

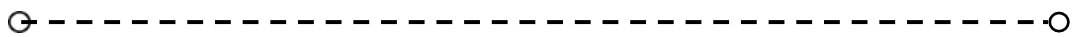


TEXILA
AMERICAN
UNIVERSITY



Student Handbook

Health Professions Foundation Program



Texila American University- Zambia

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Introduction

Texila American University, Zambia (TAU Z), founded in 2015, is one among the most exclusive African Medical Schools, located in Lusaka, Zambia. TAU renders a quality medical education highlighted with student diversity. Our goal is to prepare students for the next level of medical training by implementing the elite blend of National, Regional and International Curriculum. TAU programs are registered and approved by many governing authorities.

At Texila American University, we intend to create an entirely new model of health education, one that will enhance the university's ability to act as a transforming agent in health care. Our unique approach embraces cross- disciplinary teaching modalities, breakthrough technologies, and innovative ways to advance training in both basic science and clinical skills throughout the Health Professions Foundation Programme curriculum. In addition, we wish to deepen students' understanding of programme to better prepare tomorrow's Health Professionals and make a far-reaching impact on their further career.

This handbook is intended to be used in conjunction with all rules and regulations posted on notice –boards or online by faculty and Administration of TAU Zambia. The University reserves the right to change policies and procedures without notice. The final interpretation of any disputable clause rests with the Governing Board.

1. Vision and Mission

1.1. Vision:

To be recognized as a leader committed to excellence in higher education, research and innovation that meets the aspirations of the global community.

1.2. Mission:

The university is established to disrupt the educational barriers between different nations, to serve the national & international community and solidarity, and to empower the highly qualified professionals to foster Health Science, IT & Management programs with ease. The university has following major missions:

- To redefine and revolutionize international education by offering updated, modern and excellent training in areas of Health Sciences, Information & communication technology, management, education, applied sciences & all possible areas that a learner seeks to engage with TAU.
- To observe the highest standards of ethics, integrity and compassionate care for

students and community at large

- To make Zambia proud of being the most sustainable region of the world through creating, disseminating and applying actionable health knowledge through TAU.

To pursue a Health Profession Degree is a challenging enterprise and a demanding task. Health Professionals are looked upon their community to provide healing in times of pain, and assurance in times of uncertainty. Becoming a Health Professional is a lifelong competitive journey; medical school is just the entrance to the health profession

2. Texila American University Anthem

**Texila University bringing education to life
We have strived long and hard,
Texila we are glad You have paved the way for all,making us
stand bold and tall
Premier education, a well-developed course
Research, innovations are always your source
Ensuring, no limit, the only way is up
We stand still, on, the top
Texila University bringing education to life
I adore, Texila, I like the work I Do,
You let me, walk the road, where success follows through.
Excellence, is a habit, we always do the best.
I admire its culture, and all the rest.
Texila University bringing education to life**

3. Expectations from the Students

3.1 Professional Attitudes

The student must have a positive and an assertive attitude. The health science studies are very demanding; they require a lot of sacrifice in time and involve investment of financial resources. The student should be focused and acquire the expected professional knowledge, attitude, skills and ethical standards to build continuously his/her career and develop his/her knowledge throughout the life.

3.2 Medical Knowledge

The student is expected to learn the required level of knowledge following the step-by-step methods

of the curriculum of TAU throughout their studies. They are expected to maintain and develop their knowledge, and get prepared to get through all of the required examinations.

3.3 Other Skills

TAU's professional curriculum requires students to engage in diverse, complex and specific experiences essential to acquisition and practice of health-care skills in order to ensure the health and safety of patients, fellow students and faculty, and other health care providers in future. These essential abilities include (but are not limited to) motor skills, sensory / observation, cognitive, communication, behavioral/emotional and ethical conduct.

3.4 Ethical Considerations

The ethical requirements at TAU are based on self-discipline.

i.) The student of TAU should not get in collision with the law of the Government of Zambia. Any breach of Local laws of Zambia shall lead to legal consequences as per the Laws of Zambia. Similarly, the student should not engage in any unlawful activity in any host country during course of study and with the law of his/her home country respectively during his/her education duration with TAU

ii.) The student will show collegiality towards other fellow students. He/she will assist them during their study years; assist them in any professional and non-professional difficulties. The student is expected to be a good team player.

iii.) The student will respect and support the image of TAU with his/her behavior, professional success, and appearance, he/she will do the best to establish the image of TAU in Zambia and worldwide.

iv.) The student should show respect towards others, including fellow students, senior students, the academic staff, peers, advisors and other members of staff at TAU.

v) To disclose matters affecting the interests of TAU or to go public in such cases, in any way whatsoever, a prior discussion of the student of the case with the Dean/ Registrar/ Vice Chancellor is a must, their advice and permission should be sought.

vi.) The student should do his best to prevent any communicable diseases and prevent from being infected with them.

vii.) The student should follow the internationally accepted ethical codes regarding good Health Science practice.

viii) Before booking the ticket to go on vacation, students must discuss it with their HOD so that their appearance in the supplementary exam (if required) should be ensured.

4. Educational Policies and Procedure

TAU is not devoted dogmatically to any of the teaching methods that are not approved by the Academic Committee of TAU. TAU shall have the right to choose the right method of learning delivery and TAU's teaching staff has the freedom to choose the best teaching methods, which serves best the delivery of particular subject within the policies and guidelines of TAU Academic Committee.

4.1 Student Attendance

All students are required to attend a minimum of 75% of classes in aggregate which includes attendance to laboratory sessions as well. A grace of 15% is given for emergencies or urgent medical care on producing medical certificate & Fitness certificate from hospitals in Zambia and Medical Prescriptions and Discharge Summary if applicable. This will have to be approved by the University Senate, and the Board will take the final decision as to whether the student is allowed to take the exams and complete the semester. The University Senate will decide and may impose a penalty.

Guidelines for eligibility:

- a) Eligible students are with attendance $\geq 75\%$
- b) Students with 70 % to 74% shall be granted on payment of condonation fee of USD 25/K250
- c) Student with 60% to 69% can be considered under the VC powers on a case to case basis along with USD 25/K250
- d) Students with 59% and less than 59% will have to repeat the semester.

