way a theme, report, term paper, essay, computer software, other written work, or drawing to another student for use in fulfilling academic requirements

### ***3.6.5.2 Cheating***

Cheating is an act or an attempted act of deception in an examination or other assessment by which a student seeks to misrepresent that he/she has mastered information or a skill on an academic evaluation instrument that has not in fact been mastered.

Examples include, but are not limited to:

- a. Copying from another student's examination answer script
- b. Allowing another student to copy from an examination answer script
- c. Unauthorized use of a course textbook or other materials, such as a notebook to complete an examination or other assignment
- d. Collaborating on an examination or other project with any other person(s) without authorization
- e. Using or processing specifically prepared materials during an examination such as notes, formula lists, etc. that are not authorized
- f. Taking an examination for someone else or permitting someone else to take an examination for you

### **3.6.5.3 Fabrication**

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

- a. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials
- b. Listing sources in a bibliography/reference list that are not used in the paper
- c. Submission in a paper, dissertation, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin or function of such data or evidence.
- d. Submitting as student's own written work, printing, etc. prepared totally or in part by another.

### **3.6.5.4 Plagiarism**

Plagiarism is an act of using someone's previously documented/ undocumented words, ideas, or data and passing them as his/her own original work.

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

- a. Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source

- b. Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words, without acknowledgment of the source
- c. Using facts, statistics, or other illustrative materials that are not clearly public knowledge without acknowledgment of the source
- d. Copying another student's essay examination
- e. Copying, or allowing another student to copy, a document or computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own
- f. Collaborating on an assignment or sharing computer files and/or programs, and then submitting individual copies of the assignment as one's own individual work

### ***3.6.5.5 Sanction Guidelines for Violating the Academic Integrity policy***

#### **a. First or all violations**

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 offence:

- i. A fail for an assignment
- ii. Expulsion or withdrawal from the college if cheating occurs during mid semester examinations.
- iii. Expulsion or withdrawal from the college if cheating occurs during end semester examinations.

iv. Any other action deemed appropriate by the College

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 College's member and the department head shall be reported to the Office of the Registrar, which is responsible for maintaining student conduct records. The incident will result in an official conduct record for the student(s).

**b. Second violation**

Withdrawal of a Degree: The College reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

## **4 Academic Policies**

### **4.1 Admission Criteria**

#### **Admissions Regulations: Regulations for the Admission of Students**

The College accepts nationally recognised Malawi School Certificate of Education (MSCE) qualification for entry to higher education, and gives equal consideration to academic and professional qualifications for all programmes of study. The College may also take into consideration skills and expertise gained from work experience or vocational training.

The specific entry criteria for each programme, please refer to page 9 and 10

Where an applicant's first/second language is not English they will be required to demonstrate evidence of spoken and written English to the equivalent of achievement in the International English Language Examination Scheme (IELTS).

## **4.2 Appeals and Disciplinary**

Any appeal against the decision of the Assessment Committee will be handled by the Appeals Committee after completing an appeals form

## **4.3 Assessment**

The purpose of assessment is to provide the opportunity for students to demonstrate that they have fulfilled the learning outcomes of the course and achieved the standard required for a particular award.

## **4.4 Research and Ethics**

### **4.4.1 Research and Ethics Policy**

4.4.1.1 The College requires students to adhere to submission deadlines for any form of assessment. A penalty of fifty percent of the marks obtained will be applied in relation to unauthorized late submission of work.

4.4.1.2 Late submission of dissertation shall attract a penalty of two percent per day of the marks achieved.

- 4.4.1.3 Authorization of late submission of work must be in writing with prior approval of the office of the Principal. The office of the Principal shall give permission for one extension of up to 10 working days where appropriate evidence has been provided and where submission within this timescale would be reasonable taking into account those circumstances.
- 4.4.1.4 Unauthorized late submissions at resubmission will automatically be awarded a mark of 0% for that element of assessment.
- 4.4.1.5 Where the circumstances are such that regulation 5.2 cannot be applied, students may submit a case for consideration in accordance with the procedure for Extenuating Circumstances.
- 4.4.1.6 A dissertation submitted after due date shall be marked to 50% irrespective of the quality of the work submitted.
- 4.4.1.7 If a dissertation slacks into the following semester other than the semester in which it was supposed to be completed the student shall be required to register for the dissertation and pay a fee equivalent to repeat fee per subject.
- 4.4.1.8 Where a dissertation has been sent for marking the first time and it has failed, the dissertation shall be marked to 50% and shall be re-submitted within four weeks from day of receipt of the copy by the student.

