



THE SALVATION ARMY
CHIKANKATA COLLEGE OF BIOMEDICAL SCIENCES
Private Bag S 2,
Mazabuka, Zambia
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STUDENTS CODE OF CONDUCT

The Health Professional Council of Zambia regulates the education and training of all Health Professionals in the Country. It is the mandate of the Council, College and The Salvation Army to set rules which guide the conduct of students while training. All students are therefore expected to understand and adhere to the set rules. Failure to comply with these rules will attract stern action as indicated within the rules. No student will be allowed to attend the college without signing the students' code of conduct. The procedure for disciplinary action depends on the offence committed such as verbal warning, written warning, suspension and finally dismissal from training. In an event where a student deems the disciplinary measure taken against him/her is unfair and/or feels the case need to be heard again, an appeal could be made to the Appeals Committee of the College. This appeal should be made within a period not exceeding 5 working days; from the day **verdict/letter is received**.

The general disciplinary procedure depending on the case committed shall be as follows;

1. Verbal warning – one (1)
2. Written warning – one (1)
3. Suspension for 21 days (Deferred for one academic year)
4. Dismissal

It should be noted that misconduct of a serious nature will attract either suspension or instant dismissal. In the event of continued acts of indiscipline, the parents, guardians, employers or sponsors shall be informed of the indiscipline and the decision made by the college in writing by the Principal and copies, of such communication, shall be sent to The Medical Superintendent and The Mission Director.

CONTINUED ACTS OF INDISCIPLINE WILL WARRANT DISMISSAL.

SECTION 1: GENERAL STUDENT CONDUCT

	RULE	PENALTY : FAILURE TO COMPLY
i) Punctuality	Punctuality should be observed by all students, at all times.	1. Verbal warning – one (1) 2. Written warning – one (1) 3. Suspension for 21 days (Deferred for one academic year) 4. Dismissal
ii) Dress Code	It is compulsory that all students wear smart and decent clothes at all times. For females: . A dress or a blouse should not show breasts either because it is transparent or deliberately made for that purpose. . A non- transparent dress or skirt should cover the body up to halfway between the knee and the feet when seated. . Tight trousers are not allowed on the mission.	1. Verbal warning – one (1) 2. Written warning – one (1) 3. Suspension for 21 days (Deferred for one academic year) 4. Dismissal
iii) Cooking	Students are not allowed to cook in the hostels or in any other facility within the College.	Failure to comply warrants instant dismissal from boarding
iv) Extra-Curricular Activities	Students are expected to take part in all extracurricular activities organized by the college as well as those to which the college has been invited such as marching during independence celebrations, tuberculosis day, youth day and other similar activities. Absenting oneself from such an activity is an offence	1. Verbal warning – one (1) 2. Written warning – one (1) 3. Suspension for 21 days (Deferred for one academic year) 4. Dismissal
v) Visitors	Students shall not allow visitors in their hostels Students of the opposite sex shall not enter each other's rooms or found loitering outside the rooms at all times.	1. Written warning – one (1) 2. Suspension for 21 days (Deferred for one academic year) 3. Dismissal
vi) Student – Lecturer Intimacy relationships	No student shall have intimacy relationship with any member of staff	Any student found guilty of committing this offense will immediately be given an open transfer to other institutions
vii) Illicit Sex	No student shall have intimate relationship with any member of the mission or the community	Any student found guilty of committing this offense will immediately be given an open transfer to other institutions
viii) Sleep out	No students shall sleep out without official written permission from the college authority	1. Suspension for 21 days (Deferred for one academic year) 2. Dismissal
ix) Unauthorized Tours/ Trips	No students shall engage in any unauthorized tours to attraction sites (Hills and others) outside the mission for purposes of church programmes/ leisure	Dismissal