4.2 Non-Sectarian Policy

TAU is a non-sectarian institute and as such does not close for the religious holidays of any specific denomination or group, which are not declared as holiday by the local government. Students who miss classes or laboratory sessions or examinations for any such non-governmental holiday will be responsible for the content of all missed course work or failure to attend the examinations.

4.3 Short Breaks

Short break up to 10 days will be allowed whenever situation arises such as; illness, death of close family member, urgent medical treatment etc. such absence will normally be adjusted against 10% leave entitlement provided that the student produces valid evidence of such an unexpected emergency.

Deferrals

An application for deferral must be submitted before the beginning of the semester All students going for deferral must have zero dues before leaving the university. There will be no refund on tuition and other fees.

But for some more valid reasons, when the student requests for another deferral after the permissible number of absences with respect to deferral are fully utilized, the University will decide of whether to grant or refuse the request on the grounds of the aforesaid reasons. Upon approval and granting of this request, a corresponding one time fee is charged to the student, as decided by the management.

4.4 Program Change

Subsequently during the program, if the student desire for change of program, need to send a formal request for program change and additional documents if any. The request is verified by the Academic head/Dean and is approved by the Dean in writing. Program change is not possible after 60 days of commencement of classes. When there is change in program, student will be considered as new applicant and has to begin with the academics session from start. The credit from prior session would be considered based on the similarity of the course and its stage in the program which must be recommendation of the Dean/HOD of requisite changed program.

Any difference in fee payment, like excess payment that will be adjusted with upcoming fees. Student has to pay the difference fee if any within a week as per invoice.

4.5 Withdrawal

This is the permanent discontinuation of the course and quitting the education with the University. Student may decide to discontinue the course and quit the University before or after registration. A student who decides to withdraw up to the 3rd week of the semester will get a remark of W (Withdrawn) on the transcript in the subjects of that semester.

However, those who withdraw after the 3rd week will get F (Fail) on the transcript in the subjects of that semester. Student intend to withdraw from the course must submit formal withdrawal request. Student withdrawing after registration should have paid all dues applicable for the respective academic year. There shall be no REFUND for withdrawal. International students who withdraw from the program and would like to remain in Zambia or any other country of study will be subjected to the local immigration laws.

Exit interview to students who files withdrawal, transfer and leave of absence is a requirement before the approval of the student request to leave the university.

4.6 Satisfactory Academic Progress

Students are expected to maintain good standing by complying with all academic rules and

regulations, and remain current with their financial obligations to TAU. The university reserves the right to withhold service, transcripts and certifications to the students who are not in good standing with TAU's Policies.

4.7 Payments

All tuition fees must be paid BEFORE the Invoice due date/stipulated time-line, failing which the student will not be allowed to start or continue with the existing semester / examination. Any Tuition or other fee received AFTER the Invoice due date will be subjected to late fee as per management decision. No refund or credit will be issued. In addition, the student may not be allowed to attend the classes/examinations. Subsequently, during the program, the invoices will be sent for further applicable payments required and failure of the payment shall be dealt with in the similar manner as explained above.

4.8 Late Fees

The following late fee is applicable if anyone fails to complete the payment of fee as per fee plan
Late fee :- 1000 Kwacha / 100 USD (Per installment as per SOF)

4.9 Refunds

Non-refundable charges: On line application fee, Admission Processing charges, VISA Processing charges, Seat Deposit, Ancillary fees, Administrative Charges and all complementary benefits (if any) offered, are non-refundable.

Fee paid towards the completed and current semester shall not be refunded.

Student withdrawing before start of the program and have paid complete fees will be refunded after deduction of non-refundable charges.

Student withdrawing after start of the program and before completion of current semester and have paid fees will be refunded after deduction of the non-refundable charges and current semester fee.

Student requesting for refund should submit formal request, which is subject to evaluation. Refund payable if any shall be processed as per refund policy.

4.10 Students' Database

Students are responsible to keep their information current and up to date on the University's database and students' personal files.

Personal information changes must be advised to the Documentations Officer in writing or in person. These includes telephone numbers for both students and their parents, addresses where the student would have moved out of the University hostel and into their rented apartments, email addresses, etc.

4.11 Legal Stay and Study in Zambia

International Students: Students arriving from foreign countries to study in Zambia are given a period of stay by the Immigration Officer at the time of Immigration Clearance. This stay is only valid for the period given and therefore, the University provides support services towards applying for the Visa Extension of Stay on the students' behalf (subject to submission of all university' fee and documents within 5 days of arrival). This is completed with the Students' Registration.

Students are not allowed to arrive in Zambia without having FNOA issued by TAU in prior. TAU will not take any responsibility in such cases and their arrival deemed to be illegal.

Once the Visa Extension is processed and approved by the Government Agency, the student is asked to pay the relevant fee and submit their Passport to the Registrar's office. The passport is then forwarded for stamping at the Immigration Office in Lusaka.

This Visa Extension of Stay is usually valid for three years. After the first three years, students are required to have an extension of a further three years to allow for continuous stay and study in Zambia. It is the student's responsibility to submit the completed visa application or visa extension application to the registrar's office 2 (two) months prior to the expiry of their current visa or the date provided on the entry stamp if applicable

5 Examination – Policies and Procedures

5.1 Examination Pattern

There shall be theory paper having multiple choice questions except for some subjects. These regulations may change from time to time with prior intimation. The Examinations can be online or paper based depending on the subject and is at the discretion of The University Senate. There shall be viva-voce/practical examinations during either the Semester end examinations in all those subjects wherever applicable.

Types and Weightage of Examination

The learning objectives/outcomes of each course set the basis of all assessments within the domains of knowledge, skills, and attitudes in the relevant discipline.

Reliable, valid and appropriate assessment methods will be selected to match the educational domains and tasks required to be assessed.

Formative assessment - 40%

(Formative assessment includes: Class tests, Practical's, Oral tests, Seminars and Assignments) Practical Papers (Physics, General & Organic Chemistry, Biology)

Component	Weightage
1. Unit Test	20%
2 Practical	10%
3. Assignment	10%
Total	40%

Summative Assessment - 60%

(Summative Assessment consists of Written papers)

A candidate has to pass both formative assessment and summative assessment. Candidate should secure at least 50 % of total marks in formative as well as summative assessment to clear.