## Part IV

# LIBRARY AND LEARNING RESOURCES CENTRE

## 5 Introduction

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

### 5.1 Membership

5.1.1. Membership of the Library and Learning Resources Centre is open to:

- i. All registered students of the College for the duration of their study period.
- ii. All Academic, Academic Related and Administrative staff of the College.
- iii. Members of College Senate for the duration of their term of office.
- iv. Non-Academic staff on the recommendation of their departmental or section head.
- v. Visiting lecturers, research fellows, and other *bona fide* visitors on production of a letter of introduction from the head of department or section to which such visitors are attached. Membership is valid for the duration of their attachment to the College.
- vi. Institutional membership, through a formal written agreement between an educational or research organization, NGO, etc. and the MCA Libraries.

- 5.1.2. All registered students and members of staff of the College are required to complete a registration form upon which they will be issued with Identification Cards (ID) for identifying themselves at the entrance and within the library building.
- 5.1.3. Members of Senate are required through the Office of the Registrar, to complete a registration form upon which they will be issued with an identification card (ID) for borrowing.
- 5.1.4. Non-College members may under special consideration by the College Librarian be permitted to use the library for reference only.

## 5.2 Library Membership Registration

In order to register with the Library, users must:

- i. Enrol and register with Malawi College of Accountancy either Blantyre, Lilongwe or Mzuzu campuses
- ii. Have paid 50% of the tuition fees
- iii. Show a recognised identification card, student or staff ID card
- iv. Submit an ID photo;
- v. Read and familiarize themselves with Library Rules and regulations;

**Note:** There will be a different library fee for Professional students which will be determined by the College from time to time.



### 5.3 Library Services

- a) Circulation services
- b) E-resource and Repositories
- c) Reference services
- d) Reprographic services
- e) Internet

### 5.4 Operating Hours

#### A. **During Semester**

Monday - Friday	08:00 – 22:00 hours
Saturday	08:00 – 12:30 hours
Sunday	13:00 – 16:00 hours

#### B. **During Vacation**

Monday - Friday	08:00 – 16:30 hours
Saturday	Closed
Sunday	Closed

#### C. **Public Holidays**                      **Closed**

### 5.5 Borrowing Privileges

#### 5.5.1 Undergraduate students

- i. **Two** circulation books for 2 weeks

- ii. **One** Reserve book for **2 Hours** (to be used in the library only)
- iii. **One** reserve book for **overnight** (to be returned by 8:30am following day).  
Overnight booking will commence from **21:00**.

#### 5.5.2 **Professional Students**

- i. **Two** circulation books for **7 days**
- ii. **One** reserve book for **2 Hours** (to be used in the library only)

#### 5.5.3 **Faculty Members**

- i. **Five** circulation books for 1 month
- ii. **One** Serials (non-current) for 1 week
- iii. **Two** reserve books for **2 hours** (to be used in the library only)

#### 5.5.4 **Administrative/Support Staff**

**Three** circulation books for 2 weeks

#### 5.5.5 **Visiting Professors/Staff**

Room-use only

**Note:** Said materials are renewed only once

#### 5.5.6 The following materials can only be used within the library

- a) Reference books
- b) Newspapers/Newsletters

- c) Journals and magazines
- d) Audio Visual, multimedia, equipment and software

## 5.6 Guidelines for Use of the Library

- 5.6.1 All registered members shall be held responsible for loss or damage of items they borrow.
- 5.6.2 Books marked "For Reference Only" are not to be taken out of the library.

## 5.7 Payment of Fees and Overdue fines

For keeping resources in excess of the time limit established by the Library Rules

- a) From the study **Long Loan** Shelves – K500.00 for each overdue material per day (1 book/1 day = MWK500.00) **for Undergraduate, Graduates, students**
- b) From the study **Long Loan** Shelves –K1,500.00 for each overdue material per day (1 book/1 day = MWK1, 500.00) **for Professional Course Student**
- c) From the **Malawiana** Collection – K500.00 for each overdue resource per **2 hours** (1 book/2 hours = MWK500.00) for every student and staff
- d) From the **Short Loan** Collection – K500.00 for each overdue resource per **2 hours** (1 book/2 hours = MWK500.00) for every Student and Staff
- e) In case a borrower loses a library book(s), reading materials, he/she will be required to bring to the library replacement copy or copies acceptable to the College Librarian or market value equivalent.