	RULE	PENALTY : FAILURE TO COMPLY
x) Alcoholic Drink	Keeping and consumption of alcohol drinks on the mission grounds is forbidden. Drinking and drunken behavior is unprofessional and therefore warrants' disciplinary action. <i>No student should be found under the influence of alcohol within and outside the mission</i>	Dismissal
xi) Smoking	Smoking and being found in possession of dagga and any other habit forming drugs on the mission grounds is absolutely forbidden and shall warrant disciplinary action.	Dismissal
xii) Drugs: Possession and selling of drugs	Drugs found on students or in student rooms which are not prescribed by the doctor shall be regarded as having been stolen by the student and shall Warrant disciplinary action. Selling of drugs and institutional property shall warrant disciplinary action	Dismissal
xiii) Laboratory/ Hospital Equipment and Reagents	Students shall not be allowed to be in possession of said equipment at any given time	Being in possession or selling of the said equipment and reagents shall be regarded as having been stolen by the student and will warrant dismissal
xiv) Telephone/ xv) Mobile Phones	Students shall not receive or make personal calls while in class or Labs including during any meetings. All cell phones should be switched off while on duty, in class or attending meetings.	1. Verbal warning 2. Written warning 3. Suspension for 21 days (Deferred for one academic year) 4. Deferment
xvi) Giving Information to the Press	Students shall not give press statements to the press , the public and any other organization without authority	Dismissal
xvii) Pregnancy	Any student who falls pregnant shall inform the College authority in writing. She shall discontinue training and reapply for readmission when the child is one (1) year. In the event that the student loses the child after delivery, the student shall write to the school for readmission earlier than one (1) year. If a female student is made pregnant by a fellow male student, both students shall discontinue training and will be readmitted in College when the child is one (1) year old. Any male student found to have been responsible for impregnating anyone within our community shall discontinue training.	If the student is pregnant and does not inform administration, administration shall take action and if proven pregnant the student will be dismissed

SECTION 2: ACADEMICS

	RULE	PENALTY : FAILURE TO COMPLY
i) College Fees	<p>All college fees and paper commitments including arrears from previous semester(s) will be made within the first day of the beginning of each semester.</p> <p>To be registered you shall be required to pay the College fees in <i>FULL</i> or to a <i>Minimum Threshold of 75%</i></p> <p><i>Two (2) Reams of White Paper</i></p> <p><i>Note that Paper Commitment is Applicable to ALL Students per Semester</i></p>	<p>Students who do not comply will automatically not be registered for the new semester.</p> <p>Accommodation and meals may not be provided where fees are not paid in full. Two (2) weeks absence post registration period may result in deferment for a semester or entire academic year</p>
ii) Time Table	The time table provided for student guidance for both classroom, clinical laboratory practice, extra curriculum activities and meetings, shall be adhered to at all times	<ol style="list-style-type: none"> 1. Verbal warning – one (1) 2. Written warning – one (1) 3. Suspension for 21 (Deferred for one academic year) 4. Dismissal
iii) Classroom Experience	<p>All Lectures and Practical demonstrations are compulsory.</p> <p>All students must wear prescribed protective clothing during laboratory work. Absence without permission shall warrant disciplinary action.</p>	<ol style="list-style-type: none"> 1. Verbal warning – one (1) 2. Written warning – one (1) 3. Suspension for 21 (Deferred for one academic year) 4. Dismissal
	<p>Lecturers/Clinical instructors/Student representatives will record student attendance on a daily basis and hand in their records weekly to College Administration.</p> <p>All Lecturers, Clinical Instructors and all other College staff must be treated with respect at all times.</p>	<p>Missing time tabled or arranged class and Lab sessions for a cumulative period of 7 days or more will warrant;</p> <ol style="list-style-type: none"> 1. Suspension for 21 days (Deferred for one academic year) 2. Dismissal
iv) Sickness	Students feeling unwell shall report to the College Administration during the day and after college hours (i.e. after 17:00), to the Dean of Students/ Student Affairs/Matron immediately, who in turn, will inform the Principal when necessary.	<ol style="list-style-type: none"> 1. Verbal warning – one (1) 2. Written warning – one (1) 3. Suspension for 21 (Deferred for one academic year) 4. Dismissal
v) Patient Care	The patient's well-being comes first before students' convenience at all times. Students shall not neglect patients in preference for personal activities	<ol style="list-style-type: none"> 1. Verbal warning – one (1) 2. Written warning – one (1) 3. Suspension for 21 days (Deferred for one academic year) 4. Dismissal

SECTION 3: PRAYERS AND SUNDAY EVENING MEETINGS

The College is run by The Salvation Army (TSA) Church, as such, its church programmes and events must be observed by all students.

	RULE	PENALTY : FAILURE TO COMPLY
i) Worship Services	It is COMPULSORY for ALL students to attend morning prayers / devotions; Monday to Friday and the Sunday evening meeting on the mission, as guided by the College Chaplain.	1. Verbal warning – one (1) 2. Written warning – one (1) 3. Suspension for 21 days (Deferred for one academic year) 4. Dismissal
ii) TSA Church events	It is COMPULSORY for ALL students to attend Church events conducted within and outside the mission depending on the availability of Transport	Any appointed/ selected student who fails to attend Church events will be given an open transfer to any other training institution