COURSE CODE	COURSE TITLE	Formative Assessment (40%)	Summative Assessment (60%)	Total Mark (100%)	Credit Points
HPFP1211	Biology-I	40	60	100	4
HPFP1212	General Chemistry-I	40	60	100	4
HPFP1213	Organic Chemistry - I	40	60	100	4
HPFP1214	Physics- I	40	60	100	4
HPFP1111	Mathematics I	40	60	100	3
HPFP1112	Professional Development I	40	60	100	2

COURSE CODE	COURSE TITLE	Formative Assessment (40%)	Summative Assessment (60%)	Total Mark (100%)	Credit Points
HPFP1215	Biology- II	40	60	100	4
HPFP1216	General Chemistry-II	40	60	100	4
HPFP1217	Organic Chemistry -II	40	60	100	4

HPFP1218	Physics-II	40	60	100	4
HPFP1113	Mathematics II	40	60	100	3
HPFP1114	Professional Development II	40	60	100	2
	TOTAL			1200	42

5.2 Supplementary Examination

All supplemental Examination is Chargeable. All the main examination shall be followed by a supplemental Examination.

11.1 Criteria of Supplementary Examination:

- A. A student who has failed in a subject may appear in the supplementary examination
- B. The student is given max. two (2) attempts for appearing in supplemental exams in all subjects. After 2 attempts and the student still fails, the student may opt to retake the same subject or take the remedial exercise and complete the subject as per university final – one time; special chance.

The supplemental exam shall **ONLY REPLACE** the final examination marks. This will apply to both subjects with and without laboratory / practical. Standard distribution of marks will be followed.

5.3 REMEDIAL EXERCISE

Remedial exercise will be given by the Academic Department on those subjects where a student has failed to score pass mark.

Remedial exercise will focus more on the core competencies of the respective subjects. Students will be made to work on assignments based on the core topics identified by the subject teachers. After due preparation and attendance of remedial classes students will appear remedial supplementary exams

The fee for the remedial exams to be ascertained from the examination division before payment.

PROCESS:

Students shall get application form for Supplemental Exam at the Student Affairs Department.

Students can cross check from the exam department the list of courses they have to take; however, lists of students and courses will also be posted in the ERP and LMS.

Academic coordinator or the Lecturer must endorse by affixing his/her signature in the form for application for supplemental exam.

Exam Department shall confirm the number of courses the student will take Student will go to the Accounts Department for payment of the exam.

A fee of ZMW 200 or USD 20 per course will be payable in order to be eligible to appear in the supplemental exam.

After payment the students needs to return the form to the exam department for approval.

Supplementary Examination will be conducted during the semester break. Exam Manager to release the schedule and details when to write the supplementary exam.

***Important: International Students are advised not to book their travel ticket before release of examination schedule for supplemental Examination.**

5.4 Grading

For receiving an honor in the subject a student must obtain passes in all the subjects of the semester. The students who are repeating the course, the semester or taking supplementary exams are not eligible for the Honors.

The University reserves the right to curve the exam grades of final evaluation.

Grade	% Mark	Descriptor
H	91-100	Honors. Exceptional performance demonstrating broad understanding of the subject area and excellent knowledge of the relevant literature. Exemplary discussion and analysis of results, logical organisation and ability to critically analyse and evaluate discuss concepts coupled with insight and originality.
A	81-90	Outstanding. Very good performance demonstrating evidence of wide reading, with clear presentation and thorough analysis & evaluation and an ability to critically evaluate and discuss the subject. Clear indication of some insight and originality. A very competent and well-presented work overall but failing short of excellence in some aspects.
B	71-80	Excellent. Good performance which shows good understanding of the subject and knowledge of the relevant literature. Efficient derivation of information with only minor slips. Demonstrates some relevant interpretation and critical evaluation of the subject. Good general standard of analysis, synthesis & interpretation of data.
C	61-70	Good. Satisfactory performance with clear presentation of subject and simple analysis but less effective evaluation of literature or synthesis of information. Requires some level of supervision but shows little ability to try and solve some problems unaided.
D	50-60	Fair. An average performance which shows some understanding of the subject but limited knowledge and appreciation of the relevant literature. Presentation of, analysis and presentation of results at basic level and showing little or no originality or critical evaluation. Insufficient attention to organisation and presentation of work.
F	0-49	Fail . A bad performance containing many errors and faults. Virtually no real understanding or appreciation of the subject and relevant literature pertaining to it. Chaotic presentation of information and in some cases incompletely presented and virtually non-existent or inappropriate or plainly wrong analysis. Discussion and interpretation seriously confused or wholly erroneous revealing basic misapprehensions.

The University reserves the right to curve the exam grades of final evaluation.

Degree Regulations & Classification

Title	Key	Score%
Honors	H	91-100
Outstanding	A	81-90
Excellent	B	71-80
Good	C	61-70
Fair	D	50-60
Fail	F	0-49

5.5 Revaluation:

In the case of the paper-based examinations, Students can approach the Exam Coordinator if they are doubtful about their grades in any examination. Revaluation of the answer sheet can be performed within a time frame of 14 days, after the grades are published. Revaluation of answer sheet if requested by the student, is subject to a fee of ZMW 250 or USD 25 per Course. In the case of the on-line examinations, the results generated by the system are automatically generated and no further claims for re-checking will be accepted.

5.6 Attempts

Student can only 'repeat' a semester twice during the entire HPFP program. If the student does not clear the semester within these criteria, he/she may be subjected to dismissal. TAU reserves the right to allow or refuse continuation of the student in the program with additional attempts.