**Note:** These monetary penalties are subject to change without notice.

## 5.8 The Library's Rights and Obligations

5.8.1. The Library has the right to:

- i. Determine the Library Rules and change them from time to time.
- ii. Determine the terms of access to the Library stock.
- iii. Establish the list of fee-paying services and their prices.
- iv. Apply sanctions to the user if s/he violates the Library Rules within the scope of regulations determined by the Library Charter, College Rules and Regulations, Library Rules, and other policies of the College.

5.8.2. The Library shall:

- i. Deliver services to the user in accordance with the Library Rules.
- ii. Inform the user of all services offered, including those delivered on a fee-paying basis.
- iii. Create and maintain the conditions necessary for the user's work at the Library.

## 5.9 Users, Their Rights and Obligations

5.9.1. The library shall be used by students and all College staff (hereinafter referred to as 'users').

5.9.2. During the time periods set by the Library, users can use the following key types of library and information services:

- a) borrow materials from the Library's academic and fiction (except for graduates) lending departments;
- b) borrow key study materials from the Library's study lending department, belonging to a certain faculty, and additional study documents in all study lending departments of the Library;
- c) receive any resource from the Library for use inside the Library;
- d) receive full information about the Library stock through the system of catalogues and cards;
- e) receive consultation on searches and choice of materials (hereinafter referred to as ***Reference Service***).

5.9.3. Users can get the following additional services on a fee-paying basis:

- i. Printing and document imaging from Business Centre
- ii. Internet service from TNM hotspot

## 5.10 General Library Rules and Regulations

- 5.10.1. MCA students are required to produce valid ID cards for identification at the main library entrance. Users from elsewhere will be required to produce valid ID Cards/National ID card/Passport and pay the stipulated subscription fee.
- 5.10.2. Every library user is subject to inspection at the main library entrance when leaving the Library.
- 5.10.3. Smoking, eating, chewing gum and drinking in the Library are prohibited.
- 5.10.4. Library offices are out of bounds to students. To make enquiries or report a problem, students should consult the Library Assistants.

- 5.10.5. Absolute silence is to be observed in the Library. Mobile phones must remain silent. No ipods or phone radios should be used in the Library. The Library reserves the right to confiscate a mobile phone used inside the Library and will only be returned on closure.
- 5.10.6. Littering the Library with waste paper, sweet wrappings, gum etc., is prohibited.
- 5.10.7. Computers for Library users are strictly for research purposes. Diskettes/CD-ROMS/DVD-ROMS and flash disks are prohibited. Use of computers for photography, social network sites and other unauthorised sites are prohibited.
- 5.10.8. All Library users are requested to leave reading materials on the reading table. No user is permitted to re-shelve any reading material.
- 5.10.9. Voluminous Library items must always be used on flat desks/tables.
- 5.10.10. Those who wish to photocopy Library reading materials may make use of the photocopy services available on campus as long as they observe copyright regulations. Photocopy of unpublished projects, theses, and dissertations is strictly prohibited.
- 5.10.11. Writing on, underlining or marking drawings on library materials, tearing pages from books or damaging reading materials in any way is strictly prohibited.
- 5.10.12. Any student whose conduct in the Library is unbecoming will be suspended from the use of the Library.
- 5.10.13. Drawing and writing on library tables, walls, windows or doors is strictly prohibited.
- 5.10.14. The Malawiana Section is open to all users. Readers/researchers will be required to leave their institutional or national ID cards and short loan cards where applicable within the section until they return what they had picked. The Malawiana material can only be read within the Library for a specified time.
- 5.10.15. Flouting Library rules results to suspension for up to one month. It will also lead to an appearance before the Disciplinary Committee.

- 5.10.16. All new students are required to undergo a Library orientation programme before using the Library.
- 5.10.17. No student will be cleared for graduation or for anything deemed necessary by the College unless he/she has also been cleared by the Library.

