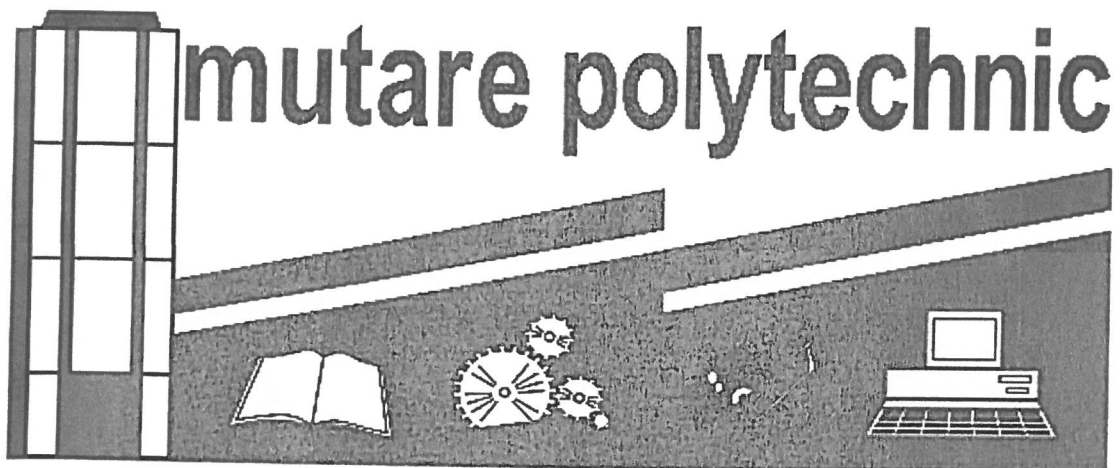




ZIMBABWE

# COMMERCE DIVISION

## CODE OF CONDUCT



**MINISTRY OF HIGHER AND TERTIARY EDUCATION,  
INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT**

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**Overview**

The division of Commerce strives to create a conducive lecturing and learning environment, and a conscious effort is made to maintain standards of dress, conduct and self-control which reflect the professional expectations of government, industry and commerce. The Division interprets the presence of the students in the Division as evidence that they have chosen their various courses because of the professional way of life they espouse.

Admission into the Division is a privilege that entails acceptance of individual responsibility of honor, integrity, self-discipline and a willingness to live in accordance with its principles. This Divisional Code of Conduct shall be read in conjunction with Mutare Polytechnic Code of Conduct and the Statutory Instrument 27 of 2025. In this regard, it is the duty of all students to become familiar with these instruments, and to regulate their conduct accordingly. Any regulation adopted and announced by the Division or Department has the same force as those guidelines already in print.

The use of tobacco, alcoholic beverages, narcotics or other illicit drugs, possession of lewd or obscene materials, or engaging in improper associations are not allowed. Involvement in any scandal also leads to suspension or dismissal.

The following activities constitute acts of misconduct and are not permitted in the division.

**First schedule: General**

1. Possession or use of illicit drugs, tobacco, or intoxicating drinks in any form;
2. Gambling of any kind;
3. Stealing or theft;
4. Use of vulgar language or possession of degrading literature and pictures;
5. Defiance of authority and incitement of others to insubordination;
6. The use of violence in any form;
7. Tampering with the locks or the unauthorized possession of a key to any division lock, vandalism and unauthorized entry to buildings, including rooms of convenience intended for staff;
8. Chewing or eating in the classroom during or after lectures;
9. Unauthorized use of chalks and whiteboard markers;
10. Use of cellphones during lectures;
11. Entertainment of visitors during lectures without the express authority of the department;

12. Movement of furniture without express authority;
13. Horseplay that is likely to endanger others;
14. Sexually harassment of any form;
15. Rooms of convenience for staff are out of bounce to students;
16. Throwing around of litter in classrooms, corridors foyers, or in the surroundings
17. Playing music in class and corridors;

### **Second Schedule: Academic**

#### **a) Attendance**

Mutare Polytechnic is not an open distance learning institute. Lesson attendance is not optional. All students should have 100% attendance as per the curriculum regulations. It is the responsibility of all students to ensure that the register is marked during their presence. Absenteeism without good cause will not be tolerated, and leave of absence must be sought from authorities. Absence for five consecutive days must be supported by a report from a Medical Practitioner and or credible source or authority.