5.7 Requirements for Graduation

SEMESTER	PREREQUISITE	PASS/FAIL CRITERIA	CRITERIA	ACTION/RECOMMENDATION
HPFP SEMESTER 1	Grade 12 or "O" Level	Each Course Pass with score ≥ 50 which Total Assessment Marks composed of: formative assessment score 40% and Summative assessment score 60%.	Pass in all courses; Fail in two courses Fail three or more full courses (half the course load); Failed supplementary exam	Proceed to Semester 2 Supplementary Exam in failed courses (provided CA passed) Exclude programme Repeat Semester
HPFP SEMESTER 2	Semester 1 courses		Pass in all courses; Fail in two courses Fail three or more full courses (half the course load); Failed supplementary exam	Proceed to Graduation Supplementary Exam in failed courses (provided CA passed) Repeat Semester Repeat Semester

6. Academic Code of Conduct

6.1 Academic Integrity

Academic integrity is a vital part of the culture of all successful institutions of higher learning. The value of the degrees, certificates and coursework offered by TAU greatly depends, now and in the future, on its reputation as an institution dedicated to academic honesty. This Academic Integrity Policy provides guidance in helping students and faculty understand the meaning and importance of academic integrity; defines academic dishonesty; and outlines the procedures for handling infractions of academic integrity. No provision or section of this policy shall be construed as infringing upon the academic freedom of any member of TAU to pursue and participate in any academic endeavour ordinarily considered appropriate. Each member of the TAU community is charged with honouring and upholding the policies and students are responsible

for understanding the University's policy regarding academic integrity and academic misconduct as well as the sanctions that may be imposed as a result of academic misconduct.

Students are also responsible for understanding their appeal rights associated with findings of any policy violation.

Students are responsible for reading the notices posted in the TAU notice board on a time to time basis and also read the email notices posted to the student's email on a time to time basis.

Students shall practice the provisions of the University's Code of Academic Integrity and uphold integrity in their academic pursuits. The students at TAU are expected to:

- Conduct themselves in accordance with principles of academic integrity
- Behave so as to foster an atmosphere of honesty and fairness
- Avoid plagiarism and other forms of academic misconduct
- Give truthful information to any University professional educator or to any other University employee regarding issues concerning academic integrity or academic misconduct, or suspected academic misconduct
- Not alter, misuse, or forge any College document, record, or instrument of identification.

The students are not excused from these provisions because of any failure or inability on the part of the professional educator to prevent other instances of academic misconduct.

6.2 Academic Misconduct

Academic misconduct includes any act that improperly affects the evaluation of a student's academic performance or achievement, or any act designed to deceive a professional educator. Specific infractions include, but are not limited to, the following:

6.1.1 Cheating in Examinations

Cheating includes the use of crib sheets, "cheat sheets," or discarded computer programs; aid from other persons; copying from another student's work; and soliciting and giving or receiving unauthorized aid orally, electronically, or in writing, Markings in hand etc. The student will not consult books, notes, calculators, or other materials of any kind during an examination or assignment without the express permission of the Chief Examiner & Invigilator. If calculators,

spellers, or other hand-held electronic devices are permitted to be used during an examination or assignment, no information may be programmed into or retrieved from the device other than that expressly permitted by the instructor. If student found guilty of using any unfair means he/she will be booked for Disciplinary Committee. Disciplinary committee in-turn will submit their report to the Registrar for approval of punishment. Office of registrar will finalize the punishment and decision will be communicated to the student concern.

11.1.1 Submitting the Same Assignment for Different Classes

Submitting the same assignment for a second class violates the assumption that every assignment advances a student's learning and growth. Unless instructors of both classes involved expressly allow it, submitting an assignment already submitted for another class is a breach of academic integrity.

6.1.2 Intentional Misrepresentation

Misrepresentation occurs when a student omits or inserts words, changes words, misquotes, or takes correctly quoted phrases out of context. If this is done with the intent to deceive a professional educator in any academic evaluation, the student has committed a breach of academic integrity.

6.1.3 Plagiarism

Plagiarism means presenting someone else's ideas or words as one's own. Plagiarism may involve some degree of intent or may be the result of carelessness or ignorance of acceptable forms for citation. Not knowing how or when to cite a source does not excuse an act of plagiarism. Each of the four kinds of plagiarism below is a breach of academic integrity.

Copying without citation, the most serious form of plagiarism, involves copying part or all of a paper from the Internet, from a book or magazine, or from another source without indicating that the work is someone else's. To avoid this form of plagiarism, quoted material must be placed in quotation marks and one of the standard forms of documentation (APA, MLA, etc.) must be used to indicate where the material came from.

Copying from an external source and citing the source but failing to show (by the use of quotation marks, for example) that the material is a direct quotation is another form of plagiarism. Simply documenting the source does not indicate that the words themselves are someone else's. Avoiding this form of plagiarism involves putting all quoted material in quotation marks or using the format designated by APA, MLA etc. to indicate quoted material.

Incorrect paraphrasing is another form of plagiarism. Paraphrasing involves putting a lengthy

phrase, sentence, or group of sentences written by another into one's own words, thereby making it significantly different from the original. Changing a few words, or rearranging words, is not proper paraphrasing, and though the source is cited (as is always required with paraphrased material), wording remains substantially that of another and cannot rightfully be represented as original. Avoiding this form of plagiarism involves either making the material a direct quote by using quotation marks and citing the source, or paraphrasing properly by substantially changing the original to new words; again, making sure to cite the source.

Presenting arguments, lines of reasoning, or facts learned from someone else without citing the source, even if the material is paraphrased, is another form of plagiarism. The source must be properly cited.

6.1.4 Inappropriate Collaboration

Permission from an instructor for students to “work together” on homework, an assignment, or paper is not permission for one student to present another student's work as his or her own. Unless the professional educator specifies otherwise, all work submitted for a grade or credit toward completion of a course will be the product of the student's own understanding, expressed in the student's own words, calculations, computer code, etc. One form of inappropriate collaboration involves having another person significantly alter either the content or grammar of the student's written work. A student may seek feedback from another student or individual concerning a document's content, grammar, and spelling, but to avoid this type of inappropriate collaboration, the student must fix problems himself or herself.

6.1.5 Improper Influence

Attempting to influence a grade or to receive any other academic benefit not earned through the normal exercise of academic effort by offering anything of value, including the performance of services, to a professional educator, College employee, other College student, or any other person, is prohibited.

A student may appeal against any decision as a result of academic misconduct through the established Grievance Procedure and Official Review Process for Academic Standards of TAU.