### **5.11 Malawiana Collection and Dissertation/Theses**

- 5.11.1. Malawiana collection comprises written/electronic materials on Malawi and/or by Malawians on any subject.
- 5.11.2. All Malawiana collection, theses and dissertations are to be used within the Library only.

### **5.12 End of Semester Return of Library Materials**

All students are required to obtain a clearance certificate from the Library at the end of each semester indicating that they have returned all Library materials.

## **Part V**

### **CODE OF CONDUCT**

#### **6.1. General Rules and Conduct**

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

- 6.1.2. All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline, morality and in particular, shall:
- i. Respect and agree to the Administrative and Academic procedures and structures established by the Education Act for the control, governance and operations of the College.
  - ii. Respect the rights and privileges of the members of the MCA Community at all times.
  - iii. Refrain from any conduct that might bring the College or any section or programme thereof to disrepute or public hatred, and carry themselves in all public places or fora with such humility and dignity as befits their status as mature and responsible citizens.
- 6.1.3. The College Senate shall review rules and regulations from time to time.
- 6.1.4. Individual's freedoms, opinions, conscience shall be respected as enshrined in the Constitution of the Republic of Malawi provided such do not support violence or violate the dignity, privacy, and rights of others.



## **6.2. Students' Public Conduct**

- 6.2.1. Students are to conduct themselves responsibly and refrain from any conduct that disrupts order and peace in the College.
- 6.2.2. Any student convicted of a crime in accordance with the laws of the Republic of Malawi shall be subject to the full consequences of the law.
- 6.2.3. Students should refrain from hooliganism and unruly behaviour, using force, instigating violence or striking a fellow student, an officer or any member of the College.
- 6.2.4. Students are not to take out furniture or equipment from rooms/buildings without written permission from the relevant authorities.
- 6.2.5. No smoking is allowed in the College premises - lecture halls, corridors, toilets, cafeteria and library.
- 6.2.6. Mobile phones should remain turned off during lectures, workshops, and in the library.
- 6.2.7. Use of radio/video instrument inside the College campuses other than residential blocks is prohibited.
- 6.2.8. Instigating fellow students to boycott classes is prohibited.

## **6.3. Dress Code**

- 6.3.1. While on campus, students should wear acceptable and decent attire. Specifically, they should refrain from:
  - a) Short skirts, see-through clothes, low neck line tops, tight clothing, and low riding-trousers; peddle-pushers, clothing that shows inner wear, sagging clothes, and jewellery on eyebrow/lid, belly, lips, nose and tongue.

- b) Unkempt hairdos; bright coloured and unbecoming hair colour such as blue, red, yellow, white and dreadlocks.
- c) Wearing hats in classrooms, offices and at official functions.
- d) Exposing tattoos, offensive drawings and abusive language on clothing.

### **6.3.2. Consequences**

Disciplinary action will be taken against students who show consistent indecency.

### **6.4. Offences**

The following are considered non-academic offences:

- 6.4.1. Assaulting any member of the College.
- 6.4.2. Using offensive language or indulging in any offensive behaviour towards any member of the College or the public. Such conduct is likely to cause a breach of peace and thus constitutes an offence.
- 6.4.3. Uttering words or behaving in a manner that may damage the good name and image of the College.
- 6.4.4. Verbal abuse, threats, intimidation, discrimination or harassment of any person on campus;
- 6.4.5. Theft of or damage to College property;
- 6.4.6. Forging a document or perpetrating forgery with intent to cause loss to any person or the College in cash or otherwise. This includes payment receipts by students;
- 6.4.7. Organising, inciting or participating in boycotts, demonstrations, riots and strikes or any form of mass indiscipline.

- 6.4.8. Offering bribes or attempting to bribe any member of the College for the benefit of any kind;
- 6.4.9. Giving false information;
- 6.4.10. Entertaining unauthorised visitors or students from other institutions or students barred from College hostels;
- 6.4.11. Inviting outsiders as guest speakers and/or social entertainers or religious speakers without the permission of relevant authorization of the College namely the Principal, Campus Director or College Registrar;
- 6.4.12. Forming and/or establishing unauthorised students' groups based on religious, political, geographical or ethnic groups which are likely to cause disunity and disorder at the College as enshrined in the constitution of the Republic of Malawi;

## **6.5. Consumption of Drugs and Abuse of Alcohol**

The following shall constitute an offence by a student:

- 6.5.1. Consuming and getting drunk either within or outside the campus by voluntary consumption of alcohol and drugs not limited to:
  - i. Possession or use of alcohol.
  - ii. Disruptive conduct due to all or in part to being under the influence of alcohol.
  - iii. Providing alcohol to under-age persons or providing a space for the consumption of alcohol by under-age persons.