#### **b) Punctuality**

All students should be in their designated classrooms as follows;-

- i. Morning : 0745 (first lecture), midmorning: 1015hrs (after tea break) afternoon 1400hrs;
- ii. No unnecessary movements, loitering and sun busking will be entertained;
- iii. Maintain silence;
- iv. No students allowed in foyers and corridors during lecture times, and any other times;

#### **c) Coursework**

- i. All students should observe with strictness assignments due dates;
- ii. Cheating is a serious, if not criminal offence. It does not pay to cheat in assignments and examinations;
- iii. Plagiarism should be avoided and students must be guided. To use proper citations and referencing;
- iv. No foreign material to be smuggled into examination rooms;
- v. Observe strictly examinations dates and venues, the division will not condone students who deliberately stay away from examinations without good cause;

- vi. Student files should be prepared on time and all the required components of work filed for quarterly inspections;
- vii. Assessment files should be collected upon collection of results and be kept by the candidate for at least three months. Candidates with queries should keep their files until their issues are resolved;
- viii. To proceed to the next level, where applicable, a student should have passed TWO THIRDS OF THE MODULES attempted;

#### **d) Industrial Attachment**

- All National Diploma students should undergo a one year industrial attachment as would be determined by the institutional authorities;
- This section will be read together with the regulations involving students on attachment through the On The Job Office/Officers.

#### **Third Schedule: National and Institutional Events**

- All students will be expected to participate in:
  - (a) **National Events, *inter alia*.**
    - Cleaning Campaigns;
    - Others which may be led by the institution;
  - (b) **Institutional Events**
    - Open Days and Symposia;
    - Graduation Ceremonies;
    - Orientation Sessions;
    - Exhibitions(Agricultural Shows and ZITF)
    - Others as may be directed by the institutional authorities;

#### **Fourth Schedule: Dressing**

##### **a) Men**

- I. Dressing should be smart i.e. formal or smart casual;
- II. Hair must be smartly cut or combed;
- III. No shorts;
- IV. Shirts/t-shirts should be tucked in. Try by all means to have shirts with collars, put on ties and even jackets;
- V. No slippers (patapata);
- VI. No nose/tongue rings;
- VII. No tracksuits, unless in sports fields;

**b) Ladies**

- i. Dressing must be decent i.e. formal or smart casual;
- ii. No hats in classrooms, corridors and offices;
- iii. No pedal pushers, miniskirts/dresses, shorts, spaghetti top without sleeved top;
- iv. Hair must be smartly combed. No atrociously hair dyeing, if dreadlocked hair must be smartly tied;
- v. No slippers (patapata);
- vi. No nose/tongue rings;
- vii. No track suits, unless in sports fields;

**Fifth Schedule: Disciplinary Committee**

The disciplinary Committee should consist of

1. Divisional Chief whip(chairing)
2. Heads of Departments
3. Lecturer in Charges
4. Human Resources Specialists (Lecturer)
5. Three departmental representatives
6. Class rep of the student appearing before the committee;

There shall be a record of proceedings and the chair will appoint a minute secretary. The mandate of the committee will be guided by the nature of offense and the committee will make recommendations to the Polytechnic Administration.

**Sixth Schedule: Suggested Penalties****First schedule Offences**

Subsection 1-7

First Offence	Second Offence	Third Offence
Verbal warning	Written warning	Suspension/dismissal

Subsection 8-17

Verbal warning	Written warning	Fine of \$5 and or equivalent
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**Second Schedule Offences**

- a) Deferment to next examination session
- b) First offence (written warning)  
Second offence 5usd or equivalent
- c) (i) Fine of 5usd or equivalent  
(ii) & (iii) First offense (Disciplinary Hearing)

**Second Offence (Suspension for 1 year)**

(i-iv) Suspension and or deferment to next examination session. For failed Module coursework – remedial action to be taken at cost.

vii) Uncollected files will be auctioned to create space for new entries.

**Fourth Schedule Offences**

Section A & B

First offense	Second offense	Third offense
Verbal warning	Written warning	Fine of \$5 and or equivalent in local currency.

\*\* Every subject lecturer will be expected to enforce this code in liaison with the chief whip.

BARBARA TIMOTHY  
Head of Division

[Signature] 25/08/25  
Signature Date

NTIUBE  
Acting Vice Principal- Administration

MUGABEIM 19/08/25  
Signature Date

DR. S. CHABWERA  
Vice Principal-Academic

[Signature] 19/08/25  
Signature Date

[Signature]  
Principal

[Signature] 19/08/25  
Signature Date