7. General Code of Conduct

The Student shall strictly follow and adhere to rules and regulation of TAU which are included in this handbook. Student indemnity form and periodic notices published by TAU shall be updated from time to time. Student should discourage involvement in any activities directly or

indirectly that which would tarnish the image of the University or any other activities such as:

- Making negative remarks about the TAU or its Students to other fellow students, staff or others
 - Disrespecting TAU Staff and Peers group in any form
 - Disrespecting other Country on Religion, or section of student's community in any form
 - Involvement in any activities which directly or indirectly affects or an activity which creates or implies negative effect on TAU
 - Explicating any unprofessional or harsh attitude with any staff of TAU or other Students
 - Insult, harass and criticize any Student or Staff
 - Involvement in ragging activities or threatening Staff or Students
 - Involvement or prove beyond a reasonable doubt that he/she is directly involved in sexual activities on University Campus or Hostel
 - Harassment and undermining the character and the purpose of the University
 - Intentionally or unintentionally involved into (in-disciplined) any activities in the Campus
 - Forming or insisting the formation of any student groups to express any personal views or execute any personal agenda or any form of activity against the students / staff / TAU in any form. If found involved in such activity, TAU shall reserve the right to conclude the final decision based on the decision of the TAU Disciplinary Committee, which may lead to termination and if required shall be subject to the student to face legal consequences as per the Local Laws of Zambia
 - Consumption of Alcohol or Smoking is strictly prohibited in the TAU Campus. Students found to have consumed any form of alcohol while being in the campus or Hostel shall be subjected to disciplinary action.
-
- Discontinuation of Course: Uninformed absence from the class for more than 5 working days shall be considered as absconding and shall be subjected to disciplinary action by the disciplinary committee. In such case TAU shall reserve the right to terminate the student without notice and without any refund of any fees paid to the university.

- Usage of University Assets and Property: Usage and mishandling of college resources, property or causing any loss shall subject the student to the following penalty:
- Replacement of same brand Assets/Submission of 3 time cost of the item -
First time
- Suspension and Submission of 3 time cost of the item -
Second time
- Dismissal from college and Submission of 3 time cost of the item -
Third time
 - Involving directly or indirectly in any form of Vandalism of University property or assets shall lead to termination of the student and the final decision shall be made by the Disciplinary Committee of TAU.
 - Engaging in political affairs of the host country
 - Inappropriate disclosure or copying patient/hospital records

7.1 Dress Code

Students are required to be dressed professionally at all times, once on campus or study related activity such as field trips, hospital visits, volunteering, etc.

(Students are free to procure uniform from anywhere; however it should be similar in quality and color of university's prescribed uniform with logo).

- Uniform Scrubs should be worn at all times within the campus
 - White lab coats must be worn in the lab at all times.
 - TAU T-shirts may be worn only for extra-curricular activities such as sports, fieldtrips or at any time authorized by TAU's administration.
 - Students who arrive late for the semester are allowed up to 2 weeks in casual wear.

Student's ID Cards – Must be worn by all students upon entering the University gate. The ID card has an expiry date and therefore, it is the student's responsibility to ensure that the ID card is current. A simple application to the Registrar's office by presenting a passport size photograph to the Documentations Officer and payment of the required fee can be done to re-new the expired ID card.

7.2 Classroom

- No usage of cell phones and other similar gadget in class rooms. Any form of usage such as messaging, receiving or making calls while being in the class is subjected to disciplinary action.

ii) Usage of laptops / Music players other any other electronic gadget is strictly prohibited during class hours in session. Usage of calculators is allowed as per the requirement mentioned in the course outline of the respective subject for which the class is in session.

iii) No sunglasses/shades and hats are allowed inside the campus with the exemption of religious outfits.

iv) Strict adherence to dress code is required and the students failing to adhere shall not be allowed to attend the class.

v) Students are expected to express mature attitude in the classroom and shall not gesture any action which interrupts or disturbs the class in session.

vi) Students are not allowed to Eat or drink any form of food in the classrooms or place other than earmarked for such purpose. Strewing of used food packs or bottles is not allowed and should be disposed in the bins placed in the campus by themselves. Grace timing 5 minutes is permitted for students who come late to the class and walking in and out of classroom is not allowed. Students seeking to exit or enter the classroom during the session should seek permission from the staff in session or from the office of the Dean/ /Registrar/VC. Students roaming in the campus during the class without prior permission shall be subjected to enquiry leading to disciplinary action by the disciplinarycommittee.

vii.) Personal grooming of appearance, hair and clothing must be maintained at all point of time students are expected to portray themselves neat and tidy when they are in the university campus.

viii.) Student shall not at any case use indecent or vulgar form of any language No language other than English to be used in the classroom.

ix.) Students are not allowed to be wandering in the Campus without a valid permission on holidays and before or after finish of classes

x.) Chewing Gums, sweets, chocolates or any form of snacks is not allowed in the classroom when the class is in session

7.3 Library/Multimedia Room

Books and internet facility is available which is governed by policies. Failure to return the books to Library as per the library's policy shall lead to a penalty applicable for each day after the expected return date. Damage to any books / CD / DVD shall lead to a penalty which may sumup to the cost of the book / CD / DVD + the Shipping charges to TAU.

7.4 Canteen/Cafeteria

- i) Students are expected to adhere to strict formal dining manners and procedures in the canteen.
- ii) Conversing or creation of any form of noise or action which shall be disturbing to the people in the canteen is strictly prohibited.
- iii) Consumption of any form of Alcohol, Drugs and Smoking is strictly prohibited in the canteen.

7.5 Off Campus

The rules of conduct specified below are not all-inclusive but are emphasized as being among those necessary for the security and well-being of students attending Texila American University and are among the circumstances which may lead to disciplinary action leading to dismissal from University, Severe punishment as per local laws or imprisonment/deportation from the country if found suitable by the Authorities in Government.

- Possessing or using intoxicating liquors, narcotics or other illegal drugs.
- Stealing or in possession of stolen articles.
- Malicious destruction of property, which is against laws of Zambia and other applicable laws and regulations.
- Endangering or threatening the life or physical safety of others or self, including forcible or non-forcible sexual assault.

The following activities are considered as negative and not good standing of Students such as:-

- a) Students who involve in any activities which affect or tarnish or attempts to destroy the reputation of TAU.
- b) Unprofessional attitude of student in and out of campus, which is expected to result in creating a bad image of TAU, its students or Staff Members.
- c) Direct/indirect involvement in any illegal activities against the Laws of Zambia or any other National Law, where the student is physically located during the period of his/her study with TAU.
- d) Involvement directly/indirectly in narcotics and drugs and smuggling or illegal medical related activities will result in termination.
- e) Any form of breach of Code of Conduct by the students shall lead to disciplinary action and the final decision will be made by the disciplinary committee.
- f) Formal Communication/Interaction strictly English speaking Policy with the following:

- In presence of the Peer group
- In presence of the TAU Staff and in the presence of the TAU Hostel Staff

The students are advised to adhere to the laws of Zambia and not involve in any unlawful activities at any time. They should also not use any unlawful drugs/narcotics and any other form of drugs which may result in to severe punishment or imprisonment/deportation from the country. TAU is not responsible of such act of the students and lend no support in such cases.