- iv. Possession of an open alcohol container in a public area regardless of the individual's age.
- v. Taking and trafficking illicit drugs;

## **6.6. Sanctions for Violating Alcohol Policy**

Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed. The College considers the sanctions listed below to be guidelines for the use of College's responsible officer when adjudicating alcohol violations:

- i. First Violation: Warning and/or monetary fine equivalent to the replacement cost of damaged property; and parental notification.
- ii. Second Violation: Eviction from College accommodation and/or suspension, parental notification, and serious warning.
- iii. Third Violation: Expulsion from the College.

- 6.6.1. Circulating unauthorised publications or placing unacceptable notices on notice boards or removing valid or official notices without permission;
- 6.6.2. Wilfully losing or damaging sports and any other College equipment;
- 6.6.3. Demeaning other people's dignity through character assassination. This includes use of slanderous, abusive, obscene or threatening language by any student against other student(s) or an officer/employee of the College who is on duty;
- 6.6.4. Violation of library regulations;

- 6.6.5. Mismanagement of funds of the students' organisation in contravention of relevant provisions of the students' constitution;
- 6.6.6. Sexual harassment, including but not limited to the following (refer to Sexual Harassment Policy):
- a) Sexual jokes, insinuations, noises, lewd suggestions, foul language, obscene gestures, physical, written and mental
  - b) Pressuring for sexual activity or favours.
  - c) Homosexual (gay/lesbianism) activities of any kind.
  - d) Explicit sexual suggestions in return for rewards.
  - e) Gossiping about a person's sex life with the goal of character assassination.
  - f) Displaying pornographic and sexually suggestive pictures/materials or objects.
  - g) Belittling comments on a person's anatomy.
  - h) Unwanted physical contact of any sort which is sexual in nature, including touching of sensitive body parts.
  - i) Unwanted physical contact, kissing in public, pinching or cornering.
  - j) Rape or indecent physical assault.
- 6.6.7. Ladies are not allowed into the male hostels after 9pm and male students are not allowed in the lady's hostel after 9pm. Any student found flouting this rule shall undergo disciplinary action.
- 6.6.8. All students entering hostels after 9pm are required to identify themselves with security guard at the entrance.

- 6.6.9. All residents have to keep their rooms clean by disposing all litter in provided bins.
- 6.6.10. No student is permitted to conduct business of any kind in the hostels.
- 6.6.11. No extra mattresses are allowed in the hostels.
- 6.6.12. Possession of dangerous weapons that may be a threat to peace.
- 6.6.13. All forms of immoral conduct.

## **6.7. Disciplinary Procedures**

- 6.7.1. Non-academic offences are reported to and handled by the Disciplinary Committee for non-academic offences.
- 6.7.2. Composition of Disciplinary Committee for Non-academic Offences is as follows:-
  - i. Campus Director – Chairperson
  - ii. Assistant Registrar
  - iii. Warden – Secretary
  - iv. Student Union Representative
- 6.7.3. Non-academic offences are reported to the Assistant Registrar for preliminary investigation.
- 6.7.4. If the case warrants disciplinary action the Assistant Registrar reports it to the Disciplinary Committee concerned.
- 6.7.5. The student will be summoned before the Disciplinary Committee for a fair hearing prior to pronouncement of a verdict.
- 6.7.6. If the student is dissatisfied with the decision of the Disciplinary Committee, he/she may appeal to the Senate, whose decision is final.

## 6.8. Penalties

The following are possible actions that may be taken against a student who is found guilty of misconduct:

- a) A verbal or written warning or reprimand issued by the Disciplinary Committee.
- b) Compensation for damages or payment of a fine proportionate to the nature and gravity of the offence.
- c) Written apology from the student.
- d) Suspension from the College by the Senate for a specified period and simultaneous notification of the sponsor by the Registrar.
- e) Discontinuation from the College by the Senate.
- f) Dropping of charge(s) in case the evidence presented is insufficient.

**Note:** Repeated minor offences shall be treated as a major offence.