SECTION 4: OTHER FORMS OF INDISCIPLINE

	RULE	PENALTY : FAILURE TO COMPLY
i) Language	Use of abusive language and any student involved in anti-social behavior or any other misconduct with proven evidence shall be liable to disciplinary action. Consideration for others shall be observed at all times.	1. Suspension for 21 days (Deferred for one academic year) 2. Dismissal
ii) Vandalism	Students are not allowed to tamper with any electrical fittings. This is strictly the work of a qualified College recommended electrician. Students will be responsible and liable for the care of their accommodation, classrooms and clinical areas including furniture provided in their rooms. Any damage should be reported to the college administration. Unauthorized removal of furniture or equipment from the rooms or from the classroom is forbidden.	1. Pay for Repair 2. Suspension for 21 days (Deferred for one year) 3. Dismissal
iii) Cleanliness	Students are expected to clean their own rooms and the common lounge in their hostels, and leaves them tidy at all times. It is forbidden to stick unauthorized pictures on any hostel walls.	1. Verbal warning – one (1) 2. Written warning – one (1) 3. Suspension for 21 days (Deferred for one academic year) 4. Dismissal

iv) Security	<p>The main gates shall be locked at 21:00 hours and all students shall be in their rooms before the stated time.</p> <p>Roll call will be conducted at 21:00 and recorded by the student's representative/Student Affairs Officer/Matron, and college administration will be informed of any unauthorized student absence. Records are to be handed in weekly to the college administration.</p> <p>The college staff shall conduct random inspections of the hostels.</p>	<p>1. Verbal warning – one (1)</p> <p>2. Written warning – one (1)</p> <p>3. Suspension for 21 days (Deferred for one academic year)</p> <p>4. Dismissal</p>
	Entering and leaving the student hostel by climbing/jumping over the fence or through windows shall warrant disciplinary action	Dismissal
v) Swimming	Swimming and engaging in other related activities on the dams, streams or any open water bodies within the mission and surrounding areas is prohibited	Instant Dismissal
vi) Drinking Places	Students shall not be found inside or close to Bars, Bottle stores, recreation facilities and private homes selling beer	Instant Dismissal
vii) Other High Risk Areas	Patronizing or loitering at high risk areas such as Dams, Sports grounds and streams and any other awkward places at awkward times is strictly prohibited	Instant Dismissal
viii) Exhibiting disrespectful behavior towards all members of staff	Any student found exhibiting disrespectful behaviour towards any member of staff will be disciplined	<p>1. Suspension for 21 days (Deferred for one academic year)</p> <p>2. Dismissal</p>
ix) Continued acts of deliberate clattering of dirt in all college facilities	It is an offence for any student to deliberately clatter dirt in the college facilities	<p>1. Student will physically be punished by cleaning up clattered dirt</p> <p>2. Suspension for 21 days (Deferred for one academic year)</p> <p>3. Dismissal</p>
x) Politics	<p>It is an offense for any student to engage in partisan politics within and outside the mission.</p> <p>Wearing of any party regalia and use of political slogans is prohibited</p>	<p>1. Suspension for 21 days (Deferred for one academic year)</p> <p>2. Dismissal</p>

SECTION 5: EXAMINATION MALPRACTICE

Any student involved in ANY FORM of examination malpractice during ALL internal and external Assessments and Examinations shall be INSTANTLY expelled from Training. HPCZ shall be notified two (2) weeks after local disposal of the case as per HPCZ guideline to facilitate student BLACK listing by the Council.

SECTION 6: INSTANT DISMISSAL

*In the event of the following acts, the student shall **IMMEDIATELY** be **DISMISSED** from Training:*

1. Indiscipline causing harm or endangering patient life
2. Any student who will abort and/ or conduct an abortion
3. Any continued act of indiscipline
4. Deliberate act (s) of indiscipline with intent to cause harm or endangering another person
5. Fighting
6. Stealing
7. Poor academic and practical experience
8. Engaging in any form of Forgery or altering official documents
9. Unlawful possession of drugs
10. Selling of drugs and institutional equipment
11. Threatening violence
12. Sexual harassment
13. Engaging in any form of body tattooing activity within and surrounding the Mission



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STUDENTS COPY

Declaration

Chikankata College of Biomedical Sciences is a Public Training Institution run by the Salvation Army Mission Church, and therefore, it is COMPULSORY to attend all religious meetings every morning, on Sunday evenings and as required through the College's programme.

I, _____ have read and understood the Salvation Army Chikankata College of Biomedical Sciences Student's Code of Conduct and declare that I will abide by them. I understand that failure to abide by the student's code of conduct will warrant disciplinary action.

(Student's full name)

Signature

Date _____

(Student's Parent/Guardian full name)

Signature

Relationship to the Student _____

Date _____

(Principal/Chaplain's full name)

Signature

Date _____



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