7.6 Smoking

Smoking means inhaling, exhaling, burning or carrying any lighted cigar, cigarette or pipe. Texila American University has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors. Smoking is not permitted in academic campus, recreation area and hostel campus.

7.7 Substance Use

The University reserves the right to randomly check the students for the use of illegal drugs through a testing laboratory. The drug testing will be unannounced and the student must comply with this policy. Any attempt to deceive, avoid or jeopardize the drug test by the student could lead to disciplinary actions.

TAU's Regulations Regarding the Illegal Use of a Controlled Substance are:

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on University property or as part of any of the College's activities. For purposes of this regulation a controlled substance shall include any of the following:

1. An illegal drug
2. A legal drug used in excess of medically prescribed dosage
3. An alcoholic beverage
4. Any other mind-altering substance used in excess of medically prescribed dosage.

1) The conviction for the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on University property or as part of any of its activities shall be cause for immediate suspension and shall result in one or more of the following conditions as considered appropriate by the College Office designated in charge of student affairs.

Termination of enrollment with the college; or Requirement for the student to participate satisfactorily in a substance abuse assistance or rehabilitation program approved for such purposes by local government system, or local health, law enforcement, or other appropriate agency; and/or

2) Other enrollment restrictions or stipulations as deemed in the best interest of the University

and the student.

Note: TAU allows notification of parents or guardians when there is a violation of this policy or a student exhibits a pattern of illegal substance use.

8. Procedures, Sanctions and Appeals

TAU through its general and academic committee shall determine the standards of conduct appropriate for those who become members of its student clubs. These standards apply to all and will be administered by the Registrar as per the final decision from the Disciplinary Committee designee who may take disciplinary action deemed appropriate for the violation committed. Students must keep in mind that admission to the University is a privileged status and involves special additional obligations to the college community. It also presumes that students, as members of the academic community, understand due regard for law and the rights of others are always involved in the realm of liberty.

Student conduct, on or off campus, prejudicial to the best interest of the College may be considered cause for disciplinary action or dismissal. The disciplinary actions are verbal reprimand, letter of reprimand, suspension and expulsion.

8.1 Resolution of a Complaint

The University is committed to investigating each complaint thoroughly and taking immediate and appropriate corrective action on all confirmed violations of this policy. In determining whether or not any particular alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged incident(s) and the context in which the alleged incident(s) occurred will be reviewed and considered. The University prohibits reprisal by any of its students against any complaining student(s) or corroborating witness(es). Confidentiality will be maintained to the maximum extent reasonably possible.



The Disciplinary Committee is composed of the following:

Chairman:	Dean Students Affairs
Members:	HOD – SOM
	HOD - Pre Med
	Senior Faculty Member from SPH
	Senior Faculty Member from SOB
Convenor	Registrar

The Process of Investigation and Hearing of Cases:

1. Upon receipt of the complaint, the designated officer of Student Affairs Department (SAD) shall conduct a preliminary investigation to determine possibility of immediate resolution of the case and probable cause of filing the case with the Disciplinary Committee;
2. Within five (5) days from the conduct of preliminary investigation, the designated officer shall call for the parties to afford them opportunity to clarify facts and to reach a possible mutually acceptable solution;
3. If the parties did not arrive at a mutually acceptable solution, the designated officer shall file with the Disciplinary Committee for hearing, within five (5) days from the failed preliminary mediation, an information, citing the following:
 - Specific violation
 - Facts of the case,
 - Parties involved,
 - Preliminary investigation and action taken reports, and
 - Recommendation

Complaint, Incident reports and other documents relative to the case shall likewise be forwarded to the Disciplinary Committee.

4. Within ten (10) days of receipt of the request for a hearing, the Chairperson of the Disciplinary Committee shall arrange for a hearing. During the hearing, all parties should be formally notified to ensure their attendance. Majority of the member of the committee shall constitute a quorum to hear cases.
5. Within ten (10) days from the conclusion of the hearing, the Chairperson of the Disciplinary Committee shall set forth a written document addressing findings of fact and the decision reached by the Committee. Copies shall be addressed to the parties, members of the committee, Registrar and Vice-Chancellor.

8.2 Suspension/Warning

Student may be suspended for a period, during which a student will not be allowed to enroll in classes/examinations and may have special requirements to complete prior to returning to his/her academic program. The Dean/Registrar/Vice Chancellor – Admissions may issue all suspensions.

Students who are suspended from the University will have their Transcripts marked as ‘suspended’ and are not entitled to any refund of fees. After the suspension period the transcript will be re-issued without the suspension remark.

The student has the right to the, “benefit of doubt”; those claims should be well scrutinized and proven. Even in this case the student has a right to defend himself/herself, and the University.

8.3 Dismissal

Students may be dismissed from the University for poor academic performance, for violation of the 'honor code' for disruptive, and for unprofessional behavior and damaging or criminal behavior. As a general policy, students who are dismissed will not be considered for readmission.

1. Any decision regarding a student dismissal will be made by an appointed committee of The University Senate, where the Advisory, the Dean, the peer teaching staff and the students' organization is represented. In such cases the representatives shall call it's meeting as a "University Senate Meeting" and shall invite all parties for hearing. After the hearing, the University Senate Meeting will make a decision and inform all parties in a written form.
2. Absolute criteria for final dismissal or expulsion is when the student is engaged in criminal activity, and such activity has been proven by legal decision (e.g. by a rule of a legal court). Until decision of such legal forum, the student should be suspended from attending studies at TAU.
3. The dismissal of the students will be considered in the case when the student is engaged in a fight or other delinquency, indecency etc., when the student's behavior is a continuous harm or danger to other fellow students, patients or to the reputation of TAU.
4. A person from the peer teaching or no teaching staff will be appointed at the time of admission for the student at TAU who will be available for consultations and assist the student with such cases throughout his/her studies at TAU. This member of the peer teaching staff will be a senior supervisor/mentor of the student and will be responsible for the student throughout his/her studies at TAU.

8.4 Readmission

Students who have not been granted an approved deferral, leave of absence or whose leave of absence has expired must reapply within five years of their date of separation if they wish to re-enroll in the Program.

Students who have officially withdrawn less than one year ago can reapply and will be treated as new applicant and all Admission Processes are applicable. The Student may continue with the same Program or may opt for another Program, if Eligible as per the Eligibility Criteria. Carry Forward of Fee Paid earlier is as per Management Decision.

The student needs to provide a Formal Request, Autobiographical Statement, Two (2) Letters of Recommendation for Readmission. Completed applications will be considered, evaluated and accepted on by decision of admission head / committee. Readmission Fee is applicable.

Readmission cannot be guaranteed, and is based on Management Decision, which is Final.

Dismissed Students will not be considered for Readmission.

8.5 Appeals

The Academic Coordinator of the TAU is accountable for establishing and maintaining appropriate academic standards for coursework and for informing students of any special rules or practices for a particular class.

When a Academic Coordinator becomes aware of a possible violation of academic integrity by one of his or her students, a conference between Academic Coordinator and the student shall be held to discuss the perceived violation and its consequences. If, following the conversation, the Academic Coordinator is satisfied that a violation has occurred, he or she may determine that one or more of the following consequences are appropriate and impose such penalty:

- Issuing a verbal or written reprimand

- Requiring that the academic project or examination in question be repeated

- Assigning the academic project or examination in question a reduced grade

- Requiring that the academic project or examination in question be repeated for a reduced grade.

- Assigning the academic project or examination in question a failing grade

- Assigning a reduced grade in the course

- Assigning a failing grade in the course

- Initiating the student's involuntary withdrawal from the course.

The Academic Coordinator will resolve most violations in the above manner. The Academic Coordinator will report each violation and its disposition to the academic or disciplinary committee within five business days of the occurrence; the appropriate committee will report to the appropriate dean, who in turn will report it to the Admissions and Academic Standards Appeals Committee. If the Academic Coordinator feels that the violation in question was especially serious or repeated, he or she may recommend that additional penalties be imposed.

8.6 Review of Action

Students aggrieved by TAU actions of a non-academic nature shall have the opportunity for appeal to the Disciplinary Committee. When a complaint about a non-academic action arises, with the exception of sexual harassment, the student shall subscribe to the following procedure to render the complaint legitimate. Complaints of sexual harassment should follow the procedure set forth in TAU Policy Sexual Harassment and described later in this section under "Sexual Discrimination/Harassment Complaints".

The student's right for grievance shall be forfeited if the complaint is not addressed through the

Official Review Process-Non-Academic Standards. The Official Review Process – Non- Academic Standards may not be applicable when services are delivered under the provisions of a contract. The appeal process does not suspend any actions which are being grieved. The final decision shall be made by the disciplinary committee.

The steps shall be followed in this regard:

Step 1. The Complainant shall seek out, within five (5) days of the action, the Official so both parties may be afforded an opportunity to clarify facts and to reach a mutually acceptable solution.

Step 2. If Complainant satisfaction is not achieved in Step 1, the Complainant shall Provide written request identifying the problem and requesting a meeting with the Student Affairs Officer. Within five (5) days of receipt of the request, the Student Affairs Officer shall arrange for a meeting with the Complainant and attempt to mediate an acceptable solution.

Step 3. If Complainant satisfaction is not achieved in Step 2, the Complainant shall provide a written request for a hearing by the Judiciary Committee. The request shall articulate the complaint and shall be delivered to the Chairperson of the Judiciary Committee and Student Affairs Officer within five (5) days after receiving a recommended solution as provided in Step

II. Within ten (10) days of receipt of the request for a hearing, but not less than three (3) days of receipt of the request, the Chairperson of the Judiciary Committee shall arrange for a hearing. The Complainant, the Student Affairs Officer and the Official shall be in attendance at the hearing. Within ten (10) days of the conclusion of the hearing, the Chairperson of the Judiciary Committee shall set forth a written document addressing findings of fact and the decision reached by the Committee. Copies shall be addressed to the Complainant, the Student Affairs Officer, the Official and the College President. Decisions made by the Judiciary Committee are binding.

Against the decision of all lower level forums, the student may appeal to the Senate of the TAU. The Senate shall hold a hearing where the student shall be present in person. There is no place to appeal against the decision of TAU senate.

9. Policy on Sexual Discrimination and Harassment

It is the policy of Texila American University that there is no discrimination against any student on the basis of sex. In keeping with this policy, the university prohibits sexual harassment of any form. Sexual harassment is strictly prohibited in the University and the Hostel Campus. The University considers sexual harassment to be a major offence that can result in the suspension or termination of the offender.

Sexual harassment includes unwelcome sexual advances, verbal or physical conduct of any sexual nature, and inappropriate behavior in any environment with words, materials or behavior.

Sexual harassment is subject to severe disciplinary action by the Disciplinary Committee of TAU.

Charges of sexual harassment can also lead to termination from the hostel or university or both without any fee refund, and may be followed by legal actions as per the Local Laws of Zambia or that of any other country, where the student is studying during that period of time as decided by the TAU disciplinary committee's final decision.

Any student who believes that he/she or another student, (1) has been discriminated against on the basis of sex, or

(2) has been sexually harassed, should promptly report the matter to any Dean (Assistant, Associate, Executive, etc.) or Registrar of the College. A College Dean or Registrar who receives a report of sexual harassment must present the allegations to the Vice Chancellor soon as reasonably possible. The personnel designated by the Vice Chancellor shall investigate complaints of sexual harassment. A complaint arising out of the TAU's Hostel should be reported to the Hostel Warden and the Dean's or Student Affairs Office at TAU immediately.

10. Equal Opportunity and Non-Discrimination Policy

TAU prohibits any discrimination against any individual on the basis of race, color, religion, sex, age, disabilities, and marital or parental status. Any action of the student showing the sign of above mentioned discrimination verbally or in action shall be treated seriously and the University reserves the rights to terminate the student if found involved in any type of discrimination or actions insisting such discrimination among the students / staffs / or any other person falling within the vicinity of TAU.

11. Definition of Terms

Academic evaluation refers to any assignment, project, test, essay, quiz, performance, or other task or instrument by which students demonstrate mastery of course content, thus earning credit toward a class grade.

Academic integrity means honesty and responsibility associated with study, learning, and scholarship.

Academic misconduct means any act contrary to Academic Integrity, such as cheating, plagiarism, and earning grades dishonestly.

Academic standards are the rules and principles by which grades, student conduct, professional educator conduct, and class materials are evaluated.

Admissions and Academic Standards Appellate Committee serves as the appellate committee for

~~grievances concerning academic standards; compiles and considers reports on the nature and frequency of academic misconduct; hears charges and evidence of repeated or particularly serious academic misconduct; and imposes sanctions when such types of academic misconduct are determined to have occurred. e: Student complainant~~

Days: Calendar days exclusive of weekends, semester breaks, and official holidays as identified in the College catalogue

Dean is the administrator who, under the direction of the Vice Chancellor , supervises several academic divisions and other specified college areas.

Judiciary Committee: College committee charged with responsibility to advise the College President /CEO on policies, standards, rules and regulations for non-academic standards; and to serve as an appeals committee for grievances involving non-academic standards

Non-Academic Standards: All institutional actions exclusive of academic standards or area

Official: University official(s) responsible for the program or action for which the student complainant has a grievance

Plagiarism is the use of another person's words, materials, work, and ideas, and adoption of an actual document, including a document available electronically, without properly acknowledging and documenting the source.

Professional educator is employed by the College as the instructor of record, contributing/substitute instructor of record, proctor, TAU staff or employee responsible for delivering instructional services and or resources to students.

Student means a person who is registered in a University course

Student Affairs Officer: Campus official designated by TAU for oversight of student affairs

University means any and all locations in Zambia to which TAU delivers instructional services to students enrolled for credit.

Weekend: Saturday and Sunday

12. Academic Calendar

The academic calendar for each program is published by the TAU office. The changes in the academic calendar shall be notified to the students accordingly and the students are expected to follow the updates given at any time.

13. Student's Association

Student Representative Council (SRC) is an independent organization governed by TAU students, therefore, students are highly encouraged to implement and develop their own governing bodies and other student organizations. A faculty member is appointed as a student advisor to the student organization.

14. Sanctions Academic Code of Conduct

Violations		Penalties	
Academic Code of Conduct	1 st Offense	2 nd Offense	3 rd Offense
Cheating in Examinations	Declaring Fail in the subject straightly	Declaring repeat of thesemester for all courses	Dismissal
Intentional Misrepresentation	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal
Plagiarism	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal
Inappropriate Collaboration	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal
Improper Influence	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal

15. Sanctions General Code of Conduct

Violation	Penalties		
General Code of Conduct	1 st Offense	2 nd Offense	3 rd Offense
Making negative remarks aboutTAU or its Students to other fellow students, staff or others	Warning and CommunityService of 8 hours	Suspension for 5-10days	Dismissal
Disrespecting TAU Staff andPeers group in any form	Warning and Communityservice of 8 hours	Suspension for 5-10days	Dismissal
Disrespecting one's Country, Religion Race, or section of student's community in any form.	Warning and Communityservice of 8 hours	Suspension of 5-10days	Dismissal

Involvement in any activities which directly or indirectly affect or implies a negative effect on TAU	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal
Insult, harass and criticize any Student or Staff	Warning	Suspension for 5-10 days	Dismissal
Involvement in bullying activities or threatening Staff or Students	Suspension 5-15 days	Dismissal	
Proven beyond reasonable doubt that he/she is directly involved in sexual activities in University Campus or Hostel	Suspension for 1 semester or Dismissal	Dismissal, if the 1st offence is penalized by suspension	
Harassment and undermining the character and the purpose of the University	Suspension 10 days	Dismissal	
Intentionally or unintentionally involved in illegal and immoral activities in the Campus and Hostel	Suspension for 1 semester or Dismissal	Dismissal, if the 1st offence is penalized by suspension	
Formation of any student groups to express any personal views or execute any personal agenda or any form of activity against the students/staff/TAU in any form.	Suspension 5-10 days	Suspension for 11-20 days	Dismissal
Consumption of Alcohol or Smoking on campus or in the hostel; Entering the campus under the influence of alcohol/ drugs	Suspension 5-10 days	Suspension for 11-20 days	Dismissal

Usage and mishandling of college resources or property causing any loss	Suspension for 5-10 days and Replacement or restitution of Assets	Suspension for 11-20 days and Replacement or restitution of Assets	Replacement or restitution of Assets and Dismissal
Vandalism of University property or assets	Suspension for 5-10 days Replacement or restoration of Assets	Suspension for 11-20 days and Replacement/restoration of Assets	Replacement/restoration of Asset and Dismissal
Inappropriate is closure or copying of patient/hospital Records	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal
Improper Dress Code and violation of no ID/no entry policy	Warning and fine of USD 25 or 250 ZMW	Suspension for 3-5 days and a fine of USD 25 or 250 ZMW	Suspension for 6-10 days plus a fine of USD 50 or 500 ZMW
Usage of cell phones and similar devices during class hours	Warning	Suspension 1-3 days	Suspension 3 - 5 plus fine of USD 50 or 500 ZMW
Wearing of sunglasses/shades inside the classroom	Warning	Suspension 3 - 5 days	Suspension 3 days
Interruption or disturbance while class is in session	Warning	Suspension 3 - 5 days	Suspension for 6-10 days
Indecent or vulgar form of language	Warning	Suspension 3-5 days	Suspension for 6-10 days
Stealing on campus or affiliated agencies and in hostel	Suspension 11-20 days and Replacement/Restitution	Dismissal and replacement/restitution of personal property stolen	
Assault	Warning	Suspension for 3-5 days	Suspension for 6-10 days

Battery	Suspension for 5-10 days	Suspension for 11- 20 days	Dismissal
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16. ACKNOWLEDGE OF RECEIPT AND UNDERSTANDING OF STUDENT HANDBOOK

I, student at the Texila American University, have received, read, understood and pledged to abide by the policies of the University as set forth herein (to be signed by the student and returned in to the Administrative Office prior to the start of their 1st semester at TAU).

Student Signature

Date: _____